

CONSTITUTION
OF THE
CHINESE BAPTIST CHURCH
SEATTLE, WASHINGTON

Amended & Adopted
Church Membership Meeting
January 28, 2018

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ARTICLE I - NAME AND PURPOSE

Section 1. Name

This organization shall be known as the Chinese Baptist Church, located in Seattle, Washington, (Church) and affiliated with the American Baptist Churches USA, which includes the American Baptist Churches of the Northwest.

Section 2. Purpose Statement

Chinese Baptist Church exists as a body of committed believers to glorify God by:

1. Exalting the Creator,
2. Edifying the church and
3. Evangelizing the community.

"Exalting the Creator" is to glorify God through worship and godly lifestyle. (Matt. 28:18, I Cor. 10:31)

"Edifying the church" is to equip the believers to grow as disciples of Christ through the teaching and practical application of God's Word and loving fellowship with Christ and one another. (Matt. 28:19-20; Eph. 4:11-16; Jn. 13:34-35)

"Evangelizing the community" is to go and win disciples for Christ through the proclamation of the Gospel. (Matt. 28:19-20)

Section 3. Statement of Faith (Appendix 1)

ARTICLE II - CHURCH COVENANT

The Chinese Baptist Church affirms the need of every person to respond in faith to Jesus Christ, to own Him as Lord, to bear witness to Him in word and deed, and to grow in grace through the power and presence of the Holy Spirit according to sacred Scripture, which is our final authority in Christian faith and life. Those who receive Jesus Christ as their personal Savior will joyfully enter into the fellowship of the Chinese Baptist Church and will work and worship together as one body to promote and spread the word of Christ our Lord.

We pledge, therefore, by the aid of the Holy Spirit to walk together in Christian love; to strive for the advancement of this Church in knowledge, holiness, mutual encouragement, and Christian service; to promote its spirituality; to be present at its services of worship as regularly as possible; to observe its ordinances; to maintain its discipline; to contribute cheerfully, proportionately and regularly of our means as the Lord has prospered us; and to support the missionary outreach and evangelism of the Church at home and abroad.

We furthermore pledge to read the Bible daily; to witness for Christ; to be faithful in our work, careful of our conduct, and zealous in our efforts to advance the kingdom of our Savior.

We furthermore pledge to care for others in love; to remember others in prayer; to cultivate Christian sympathy in feeling and courtesy in speech; and to be slow to take offense, but always ready for reconciliation.

Finally, we will strive to fulfill the above pledges and put our total trust in God knowing that we can do all things through Christ who strengthens us. (Phil. 4:13)

ARTICLE III - 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

Persons may be received into membership in one of the following ways and upon fulfilling the procedure in Section 3:

- a. By confession of faith in Jesus Christ as personal Savior and Lord, followed by baptism by immersion.
- b. By letter of transfer from, or in the case of a candidate for associate member, a letter verifying membership with another evangelical Christian church where the candidate for membership is then a member. Any form of believer baptism is acceptable as a membership requirement.
- c. By personal statement of previous Christian experience, faith and believer baptism. This may include lapsed membership in this Church or in another Christian church.

Section 3. Procedure

The process by which an individual may become a member of this Church is as follows:

- a. A candidate for membership shall receive instruction in church doctrine, history, organization, and the meaning of membership from an Inquirers or Membership class.
- b. A candidate for membership shall be interviewed by the Deacons Board. The Deacons Board shall determine whether to recommend that the candidate be presented to the Church for membership.
- c. To become a member, a candidate must be approved by a majority of the members in active standing present at a regular or special Church Membership Meeting. Notice of the proposed vote on membership must be published in the Sunday worship service bulletin at least seven (7) days prior to the vote.

