

**BYLAWS OF
THE WASHINGTON SEVENTH DAY BAPTIST CHURCH**

(As of _____)

**ARTICLE I
ORGANIZATION**

A. Organizational History

The Washington Seventh Day Baptist Church was constituted in 1945 and incorporated November 9, 1948, as the Evangelical Seventh Day Baptist Church of Washington, D.C. The name was changed to Washington Seventh Day Baptist Church on January 8, 1956. On March 5, 1969, the Church was re-incorporated under the District of Columbia Non-Profit Corporation Act of 1962.

B. Purpose

The purpose of these Bylaws is to provide the structure and order by which the church shall be organized and governed.

C. Statement of Beliefs

1. The church declares that it espouses and adopts the following beliefs, which are in agreement with those adopted by the Seventh Day Baptist General Conference:
 - a. **ABORTION.** We believe that life begins at conception. Therefore, we are morally opposed to activities that thwart such life, including abortion and human embryonic stem cell research. Further, we urge governments not to provide funding for human embryonic stem cell research.
 - b. **BAPTISM.** We believe that baptism of believers in obedience to Christ's command is a witness to the acceptance of Jesus Christ as Savior and Lord. We believe in baptism by immersion as a symbol of death to sin, a pledge to a new life in Him. (**Romans 6:3-4; Matthew 28:19-20; Acts 2:41; Colossians 2:12; Romans 6:11; Galatians 3:26-27**)
 - c. **THE BIBLE.** We believe that the Bible is the inspired Word of God and is our final authority in matters of faith and practice. We believe that Jesus Christ, in His life and teachings as recorded in the Bible, is the supreme interpreter of God's will for mankind. (**2 Peter 1:20-21; Romans 3:2; 2 Peter 3:1-2, 15-16; 2 Timothy 3:14-17; Matthew 5:17-19; Psalm 119:105; John 20:30-31; Hebrews 1:1-2**)
 - d. **CHURCH'S ROLE.** We believe that the church of God is all believers gathered by the Holy Spirit and joined into one body, of which Christ is the Head. We believe that the local church is a community of believers organized in covenant relationship for worship, fellowship and service, practicing and proclaiming common convictions,

while growing in grace and in the knowledge of our Lord and Savior Jesus Christ. We believe in the priesthood of all believers and practice the autonomy of the local congregation, as we seek to work in association with others for more effective witness. (**Acts 20:28; 1 Corinthians 12:13, 14, 27; Romans 12:4-5; Colossians 1:18; Acts 2:42; Ephesians 2:19-22; Romans 15:5-7; Ephesians 4:11-16; 2 Peter 3:18; 1 Peter 2:4-10; Matthew 18:20; Hebrews 10:24-25**)

- e. COMMUNION. We believe that the Lord's Supper commemorates the suffering and death of our Redeemer until He comes, and is a symbol of union in Christ and a pledge of renewed allegiance to our risen Lord. (**Mark 14:22-25; Matthew 26:26-29; 1 Corinthians 10:16-17, 11:23-30**)
- f. DIVORCE. We believe that, when God first joined man and woman in the garden (**Gen. 2:23-24**), it was His divine will for them to remain as one throughout their physical life. This truth is reaffirmed in the New Testament. (**1 Corinthians 7:10**)

If either mate departs, the departed mate should remain unmarried or reconciled to the other (**1 Corinthians 7:11**). They are both bound to each other by law as long as they are alive and are not permitted to remarry. If the departed spouse marries another while his spouse is alive, the one who departed has committed adultery (**Romans 7:2-3**). "It hath been said, whosoever shall put away his wife, let him give her a writing of divorcement. But I say unto you, that whosoever shall put away his wife, saving for the cause of fornication, causeth her to commit adultery, and whosoever shall marry her that is divorced committeth adultery." (**Matthew 5:31-32**)

- g. EVANGELISM. We believe that Jesus Christ commissions us to proclaim the Gospel, to make disciples, to baptize and to teach observance of all that He has commanded. We are called to be witnesses for Christ throughout the world and in all human relationships. (**Matthew 24:14; Acts 1:8; Matthew 28:18-20; 2 Corinthians 4:1-2, 5-6; 1 Peter 3:15; 2 Corinthians 5:17-20; Ephesians 6:14-20**)
- h. HOMOSEXUALITY. We believe the practice of homosexuality is an abomination and is contrary to the natural order God established at creation. We believe homosexuality is practiced by choice and is neither a genetic trait nor an orientation. We pray that those currently engaged in homosexual behavior choose to repent of this practice and turn their hearts towards obeying God and keeping His commandments. (**Gen. 2:18-24; Gen. 5:1-2; Lev. 18:22; Lev. 20:13; Rom. 1:26-27; 1 Cor. 6:9-10; 1 Tim. 1:8-11**)
- i. MANKIND. We believe that mankind was created in the image of God and is therefore the noblest work of creation. We believe that human beings have moral responsibility and are created to enjoy both divine and human fellowship as children of God. (**Genesis 1:26-27; Psalm 8:3-9; Micah 6:8; Matthew 5:44-48; John 1:12; 1 John 1:3**)

j. **MARRIAGE.** We affirm that marriage is an institution established by God at Creation, and that God established marriage to be solely between a man and a woman. (**Gen. 2:18-24**)

k. **SABBATH.** We believe that the Sabbath of the Bible, the seventh day of the week, is sacred time, a gift of God to all people, instituted at creation, affirmed in the Ten Commandments and reaffirmed in the teaching and example of Jesus and the apostles. We believe that the gift of Sabbath rest is an experience of God's eternal presence with His people.

