



BYLAWS

COMMUNITY BIBLE CHURCH

Folsom, California

Revised: September ~~1009~~, ~~2017~~2019

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ARTICLE I – Church Governance

Sec. 1 Governing Body – Board of Elders

- A. The governing body of Community Bible Church ("CBC") is the Board of Elders.
- B. Composition & Number – The Board of Elders shall consist of the Elders, as defined in Article III, Section 1, and the Senior Pastor. The number of Elders to serve shall be determined by the Senior Pastor and the Board of Elders prior to a Membership Meeting and shall be based upon the present and anticipated needs of the congregation. There shall be no less than three Elders for a period not to exceed six months.
- C. Function – The Board of Elders shall function on behalf of the Membership. Members have the right to review, confirm, ratify, postpone, or rescind any action of the Board of Elders by requesting a Special Active Membership Meeting (see Article I, Section 3 below). The congregation and Board of Elders should reflect attitudes of mutual love, trust, respect, and submission as they work together to accomplish the purposes of CBC as stated in the Constitution.

Sec. 2. Officers

The corporate officers of CBC shall be chosen by the Board of Elders, as defined in Article III, and shall serve at the pleasure of the Board of Elders, subject to the rights of any officer under any employment contract.

- A. Church Chairman – The Church Chairman, aka Chief Executive Officer, shall be an Elder and preside over all Membership and Board of Elders meetings. He shall be an ex officio member of all boards and committees and represent the congregation in all legal matters.
- B. Church Secretary – The Church Secretary, aka Secretary, shall provide for the keeping of records and minutes of all Membership meetings, arrange that official church papers are filed in an orderly manner, maintain correspondence as directed by the Board of Elders, maintain a list of Active and Inactive Members, maintain records of Elder terms and execute corporate responsibilities as required and directed from time to time by the Board of Elders.
- C. Church Treasurer – The Church Treasurer, aka Chief Financial Officer, shall oversee all financial aspects of CBC including the maintenance of financial records, reporting regularly to the Board of Elders and Membership regarding the financial status of the organization, and oversee the budgeting and accounting processes. He/she shall recommend the person to serve as the Financial Secretary for appointment by the Board of Elders

Sec. 3. Membership Meetings

"Membership Meetings" shall include the "Annual Business Meeting" and the "Special Active Membership Meeting," which shall be conducted as set forth below.

A. Purpose and Conduct

1. The purpose of the Annual Business Meeting is for Active Members, as defined in Article II, Section 2, to hear reports, to discuss and decide upon necessary ministry, business or legal matters, and to decide upon any other matters of major importance, including those set forth in Article II, Section 3.
2. The purpose of Special Active Membership Meetings is to conduct ad hoc business not otherwise addressed in the Annual Business Meeting. Special Active Membership Meetings may be called at any time by the Senior Pastor, the Board of Elders, or twenty five percent (25%) or more of the Active Membership, subject to all other requirements for the calling and conduct of CBC Membership Meetings.
3. Meeting dates for all Membership Meetings shall be set by the Board of Elders.
4. Public notice shall be given from the pulpit during regular church services two weeks in advance of all Membership Meetings, stating the general nature of business to be transacted.
5. There shall be no proxy, absentee or cumulative voting.
6. Rules of Order - The latest edition of "Roberts Rules of Order" shall govern all meetings of Members in all cases to which they are applicable unless they are inconsistent with the Constitution or Bylaws, in which case the Constitution and Bylaws shall prevail.

B. Quorum and Voting

1. Voting – Voting may be by voice or by ballot, except that any election of Elders shall be by ballot if demanded before the voting begins by any Active Member at the meeting.
2. Quorum and voting requirements

Type of Meeting	Quorum	Vote Required
Annual Business Meeting	25% of Active Members	Majority
Special Active Membership Meeting	25% of Active Members	Majority

Type of Meeting	Quorum	Vote Required
Call and Termination of Senior Pastor	35% of Active Members	Three-Fourths Majority
Constitution Amendment	25% of Active Members	Three-Fourths Majority
Bylaws Amendment	25% of Active Members	Two-Thirds Majority
Election and Termination of Elder	25% of Active Membership	Two-Thirds Majority

ARTICLE II – Membership

Sec. 1 Admission to Membership

Subject to all other Qualifications for Membership as set forth below, Membership shall be open to all, regardless of race, age, gender, disability or social status.