Section 4. Categories of Membership

a. **Members in Active Standing (With Voting Privileges)**

A member in active standing is one who sincerely endeavors to be obedient to Christ's call to Christian commitment and life style, as set forth in the Church Covenant, and who faithfully participates in the regular worship services and other activities of the Church. Each member is expected, as the Lord leads, to fill his or her place in the Church by:

- 1) Attending its meetings;
- 2) Faithfully serving in its activities;
- 3) Contributing to its financial support; and
- 4) Partaking in Communion at least once every three months.

b. **Members in Inactive Standing (Without Voting Privileges)**

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, etc.

c. **Associate Membership (Without Voting Privileges)**

An associate member is a member of another church residing temporarily in the Seattle area and has been received as a member of this Church for a specified period. A candidate for associate membership shall meet the requirements of Sections 2 and 3 of Article III. An associate member may be a member of a board or committee, but may not be a deacon or a board or committee chairperson.

Section 5. Determination of Membership Status

Each member shall reaffirm his or her intent to remain in good standing. Annually, the Deacons Board shall distribute cards on which members shall designate their intended standing. Those members who do not respond or do not return a pledge card shall be contacted by a person designated by the Deacons Board in an effort either to encourage return to active standing or to assist the member in developing a meaningful relationship with another Christian fellowship.

The Church Clerk shall then maintain a listing of members wishing to remain inactive.

Section 6. Transfer to Another Church

A member may request that a letter of transfer or verification of prior membership be written by a Pastor or chairperson of the Deacons Board and be sent to the fellowship of another church. Upon issuance of the letter, the member's name shall be removed from the membership roll.

Section 7. Discipline and Dismissal

Any member violating his or her Christian obligations or the Church Covenant or conducting him or herself in any manner as to bring reproach upon the Church shall 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 and the Deacons Board.

Failing to receive satisfactory evidence of repentance and reformation, they shall recommend to the membership that the individual be dismissed from the membership rolls. An affirmative majority vote at a Church Membership Meeting is necessary to remove the individual from the membership rolls.

Section 8. Voluntary Membership Termination

A member may request of the Pastor or the Deacons Board that he or she be removed as a member of the Church. The Deacons Board may contact the individual and provide any necessary counseling, guidance or assistance before removing him or her from the membership rolls.

ARTICLE IV - THE PASTOR(S)

Section 1. Call

Each pastor (Pastor) shall meet the qualifications of an elder as described in I Tim. 3:1-7 and Titus 1:5-9. The call to a pastor for an indefinite period may be extended only upon the recommendation of the Pulpit Committee, with concurrence of the Advisory Council and the election by the Church. The recommendation of the Pulpit Committee to call a pastor may only be submitted to the Advisory Council for a vote with the concurrence of the Senior Pastor. If the Senior Pastor position is vacant at the time, the recommendation may be submitted to the Advisory Council.

The election may occur only during a regular or special Church Membership Meeting convened by the Moderator. The quorum for the Church Membership Meeting shall be 150 members in active standing. 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. The voting shall be by secret written ballot. A call requires the approval of at least 75% of the members voting. The Moderator shall formally issue a letter extending the call to a pastor. The call shall be accompanied by a letter from the Personnel Committee stating the financial terms of the offer including salary and benefits.

Section 2. Duties

The Pastor(s), including interim, shall have voting privileges on the Advisory Council, Deacons Board and the Church Membership Meetings. They shall also be ex-officio members (without voting privileges) of all other boards and committees, except the Pastoral Relations Committee and the Review Committee. Each year the Senior Pastor, or in the absence of a Senior Pastor, the ministerial staff (including interim), shall present to the Deacons Board for approval a general outline and division of the responsibilities of the pastoral staff, which responsibilities include:

- a. Preaching the Word of God (II Tim. 4: 2),
- b. Administering the Church ordinances (Matt. 28:19-20, I Cor. 11:23-26),
- c. Supervising the teaching ministry of the Church (I Tim. 4:13), and
- d. Supervising and nurturing the spiritual growth of the Church and its individual members.

The Senior Pastor

1. The Senior Pastor will serve as the lead pastor over the entire congregation including all sub-congregations, ministries and groups.
2. The Senior Pastor will supervise all staff. All staff; pastoral, ministerial, administrative and support staff, will be accountable directly to the Senior Pastor. The Senior Pastor may assign supervision of support staff to a ministry staff person. The Senior Pastor will be the lead in hiring/firing of ministerial, administrative and support staff in cooperation with the Personnel Committee. If there arises an unresolvable conflict between the Senior Pastor and a ministerial staff member, the Deacon Board will mediate the conflict seeking to resolve the conflict in accordance with Biblical directives. For non-ministerial staff, the Moderators will mediate the conflict. Otherwise, the Deacon Board and Moderators will refrain from interfering in the supervision of staff by the Senior Pastor
3. The Senior Pastor will be the chief vision caster i.e. refining CBC's mission, vision, beliefs, values and strategies.

