

Bylaws

Article A. Membership

Section 1. Qualification of Members

- a. Members of this church shall be those who:
 - have been saved through personal faith in the Lord Jesus Christ;
 - have been baptized by immersion;
 - agree with the Doctrinal Statement;
 - enter into the covenant of the members of Crossroads Christian Fellowship;
 - are received into the fellowship by affirmation of the church; and
 - are growing in a manner consistent with the Standard for Character and Conduct as described in Attachment B.

Section 2. Reception of Members

- a. Requests for membership shall be made to the Elders. Upon satisfaction that the individual meets the qualification for membership and understands the Covenant and Doctrinal Statement, the Elders shall recommend his/her reception by one of the following:
 - confession of faith and baptism
 - letter from another church of like faith and practice of Christian experience
 - restoration to fellowship according to the procedures of Attachment C.
- b. Members may be received after completing an orientation class by action of the church upon recommendation of the Elders at any business meeting providing that their names have been posted at least two weeks prior to the meeting. If a church member has cause for an individual not to be received into membership, the member shall state all reasons privately to the Elders prior to the business meeting.

Section 3. Responsibilities of Members

- a. Attached to these Bylaws are a full statement of doctrine adopted and taught by this body (Our Teaching Position, Attachment A). Also attached is a statement of character and conduct representing basic standards which members should be striving for as they seek to mature (Standard and Character of Conduct, Attachment B).
- b. Specific responsibilities:
 - **To God:** Each member should grow in love and worship of God through prayer and a personal study of God's Word. He/She should desire to know Him better, trust Him more, and obey Him more fully.
 - **To Family:** Each member should lovingly encourage, support and spiritually strengthen family members (spouse, children, parents) as his/her most precious earthly responsibility.
 - **To the Church:** Each member should pursue his/her God given role in the body of Christ by biblically investing his/her energy, gifting and income in

His church, by caring for the physical and spiritual needs of one another in the body of Christ, and by respecting those in leadership.

- ***To the World:*** Sharing in Christ's concern for extending the Gospel to the world, each member should live in such a way that by their character and conduct, those around them may be able to see Jesus in their life.

Section 4. Privileges of the Members

- a. Active members are responsible to participate in affirming God's direction for the church and may hold an office with the following exceptions:
 - Members under eighteen years of age are ineligible to vote on corporate matters.
 - Members under eighteen years of age are ineligible to hold an elective office.

Section 5. Conflict Resolution

- a. Interpersonal conflicts shall be resolved according to the guidelines of Matthew 18:15-17;
- b. Any member who is dissatisfied with the general operation of any element of the church or finds himself or herself in disagreement with the Doctrinal Statement shall make his or her case known to the Elders. Such dissatisfaction shall not be voiced among the membership, but every effort shall be made to strive for peace (Romans 14:19).

Section 6. Discipline of Members

- a. Members whose conduct or beliefs are contrary to biblical principles or disruptive to true fellowship shall be dealt with according to the scriptural procedures delineated in Attachment C for the sake of restoration.
- b. A member may be restored to full fellowship at any time by an expression of repentance and a request for forgiveness in the presence of the largest group concerned with his/her offense.

Section 7. Classification of Members

- a. Members shall be classified as:
 - Active Members
 - Non resident Members (i.e. those unable to attend worship because their current residence is too distant from the church)
 - Inactive Members (i.e. those unable to attend worship because their current health condition prohibits them from attending)
 - Under Discipline (according to the procedures of Attachment C)

Section 8. Removal of Members

- a. Members may only be removed from this body under these conditions:
 - By letter of transfer to a church of like faith and practice.
 - By his/her own request to a church of another denomination.
 - By death.

- By excommunication, an unwillingness to repent of sin and submit to church discipline.
- b. In the case of a member who has moved away and with whom the church has lost contact and no transfer request has been received, the member may be dropped from the roll.

Article B. Leadership – Officers

Section 1. Listing of Officers

- a. Elected officers of this church shall be Senior Pastor, Associate Pastors, and Elders.
- b. Appointed officers of this church shall be Deacons, Clerk/Administrator, Treasurer and Financial Secretary. These offices shall be appointed by the Elders.