We believe that in obedience to God and in loving response to His grace in Christ, the Sabbath should be faithfully observed as a day of rest, worship, and celebration. (**Genesis 2:2-3; Exodus 16:23-30; Exodus 20:8-11; Matthew 5:17-19; Mark 2:27-28; Luke 4:16; Acts 13:14, 42-44; 16:11-13; 17:2-3; 18:4-11; Ezekiel 20:19-20; Hebrews 4:9-10; John 14:15; Isaiah 58:13-14; Luke 23:56**)

l. **SIN.** We believe that sin is disobedience to God and failure to live according to His will. Because of sin all people have separated themselves from God. We believe that because we are sinners, we are in need of a Savior.

m. **SALVATION.** We believe that a person cannot save himself by his own strength or effort. Salvation is God's gift to us. This gift of salvation can only be received by faith (trust) in God. Those who try to earn the gift through works alone will always fall short because of their sin. Further, there is no room for boasting in salvation because salvation is not earned or deserved.

We believe that all who repent of their sin and receive Christ as Savior will not be punished at the final judgment but enjoy eternal life. To be saved, a person must respond by putting his faith and trust in Christ alone for salvation. A sinner who repents of his sin is then invited to put his faith and trust in Christ alone for his salvation. In order for a person to come to Christ, he must know who Christ is and what He has done for him. Unfortunately, many people who know about Christ do not personally receive Him and trust Him alone for salvation. It is this personal trust that brings people into right relationship with God.

What does it mean to have faith in the Lord Jesus Christ? First, it means that we know and believe in our hearts that Jesus is the only way to be saved. Second, agree with scripture about what Christ has done for us on the cross in paying our penalty for sin, so that we might have forgiveness of sin. Third, we must surrender and open our hearts to Him and receive Him into our hearts and lives. He will come into our lives and make us the kind of people He wants us to be. Faith means that we know that we can trust Him with our lives and that He will watch over us and give us the power we need to lead the kind of lives that He wants us to lead.

A person must surrender his sin and life to Jesus through confession, repentance, and the indwelling Holy Spirit. Confession is simply telling God that you know that you are a sinner in need of forgiveness. If we confess our sins, He is faithful and righteous to forgive us our sins and to cleanse us from all unrighteousness. (**I John**

1:9) Repentance is turning away from sin and turning toward God. Jesus said that repentance or turning away from sin is necessary for salvation. "I tell you, unless you repent you will all likewise perish." (**Luke 13:3,5 NASB**)

The Holy Spirit coming into your life will give you the power that you need to be the kind of person that God wants you to be. "But you will receive power when the Holy Spirit has come upon you." (**Acts 1:8**) (**1 John 3:4-5; Romans 3:23-25; Isaiah 59:2; 1 John 1:8-10; Romans 5:6-8; Romans 6:23; Hebrews 10:10-14; 1 Peter 1:3; John 3:16-18, 36; Ephesians 2:8-9; John 14:6; Matthew 25:41-46; Romans 5:10**)

- n. **THE TRINITY.** We believe in one God, infinite and perfect, the Creator and Sustainer of the universe who exists eternally in three persons -- Father, Son, and Holy Spirit -- and desires to share His love in a personal relationship with everyone. (**Gen. 1:1-2; Deut. 6:4; 1 Kings 8:27; Psa. 90:1-2; Isa. 57:15; Matt. 28:19; John 3:16; Acts 17:24-25; 1 Tim. 1:17; 2 Pet. 3:9**).

We believe in God the Father, who is sovereign over all, and is loving and just as He forgives the repentant and condemns the unrepentant. (**Ezek. 33:11; John 3:16-18; John 5:24; 1 Cor. 8:6; Eph. 4:6; 2 Thess. 1:6-8**)

We believe in God the Son, who became incarnate in Jesus Christ, our Lord and Savior. He gave Himself on the cross as the complete and final sacrifice for sin. As our Risen Lord, He is the mediator between God the Father and mankind. (**John 1:14-18, 34; John 14:6; Rom. 1:3-4; 1 Cor. 15:20-21; Heb. 1:3; Heb. 10:10-14; 1 Tim. 2:5; 1 Pet. 2:24; 1 John 2:1-2; 1 John 3:16**)

We believe in God the Holy Spirit, the Comforter, who gives spiritual birth to believers, lives within them, and empowers them for witnessing and service. We believe the Holy Spirit inspired the Scriptures, convicts of sin and instructs in righteousness. (**John 3:5-8; John 14:16-17; John 16:7-11; Rom. 5:5; 1 Cor. 12:4-7; 2 Pet. 1:20-21**)

ARTICLE II MEMBERSHIP

A. Qualifications for Membership

Membership is open to anyone who (1) accepts Jesus Christ as their Lord and Savior; (2) has been baptized by immersion; (3) keeps the seventh day of the week as the Sabbath; and (4) is in agreement with the covenant, constitution, bylaws, and statement of beliefs for the Washington Seventh Day Baptist Church. Where there are extenuating circumstances, the Diaconate may waive the requirement for baptism by immersion by a majority vote of the Diaconate.