Section 3. Resignation

A Pastor may terminate his services with this Church only by:

- a. Submitting a letter of resignation to the Advisory Council in care of the Moderator and;
- b. Receipt of the resignation by the Advisory Council.

The resignation date and termination of compensation shall be determined by mutual agreement of the resigning Pastor and the Advisory Council. Notice of receipt of a resignation shall be issued during all regular worship services on the two (2) Sundays immediately prior to the effective date of the resignation and in writing to all members in active standing within 14 days.

Section 4. Dismissal

A Pastor may be dismissed by the Church only upon:

- a. The recommendation of the Advisory Council; and
- b. A vote of the members at a regular or special Church Membership Meeting convened by the Moderator.

The quorum for the Church Membership Meeting shall be 150 members in active standing. Notice of a proposal to dismiss a Pastor shall be given during all regular worship services on at least the two (2) Sundays immediately preceding the Church Membership Meeting and in writing to all members in active standing at least 14 days prior to the Church Membership Meeting. The voting shall be by secret written ballot. Dismissal requires the approval of a majority of the members voting.

Upon a vote of the Church approving dismissal, the Moderator shall formally issue a letter of dismissal and the Pastor shall be relieved of all duties immediately. The Pastor shall be entitled to two (2) months severance pay. 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 Pastor

- a. Call

Each interim pastor (Interim Pastor) shall meet the qualifications of an elder as described in I Tim. 3:1-7 and Titus 1:5-9. The intent of an Interim Pastor position is to meet immediate needs of the Church when a pastoral position is vacant. The call to a pastor for a specified period (interim) may be given upon the recommendation of the Deacons Board. The election of an Interim Pastor requires the approval of at least 75% of all members of the Deacons Board. The Deacons Board shall formally issue a letter extending the call to an Interim Pastor. The call shall be accompanied by a letter from the Personnel Committee stating the financial terms of the offer including duties, duration, salary and benefits.

- b. Duties

In addition to the duties defined in Section 2 entitled "Duties" above, the duties and duration of an Interim Pastor shall be defined by the Deacons Board.

- c. Resignation

An Interim Pastor may terminate his services with this Church only by:

- i. Submitting a letter of resignation to the Deacons Board in care of the Chairperson of the Deacons Board and;
- ii. Receipt of the resignation by the Deacons Board.

The resignation date and termination of compensation shall be determined by mutual agreement of the resigning Interim Pastor and the Deacons Board. Notice of receipt of a resignation shall be issued during all regular worship services on the two (2) Sundays immediately prior to the effective date of the resignation.

d. Dismissal

An Interim Pastor may be dismissed by the Church only upon a vote of the Deacons Board at a regular or special Deacons Board meeting.

The quorum for such Deacons Board meeting shall be all members of the Deacons Board. Dismissal requires the approval of a majority of the Deacons Board members.

Upon a vote of the Deacons Board approving dismissal, the Chairperson of the Deacons Board shall formally issue a letter of dismissal and the Interim Pastor shall be relieved of all duties immediately. Notice of the dismissal shall be issued during all regular worship services on the two (2) Sundays immediately following the vote.

ARTICLE V - CHURCH OFFICERS

Section I. Advisory Council

The officers of the Church (Officers) shall be the members of the Advisory Council (Council). The Council consists of the Senior Pastor or designate, Moderator(s), Clerk, Treasurer, Chair and Vice Chairperson of the Deacon Board, and the Chairpersons of Trustee, Finance, Christian Education & Mission Boards, or in the absence of the Chairperson then the Vice Chairperson. The Clerk and Treasurer are members of the Advisory Council without voting privileges. The Advisory Council shall decide and have authority over all matters pertaining to the general policy and operation of the Church and its organizations.

