

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

(As of January 27, 2023)

**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. In matters of faith and practice, the church declares itself to be in general agreement with the Statement of Beliefs adopted by the Seventh Day Baptist General Conference.
2. In particular, the church declares that it espouses and adopts the following beliefs:

Seventh Day Baptists consider liberty of thought under the guidance of the Holy Spirit to be essential to Christian belief and practice. Therefore, we encourage the unhindered study and open discussion of Scripture. We uphold the individual's freedom of conscience in seeking to determine and obey the will of God. The following statement is not intended to be exhaustive, but is an expression of our common belief, which is derived from our understanding of Scripture. (**Romans 10:17, 12:2; 2 Corinthians 3:17-18; 2 Timothy 2:15, 3:16-17; Ephesians 4:3-6, 15**)

- a. **GOD.** 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; Psalms 90:1-2; Isaiah 57:15; Matthew 28:19; John 3:16; Acts 17:24-25; 1 Timothy 1:17; 2 Peter 3:9**).

1. **THE FATHER.** 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. (**Ezekiel 33:11; John 3:16-18; John 5:24; 1 Corinthians 8:6; Ephesians 4:6; 2 Thessalonians 1:6-8**)

2. **THE SON.** 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. We believe that Jesus Christ, in keeping with His promise, will return suddenly, personally and visibly, at a time known only by God. (**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**)
3. **THE HOLY SPIRIT.** 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**)
- b. **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**)
- c. **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**)
- d. **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.
- e. **SALVATION.** We believe that salvation from sin and death is the gift of God by redeeming love accomplished by the Christ's death and resurrection and is received only by repentance and faith in Him. 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. (**Isaiah 59:2; Matthew 25:41-46; John 3:16-18, 36; John 14:6; Romans 3:23-25, 5:6-8, 10, 6:23; Ephesians 2:8-9; Hebrews 10:10-14; 1 Peter 1:3; 1 John 1:8-10, 3:4-5**)
- f. **ETERNAL LIFE.** We believe that Jesus rose from the dead and lives eternally with the Father and that He will come again with power and great glory. We believe that eternal life begins in knowing God through a commitment to Jesus Christ. We believe that, because He died and lives again, resurrection with spiritual and imperishable bodies is the gift of God to believers. (**Matthew 24:30; John 6:40; John 10:27-28; John 14:1-3; John 17:3; 1 Corinthians 15:3-4, 20-23, 42-44; Titus 2:13; 1 John 5:11-13**)

Presented: April 2022
2d Presentation: July 2022
3d Presentation: October 2022
Approved: January 2023

- g. **THE CHURCH.** 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. (**Matthew 18:20; Acts 2:42, 20:28; Romans 12:4-5, 15:5-7; 1 Corinthians 12:13, 14, 27; Ephesians 2:19-22, 4:11-16; Colossians 1:18; Hebrews 10:24-25; 1 Peter 2:4-10; 2 Peter 3:18**)
- h. **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. (**Matthew 28:19-20; Acts 2:41; Romans 6:3-4, 11; Galatians 3:26-27; Colossians 2:12**)
- i. **THE LORD'S SUPPER.** 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**)
- j. **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, 20:8-11; Isaiah 58:13-14; Ezekiel 20:19-20; Matthew 5:17-19; Mark 2:27-28; Luke 4:16, 23:56; John 14:15; Acts 13:14, 42-44; 16:11-13; 17:2-3; 18:4-11; Hebrews 4:9-10**)
- k. **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, 28:18-20; Acts 1:8; 2 Corinthians 4:1-2, 5-6, 5:17-20; Ephesians 6:14-20; 1 Peter 3:15**)
- l. **MARRIAGE.** We affirm that the divinely instituted union of marriage is solely between a man and a woman (**Gen. 2:18-24**), and that it is 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**)