B. Member Privileges and Responsibilities

1. Members are to uplift, edify, and pray for each other, so that by precept and example they demonstrate the Gospel in family, social, and business relations.

2. Members shall have the privilege and duty of voting at all elections and upon all issues that shall come before the church; and of performing the assigned duties of any office to which they are ordained, elected or appointed.
3. Members of the church have the responsibility to bear equally, according to their ability, the expenses of the church. Tithing is encouraged.
4. A member in good standing is one who actively adheres to the Washington Seventh Day Baptist covenant.

C. New Members

1. A person that wishes to unite with the church may make a request for membership to the Pastor. The Pastor and the Diaconate will confer with the candidate to assure their understanding of the covenant and the polity of the church, as well as the Seventh Day Baptist statement of beliefs.
2. Upon assurance that the prospective member understands and accepts the church covenant, polity, and statement of beliefs, the candidate may be admitted by a majority vote of the membership of the church after having done any of the following:
 - a. Verbally affirmed his faith at a church worship service or a regularly scheduled business meeting *and* been baptized by immersion, unless the requirement for such baptism has been waived under Article II, Section A;
 - b. Presented a letter of transfer for membership from any other Seventh Day Baptist church; or
 - c. Re-affirmed his faith, after previous baptism by immersion (with or without letter of transfer from another denomination).
3. A vote for a new member may take place during or following a Sabbath worship service, or during a regularly scheduled business meeting, with prior notice to the membership.

D. Associate Members

Members of other Seventh Day Baptist churches may be considered for associate membership in the Washington Seventh Day Baptist Church upon request and receipt of a letter of recommendation from their church. An associate member will be admitted to membership by a vote of the membership of the church and will be permitted to maintain dual membership in both his original church and the Washington Seventh Day Baptist Church. Associate members shall have all the privileges and responsibilities of regular members, except Associate members may not vote in selling the church property and may not accept an ordained office.

E. Encouragement of Individuals in Ministry

1. In recognition of the talents and spiritual maturity of an individual, the church may vote to issue a statement of confidence in him and urge him to improve his talents in Christian leadership.
2. In recognition of the talents and dedication of one of its members and his expressed intention to serve in Christian ministry, the church may vote to permit that member to preach the gospel regularly for a period of one year. Such permission may be renewed annually by a vote of the church.

F. Non-Members as Valued Participants

Non-members who are active in fellowship and work of the church are a valued part of the church family. Their participation and the expression of their opinions concerning the work of the church is greatly valued. Non-members may attend and participate in regular and special business meetings, except non-members shall not have voting privileges.

G. Church Discipline

1. Purpose of Church Discipline

- a. The PURPOSE of church discipline is to purge out any evil or sin in the church (**1 Corinthians 5:6**: “Know ye not that a little leaven leaveneth the whole lump. Purge out therefore the old leaven.”) PURGING OF LEAVEN = RESTORATION OF BROTHER
- b. The MOTIVE for disciplining a congregant is love (**1 John 4:7-11**). Discipline without love is fruitless. You should pray for the sinning congregant and lift him up to God to forgive him, and God will give him life. (**1 John 5:16; Ephesians 6:18**).
- c. The GOAL of discipline is to restore a congregant to fellowship with the Lord and with the church. Therefore, after implementing any of the disciplinary steps in this article, if your brother in Christ repents, you should forgive him and restore him to fellowship. If he will not hear and will not repent, then you should move to the next step.
- d. The person who is being approached must remember and keep in mind that the chastening comes from God, because we are using the word of God. (**Hebrews 12:5-11; Proverbs 3:11**) “For whom the Lord loveth He chasteneth, and scourgeth every son He receiveth.” (**Hebrews 12:6**).

2. Definitions

- a. Repent – to make a 180-degree turn from sin committed (turn in the opposite direction from sin); to turn away from sin in godly sorrow and do things suitable for repentance. (**Acts 8:22; Matthew 3:8; 2 Corinthians 7:9-10**)

- b. Forgive – pardon a person and remind the person of that sin no more. If we do not forgive, neither will the Father forgive us. If your brother repents, forgive him and lay the matter to rest. (**Matthew 18:21-22; Luke 17:3-4; 2 Corinthians 2:5-8**)
 - c. Restore – bring back a brother into fellowship with Christ and with the church body in the spirit of meekness. (**2 Corinthians 2:5-11; Galatians 6:1-5**)
3. Steps for Disciplining a Member
- a. STEP 1. Go to the sinning member alone, not seeking vengeance or self-justification, but to gain a brother for Christ. Tell him of his sin and ask him to repent. (**Matthew 18:15; Luke 17:3a**)
 - b. STEP 2. If the member does not repent of his sin, go again to the member, with one or two believers with you as witnesses. Again, tell him of his sin and ask him to repent. (**Matthew 18:16; 2 Corinthians 13:1; 1 Timothy 5:19; John 8:17; Deuteronomy 19:15**)
 - c. STEP 3. If the member has still refused to repent of his sin, tell the member's sin to the Diaconate. (**Matthew 18:17; 1 Timothy 5:20**) The Diaconate will meet with the sinning member and discuss the matter with him. If the Diaconate determines that discipline is warranted, then the Diaconate will provide the sinning member with a timeframe within which to repent from the sin committed.
 - d. STEP 4. If the time period set by the Diaconate expires and there is evidence that the sinning member still has not repented of his sin, then the member's sin will be presented by the Diaconate to the church at a regularly scheduled business meeting. The Diaconate again will ask the member to repent of his sin. If the member still refuses to repent of his sin, then the presiding officer for the meeting will declare that the member will be put away from the church and order that the secretary take the member off the membership rolls. The church will not put him away as an enemy but admonish him as a brother in Christ.
 - e. STEP 5. If a brother repents of his sin after being removed from membership, the church shall forgive him of his sin, comfort him, and reaffirm its love for him. (**2 Corinthians 2:6-11**) If a brother wishes to return to membership, he may be restored to membership pursuant to the procedures outlined in Section C of this article.