The Moderator(s) represents the Nominating Committee and Special Committees to the Advisory Council. The Deacons Board represents the Music Committee, Ushers Committee, and Personnel Committee to the Advisory Council. The Christian Education Board represents the Literature Committee to the Advisory Council. The Finance Board represents the Endowment Committee to the Advisory Council. The Trustees Board represents the Hospitality Committee to the Advisory Council. The Mission Board represents the Christian Social Concerns Committee to the Advisory Council.

The Advisory Council is the Board of Directors as specified by the Articles of Incorporation of the Church.

The Advisory Council shall meet monthly. Special meetings may be called at the request of three members of the Advisory Council, a Pastor, a Moderator, or fifteen members of the Church in active standing. Two thirds of the members of the Advisory Council with voting privileges constitute a quorum.

Section 2. Moderator

a. Duties

The Moderator, in addition to the Pastors, shall represent the Church in all matters dealing with the public. The Moderator shall preside over the Advisory Council and all Church Membership Meetings; in the event the Moderator is absent or unavailable, the chairperson of the Deacons Board shall preside. The Moderator(s) represents the Nominating Committee and Special Committees to the Advisory Council.

b. Election

The candidates for Moderator shall be determined by a selection committee comprised of a former Moderator, a Pastor, and the chairperson of the Deacons Board. After the annual Church Membership Meeting, the Officers and Board and Committee members for the ensuing year shall elect the Moderator(s). There may be more than one Moderator. A person may not serve as Moderator for more than five (5) consecutive years.

Section 3. Clerk

The Clerk shall record and maintain the minutes of all Church Membership and Advisory Council meetings and maintain the membership records of the Church with the assistance of the Church secretary. There may be more than one Clerk. A person may not serve as Clerk for more than five (5) consecutive years.

Section 4. Treasurer

The Treasurer shall be responsible for the bookkeeping of the Church financial accounts, supervise the Accounting Clerk, and is a member of the Finance Board (See Article VI, Section 4a). There may be more than one Treasurer. A person may not serve as Treasurer for more than five (5) consecutive years.

ARTICLE VI - BOARDS

Section 1. Description

Each of the following boards (collectively, the Boards) shall have a chairperson and vice-chairperson nominated by the Nominating Committee and elected by the Church membership. The members of these Boards shall be Church members in active standing and elected by the Church membership to staggered terms of two years, unless otherwise specified. A person may not serve on the same Board for more than three (3) consecutive terms. A person

may not serve on more than one Board or one Board and one Standing Committee simultaneously. Each term shall commence on February 1.

Section 2. Deacons Board

The Deacons Board shall consist of at least ten (10) members (combination of men and women) representing each congregation (collectively Deacons) and all Pastors. The Deacons Board shall work with the Pastors in nurturing the spiritual life of the Church, assist the Pastors in the performance of their duties, and oversee the worship services of the Church. The Deacons Board shall interview applicants for Church membership and applicants for interim pastoral positions. The Deacons Board represents the Music Committee, Ushers Committee, and Personnel Committee to the Advisory Council.

Deacons shall prepare and distribute the elements of the Lord's Supper, attend to the necessities of the poor, help the Pastors in their visitations, assist the Pastors in zealously guarding and fostering the spiritual life of the Church, and supervise all affairs of the Church that are not the responsibility of the Officers. They shall also be responsible for all worship services in the absence of the Pastor(s).

Section 3. Christian Education Board

The Christian Education Board shall consist of at least five (5) members and shall work with the Pastor(s) in administering the educational program of the Church, involving such duties as planning, organizing, staffing, equipping and coordinating the Sunday School program, Vacation Bible School, and other educational ministries. The Christian Education Board's overall objective is the birth, growth, and maturation of believers in the church of Jesus Christ. The Christian Education Board represents the Literature Committee to the Advisory Council.

Section 4. Finance Board

The Finance Board shall consist of at least five (5) members including the Treasurer. The Finance Board shall supervise all matters pertaining to the annual budgets and accounting of Church funds. The Finance Board shall ensure that a separate account of each contributor be kept and shall furnish statements annually to each contributor. The Finance Board will present for adoption a detailed budget for the ensuing year at the Annual Church Membership Meeting. The Finance Board shall present a detailed monthly report of receipts and expenditures at the regular Advisory Council meetings and a year-to-date financial statement at the Church Membership Meetings during the year. The Finance Board represents the Endowment Committee to the Advisory Council.