D. Child Protection

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1. The church considers the physical, psychological, or sexual mistreatment or abuse of a child or of children (“child abuse”) to be heinous sins. The church exhorts all members to these heinous sins to the duly appointed, proper representatives of the God-ordained civil authorities, in accordance with local laws, and cooperate with those authorities (**1 Peter 2:13-14**), as they “bear the sword” to punish those who do evil (**Romans 13:1-7**).
2. All church leaders are urged to use their influence for the protection of children, by any and all godly means, including preaching and teaching against the heinous sin of child abuse; warning anyone with knowledge of child abuse to “take no part in the unfruitful works of darkness, but instead to expose them” (**Ephesians 5:11**); supporting victims who often suffer in silence and shame without the vocal and compassionate support of the church; and supporting families of the victims. Further, church leaders should seek to bring reconciliation between all parties involved (**2 Corinthians 5:18-21**), and – conditioned upon the perpetrator’s repentance – restoration of the perpetrator, that he would know that there is forgiveness and freedom from his bondage to such sin as given by God (**1 John 1:9**).

ARTICLE II MEMBERSHIP

A. Qualifications for Membership

Membership is open to anyone who (1) accepts Jesus Christ as Savior and Lord; (2) has been baptized by immersion; (3) honors 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 and obligations 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

Presented: April 2022
2d Presentation: July 2022
3d Presentation: October 2022
Approved: January 2023

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 majority 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 that 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 that individual and encourage the growth of that individual's talents in Christian leadership.
2. In recognition of the talents and dedication of one of its members and that member's 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

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2d Presentation: July 2022
3d Presentation: October 2022
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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 and Goal

- a. The purpose of church discipline is to purge out any evil or sin in the church (**1 Corinthians 5:6**).
- b. The goal of church discipline is to restore a congregant to fellowship with the Lord and with the church. Any discipline of another member must be done in love (**1 John 4:7-11**), with “kindness, humbleness, meekness, [and] longsuffering, forbearing one another and forgiving one another.” (**Colossians 3:12-13**).

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 the person repents, forgive and lay the matter to rest. (**Matthew 18:21-22; Luke 17:3-4; 2 Corinthians 2:5-8**)
- c. Restore – the person’s fellowship with the Lord is reestablished and the person is brought back into fellowship 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 for Christ. Tell the member of his/her sin and encourage repentance. (**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 the member of his sin and encourage repentance. (**Matthew 18:16; 2 Corinthians 13:1; 1 Timothy 5:19; John 8:17; Deuteronomy 19:15**)
- c. STEP 3. If the member still refuses to repent, tell the member’s sin to the Diaconate. (**Matthew 18:17; 1 Timothy 5:20**) The Diaconate will meet with the sinning member to discuss the matter. If the Diaconate determines that discipline is

Presented: April 2022
2d Presentation: July 2022
3d Presentation: October 2022
Approved: January 2023

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 has still not repented, 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 the sin. If the member still refuses to repent, 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. Such action will not be to put the member away as an enemy but to admonish the member as a brother or sister in Christ.
- e. STEP 5. If a member repents after being removed from membership, the church shall forgive, comfort, and reaffirm its love for the member. (**2 Corinthians 2:6-11**) The repentant member 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 at 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 G. of this article.

ARTICLE IV THE PASTORATE

A. Qualifications of a Pastor

The qualifications of the Pastor 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**)

Presented: April 2022
2d Presentation: July 2022
3d Presentation: October 2022
Approved: January 2023

2. The Diaconate will prepare and distribute a survey to the membership, soliciting input on the church's pastoral needs.
3. After surveying the membership, the Diaconate will hold a special business meeting at which members may submit nominations for pastor. The Diaconate will also solicit nominations from the SDB Council on Ministry and the SDB Director of Church Development and Pastoral Services.
4. The Diaconate will compile relevant information on each qualified nominee. The Diaconate will share such information with the church at least 30 days before a formal vote is taken.
5. A formal vote to select a pastor may take place during or following a Sabbath worship service, or during a regularly scheduled business meeting. The Diaconate will schedule the formal vote for the church to select the pastor and provide the church with at least 14 days' prior notice.
6. A call to the pastorate shall be issued to the nominee 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*, the pastor shall have a vote on any board or committee decisions only 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.