H. Termination of Membership

A member of the church may be separated from the church by any of the following:

1. A written request of a member for a letter of transfer to another church. The request should be voted on by the membership of any regularly scheduled worship service or business meeting.

2. A written request of a member that their name be removed from the church membership roll. The request may be granted by the vote of the membership at any regularly scheduled worship service or business meeting.
3. When a member has not attended church for a period of one year, his name may be removed from the church rolls by action of the church.
4. A member may be removed for disciplinary reasons under Section F. of this article.

ARTICLE IV THE PASTORATE

A. Qualifications of a Pastor

The qualifications of the Pastor, which the church will follow, is spelled out in **Acts 6:3, 1 Timothy 3:1-7**, and **Titus 1:5-7**.

B. Calling of a Pastor

1. Before calling a Pastor, the church will seek the leading of the Holy Spirit through a period of fasting and praying. (**Acts 13:2-3; Matthew 6:16-18**)
2. The Pastoral Committee, which will be comprised of the church deacons and deaconesses, will prepare and distribute a survey to the membership, to provide the membership an opportunity to evaluate the church's needs.
3. After receiving responses to the survey, the Pastoral Committee will hold an open church meeting to gather informal nominations of potential candidates for pastor. The Pastoral Committee will then compile the relevant information for each nominee that meets the qualifications and will return the results to the church before a formal vote is taken.
4. A call to the pastorate shall be issued to the candidate receiving the majority vote of the church membership. The Board of Directors shall determine the terms of the call, including salary, housing, provisions for vacation, moving, travel expenses and allowances offered and the desired acceptance date. The Secretary shall transmit these terms to the candidate. The initial call shall be for three years.

C. Duties of a Pastor

1. The usual duties of Seventh Day Baptist ministers are assigned to the pastor of this church. He shall have the duties of administration and general supervision of all spiritual interests of the church. As spiritual leader, he shall be at the service of the whole community. He is to feed the flock, according to each member's need. (**John 21:15-17, Mark 16:15-18, Jer 23:1-4, Ezekiel 13:17-21**)
2. The Pastor shall be a member of the church's Planning and Coordinating Board and an *ex-officio* member of all other boards and committees of this church; *provided, however*, with

the exception of the decisions of the Diaconate, the Pastor shall not have a vote on any board or committee decisions except in the event of a tie.

3. The Pastor shall make reports on his work and on the spiritual life of the church at the quarterly and annual business meetings, and present recommendations essential to the ministry of the church.

D. Annual Review

A secret ballot shall be taken at the annual business meeting to survey the congregation's views concerning the acceptability of the Pastor's work. The results shall be shared anonymously at the meeting.

E. Discipline of a Pastor

1. The Lord is "...not willing that any should perish, but that all should come to repentance..." (2 Peter 3:9b) "...and hath given to us the ministry of reconciliation (2 Corinthians 5:18b)
2. Any member, who has witnessed any account of continual sin by the pastor, that member should talk with the pastor in confidence. If the sin should continue without repentance, then the member should take the matter to the Diaconate, and the Diaconate and the member will meet with the Pastor, if necessary. If the Diaconate determines that further action is necessary, the Diaconate will follow the disciplinary process set forth in **Matthew 18:15-17**. The Diaconate will determine the duration of discipline. A Pastor in discipline will not preach, teach, or lead in worship.
3. "...If he shall neglect to hear them, tell it unto the church..." After discipline by the Diaconate, if the Pastor does not repent of his sin, the Diaconate shall submit a recommendation to the church for termination of the Pastor. The church will then vote on the recommendation from the Diaconate to terminate the Pastor. If the majority of the members present vote for the Diaconate's recommendation, the Pastor will be terminated effective immediately.

F. Divorce

The act of divorce by a Pastor from his spouse shall be grounds for termination, irrespective of the grounds for such divorce or of whom initiates such action; "for if a man know not how to rule his own house, how shall he take care of the church of God?" (1 Tim. 3:5)

G. Termination

A Pastor may terminate his position by resigning, or the church membership may terminate a Pastor by majority vote. In either event, the terminating party shall provide a minimum of three months' written notice.