- a. **Treasurer.** The Treasurer(s) shall ensure that an accurate record of all Church financial accounts be kept, all income received is deposited and funds are properly disbursed for current expenses, missions, and benevolence within the ministry of the Church. The Treasurer(s) shall prepare monthly and annual financial reports.

- b. **Church Auditor.** The Church Auditor is not a member of the Finance Board. The Finance Board may assist the Nominating Committee in appointing the Church Auditor(s). The Church Auditor(s) shall act as a public witness of all Church accounts, annually examining the financial records of the Church and reporting his or her findings at the Annual Church Membership Meeting. There may be more than one Church Auditor. A person may not serve as Church Auditor for more than five (5) consecutive years.

Section 5. Trustees Board

The Trustees Board shall consist of at least six (6) members. The Trustees Board shall be responsible for the care, maintenance and inventory of Church property including arranging for and supervising needed repairs, routine maintenance, and authorized remodeling, alterations, and additions. Trustees shall prepare guidelines for the usage of the physical properties, insurance coverage and custodian duties. The Trustees Board represents the Hospitality Committee to the Advisory Council.

Section 6. Mission Board

The Mission Board shall consist of at least seven (7) members and shall engage the Church in the task of presenting the Lord and Savior Jesus Christ to the world through His power by means of any ministry extending beyond the congregation and the Church facilities. The Mission Board will promote world evangelization by supporting missionaries, raising awareness among the congregation and providing opportunities for personal involvement. The Mission Board represents the Christian Social Concerns Committee to the Advisory Council.

ARTICLE VII - STANDING COMMITTEES

Section 1. Description

Each of the following committees (Standing Committee) shall have a chairperson nominated by the Nominating Committee, with recommendations by the respective Board chairs, and elected by the Church membership. The Nominating Committee may also nominate a vice-chairperson as needed. The members of the following Standing Committees shall be Church members in active standing and elected by the Church for terms of one (1) year, commencing February 1 unless otherwise specified. A person may not serve on the same Standing Committee for more than five (5) consecutive terms. A person may not serve on more than two Standing Committees or more than one Board and one Standing Committee simultaneously.

Section 2. Hospitality Committee

The Hospitality Committee shall nourish and promote the fellowship and social life of the Church. The Hospitality Committee is responsible for preparing or arranging food for the regularly scheduled Church Membership Meetings and special occasions such as Easter, Thanksgiving, etc. The Hospitality Committee shall coordinate and define guidelines for the use of the Church kitchen and its supplies. The Hospitality Committee shall consist of at least seven (7) members. The Trustees Board shall represent the Hospitality Committee to the Advisory Council.

Section 3. Literature Committee

The Literature Committee shall select and provide spiritual literature and media services for the Church. The Literature Committee shall assist the Advisory Council in appointing the Church Librarian and the Historian. The Literature Committee shall consist of at least seven (7) members, including the Librarian and Historian. The Christian Education Board shall represent the Literature Committee to the Advisory Council.

- a. **Librarian.** The Librarian shall be responsible for organizing and maintaining the Church library. The Librarian shall be a member of the Literature Committee.
- b. **Historian.** The Historian shall be responsible for collecting and preserving records, programs, news clippings, souvenirs, and other articles of historical value or interest to the Church. The Historian shall be a member of the Literature Committee.

Section 4. Music Committee

The Music Committee is to encourage the Church congregation to make music a meaningful part of the worship service and shall be responsible for hymnbooks, organist(s), pianist(s), praise team/song leaders, the Church choir and its director. The Music Committee is also responsible for maintaining all musical instruments belonging to the Church, the choir robes, and provides special musical programs. In addition, the Music Committee will provide training opportunities and resources in areas of music ministry. The Church choir director(s) shall be an ex-officio member of the Music Committee. The Music Committee shall consist of at least four (4) members. The Deacons Board shall represent the Music Committee to the Advisory Council.