Section 2. Qualifications of Officers

- a. The Elders and Deacons shall display Great Commandment/Great Commission maturity and shall meet the biblical qualifications of I Timothy 3:2-13, Titus 1:6-9, and 1 Peter 5:1-3 for their respective offices. A detailed listing can be found in Attachment D.
- b. All other elected and appointed positions shall be filled from the active membership of the church. Specific qualifications for those positions shall be detailed, with their duties as determined by the Elders based on four criteria:
- Level of impact on others spiritually, doctrinally, relationally;
 - Level of modeling for younger believers;
 - Level of visibility representing the body; and
 - Level of authority over ministry, funds, etc.

Section 3. Election, Terms, and Succession of Office

- a. Officers will be affirmed for a term of two years, unless otherwise specified. There is no limit on their succession. A quorum of half of the active, voting membership is required and a simple majority of members present and voting shall be necessary to make such action valid, unless otherwise specified.
- b. Except for the pastoral staff, all leadership shall be affirmed at the annual business meeting as provided in Article G section 2a and shall take office immediately, unless otherwise specified.
- c. Officers shall immediately deliver to their successor all books and records in their possession.

Section 4. Removal of Officers

- a. With the exception of Senior Pastor, removal of officers for good and sufficient cause shall be by action of the Elders, and reported to the congregation. No officer shall be removed from office until positive effort has been made to assist that officer in correcting the problem, except in the case of gross moral, civil or criminal misconduct, in which case removal will be immediate.

- b. Resignations of officers shall be in writing to the chairman of the Elders, effective on the date specified in the resignation or as determined by the Board of Elders.

Article C. Leadership – Elected Officers

Section 1. Senior Pastor

- a. The Senior Pastor shall be an Elder amongst elders, a leader, a teacher, a shepherd, and a guide of the church and shall perform all of the scriptural and necessary duties of the pastoral office. He shall be an ex officio¹ member of all the committees and auxiliary organizations of the church. The terms of call and job description shall be determined by the Elders.
- b. He shall hold to the Doctrinal Statement and Teaching Position of this church, and shall be an example of the Standard of Character and Conduct.
- c. He shall have training and practical experience sufficient to equip him for his assigned responsibilities.
- d. The Senior Pastor shall be called for an indefinite period of time by the church upon the recommendation of the Elders. The Elders may require an election by signed ballot at any regular or special business meeting of the church, provided public notice is given from the pulpit two Sundays preceding. A quorum of two-thirds of the active, voting membership is required and a three-fourths majority of members present and voting shall be necessary to make such action valid.
- e. The Senior Pastor and his spouse will automatically become members of the church upon their acceptance of the position, arrival, and signing the Covenant.
- f. The pastor may resign with a 30 days written notice, or sooner by mutual consent.
- g. Any action to terminate shall be presented to the church by the Elders at a special business meeting called for that purpose. A quorum of two-thirds of the active, voting membership is required and a simple majority of members present and voting shall be necessary to make such action valid. Notice of such meeting shall be given on at least two consecutive Sundays preceding the meeting, except in the case of gross moral, civil, or criminal misconduct, in which case termination from staff will be immediate. The individual will be encouraged to remain in the body for restoration according to Attachment C.
- h. Accusations against the pastor shall be handled in accordance with 1 Timothy 5:19,20.
- i. A majority of those present and voting is necessary to terminate the Senior Pastor.
- j. When a vacancy occurs, the Elders shall appoint a Search Committee and shall make provision during the vacancy of the pulpit.

Section 2. Associate Pastors

¹ By virtue of office or position. An ex officio member is an equal member with all the rights, responsibilities, and privileges of other members.

- a. Each associate pastor shall supervise, develop, promote, and administer his designated ministry area in cooperation with the Senior Pastor, other staff, and the Elders. He shall be responsible to the Senior Pastor and shall be an ex officio member of the committees and auxiliary organizations involved in his area of ministry.
- b. Associate Pastors shall be called for an indefinite period of time by the elders upon the recommendation of the Senior Pastor. Prior to his call his position and job description must be affirmed by a majority of members present and voting at a regular or special business meeting provided public notice is given two Sundays preceding. The elders are responsible for determining his qualification as an elder prior to his call. The terms of call shall be determined by the Elders.
- c. An Associate Pastor shall hold to the Doctrinal Statement and Teaching Position of this church, and shall be an example of the Standard of Character and Conduct.
- d. They shall have training and practical experience sufficient to equip them for their ministry position.
- e. Associate Pastors and their spouses will automatically become members of the church upon their acceptance of the position, arrival, and signing the Covenant.
- f. The associate pastor may resign with a 30 days written notice, or sooner by mutual consent.
- g. Any action to terminate shall be by the Elders. In the case of gross moral, civil, or criminal misconduct termination from staff will be immediate. The individual will be encouraged to remain in the body for restoration according to Attachment C.
- h. Accusations against an associate pastor shall be handled in accordance with 1 Timothy 5:19, 20.
- i. When a vacancy occurs, the Elders shall act as the Search Committee.