**ARTICLE V
THE DIACONATE**

A. Calling to the Diaconate

A member of the church may be called to the Diaconate when the need for additional members is expressed and endorsed by the pastor or by the Diaconate. (**Acts 6:1-3**)

B. Selection of a Deacon/Deaconess

1. The calling of a deacon or deaconess shall begin with a time of prayer and fasting to be observed by the entire church membership during the week preceding a regular business meeting. (**Acts 13:2**) At the regular business meeting, the presiding officer shall read aloud the scripture detailing the qualifications of a proposed Diaconate member, as set forth in **Acts 6:3, 1 Timothy 3:8-12**, before distributing a secret ballot to those members in attendance for nomination of potential candidates.
2. Each member in attendance will have the right to nominate candidates for the Diaconate by secret ballot, and may nominate one name for each position to be filled. The ballots will remain secret and will be turned over to the chair of the Diaconate, who will tally the ballots in the presence of another deacon(ess). The Diaconate shall review the list of nominees and select those nominees to be interviewed.
3. From the group of interviewees, the Diaconate shall present a slate of candidates to the church for election at the next regular business meeting. At such regular business meeting, each member in attendance will have the right to vote for the candidate(s) by secret ballot. The number of candidates presented to the church shall always be greater than the number of positions to be filled. The ballots will remain secret and will be turned over to the chair of the Diaconate for tallying.
4. To permit the broadest involvement possible, a member will be allowed to vote for a candidate via absentee ballot. To vote absentee, a member must submit his ballot no more than two weeks after the church business meeting in which the slate is presented and must sign the ballot as proof of his/her vote. After the time period for submitting absentee ballots expires, all ballots will be opened and tallied by at least two deacons(ess).
5. A deacon or deaconess joining from another church may be selected for the Diaconate under the provisions for selection and call, as indicated above, and if selected, prior ordination will be recognized.

C. Membership

1. Following acceptance of the call to the Diaconate by the candidate and election of the candidate by the membership, the Pastor and the Diaconate shall arrange for appropriate ordination services. (**1 Timothy 3:10**). A probationary period of 6 months shall precede the ordination.

2. Membership within the Diaconate shall begin with ordination (**Acts 6:6**). Ordination shall be for life.
3. Membership within the Diaconate may be withdrawn by the deacon on his own initiative, or by church action as recommended by the Diaconate, or by removal from membership for disciplinary reasons pursuant to Article III.G.

D. Duties

The duties of the Diaconate are as follows:

1. Supervise the spiritual life of the church in cooperation with the Pastor.
2. Prepare the sacraments and assist the Pastor in the communion services.
3. Assist the Pastor in baptismal services.
4. Review the applications for membership in the church. Function as pulpit supply committee and counsel individuals in need of special help.
5. Serve as the Pastoral Committee, as outlined in Article IV, Section B.
6. Appoint one deacon/ess annually who shall serve as the Diaconate's representative on the Board of Christian Education. The Diaconate shall select such representative at its first meeting of each calendar year.

E. Censure

1. Diaconate censure procedure shall begin with an attempt to restore spiritually that member subject to discipline. (**Galatians. 6:1**)
2. Censure proceedings will generally follow the guidelines set forth in **Matthew 18:15-16** and may culminate in recommendation of removal of Diaconate membership, removal of pulpit privileges, teaching privileges, or any combination of the aforementioned disciplinary actions.
3. Church discipline procedures will supersede Diaconate censure procedures.

**ARTICLE VI
OFFICERS**

A. Directors

Each director on the Board of Directors is an officer of the church. For duties of the directors, see Article VII, Section A.

B. Secretary

1. The Secretary shall serve as the recording officer at all regular and special business meetings of the church membership and shall prepare the minutes for such meetings.
2. The Secretary shall send current newsworthy items and feature articles to the *Sabbath Recorder* for publication.
3. The Secretary shall maintain records of all membership activity and church minutes and shall initiate, sign, and mail letters of membership action.
4. The Secretary shall serve as custodian of the church records, except those records that are assigned to other officers or boards.
5. The Secretary shall maintain records showing the current slate of officers, a list of all active and approved auxiliary organizations within the church, and the leaders of each such auxiliary organization.
6. The Secretary shall serve as the chair of the Church Planning and Coordinating Board and shall appoint the members of the Nominating Committee.

C. Treasurer

1. The Treasurer shall be responsible for all regular and special funds for the church, and shall keep an accurate accounting of receipts and disbursements.
2. The Treasurer shall count the weekly offering and bank the funds.
3. The Treasurer shall make disbursements for budgeted church expenses and any other properly authorized expenses.
4. The Treasurer, in conjunction with the Assistant Treasurer and the Board of Directors, shall prepare the church's annual budget and shall present such budget to the church at the annual business meeting.
5. The Treasurer shall present regular reports on the church's financial status, during regular and special business meetings and at any other times as the church may direct. The Auditor shall audit the Treasurer's annual report before its presentation to the church.
6. The Treasurer shall maintain the church budget records, including records of any church liabilities.
7. The Treasurer shall serve as an *ex officio* member of the Board of Directors.

D. Assistant Treasurer

1. The Assistant Treasurer shall serve in the absence of the Treasurer.

2. The Assistant Treasurer shall assist the Treasurer in counting the weekly offering, banking the funds, and making disbursements for budgeted church expenses, as well as for any other purposes.
3. The Assistant Treasurer shall prepare the church's annual budget in conjunction with the Treasurer and the Board of Directors.

E. Head Usher

1. The Head Usher shall arrange for the greeting and seating of members and guests and for the receiving of the offering.
2. The Head Usher shall maintain safety and order within the congregation and shall serve as the church's advisor concerning security and accessibility.