Section 5. Ushers Committee

The Ushers Committee shall welcome and seat the congregation during worship services and special events. The Ushers Committee shall record the attendance at each regular and special worship service and report the attendance to the Advisory Council. The Ushers Committee shall also be responsible for monitoring the Church grounds during worship services and other events. The Ushers Committee shall consist of at least twelve (12) members. Additional Church members may be solicited to assist on a temporary basis. The Deacons Board shall represent the Ushers Committee to the Advisory Council.

Section 6. Christian Social Concerns Committee

The Christian Social Concerns Committee is responsible for all matters of Christian social concern consistent with Biblical teachings and shall bring them to the attention of the Church membership. The Christian Social Concerns Committee shall seek to make Christianity and Christian ethics felt in the community, nation, and world. The Christian Social Concerns Committee may assemble or participate in task forces to address specific issues or concerns. The Christian Social Concerns Committee shall consist of at least four (4) members. The Missions Board shall represent the Christian Social Concerns Committee to the Advisory Council.

Section 7. Personnel Committee

With the exception of the Pastoral staff, the Personnel Committee under the leadership of the Senior Pastor shall (i) develop personnel policies, (ii) interview and recommend to the Advisory Council to hire ministerial staff, administrative and support staff, (iii) contact the appropriate Board or Committee to conduct annual performance evaluations, and (iv) recommend any changes in salary, benefits and related personnel matters as required for all paid church staff positions. As for the Pastoral staff, the Personnel Committee shall work with the Senior Pastor or in the case of the Senior Pastor, the Personnel Committee shall work with the Pastoral Relations Committee to develop personnel policies and recommend to the Advisory Council any changes in salary and benefits. The Personnel Committee shall consist of at least four (4) members. The Deacons Board shall represent the Personnel Committee to the Advisory Council.

Section 8. Nominating Committee

The Nominating Committee shall nominate annually chairpersons, vice-chairpersons (as needed), and members of each Board and Standing Committee, except the Nominating Committee itself, for approval by the Church membership and to fill any vacancies occurring during the year. The names of potential candidates shall be presented to the Advisory Council prior to being presented to the Church membership. The Nominating Committee shall consist of at least seven (7) members representing a cross section of the Church membership and the Moderator(s) and Pastor(s) as ex-officio members. The members of the Nominating Committee shall be selected by the Moderator(s) and pastoral staff and approved by the Advisory Council. The Moderator(s) shall represent the Nominating Committee to the Advisory Council.

Section 9. Endowment Committee

The Endowment Committee is responsible for the management of specific financial funds, such as special gifts, investments and properties, which provide long-term strength to the church. The Endowment Committee shall consist of a minimum of five (5) members; the Chairperson of the Finance Board as an ex-officio member. The Finance Board shall represent the Endowment Committee to the Advisory Council.

The Endowment Committee 1) establishes criteria for acceptance of special contributions from Church members and friends of the Church; 2) develops guidelines concerning methods and procedures to invest and manage such funds in a prudent and ethical manner to ensure optimum return; and 3) makes recommendations to the Church through the Finance Board on the allocation of endowment income.

ARTICLE VIII - SPECIAL COMMITTEES

Section 1. Description

Each of the following Special Committees shall have a chairperson elected among the committee members and serve as long as needed until the special assignment has been completed. The Special Committee members shall be Church members in active standing, selected by the

Moderators and Pastor(s) and approved by the Advisory Council. The Moderator(s) shall represent Special Committees to the Advisory Council.

Section 2. Pastoral Relations Committee

The Pastoral Relations Committee shall seek to foster both constructive communication between the Church membership and its pastoral leadership and the professional and personal well being of its pastoral leadership. The Pastoral Relations Committee shall consist of three (3) members: two (2) chosen by the Advisory Council, and one (1) chosen by the Pastor(s).

Members of the Pastoral Relations Committee shall be appointed to staggered three (3) year terms, except the initial members chosen by the Advisory Council who shall serve terms of one (1) and two (2) years, respectively. No member may serve more than two (2) consecutive terms.