Section 3. Elders

a. Election of the Elders

- i. Elders shall be elected for a five year term and may serve successive terms. A quorum of one fourth of the active, voting membership is required and a three-fourths majority of members present and voting shall be necessary to make such action valid.
- ii. When a vacancy occurs during the year, it may be filled at any regular church business meeting by a three-fourths majority of the voting members present. The nominee shall be presented to the congregation by the Elders. The term of office is for the unfilled portion of the vacancy.
- iii. Must be an active member for one year and must serve at least six (6) months on the elder board as a non-voting member. May be excluded from disciplinary and other confidential administrative actions of the elder board.
- iv. Any elder that has served more than two (2) full terms must take a one (1) year sabbatical.

b. Composition and Organization

- i. The number of Elders may vary between a minimum of two and a maximum of as many as are qualified and willing to serve.
- ii. The Senior Pastor and Associate Pastors are ex officio elders.
- iii. The Elder board must contain a majority membership of layman, which are non-Pastor and/or paid staff of the church..

c. Meetings of the Elders

- i. The Elders shall hold regular meetings.
- ii. Special meetings may be called by the Pastor, the chairman of the Elders, or by a majority of the Elders.
- iii. Any elder failing to attend four consecutive meetings without sufficient cause may be removed from office and his position declared vacant.
- iv. A quorum shall consist of a majority of the Elders.

d. Duties of the Elders

- i. The Chairman of Elders shall serve as a moderator at church business meetings. If due to extenuating circumstances the Chairman is not able to moderate, he may designate a substitute from the other Elders to serve as temporary moderator.
- ii. The Elders shall designate one of their number to serve as a registered agent of the corporation.
- iii. The Elders shall assist the Pastor and ministry staff in fulfilling the duties conferred on them by the constitution. These duties include, but are not limited to, the following:
 - Prayer for the overall ministry of the church and the spiritual growth of the people of the church.
 - Serving as examples of godliness to the people of the church and the community at large.
 - Overseeing the spiritual life of the congregation and providing for the pastoral care of the church.
 - Supervising the church membership, which includes the admission of new members and the discipline or removal of existing members.
 - Reviewing, evaluating and encouraging the ministry of the pastors.
 - Developing strategies, training and deploying ministry teams to assist the church to fulfill its purpose.
 - Reviewing, evaluation, developing and approving policies as needed.
 - Reviewing periodically the church's constitution and bylaws for any needed improvements and changes.
- iv. The Elders shall administer a benevolent fund.

Article D. Leadership – Appointed Officers

Section 1. Deacons

a. Election of Deacons

- i. Deacons may be chosen as needed to assist the Elders in ministry.
- ii. Deacons shall be chosen by the elders for a five (5) year term. Deacons may serve successive terms without limit.

- iii. The nominee shall be interviewed by the elders before given a term of service.

b. Duties of the Deacons

- i. The Deacons under the leadership of the Elders are to assist in serving the needs of the church. Areas of service may include, but are not limited to, the following:
 - Meeting the physical needs of the congregation.
 - Encourage, support and pray regularly for those serving in assigned ministry areas.
 - Assist in administering the ordinances as needed.

Section 2. Church Clerk/Administrator

- a. The clerk/administrator shall keep accurate minutes of all business transacted by the church, including the reception and dismissal of members of the church.
- b. The clerk/administrator shall request letters of transfer and issue letters of dismissal as authorized by the church.
- c. The clerk/administrator shall conduct necessary official correspondence.
- d. The clerk/administrator shall preserve and properly file all minutes, reports, letters, and other documents pertaining to his or her office and maintain current lists of active members, inactive members, and excommunicated members.
- e. When a vacancy occurs, a new clerk/administrator shall be appointed/hired by the Elders. If appointed their appointment shall be reviewed annually.