Presented: April 2022
2d Presentation: July 2022
3d Presentation: October 2022
Approved: January 2023

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 (1 John 3:4-10), 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..." If the pastor fails to repent after discipline by the Diaconate, the Diaconate shall recommend the pastor's termination to the church, which shall vote on the recommendation at any special or regular business meeting. If the majority of the members present at such meeting affirmatively 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 which party commences 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). In the event of a pastor's divorce, the Diaconate shall determine whether to recommend the pastor's termination to the church in accordance with Article IV., Section E.3.

G. Termination

A Pastor may terminate his position by resigning, or the church membership may terminate a Pastor by majority vote. The terminating party shall provide a minimum of three months' written notice; *provided, however*, the church will not be required to give any notice in the event it terminates a pastor for failure to repent after being disciplined under Article IV., Section E.

**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

Presented: April 2022
2d Presentation: July 2022
3d Presentation: October 2022
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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. Term

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.

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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 church membership.
5. Function as pulpit supply committee and counsel individuals in need of special help.
6. Oversee the process for selecting a pastor, as outlined in Article IV, Section B.
7. 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. Discipline

1. Any member, who has witnessed any account of continual sin by a member of the Diaconate (**1 John 3:4-10**), should talk with that deacon/deaconess in confidence. If the sin should continue without repentance, then the member should take the matter to the pastor, and the pastor shall meet with the remaining members of the Diaconate.
2. If the remaining members of the Diaconate determine that further action is necessary, the remaining members of the Diaconate will follow the pastoral disciplinary process set forth in Article IV., Section E., which may culminate in recommendation of removal of Diaconate membership, removal of pulpit privileges, teaching privileges, or any combination of the aforementioned disciplinary actions.
3. The disciplinary actions set forth in Paragraph 2 of this Section will not preclude the church from terminating a deacon/deaconess's membership in the church pursuant to Article III. Section G.

**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.

Presented: April 2022
2d Presentation: July 2022
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B. Secretary

The secretary shall:

1. 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. serve as custodian of the church records, except those records that are assigned to other officers or boards;
3. serve as the chair of the Church Planning and Coordinating Board and shall appoint the members of the Nominating Committee;
4. send current newsworthy items and feature articles to the *Sabbath Recorder* for publication;
5. maintain records of all membership activity and church minutes and initiate, sign, and mail letters of membership action; and
6. 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.

C. Assistant Secretary

The assistant secretary shall:

1. Serve in the absence of the secretary;
2. Assist the secretary in preparing the minutes of each meeting; and
3. Support the secretary in maintaining the records of the church's membership activities and lists of officers and auxiliary organizations.

D. Treasurer

The treasurer shall:

1. be responsible for all regular and special funds for the church and shall keep an accurate accounting of receipts and disbursements;
2. count the weekly offering and bank the funds;
3. make disbursements for budgeted church expenses and any other properly authorized expenses;

Presented: April 2022
2d Presentation: July 2022
3d Presentation: October 2022
Approved: January 2023

4. prepare the church's annual budget, in conjunction with the assistant treasurer and the Board of Directors, and shall present such budget to the church at the annual business meeting.
5. 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. maintain the church budget records, including records of any church liabilities.
7. serve as an *ex officio* member of the Board of Directors.

E. Assistant Treasurer

The assistant treasurer shall:

1. serve in the absence of the treasurer;
2. 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. assist the treasurer in preparing the church's annual budget; and
4. ensure the auditor audits the treasurer's annual report before its presentation to the church.

F. Head Usher

The head usher shall:

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

G. 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

Presented: April 2022
2d Presentation: July 2022
3d Presentation: October 2022
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resident of the District of Columbia. The corporate agent shall notify the Board of Directors promptly in the event the corporate agent moves out 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. In the event of an emergency, 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.
6. The BoD shall be responsible for reporting at business meetings on the activities of any task forces or auxiliary organizations under its supervision.