A. Qualifications for Membership are as follows:

1. A credible testimony of a personal salvation experience, confessing faith in the Jesus Christ as Savior and Lord;
2. Water baptism in the name of the Father, the Son and the Holy Spirit following the profession of faith in Jesus Christ;
3. Agreement with the CBC Articles of Faith, set forth in Article IV of the CBC Constitution, and in Article VIII of these bylaws; and
4. Successful completion of the Membership process set forth in this Article II, Section 1B, below.

B. Membership process

1. Anyone who desires Active Membership shall apply to the Board of Elders after having attended a class informing them of the Evangelical Free Church of America ("EFCA") distinctives and the history, structure, affiliation and ministries of CBC.
2. Membership applicants shall give their testimony of personal faith in Christ as Savior and Lord and certify by a signed writing their agreement with the CBC Articles of Faith and the CBC purpose set forth in the CBC Constitution, Article III.

3. Upon the approval of the Board of Elders, applicants shall be received into Active Membership. The names of those being received into Active Membership shall be presented to the congregation.

Sec. 2. Types of Members

A. Active Members

1. "Active Members" are Members, as defined in Article V of the CBC Constitution, who are at least 18 years of age, attend worship regularly, participate in church life, and are not under discipline.
2. Active members shall be entitled to vote at all Membership Meetings.

C. Inactive Members

1. "Inactive Members" are Members who have not participated in congregational life for a period of six (6) months or more, are under 18 years of age, or are under discipline. Members such as students, missionaries, those in military service or homebound individuals, whose circumstances prevent regular church attendance, are exempt from the participation requirement of this provision and may retain their Active status provided they meet all other requirements for Active Membership.
2. A Member may be placed on the Inactive Membership status at the Member's request or while under discipline (See Matthew 18) by the Board of Elders. When such action is taken by the Board of Elders, written notification shall be sent to the Member.
3. An Inactive Member is not entitled to vote until such time as their Membership status is changed to active.
4. To be instated or reinstated to Active Membership an Inactive Member must request this status change in writing to the Board of Elders and demonstrate current involvement in congregational life. The Board of Elders must take affirmative action on the Member's request provided that none of the conditions resulting in termination of Active Membership is still in effect.

D. Removal from Active Membership

1. Removal from Active Membership shall result from any of the following:
 - a. Personal request - A Member may withdraw from church Membership by written request to the Board of Elders;
 - b. Non-attendance, non-support, un-Christian conduct, as determined by the Board of Elders; or

- c. Death - The names of deceased Members shall be removed from the Active Membership.
- d. Any such removal from Active Membership shall be governed by Matthew 18:15-17 and shall be effected by the Board of Elders.

Sec. 3. Authority of Active Members

- A. The following areas shall be decided only by a vote of the Active Membership:
 - 1. Call or dismiss the Senior Pastor (See Article IV);
 - 2. Elect Elders (See Article III);
 - 3. Purchase or dispose of CBC real estate (This excludes property gifts given to CBC);
 - 4. Borrow funds for any reason, with the exception that the Board of Elders may authorize credit cards with individual limits not to exceed one percent of the annual budget; and
 - 5. Adopt the annual CBC budget.

ARTICLE III –Elders

Sec. 1. Qualifications

- A. The Spiritual character of Elders shall be in keeping with the Scriptures (Acts 20:28-31; Ephesians 1:22-23; 4:11-16; Titus 1:6-9; 1 Timothy 3:1-7; 5:17; 1 Peter 5).
- B. Elders shall be Active Members in good standing.
- C. Elders shall be men of spiritual maturity and shall have demonstrated consistent, continuous spiritual growth. Each man shall have demonstrated by his service to the body of Christ that he is gifted, willing and available to fulfill the duties of his office and shall have adequate experience and training.
- D. Elders shall have been Active Members of CBC for at least one (1) year prior to the commencement of their term.
- E. Spiritual Conduct – All who serve in leadership and authority shall be held to the standard and example of our Lord Jesus Christ, who humbled Himself and came to serve and not to be served. Each Elder shall practice leadership, authority and

accountability as a servant of all in accordance with the Word of God (Matthew 20:25-28; Luke 22:24-27; and 1 Peter 5:1-3).

- F. Moral and Ethical Conduct – All who serve in leadership and authority shall be held to the highest moral and ethical standards as faithful representatives of God and CBC. Such standards are firmly established within these Bylaws, contracts, covenants, and job descriptions.