F. Auditor

The Auditor shall audit the Treasurer's annual report, comparing it with the books, vouchers, budget and other approved appropriations. The Auditor may not be a director.

G. Corporate Agent

The Corporate Agent shall serve as the church's registered agent and notify the church of all communications received from the District of Columbia. The Corporate Agent shall be a resident of the District of Columbia.

**ARTICLE VII
BOARD OF DIRECTORS**

A. Duties of the Board of Directors (BoD)

1. The BoD shall conduct all legal and financial business of the church over their signatures. At least two directors must sign any contract or other secure instrument in order to be legally binding on the church; *provided, however*, the BoD may not purchase or sell any real property, nor may the BoD encumber the real property of the church without the approval of two-thirds of church membership in attendance at a regular business meeting. If no director is available, the pastor may sign in lieu of a director.
2. The BoD shall create the budget for the church, review the budget quarterly, and make any necessary modifications, all in consultation with the Treasurer and Assistant Treasurer.
3. The BoD shall be responsible for maintaining the church's records of physical property.
4. The BoD shall provide for the maintenance of the church, including the provision of custodial services.

5. The BoD shall be responsible for recommending the purchase, sale, and/or the encumbering of real property to the church; *provided, however*, such actions cannot occur unless the church authorizes them by a two-thirds majority vote of the membership in attendance at a regular business meeting.

B. Membership

1. The BoD shall consist of the following members: six (6) directors; the Pastor, *ex officio*; and the Treasurer, *ex officio*. In the event the church has more than one pastor, only the most senior pastor shall be a member of the BoD.
2. At the first BoD meeting following the annual business meeting, the BoD shall elect a director to serve as chair. The Pastor may not serve as chair of the BoD.
3. The chair of the BoD shall preside over all regular and special business meetings of the church. In the event the BoD chair is unable or unwilling to preside over a church business meeting, the BoD chair shall appoint a person to preside over such meeting in the chair's place.

C. Term of Service

1. Each director shall serve for a term of three (3) years.
2. The election of directors shall be staggered, so that only two (2) directors may be elected each year for a three-year term.

D. Meetings

1. The BoD shall meet at least once per quarter to discuss the legal and financial business of the church. A quorum of at least four BoD members is required for the BoD to meet.
2. Any BoD member may call a meeting of the Board of Directors, *provided that* at least one week's advance notice is given to the church and to BoD members. Notice can be given by any reasonable means available.
3. In the event of an emergency, the BoD may waive the one week notice requirement and may call an emergency meeting of the BoD, having given two (2) days' advance notice to all directors of such emergency meeting. The BoD must notify the church body that such emergency meeting is occurring or has occurred at the earliest available opportunity.
4. The BoD shall memorialize all of its decisions in writing. At each regular business meeting, the BoD shall present to the church a summary of its decisions for the quarter preceding the meeting.
5. A director may assign another director to serve as a proxy for purposes of a vote. The pastor may not serve as a proxy for a director's vote.

6. The Pastor shall be permitted to vote on any BoD decisions only in the event of a tie.

ARTICLE VIII BOARD OF CHRISTIAN EDUCATION

A. Duties of the Board of Christian Education (BCE)

1. The BCE is responsible for providing programs and materials to encourage and equip the church to teach evangelism, nurturing, discipleship, and stewardship.
2. The BCE shall oversee generally all educational activities of the church, which shall include, but not be limited to, Sabbath School, children's church, Bible study, scripture memorization program, the C.A.L.L.E.D. program, youth and young adult fellowship programs, vacation Bible school, and Bible camps.
3. On an annual basis, the BCE shall evaluate the church's educational activities.
4. The BCE shall be responsible for appointing Sabbath School teachers, as well as leaders for the youth/young adult fellowship program, for vacation Bible school, and for children's church.
5. The BCE shall be responsible for managing any funds collected from the church's Sabbath School, vacation Bible school, and summer camp programs, and from any other educational activities of the church.

B. BCE Membership

1. The BCE shall consist of the following members:
 1. the Sabbath School Superintendent;
 2. all Sabbath School teachers;
 3. the Youth/Young Adult program coordinator(s);
 4. one representative from the Diaconate;
 5. one member at-large who shall be elected by the church at the annual business meeting; and
 6. the Pastor, *ex officio*.
2. The BCE shall elect a chair each year, who will be primarily responsible for ensuring that the BCE discharges its duties properly and in order. The election of the chair shall take place at the first BCE meeting that follows the annual business meeting. The Pastor may not serve as chair of the BCE and shall be permitted to vote on BCE decisions only in the event of a tie.

3. The BCE shall also elect a BCE Treasurer from the BCE membership, who shall manage the funds collected from the church's Sabbath School, vacation Bible school, and summer camp programs, and from any other educational activities of the church.
 - a. Such funds shall be maintained in an account that is separate from any account(s) managed by the church Treasurer.
 - b. The Pastor may not serve as BCE Treasurer.