Section 3. Ministry Staff and Ministers in Training (Interns)

- a. Each ministry staff or intern shall supervise, develop, promote, and administer his/her designated ministry area in cooperation with the Pastor, other staff, and the Elders. He/she shall be administratively responsible to the Pastor and shall be an ex officio member of the committees and/or auxiliary organizations involved in his/her area of ministry.
- b. The ministry staff or intern shall hold doctrinal positions in keeping with the faith and practice of this church.
- c. Ministry Staff shall have formal training and practical experience sufficient to equip them for their assigned responsibilities.
- d. Ministers in Training (Interns) shall receive formal training and practical experience sufficient to equip them for their assigned responsibilities under the guidance of a mentor.
- e. The initial salary, allowances, and benefits will be determined by the elders in accordance with the Wage, Compensation, and Benefits Policy, and the church budget.
- f. Ministry Staff, Ministers in Training, and their spouses will automatically become members of the church upon their acceptance of the position, arrival, and signing the Covenant.

- g. The ministry relationship may be resigned upon 30 days written notice, or sooner by mutual consent.
- h. Any action to terminate shall be by the Elders. In the case of gross moral, civil, or criminal misconduct termination from staff will be immediate. The individual will be encouraged to remain in the body for restoration according to Attachment C.
- i. Accusations against a ministry staff member shall be handled in accordance with 1 Timothy 5:19, 20.
- j. When a vacancy occurs, the Elders shall act as the Search Committee.
- k. Ministry Staff, Ministers in Training (Interns) and Staff positions are open to any qualified candidate, male or female, as appropriate. Terms of call and job descriptions for specific positions will be determined by the Elders.

Section 4. Church Treasurer

- a. The treasurer shall pay by check or online bill pay authorized expenditures and valid bills for goods and services rendered. Authorization of expenditures shall be in accordance with policies determined by the Elders.
- b. If any fund goes into a deficit status the treasurer shall inform the Elders and the deficit shall be rectified by the direction of the Elders as soon as possible.
- c. The treasurer or a designated Elder shall present monthly reports to the Elders and a report of receipts and disbursements to the church at its annual business meeting, showing the actual financial condition of all funds of the church.
- d. The treasurer shall present the books to be audited annually by individuals selected by the Elders.
- e. The treasurer shall be responsible to a designated Elder.

Section 5. Financial Secretary

- a. The financial secretary shall receive all offerings of the church, and deposit the money in a designated bank account in accordance with a counting procedure established by the Elders.
- b. The financial secretary shall keep an itemized record of amounts received for respective funds each week.
- c. The financial secretary shall keep a record for each contributor, showing contributions by fund for the number of years required by the IRS.
- d. The financial secretary shall be responsible to a designated Elder.

Article E. Leadership -- Committees

Section 1. General Controls

- a. Committees may be established by the Elders as required.
- b. Each committee shall have Elder representation.

- c. Each committee shall hold meetings as required for the discharge of its duties. Special meetings may be called by the Pastor, by the Elders.

Section 2. Special Committees

- a. Search Committee
 - i. Upon a vacancy in the office of Senior Pastor, the Elders shall establish the search committee.
 - ii. This committee shall consist of two elders and three other members, carefully selected, and representative of the church in the various departments.
 - iii. This committee shall explore the field of available prospects that are qualified for the position to be filled.
 - iv. After thorough examination, prayerful consideration, and unanimous endorsement, this committee shall submit one individual to the Elders as a candidate.
 - v. Upon the unanimous endorsement of the candidate by the Elders, they shall present the candidate to the church for their affirmation.
 - vi. Following the call, arrival and installation of the new Senior Pastor, this committee shall be dissolved.

Article F. Auxiliary Organizations

Section 1. Officers

- a. All officers or teachers of auxiliary organizations shall be active members of this church and shall be appointed by their respective organizations.

Section 2. Bylaws

- a. The bylaws of any auxiliary organizations shall be consistent with these bylaws.

Section 3. Meetings

- a. Meetings of auxiliary organization shall not conflict with meetings of the church and shall be under the guidance of the Elders.