The responsibilities of the Pastoral Relations Committee include, but are not limited to, the following:

- a. Strengthening the Pastor/membership relationship;
- b. Acting as a channel regarding membership reactions to the Pastor's leadership and regarding the Pastor's reactions to the membership's responsiveness to the Pastor's leadership;
- c. Reviewing annually the Pastor's compensation; and
- d. Counseling the Pastor regarding continuing education.

Section 3. Pulpit Committee

The Pulpit Committee shall be an ad hoc committee created whenever needed to fill a pastoral position and disbanded when its purposes have been accomplished.

The Pulpit Committee shall consist of five (5) to seven (7) members nominated by the Moderator(s) and confirmed by the Advisory Council. The Moderator(s) shall convene and preside over the first meeting of the Pulpit Committee and inform the Pulpit Committee of its duties and responsibilities.

The Pulpit Committee shall review the job description and the desired or required qualifications of applicants.

The Pulpit Committee shall form a plan of action that includes recruiting, interviewing, evaluating and recommending candidates. The Pulpit Committee shall recommend, with the concurrence of the Senior Pastor, one candidate at a time to the Advisory Council to be interviewed by the Church membership. If the Senior Pastor position is vacant at the time, the recommendation may be submitted directly to the Advisory Council.

After the candidate has been interviewed by the Church membership, if the Pulpit Committee recommends and the Advisory Council concurs, then the recommendation of calling the

candidate shall be submitted to the membership for a vote. (See Article IV Section 1 - Call of a Pastor.)

Section 4. Review Committee

A Review Committee shall review the work and performance of each ministerial staff person to increase the effectiveness of the individual. Reviews may be oral or written. All reviews shall be confidential between the Review Committee and the staff member being reviewed.

There shall be a Review Committee consisting of three (3) to five (5) members for each ministerial staff person. One member shall be chosen by the staff person to be reviewed. The other members shall include one Deacon and one Moderator. Members of a Review Committee may serve on more than one Review Committee, but may not be members of a Pastoral Relations Committee.

The schedule of reviews shall be as follows:

- a. An informal review after the first six months of service; and
- b. A formal and detailed review after one (1) year of service and every two (2) years thereafter.

The Moderator shall convene the first meeting of each Review Committee at least one (1) month before each scheduled review.

Section 5. Scholarship Committee

The Scholarship Committee shall develop guidelines for promoting Church sponsored scholarships, reviewing applications, selecting candidates, and determining the amount of the actual scholarship. The Scholarship Committee shall consist of at least three (3) members with representation from the Deacons, Finance, and Mission Boards.

Section 6. Constitution Committee

The Constitution Committee shall be formed at least once every five (5) to seven (7) years to review and update the Church Constitution as required. The Constitution Committee shall have at least three (3) members. All changes to the Church Constitution shall follow the requirements of Article X - Amendments.

ARTICLE IX - CHURCH MEMBERSHIP MEETINGS

Section 1. Annual Church Membership Meeting

The Annual Church Membership Meeting (Annual Meeting) shall be held each year on the fourth Sunday in January, unless changed by the Advisory Council. The agenda of the Annual Meeting shall include the election of the Officers and Board and Standing Committee members, and annual reports of Boards, Standing Committees, and organized Church groups. Prior to the election of Officers and Board and Standing Committee members, the Nominating Committee shall present at the Annual Meeting its nominees for Officers and Board and Standing

Committee members. Nominations may be submitted to the Nominating Committee for consideration prior to the Annual Meeting.

Section 2. Church Membership Meeting

Church Membership Meetings shall be held in May and September.

Section 3. Special Meetings

Special Church Membership Meetings may be called by a Pastor, Moderator, or twenty-five (25) Church members in active standing.

Section 4. Notice

Notice of each Church Membership 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 Membership Meeting.

Notice of a Special Church Membership Meeting shall be given by (a) verbal announcement from the pulpit during all regular Sunday worship services on the two (2) Sundays immediately preceding the Special Church Membership Meeting and (b) written notice mailed no later than ten (10) days prior to the Special Church Membership Meeting to all Church members in active standing.