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.

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.

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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 authorize another director to serve as a proxy solely for purposes of reporting the director's vote on a pending BoD decision. Such authorization must be provided in writing to the BoD. The Pastor may not serve as a proxy for any 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 supporting 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 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 electing Sabbath School teachers, as well as leaders for the youth fellowship program, for vacation Bible school, and for children's church.
5. The BCE shall be responsible for reporting to the church on the use of 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.

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2d Presentation: July 2022
3d Presentation: October 2022
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6. The BCE shall be responsible for reporting at business meetings on the activities of any task forces or auxiliary organizations under its supervision.

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 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.
 1. The BCE shall elect from its membership a Sabbath School Treasurer at the first BCE meeting that follows the annual business meeting, who shall fulfill the responsibilities outlined in Section D. of this Article. Neither the Pastor nor the church Treasurer may serve as Sabbath School Treasurer.
 2. The BCE may elect any additional treasurer(s) and determine the responsibilities of such treasurer(s), as needed. Neither the Pastor nor the church Treasurer may serve in any treasurer capacity for BCE.

C. Sabbath School Superintendent

1. The church shall elect 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 oversee the Sabbath School program, which includes (i) working with 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

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2d Presentation: July 2022
3d Presentation: October 2022
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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.
 - e. To schedule and preside over quarterly meetings with the Sabbath School Treasurer and all Sabbath School teachers and attendees to discuss how Sabbath School funds will be used.
3. In the absence of the Sabbath School Superintendent, the Sabbath School Treasurer will exercise the authorities of the Sabbath School Superintendent.

D. Sabbath School Treasurer

1. The duties of the Sabbath School Treasurer shall be the following:
 - i. To manage the funds collected for the Sabbath School program;
 - ii. To maintain those funds in an account that is separate from any account(s) managed by the church Treasurer;
 - iii. To give a regular accounting of the use of those funds to the BCE, to all Sabbath School participants at quarterly meetings; and upon request to the church at-large.
 - iv. To perform the duties of the Sabbath School Superintendent in the Superintendent's absence.

E. 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.

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3d Presentation: October 2022
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4. Each Sabbath School teacher is responsible for preparing lessons for his assigned class. Teachings shall be in keeping with church principles and doctrine.

F. Youth Program Coordinator(s)

1. The Youth 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 BCE shall solicit nominations for the Youth Program Coordinator(s) from the church membership in May of each year. The BCE will select the Youth Program Coordinator from the nominees no later than September in any given year, with the term of service to begin in January of the following year and ending in December.
3. The Youth Program Coordinator(s) is responsible for facilitating and coordinating activities catering primarily towards church members and non-members students between 6th grade and 12th grade.
4. The Youth Program Coordinator(s) shall report to the BCE on the progress of its activities, at a minimum, on a quarterly basis.

G. 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 presenting such programs to the Planning Board for review;
 - b. Ensuring that such programs are implemented and supervising their progress; and
 - c. Reporting at business meetings on the activities of any task forces or auxiliary organizations under its supervision.

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.

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2d Presentation: July 2022
3d Presentation: October 2022
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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.

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C. Meetings

The BoE shall meet at least once per quarter, 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

1. The Church Planning and Coordinating Board (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.
4. The Planning Board shall be responsible for reporting at business meetings on the activities of any task forces or auxiliary organizations under its supervision.

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

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2d Presentation: July 2022
3d Presentation: October 2022
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The Planning Board shall meet periodically as needed. The chair of the Planning Board may call a meeting upon providing at least one week's advance notice to the remaining Planning Board members.