Section 4. Approval

- a. All auxiliary organizations of the church must be approved by the Elders.

Article G. Meetings

Section 1. For Worship

- a. This fellowship shall meet regularly for the purpose of worship.
- b. The ordinances of Baptism and Communion shall be observed on a regular basis.

- c. The receiving of tithes, offerings, and gifts of benevolence will be a regular part of worship.

Section 2. For Business

- a. The annual meeting of the church shall be held in January.
- b. Special meetings may be called at any time at the request of the Elders, or upon written request of a simple majority of the active voting members of the church. The agenda for a special meeting shall be posted two weeks in advance of the meeting.

Section 3. Quorum and Voting

- a. A quorum of two-thirds of the active voting membership is required and a three-fourths majority of members present and voting shall be necessary to amend these Bylaws, Attachments, Covenant, Doctrinal Statement, or Constitution.
- b. A quorum of one-fourth of the active voting membership is required for the conduct of all other business.
- c. Unless otherwise specified, a majority of those present and voting shall be necessary to enact business and elect or terminate officers.
- d. Members must be present at a business meeting to vote, proxy² voting and absentee ballots will not be allowed.

Section 4. Rules of Order

- a. Under the guidelines of the Covenant, Doctrinal Statement, Constitution, and Bylaws the leadership shall do everything to lead the church in unity by being of the same mind, maintaining the same love, united in spirit and intent on one purpose. With that in mind:
 - i. The business items of the church which require a recognized congregational vote shall be conducted in a manner of decency and order. Robert's Rules of Order shall be followed until such time as it is evident that neither the Holy Spirit is directing nor Christian grace is manifest, when business items require a recognized congregational vote.
- b. In conformance with Article 5 of the Constitution, the agenda for business meetings shall be set by the Elders. Members who desire to introduce business to be considered at a meeting shall make a request to the Elders, and the Elders shall make a recommendation to the business meeting after consideration and prayer.

Article H. Licensure and Ordination

Section 1. Licensure

- a. Any male member, who in the judgment of the church, by fulfilling the requirements of an elder and being called of God to the work of pastoral ministry may be granted permission for licensing according to the terms of the

² To do anything by the act or agency of another.

state of Washington. The Elders shall present a candidate for licensing to the congregation at any business meeting.

Section 2. Ordination

- a. If the church, upon a majority vote of the members present and voting at a regularly called meeting, decides that a male member possesses the scriptural qualifications and training necessary for ordination to the Gospel ministry, they shall institute the process leading to ordination following the Ordination Guidelines as follows:
- b. Candidates for ordination recognize that only our Sovereign Holy God can truly call and ordain His children for service in the ministry of the Gospel of Jesus Christ. The calling of a minister is not the result of title; rather the title is the result of His calling. This calling is recognized as from the true and living God. It is mans privilege and specifically the privilege of the overseers of the true church of Jesus Christ to ratify the ordination of God when such is obviously placed upon a man's life. The purpose of this Article is to provide for the ordination rites of ministers of the Gospel by Crossroads Christian Fellowship.
- c. The qualifications for ordination are as follows:
 - i. A candidate for ordination must be a Born Again Believer in Jesus Christ as described by our Lord in the third chapter of John.
 - ii. A candidate must believe that there is only one God who manifests Himself in Three Persons: God the Father, God the Son, and God the Holy Spirit.
 - iii. A candidate must meet the scriptural requirements for the office of elder as described in the Holy Bible, references 1 Timothy 3:1-7 and Titus 1:6-9.
 - iv. A candidate must believe and render evidence of his belief that the Holy Bible is the complete and divinely inspired Word of God and that God has not added, deleted, or altered this work with subsequent writings and revelations.
 - v. A candidate must have completed four (4) years of Bible study, with at least two (2) years concentrated study under a known, approved Bible teacher.
 - vi. A candidate for ordination must subscribe to the statement of faith as described in the Doctrinal Statement and Attachment A of these bylaws.
 - vii. A candidate should have evidenced the obvious calling of God upon his life in terms of ministerial experience and report, to the satisfaction of the Elders.
- d. The procedure for ordination shall be as follows:
 - i. Each person fulfilling the above qualifications, and upon their proper presentation to the Elders of this body, will receive full consideration for ordination into the ministry of the Gospel of Jesus Christ.
 - ii. The Elders may make exceptions to these qualifying standards wherein the unanimous opinion of the Elders and under the strong compelling

conviction of the Holy Spirit. Such exception is according to the will of God and consistent with His Word.