Sec. 2. Responsibilities

- A. Elders are elected to be the spiritual guardians of the CBC family and are responsible to God for their guidance of the congregation, as well as their own progress, toward Christian maturity.
- B. Elders no longer serving on the Board of Elders shall retain the biblical role of Elder for life, subject to the Qualifications for Elders set forth in Article III, Section 1, above.
- C. The Board of Elders is responsible for overseeing and exercising authority over all activities of CBC except those specifically retained by the Active Membership (Article II, Section 2

1. Specific Responsibilities

- a. The Board of Elders is responsible to serve the congregation by encouraging, facilitating, and making provision for the accomplishment of the vision and mission of CBC. This encompasses the following:
 - i. Guarding and maintaining the theological distinctives, core values, and philosophy of ministry;
 - ii. Leading the congregation in vision casting for ministry development and spiritual growth;
 - iii. Making provision for leadership, oversight, and evaluation of all ministry areas; and
 - iv. Communicating with the congregation regarding Elder and church related business.
- b. The Board of Elders shall ensure that all state and federal legal requirements are observed.
- c. The Board of Elders shall propose an annual budget to the Active Membership for adoption.

- d. The Board of Elders shall oversee all financial decisions pertaining to the operations and ministries of CBC. This includes authority to augment the adopted budget by a maximum of ten percent (10%).
 - e. The Board of Elders shall be authorized to enter into contracts, sign leases, incur debt not to exceed fifteen percent (15%) of CBC's annual operating budget, restructure, and refinance current indebtedness, and engage in other financial and business activities related to the general operation of CBC.
 - f. The Board of Elders shall review and approve all changes in Membership status.
 - g. The Board of Elders shall, at least annually, direct CBC staff to examine the CBC Membership roll and ensure that it is current. The most recent Membership roll shall be used to calculate quorum and required voting percentages.
2. Other duties may include the following:
- a. Administering baptism and communion,
 - b. Teaching and preaching,
 - c. Administering church discipline and restoration,
 - d. Congregational dispute mediation,
 - e. Prayer for the congregation, and
 - f. Nominate and appoint church officers.

Sec. 3. Terms of Service

- A. Elders serving on the Board of Elders shall serve three-year terms.
 1. No Elder shall serve for consecutive terms, either full or partial, aggregating more than six years.
 2. Any Elder having served a total of six consecutive years shall be ineligible for reelection for a period of at least one year.
 3. An Elder may serve a term of less than three years when necessary to complete another Elder's incomplete term or otherwise fill a vacancy.

4. Terms of office shall be arranged to assure that no more than approximately one third of the total number of Elders serving on the Board of Elders leaves office at one time.
5. An Elder may vacate office after a one month prior written notice to the Senior Pastor and Board of Elders.

Sec. 4. Vacancy

- A. Mid-term vacancies shall be filled by vote of the Active Membership upon nomination by the Board of Elders at any Membership Meeting, pursuant to Article 1, Section 3.

Sec. 5. Meetings and Decision-Making

- A. The Board of Elders shall meet at least monthly.
- B. The Board of Elders shall report regularly to the Active Membership.
- C. A three-fourths majority of the Board of Elders shall constitute a quorum.
- D. Decision-making by the Board of Elders shall be by majority or higher threshold as may be otherwise agreed from time to time by the Board of Elders.

Sec. 6. Selection and Termination

- A. Selection – All Elders, unless appointed to fill a vacancy, shall be selected in accordance with the nominations and voting provisions of Articles I and III, above.
- B. Termination or Removal
 1. An Elder may be removed from office by a two-thirds majority vote of all Active Members present at a Membership Meeting, upon recommendation of the Board of Elders.
 2. Removal of an Elder may be based on the following:
 - a. Formal accusations against an Elder that are submitted in writing at an official meeting of the Board of Elders and are supported by the testimony of at least two witnesses (Matthew 18:15-17; I Timothy 5:19). If accusations are made against an Elder and this procedure is not followed, the accusers may be subject to church discipline;
 - b. Withdrawal from Membership of CBC;
 - c. Voluntary resignation;
 - d. Consistent failure to attend the regular meetings of the Board of Elders;

- e. Willful neglect of his duties;
- f. Inability to fulfill his duties; or
- g. Conduct that impairs his service as an Elder or for disciplinary reasons by a unanimous vote of the other members of the Board of Elders.

