

# **BY-LAWS of the CASTLE ROCK CHRISTIAN CHURCH**

We the members of the Castle Rock Christian Church Which here after shall be referred to as the “Church”, a Washington Corporation, in order to promote the work of the Church in the spirit of Christ and thus advance His Kingdom, do hereby adopt these bylaws.

## **ARTICLE I - NAME AND PURPOSE**

Section A. The name of this organization shall be Castle Rock Christian Church of Castle Rock, Washington.

Section B. The purpose of this Church shall be to win people to faith in Jesus Christ and commit them actively to the Church; to help them grow in grace and knowledge of Christ that increasingly they may know and do His will, to work for the unity of fellowship of all Christians in the common task of building the Kingdom of God according to the pattern which Christ and His apostles laid down in the New Testament.

Section C. The second Sunday in March shall be designated as the date of the annual Congregational Business Meeting.

## **ARTICLE II - MEMBERSHIP**

Section A. Membership of Castle Rock Christian shall consist of those who have united with the Church by public confession of faith in Christ by baptism (immersion) into Him and having requested, been granted membership by the Elders or an Overseer appointed by the Elders.

### I. Membership Status

#### a. **ACTIVE MEMBER**

An Active Member is one who regularly participates in Sunday services through attendance as well as financially supporting the mission and operation of Castle Rock Christian Church. (“Regular” as defined by Merriam-Webster “*one who can be trusted on or depended on.*”). Exceptions are determined by the elders.

b. **SHUT-IN MEMBER**

One who is financially supporting the mission and operation of Castle Rock Christian Church but does not participate in Sunday services because of health reasons or is “house bound”.

c. **INACTIVE MEMBER**

One who has chosen not to regularly participate in Sunday worship services or support financially the church within the period of one year. Inactive Members may be removed from the Church Membership after one year of “inactive member” status. Prior to this change of status, every individual being considered for “inactive member status” will be notified in order to give ample time to challenge the decision.

- I. The Elders will make all status decisions.
- II. Any exceptions will be considered before final removal is made.
- III. The individual will be sent a letter notifying of the final decision.

**Section B.** Voting privileges shall be accorded to all registered active and shut-in members eighteen (18) years of age and over. Inactive members do not have the privilege of voting in congregational meetings due to their own lack of input, participation or support. November 1 through the last Sunday in December shall be the annual registration period for voting privileges. If an active member wishes to vote at the next Annual Congregational Meeting or at a called Congregational Meeting during the following calendar year he or she must have registered to vote during the annual registration period of the previous calendar year. The Elders shall see that a registration form is made available and placed in a prominent location in the Church during the registration period for those desiring to register. If requested a registration form will be sent to those unable to physically attend services during the registration period. Only Shut-In Members shall be allowed to vote by proxy due to their inability to physically participate. Any question of an individual’s voting status shall be determined by the Elders.

**Section C.** Members of Castle Rock Christian Church may be disciplined or expelled

as deemed necessary by the Elders.

## **ARTICLE III - DIRECTORS**

### Section A. - Elders

#### I. Qualifications

“... must be blameless, the husband of one wife, vigilant, sober, of good behavior, given to hospitality, apt to teach; Not given to wine, no striker, not greedy of filthy lucre; but patient, not a brawler, not covetous; One that ruleth well in his own house, having his children in subjection with all gravity; ... Not a novice, lest being lifted up with pride he fall into the condemnation of the devil. Moreover he must have a good report of them which are without; ...” (I Timothy 3:2-7 \*).

- a. Foregoing qualities must be apparent in his life. Must have been baptized at least two (2) years prior to selection. Must be an active member of Castle Rock Christian Church for two (2) years.

#### II. Duties

The Elders are the leaders of this Church under Christ. The Elders shall be responsible for the spiritual growth and welfare of the Church, giving spiritual guidance to the members. The Elders shall preside at the Lord’s Table, formulate the worship program of the Church, provide for pulpit supply during the absence of the Pastor and perform such other duties as needed. The Elders, as spiritual advisors and shepherds of the flock, in addition to the aforementioned duties, shall have authority to correct any teaching or preaching that is not in accordance with scripture. They shall also have the authority to dismiss anyone from a position of leadership or teaching. The Elders shall be responsible for the approval of teachers, materials and all other educational aspects of the Church. The Elders shall have final approval in all Church matters.