C. Sabbath School Superintendent

1. The BCE shall select a Sabbath School Superintendent from among its membership. The Sabbath School Superintendent must be a member of the church and in good standing.
2. The duties of the Sabbath School Superintendent shall be the following:
 - a. To develop the Sabbath School program for the church and oversee its operation. Oversight of the Sabbath School program includes (i) supervising the Sabbath School teachers and arranging for substitute teachers when necessary; (ii) ensuring that teachers are equipped with appropriate teaching materials; (iii) regularly monitoring classes and evaluating each teacher's performance; (iv) maintaining Sabbath School attendance records and following up with missing members; and (v) resolving any issues that may arise.
 - b. To ensure a timely close to Sabbath School prior to each service.
 - c. To report periodically to BCE on the progress of the Sabbath School program;
 - d. To create a slate of Sabbath School teachers for presentation to the BCE by May of each year.
3. The BCE Treasurer will exercise the authorities of the Sabbath School Superintendent in the Superintendent's absence.

D. Sabbath School Teachers

1. A Sabbath School teacher must be a member of the church and in good standing. A teacher's life should reflect that teaching is one of his spiritual gifts. (**1 Cor. 12:28-30**)
2. After a season of prayer and fasting, the BCE shall select Sabbath School teachers from the slate presented by the Sabbath School Superintendent.
3. Upon selection, each teacher shall be presented a list of responsibilities for his class. Each Sabbath School teacher is challenged to make a one-year commitment to his assigned class, beginning in September and ending in August of the following year. Teaching assignments shall be reviewed annually.

4. Each Sabbath School teacher is responsible for preparing lessons for his assigned class. Teachings shall be in keeping with church principles and doctrine.

E. Youth/Young Adult Program Coordinator(s)

1. The Youth/Young Adult program coordinator(s) shall be a member of the church and in good standing. The coordinator's life should reflect "a pattern of good works: in doctrine shewing uncorruptness, gravity, sincerity, sound speech, that cannot be condemned. (**Titus 2:7-8**)
2. The coordinator(s) is responsible for facilitating and coordinating activities catering primarily towards church members and non-members that are between the ages of 18 and 40.
3. The coordinator(s) shall report to the BCE on the progress of its activities, at a minimum, on a quarterly basis.

F. Meetings

The BCE shall meet at least once per quarter, one week preceding a regular business meeting. In addition to its quarterly meetings, the BCE may meet as needed upon one week's notice.

**ARTICLE IX
BOARD OF EVANGELISM**

A. Duties of the Board of Evangelism (BoE)

1. The BoE be primarily responsible for the following:
 - a. Formulating programs for evangelistic outreach to the surrounding community; and
 - b. Ensuring that such programs are implemented and supervising their progress.

B. Membership

1. The BoE shall consist of (a) the pastor; (b) all members of the diaconate; and (c) three members elected annually from the membership at-large.
2. The BoE shall elect its own chair each year, who will be primarily responsible for ensuring that the BoE discharges its duties properly and in order. The election of the chair shall take place at the first BoE meeting that follows the annual business meeting. The Pastor may not serve as chair of the BoE and shall be permitted to vote on BoE decisions only in the event of a tie.
3. The chair of the BoE shall be a member of the Church Planning and Coordinating Board.

C. Meetings

The BoE shall meet at least once per quarter, at least two weeks prior to a regular business meeting. In addition to its quarterly meetings, the BoE may meet as needed upon one week's notice.

**ARTICLE X
CHURCH PLANNING AND COORDINATING BOARD**

A. Duties of the Church Planning and Coordinating Board (Planning Board)

1. The Planning Board is responsible for planning each year's program of church activities. In the third quarter of each year, the Planning Board shall present a program of church activities for the following year to the church for approval.
2. The Planning Board shall review and approve all plans for auxiliary organizations.
3. The Planning Board shall review all evangelistic outreach programs proposed by the Board of Evangelism and shall make any necessary modifications to such proposals before their presentation to the church for approval.

B. Membership

1. The Planning Board shall consist of the following persons:
 - a. The Pastor;
 - b. The chair of the Board of Directors;
 - c. The chair of the Board of Christian Education;
 - d. The chair of the Board of Evangelism;
 - e. The Head Usher;
 - f. The Secretary; and
 - g. The Treasurer.
2. The Secretary shall serve as the chair of the Planning Board. The Pastor shall be permitted to vote on Planning Board decisions only in the event of a tie.

C. Meetings

The Planning Board shall meet periodically as needed. Any member of the Planning Board may call a meeting upon providing two weeks' advance notice to the remaining Planning Board members.

**ARTICLE XI
COMMITTEES**

A. Nominating Committee

1. The Secretary shall appoint at least two members to serve on the Nominating Committee. Such appointments will take place within the quarter following the annual business meeting.
2. The Nominating Committee shall prepare a slate of nominees eligible for election at the annual business meeting. The Nominating Committee shall secure the consent of each nominee prior to listing his name on the slate.
3. The Nominating Committee shall be generally accountable to the Church Planning and Coordinating Board.

B. Hospitality Committee

1. The chair of the Board of Directors shall appoint a Hospitality Committee within the quarter following the annual business meeting.
2. The Hospitality Committee shall supervise the housekeeping of the kitchen and the planning and serving of group meals, unless the meal is served by another designated group.
3. The Hospitality Committee shall arrange for the housing of official guests when the need arises.
4. The Hospitality Committee shall notify the Board of Directors when supplies of paper goods (plates, napkins, cups) and kitchen cleaning supplies need to be replenished.