ARTICLE IV – Pastoral Staff

Sec.1. The Senior Pastor

- A. Position – The "Senior Pastor" is called as the chief spiritual guardian of the CBC family and is responsible to God for his guidance of the congregation, as well as his own progress, toward Christian maturity.
- B. Function – The Senior Pastor shall work to advance the spiritual life and interests of the congregation. He shall preach and teach the Word of God and, in conjunction with the other Pastors, administer the ordinances of Baptism and Communion. He shall, within boundaries established by the Board of Elders direct CBC ministries, manage CBC operations and supervise CBC staff.
- C. By virtue of this position, the Senior Pastor shall be a Member of CBC and a member of the Board of Elders. His wife and children shall automatically become Members of CBC if they meet the requirements for Membership.
- D. Calling, Term of Office and Termination
- E. Qualifications – The Senior Pastor shall meet the biblical standards for an Elder as set forth in 1 Tim. 3:1-7 and Titus 1:5-9. If he is not already recognized by the EFCA, he shall become licensed and ordained by the EFCA, or by a similar evangelical Christian denomination as determined by the Board of Elders, at his earliest opportunity following the effective date of his appointment to the position of Senior Pastor at CBC, but not later than two years after the effective date of his appointment or ~~two years after the effective date of these Bylaws, as amended September 10, 2017~~ by such other time as the Board of Elders shall determine, whichever is later.”
 - 1. Nominations of the Senior Pastor shall be the responsibility of a Pastoral Search Committee, as defined in Article VII, Section 5.
 - 2. Election of the Senior Pastor shall be by ballot at an Annual Business Meeting or Special Active Membership Meeting.
 - 3. The Senior Pastor shall be called for an indefinite term.

4. The Senior Pastor's assignment of responsibility for ministry shall be made by the Board of Elders at the time of the call of the Senior Pastor, and shall be periodically reviewed and modified by the Board of Elders as necessary.
5. Accountability – The Senior Pastor shall be accountable to the Board of Elders for the quality, effectiveness and direction of the ministries of CBC.
6. Termination – If at any time the Senior Pastor may make application to be released from the pastorate, or if the relations between the Senior Pastor and the congregation become detrimental to the welfare of CBC, the relationship may be terminated ninety (90) days after a written notice of intention by the Senior Pastor or the Active Membership or, if mutually agreed between the Senior Pastor and the Board of Elders, in a shorter time. In actions concerning the pastoral relationship, the Board of Elders shall have the responsibility and authority to consider and make necessary recommendations to the Active Membership.

Sec. 2. Additional Pastors

- A. Qualifications and Position – "Additional Pastors" may be called by the Senior Pastor to fill specific ministries as deemed necessary by the Senior Pastor and the Board of Elders. The Additional Pastors shall meet the biblical standards for an Elder as set forth in I Tim. 3:1-7 and Titus 1:5-9.
- B. Calling, Term of Office, and Termination
 1. Nominations for Additional Pastors shall be the responsibility of the Senior Pastor with the assistance of a Search Committee, as defined in Article VII, Section 5, if requested by the Senior Pastor.
 2. All Additional Pastors shall be confirmed by the Board of Elders prior to offering the position.
 3. Additional Pastors shall be called for an indefinite term.
 4. Additional Pastors' assignments of responsibility for a specific ministry or ministries shall be made by the Senior Pastor at the time of the call of the Pastors and periodically reviewed by the Senior Pastor. Material changes in assignments of responsibility shall be approved by the Board of Elders.
 5. Accountability – The Additional Pastors shall be accountable to the Senior Pastor for their individual ministries.
 6. Termination – If at any time an Additional Pastor shall make application to be released, or if the Senior Pastor determines that he should be released, from the pastorate, the relationship may be terminated thirty (30) days after a written notice of intention by the Additional Pastor to the Senior Pastor, upon recommendation of the Senior Pastor or, if mutually agreed between the Additional Pastor and the

Board of Elders, in a shorter time. Concurrence by the Board of Elders is necessary to dismiss Additional Pastors.

ARTICLE V – Ministerial Staff

Sec. 1. Ministry Heads

A. Description

1. CBC may establish, operate and maintain various ministries, led by paid or unpaid "Ministry Heads," as the Board of Elders desires and approves. All such ministries are integral parts of CBC and shall not utilize personnel nor follow procedures that are contrary to the Articles of Faith (Constitution, Article IV) or these Bylaws.
2. The pastoral staff shall supervise such ministries.