- iii. Upon unanimous approval of the Elders, the candidate will be ordained as a minister of the Gospel with the right to perform ministerial functions in accordance with the laws of the land and the ordinances of God's Holy Word with all prerogatives of such a calling and office.
- iv. All candidates, successful or otherwise, will be notified of the Elders decision in writing within one (1) week of the final Board action.
- e. The following is the text of the Certificate of Ordination to be issued to each successful candidate:

CERTIFICATE OF ORDINATION

This is to certify that Pastor _____ was duly ordained by

_____ as a minister of the Gospel of Jesus Christ. He has completed all studies and has met all of the requirements of this body for recognition of such office; further by rite of ordination this date he is duly ordained to perform all ministerial functions without limit as accorded by the laws of the land and in compliance with the ordinances of God's Holy Church as set forth in the Holy Bible. We now pray for God's divine blessing and the power of the Holy Spirit upon him.

Given this _____ day of _____, 20_____

Senior Pastor _____

Chairman of Elders _____

Article I. Fiscal Policy

- a. The fiscal year shall begin January 1st and end December 31st.
- b. All payments must be preauthorized using an approved Payment Voucher and shall require two signatures by any Elders. The Payment Voucher, accompanied by an invoice if appropriate, must describe the purpose for the payment, indicate the payee, amount, date to be paid, and designate the budgeted expense category for payment. Any expenditure that creates a year to date payment in excess of 10% of funds for that category must be clearly described in on the Payment Voucher. Additionally, all Payment Vouchers should list the remaining balance of funds on account following this payment. Signing of blank checks is not permitted. The Treasure or designated Elder shall provide to the Elders monthly reconciliation of the bank statement which balances to the balance sheet and is accompanied with an Income and Expense report with year to date budget percentage by account.

- c. The church books shall be kept in accordance with generally accepted accounting principles, except that it shall not be necessary to keep records of book value and depreciation for fixed assets. Such assets may be written off to expenses when purchased.
- d. Proper records shall be kept of any loans to the church, either on the church books or by using the services of a bank or title company.
- e. The church shall maintain a General Fund to which all contributions will be credited unless designated otherwise. This fund will be used to meet all regular church expenses. Other funds shall be established as required to meet needs decided by the Elders. Funds shall not be established without such approval. Money shall be credited to these funds when so designated by the contributor or the Elders. Such designations shall not obligate the church to use the funds in the manner specified, but shall be regarded as suggestions which the church will honor where possible. If it is necessary to re-allocate funds, the congregation and individual donors, if possible, will be informed of the proposed action and reasons for it.
- f. The different church funds shall be properly segregated in the books, but these funds may be commingled in the church bank accounts. If any fund goes into a deficit status the treasurer shall inform the Elders and the deficit shall be rectified by the direction of the Elders as soon as possible.
- g. The church shall establish an annual budget for the General Fund and such other funds as the Elders shall recommend.
 - i. The Elders shall present the annual budget to congregation for affirmation at the annual business meeting.
 - ii. The Elders shall inform the church when significant departures from the budget occur or are foreseen, and shall propose corrective action.
- h. Any Member may examine the church books, except for the contribution records of others, upon reasonable notice.
- i. The Elders Board may not authorize any expenditure, which exceeds (110%) one hundred and ten percent of the authorized budget category without requesting authorization for such expenditure from the church to be requested at a special business meeting.
- j. The Elder Board will conduct an audit of the church financial records no less than every two years and will disclose any material exceptions to the Board who will take appropriate actions to remedy such exceptions. The audit will be conducted by a qualified bookkeeper or accountant that is not a member or attendee of the church.

Article J. Amendments

These Bylaws and any Attachments to them may be repealed or amended at the annual meeting, or any other business meeting of the church, providing that the proposed amendment is in writing and notice has been submitted to the church at least two weeks previous to the meeting. No provision of the Bylaws shall be amended or adopted which shall conflict with, or void, any provision of the Covenant, Doctrinal Statement, or Constitution.

a.