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

Section 5. Procedures

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

- 1) Minutes of the previous meeting
- 2) Reports from the ministry, Boards, and Committees
- 3) Reports from any other group
- 4) Unfinished business
- 5) New business
- 6) Adjournment

Seventy-five (75) Church members in active standing constitute a quorum for the transaction of business at any Church Membership Meeting, except that when voting to call or dismiss a Pastor, the quorum shall be 150 Church members in active standing. All elections and decisions shall be made or conducted by voice vote, show of hands, or written ballot, except that when voting to call or dismiss a pastor, written ballots shall be used. Only Church members in active standing may vote.

ARTICLE X- AMENDMENTS

The Church Constitution may be amended at any Church Membership Meeting upon the approval of three-fourths of the members in active standing present and voting, provided, however, that notice of the amendment is given in one of the following ways:

1. The proposed amendment is read from the pulpit during all regular worship services on the two (2) Sundays immediately preceding the meeting.
2. An announcement that an amendment will be proposed is made from the pulpit and in the worship service bulletin or program during all regular worship services on the three (3) Sundays immediately preceding the Church Membership Meeting. The announcement shall indicate that bilingual copies of the proposed amendment are available and where copies may be obtained. Copies of the proposed amendment shall be readily available at the Church on each of the three (3) Sundays preceding the Church Membership Meeting.

STATEMENT OF FAITH

1. The Bible

We believe the 66 books which comprise the Old and New Testaments to be the verbal plenary inspired Word of God, the final authority for faith and life, inerrant in the original writings, infallible and God-breathed.

II Tim. 3:16-17; II Peter 1:20-21; Matt. 5:18

2. The Godhead

We believe in one triune God, eternally existing in three persons - Father, Son, Holy Spirit - co-equal in being, co-identical in nature, co-equal in power and glory, and having the same attributes and perfection.

Deut. 6:4; II Cor. 13:14

3. The Person and Work of Christ

- a. We believe that the Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be God, having been conceived by the Holy Spirit and born of the Virgin Mary, in order that He might reveal God and redeem sinful man. John 1:1-2, 14; Lu. 1:35
- b. We believe that the Lord Jesus Christ accomplished our redemption through His death on the cross as a representative, vicarious, substitutionary sacrifice; and that our justification is made sure by His literal, physical resurrection from the dead. Rom. 3:24-25; I Peter 2:24; Eph. 1:7; I Peter 1:3-5
- c. We believe that the Lord Jesus Christ ascended to heaven, and is now exalted at the right hand of God, where, as our High Priest, He fulfills the ministry of Representative, Intercessor, and Advocate. Acts 1:9-10; Heb. 9:24; 7:25; Rom. 8:34; I John 2:1-2

4. The Person and Work of the Holy Spirit

We believe that the Holy Spirit is a person who convicts the world of sin, of righteousness, and of judgment; and that He is the Supernatural Agent in regeneration, baptizing all believers into the body of Christ, indwelling and sealing them unto the day of redemption.

John 16:8-11; II Cor. 3:6; I Cor. 12:12-14; Rom. 8:9; Eph. 1:13-14

5. Salvation

- a. We believe that salvation is the gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ.
- b. Man is lost and cannot merit any favor with God. Eph. 2:8-10; John 1:12; I Peter 1:18-19

6. Eternal Security and Assurance of Believers

We believe that all the redeemed, once saved, are kept by God's power and are thus secure in Christ forever.

John 6:37-40; 10:27-30; Rom. 8:1, 38-39; I Cor. 1:4-8; I Peter 1:5

7. Church Ordinances

- a. We believe that baptism is the immersion of a believer in water, to show forth in a beautiful emblem our faith in the crucified, buried, and risen Savior, with its effect in our death to sin and resurrection to a new life in Christ. Matt. 28:19-20; I Peter 3:21
- b. Other modes of believer's baptism are accepted but we will only practice immersion.
- c. We believe that the Lord's Supper is the commemoration of His death until He comes. I Cor. 11:23-32
- d. We believe that both of these ordinances are to be practiced in this present church age until His coming for the church.

8. The Second Coming of Christ

We believe in the literal, physical return of Jesus Christ back to earth to establish His Millennial kingdom.

I Thess. 4:13-18; 1:10; 5:9; Rev. 3:10; 19:11-16; 20:1