- a. Only active Elders shall be counted in decisions made by vote.

I. An active Elder shall be described as one who attends all scheduled meetings of the Elders or makes provision for his absence.

b. Any Elder shall abstain from voting on matters which may involve conflict of interest (I Peter 5:1-4). The other Elders shall address any question of voting privileges.

### III. Term

Term is open-ended. In the event of an Elders loss of mental faculties or physical capabilities, fellow Elders may limit term.

### IV. Selection

The selection of an individual to serve as an Elder comes by request from the individual written or verbal to the Elders. If approved by the Elders the individual shall be presented to the Congregation during Sunday services. A period of two weeks shall be given to the congregation to comment as to the qualifications of the applicant. After the two weeks, the Elders, upon favorable review will affirm the applicant.

### V. Discipline

An Elder shall be disciplined as provided for in scripture.

## Section B. - Deacons

### I. Qualifications

a “Likewise must the deacons be grave, not double tongued, not given to much wine, not greedy of filthy lucre; Holding the mystery of the faith in pure conscience. And let these also first be proved; then let them use the office of a deacon, being found blameless. Even so must their wives be grave, not slanderers, sober, faithful in all things. Let the deacons be the husbands of one wife, ruling their children and their own houses well. For they that have used the office of a deacon well purchase to themselves a good degree, and a great boldness in the faith which is in Christ Jesus” (I Tim. 3:8-13 \*).

a. Foregoing qualities must be apparent in his life. Must have been baptized at least two (2) years prior to selection. Must be an active

member of Castle Rock Christian Church for two (2) years.

## II. Duties

The Deacons shall cooperate with the Elders in promoting the growth and welfare of the Church. They shall be responsible for the greeting and ushering of worshippers, distributing the Lord's Supper, ministering to the needy, assisting in the baptismal services, screening applicants for the position of Deacon before Elders approval, providing transportation for those having need of it, care of all buildings and grounds (including all repairs, fixtures and improvements), finances, missions, the fatherless, widows and any other duties as assigned by the Elders.

- a. The Deacons shall select their own Chairman on even years prior to the Congregational Meeting of the same year.

## III. Term

Term is open ended. In the event of a Deacons loss of mental faculties or physical capabilities as determined by fellow Deacons, term may be limited under the Elders guidance.

## IV. Selection

The selection of an individual to serve as Deacon comes by request from the individual written or verbal to the Deacons. The individual shall be interviewed by the Deacons to see if he qualifies morally and spiritually. If approved by the Deacons he shall be presented to the Elders. If approved by the Elders the individual shall be presented to the Congregation during Sunday services. A period of two weeks shall be given to the congregation to comment as to the qualifications of the applicant. After the two weeks, the Elders, upon favorable review will affirm the applicant.

## V. Discipline

The Elders if necessary may discipline a Deacon. The Deacons also have the authority to discipline their own members subject to Elders' approval. This does not supersede Matt. 18:15-17.

## Section C. - Trustees

The Trustees, under the guidance of the Elders shall act as the legal agents of the Church in all business matters. The Trustees shall hold legal title to all Church properties and perform such duties as are required by the laws of the State of Washington. The Elders shall approve or disapprove any applicant for the position of Trustee.

- I. There shall be a minimum of two (2) trustees at all times.

#### Section D. - Church Treasurer

The Church Treasurer, selected by the Deacons, approved by the Elders will disburse all funds of the Church as directed by the Deacons. Monthly reporting to the Deacons will be made available for the entire Congregations review.

- I. An Assistant Treasurer may be selected by the Deacons with Elder approval to carry out these duties in the Treasurer's absence.

#### Section E. - Financial Secretary

The Financial Secretary, selected by the Deacons, approved by the Elders will receive and deposit all monies of the Church turning over all receipts to the Church Treasurer.