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**ARTICLE XI
STANDING COMMITTEES**

A. Nominating Committee

1. The secretary shall appoint at least three 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 accountable to the Planning 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 have authority to establish any protocols, including safety protocols, associated with food preparation, food safety, food service, fellowship meals, or special events.
4. The Hospitality Committee shall arrange for the housing of official guests when the need arises.
5. 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
TASK FORCES**

A. Formation

1. The church may form a task force 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 task force, a majority of the church membership in attendance at a regular business meeting must vote on (a) the purpose of the task force; (b) the person that shall spearhead such task force's work; and (c) the board to which the task force shall report between business meetings. The specific purpose for which the task force is created shall be recorded in the church's minutes.

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2d Presentation: July 2022
3d Presentation: October 2022
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3. The person that the church votes to spearhead the task force's efforts shall recruit any individuals that the person needs to achieve the purpose of the task force. Task force members shall serve for the duration of the task force and are not subject to annual election.

B. Term

1. A task force 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 task force 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 task force until it achieves its stated purpose. In each instance, the extension may not exceed one year.
4. The task force 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 task force 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. Unless the Planning Board determines otherwise, each auxiliary organization shall be accountable to the Planning Board and shall provide it with a quarterly accounting of its activities.
4. The secretary shall maintain a list of all auxiliary organizations, and 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 Planning Board, and second, by the church body at a regular business meeting.

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2d Presentation: July 2022
3d Presentation: October 2022
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2. In order to be considered for approval, an auxiliary organization must present a written proposal to the Planning Board for review, outlining the organization's intended purpose and explaining how the organization furthers the work of the church.
3. The Planning Board shall review the proposal and determine whether to approve it. If the Planning 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 Planning 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 Planning Board.
3. Dates for communion and baptismal services shall be determined by the Diaconate in consultation with the Pastor. Communion typically shall be served on the first Sabbath in January, April, July, and October.

B. Business Meetings

1. For any business meeting, a quorum shall be formed by the presence of seven (7) members present. In the absence of a quorum, the business meeting shall be rescheduled for the first available date determined by the Parliamentarian (or the person designated to preside over the meeting in the Parliamentarian's absence), provided that one week's notice of the rescheduled date is given to the church membership. Notice may be given by any reasonable means available, including 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, on such dates as the Planning Board shall determine.

Presented: April 2022
2d Presentation: July 2022
3d Presentation: October 2022
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- a. At the annual business meeting, the church shall elect the officers listed in Article VI, Sections B-G; the Parliamentarian; 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 church shall select a Parliamentarian to preside over all regular and special business meetings of the church. In the event the Parliamentarian is unable or unwilling to preside over a church business meeting, the chair of the Board of Directors shall preside over such meeting in the Parliamentarian's place. In the event the chair of the Board of Directors is unable or unwilling to preside over a church business meeting, then the chair of the Board of Directors shall designate an individual to preside over such meeting in the chair's place.
4. All regular and special business meetings of the church shall be announced at least one week in advance.
5. A special business meeting may be called by the chair of the Board of Directors and any five church members, *provided that* the Parliamentarian announces such special business meeting 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, but not required, to present business for the church's consideration.
7. Meetings shall be conducted pursuant to *Robert's Rules of Order* (the most recent edition).

C. Parliamentarian

1. The duties of the Parliamentarian shall be as follows:
 - a. To ensure all regular or special business meetings are announced to the church membership at least one week in advance
 - b. To preside over any regular or special business meetings and ensure such meetings are conducted pursuant to *Robert's Rules of Order* (the most recent edition);
 - c. To establish and enforce the rules for orderly debate among the body during such meetings;
 - d. To advise the church on matters of parliamentary procedure; and
 - e. To fulfill such responsibilities in an impartial manner, with favoritism towards none.
2. While presiding over a business meeting, the Parliamentarian (or the individual acting as Parliamentarian in the Parliamentarian's absence), is barred from discussing the merits

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2d Presentation: July 2022
3d Presentation: October 2022
Approved: January 2023

of, advocating for or against, or voting upon, any item presented to the church for its consideration.

**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.

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