**ARTICLE XII
SPECIAL COMMITTEES**

A. Formation

1. The church may form a special committee at any time for a specific and stated purpose, upon a majority vote of the church membership in attendance at a regular business meeting.
2. In order to form a special committee, a majority of the church membership in attendance at a regular business meeting must vote on (a) the purpose of the special committee; (b) the person that shall spearhead such committee's work; and (c) the board to which the special committee shall report between business meetings. The specific purpose for which the committee is created shall be recorded in the church's minutes.
3. The person that the church votes to spearhead the special committee's efforts shall recruit any individuals that he needs to achieve the purpose of the committee. Special

committee members shall serve for the duration of the committee and are not subject to annual election.

B. Term

1. A special committee shall exist for one year, or until the committee accomplishes the task for which it was created, whichever is earlier.
2. If the committee requires more than one year to accomplish its stated purpose, then the church may grant an extension to the special committee for a period not to exceed one year. Such an extension shall be granted only pursuant to a majority vote of the church membership in attendance at a regular business meeting.
3. The church membership may continue to grant extensions to a special committee until it achieves its stated purpose. In each instance, the extension may not exceed one year.
4. The special committee will dissolve automatically upon achieving its stated purpose.

**ARTICLE XIII
AUXILIARY ORGANIZATIONS**

A. Auxiliary Organizations

1. Any organized group or entity within the church that is not a board or committee expressly listed within these Bylaws, or a special committee formed pursuant to Article XII, shall be considered an auxiliary organization for purposes of these Bylaws. An auxiliary organization shall include those programs or activities that the church considers a “church ministry.”
2. Auxiliary organizations may establish their own policies and procedures, provided that such policies and procedures do not conflict with the church’s purpose, constitution, or bylaws.
3. Each auxiliary organization shall be generally accountable either to the Board of Directors, the Board of Christian Education, the Board of Evangelism, or the Church Planning and Coordinating Board, and shall give a regular accounting of its activities to the board to which it reports.
4. The church shall elect the leaders of each auxiliary organization annually.

B. Formation

1. An auxiliary organization may be formed upon approval, first, by the Church Planning and Coordinating Board, and second, by the church body at a regular business meeting.
2. In order to be considered for approval, an auxiliary organization must present a written proposal to the Church Planning and Coordinating Board for review, outlining the organization’s intended purpose and explaining how the organization furthers the work of the church.

3. The Church Planning and Coordinating Board shall review the proposal and determine whether to approve it. If the Church Planning and Coordinating Board approves the proposal, it shall present the proposal to the church at a regularly scheduled business meeting with its recommendation, including the board to which the organization should be accountable. The Church Planning and Coordinating Board may modify the proposal as necessary before presenting it to the church.
4. The proposal (as it shall be presented to the church) must be made available to the church at least two weeks before the regularly scheduled business meeting at which it will be presented. Once presented to the church, the auxiliary organization shall be formed upon a majority vote of the members in attendance.

ARTICLE XIV CHURCH MEETINGS

A. Service for Worship and Instruction

1. Divine worship services shall be held regularly each Sabbath (i.e., the seventh day of the week) during the year and as arranged at the discretion of the Diaconate in consultation with the Pastor.
2. Other services for worship and instruction may be held at such times and in such places as shall be deemed appropriate by the Church Planning and Coordinating Board.
3. Dates for communion and baptismal services shall be determined by the Diaconate in consultation with the Pastor. Communion normally shall be served on the first Sabbath in January, April, July, and October.

B. Business Meetings

1. The government of the church shall be vested in the members present, seven (7) of whom shall be considered a quorum, for any business meeting. In the absence of a quorum, the business meeting shall be rescheduled for the first available date, as determined by the Church Planning and Coordinating Board, provided one week's notice is given to the church membership – either in the bulletin or from the pulpit at a Sabbath worship service. A rescheduled business meeting shall take place regardless of whether a quorum exists.
2. The church year shall begin on the first of January. The annual business meeting shall be held in January of each year. Subsequent regularly scheduled business meetings shall be held each quarter during the year.
 - a. At the annual business meeting, the church shall elect the officers listed in Article VI, Sections B-G; the Board of Evangelism members at-large; the Board of Christian Education member at-large; two directors; and the heads of each auxiliary organization.

3. The chair of the Board of Directors shall preside over all regular and special business meetings of the church. In the event the chair of the Board of Directors is unable or unwilling to preside over a church business meeting, the chair of the Board of Directors shall appoint a person to preside over such meeting in the chair's place.
4. Chair of the Board of Directors shall ensure the business meetings area announced at least one week in advance.
5. The chair of the Board of Directors and any five members may call a special business meeting, *provided that* such special business meeting is announced to the church membership at least one week in advance.
6. Only the Pastor, Diaconate, the Treasurer, and the boards are required to present reports at each scheduled business meeting. Other officers and auxiliary organizations are permitted to present business for the church's consideration.
7. Meetings shall be conducted pursuant to *Robert's Rules of Order* (the most recent edition).

ARTICLE XV AMENDMENTS

These bylaws may be amended at any regularly scheduled business meeting by a majority vote of the members present, *provided that* (A) the proposed amendment is presented in writing at a previous regular or special meeting; (B) the proposed amendment is posted in a clear and visible location for all members to review at least one month prior to the vote; and (C) the membership receives at least two notices of such proposed amendment in connection with the regular notices of the scheduled business meeting.