- I. An Assistant Financial Secretary may be selected by the Deacons with Elder approval to carry out these duties in the Financial Secretary's absence.

#### Section F. - Chairman of the Congregation

The Chairman of the Congregation shall be elected by the Congregation at the Annual Congregational Business Meeting to act as a liaison between the Congregation and the Elders and Deacons. The Chairman shall chair all Congregational meetings. In the absence of the Chairman the Elders shall appoint a Chairman pro tem from the active membership. The Chairman shall serve a one year term and may be re-elected for additional terms.

#### Section G. – Ministry Leaders and Teachers

All Ministry Leaders (Directors, Superintendents, Overseers, etc.) and Teachers shall be active members of the Church. The Elders must approve any exceptions.

### **ARTICLE IV - COMMITTEES**

The Elders and or Deacons to carry out necessary functions of the Church shall establish

all committees.

- I. All committee members shall be active members of the Church.

## **ARTICLE V - POLICY MANUAL**

To define policies not stated in corporate papers or bylaws a policy manual shall be used. This manual will be made available to the Membership for review upon request. All policies shall be approved by the Elders.

## **ARTICLE VI - FINANCES**

The Deacons shall present any expenditure other than routine maintenance or replacement in kind exceeding 5% of the Church's total yearly receipts from the previous fiscal year to the Elders. Upon Elder approval the proposed expenditure shall be presented to the Congregation at the Annual Congregational Business Meeting or at a called Congregational Meeting. A 66% approval vote of the members present is required. In addition any expenditure requiring a contractual agreement for time payments or long term indebtedness must be approved by the Trustees.

## **ARTICLE VII - COMPENSATED PERSONNEL**

### Section A. - Senior Pastor

- I. Qualifications

Shall be duly ordained to the ministry and shall perform all those duties which properly belong to the scriptural ideal of a Pastor.

- II. Duties

It shall be the duty of the Pastor to exercise spiritual leadership of the congregation by ministering the word of God from the pulpit and by all other means available. He shall counsel with the leadership in all ministries of the Church, cheer the downhearted, encourage the weak and in every possible way as a servant of our Lord Jesus Christ seek to fulfill the great commission and strengthen the faith of the Saints.

- III. Selection

The Elders shall make known the need for a Pastor. A screening

committee with representation from the Elders and Deacons with a minimum of four (4) active members from the Congregation selected by the Elders will search for pastoral applicants. The committee's recommendation(s) will go to the Elders for their approval. Upon approval by the Elders a candidate shall have the opportunity to serve from the pulpit. After the candidate has been heard, the Elders may make a recommendation to the Congregation for final approval. A Congregational Meeting shall be called as per Article VIII. The Congregation shall vote by secret ballot. To be selected the candidate must receive an 80% approval vote from the voting members present at the meeting. The Pastor shall be selected for an indefinite term of service.

#### IV. Termination

Either the Pastor or the Elders can terminate the Pastor's duties at will with a thirty (30) day written notice.

#### Section B. - Other Pastors (Youth, Associate, Visitation, etc.)

Other Pastors of the Church shall follow the same general selection and same termination process as the Senior Pastor. The field of ministry that will be covered under their Pastorate will determine how the Elders present the applicant to the congregation for approval. Qualifications and duties will be determined by the Elders.

### **ARTICLE VIII - CONGREGATIONAL MEETINGS**

Congregational meetings can be called at any time by the Elders. Notice must be given at Sunday services each of the two (2) Sundays immediately preceding the called meeting by oral announcement from the pulpit during services and by written notice in the bulletins.

### **ARTICLE IX – BY-LAW AMENDMENTS**

The bylaws may be amended as warranted by changes in state law or for congregational needs. Any proposed changes to the by-laws must first be approved by the Elders. A committee appointed by the Elders may be established to create or review the amendments. All amendments shall be presented to the Congregation at a Congregational Meeting and must receive a 66% approval vote from the members present at the meeting.

(All quotes - \* King James Version)