B. Qualifications and Position

1. The spiritual character of Ministry Heads shall be in keeping with the Scriptures (Acts 6:1-7; 1Timothy 3:8-13).
2. Ministry Heads shall be Active Members of the congregation.
3. Any Ministry Head ceasing to be a Member of CBC shall immediately forfeit his or her leadership position in CBC.
4. Ministry Heads shall be appointed by the Senior Pastor to various ministries to do the work of service in CBC as determined by the Board of Elders and the Senior Pastor following self-examination by the nominee based on Scripture.

C. Terms of Office

1. Terms of office for Ministry Heads shall be for an indefinite period determined by the need, effectiveness and continued desire to serve on the part of the Ministry Head.
2. A Ministry Head may leave office any time after a one-month written notice to the Senior Pastor.
3. The Ministry Heads shall be accountable to the Senior Pastor for their individual ministries.

- D. Termination – The relationship of Ministry Heads may be terminated by the Senior Pastor with or without cause or by either party after thirty (30) -days written notice

subject to the provisions of any contract of employment. Concurrence by the Board of Elders is necessary to dismiss any Ministry Head.

ARTICLE VI – Administrative & Custodial Staff

Sec. 1. General

A. Selection and Termination

1. The Senior Pastor may fill administrative and custodial staff positions
2. Termination – Administrative and custodial staff may be dismissed by the Senior Pastor.

Sec.2. Responsibilities

- A. The responsibilities of each staff member shall be established at the time of their call to service.
- B. Overall effectiveness of each staff member shall be reviewed at least annually by the Senior Pastor.

ARTICLE VII - Committees

Sec. 1. Various standing or temporary committees may be established by the Board of Elders as deemed necessary.

Sec. 2. Committee members shall be Active Members.

Sec. 3. Deacons and Deaconesses

- A. Qualifications – Deacons and deaconesses shall conform to the qualifications set forth in 1Timothy 3:8-13.
- B. As set forth in Acts 6:1-7, deacons and deaconesses shall be appointed by the Board of Elders to serve and promote the life and health of the congregation of CBC by caring, and leading others in caring, for the physical and logistical needs of the congregation, thus freeing the Board of Elders to concentrate on its primary calling.

Sec. 4. Standing Committees include the following:

- A. Missions Committee and

B. Finance Committee

Sec. 5. Temporary Committees include the following:

A. Pastoral Search Committee

1. The Board of Elders shall appoint a "Search Committee," as deemed necessary, to fill a Senior Pastor vacancy.
2. Duties – The Search Committee shall assist in soliciting and screening candidates for Senior Pastor when necessary. It may also assist with the soliciting and screening of candidates for other pastoral positions upon request.
3. All Search Committee members shall be Active Members.
4. Committee composition – The Search Committee shall comprise at least one member of the Board of Elders and two non-Elder Active Members.

B. Board of Elders Nominating Committee

1. The Board of Elders shall appoint the Nominating Committee.
2. Duties – The Nominating Committee shall assist in soliciting and screening candidates from the Active Membership for Board of Elders and church officer when necessary.
3. Committee composition – The Nominating Committee shall comprise at least one Elder and two Active Members.

C. Teller's Committee

1. The Board of Elders shall appoint the Teller's Committee.
2. Duties – The "Teller's Committee" shall count the ballots at an official Membership Meeting.
3. Committee composition – The Teller's Committee shall comprise at least three Active Members, who shall be present at the Membership Meeting.

ARTICLE VIII – Faith & Practices

In addition to the Articles of Faith in Article IV of the Constitution the members of Community Bible Church believe as follows, in the context of God's grace and truth:

Sec. 1 Marriage

- A. Marriage has been established by God.
- B. CBC and the Bible define “marriage” as the exclusive covenantal union of one man and one woman in which such union is a lifetime commitment.
- C. A civil government’s sanction of a union will be recognized as a biblically sanctioned marriage by CBC only to the extent that it is consistent with the definition of “marriage” found in these Bylaws, and religious activities concerning marriage shall be governed by the Bible and as set forth in the CBC Constitution, Article IV.

Sec. 2 Human Sexuality

Legitimate sexual relations are exercised solely within marriage. Hence, sexual activities outside of biblical marriage are inconsistent with the teachings of the Bible and the Church.

ARTICLE IX – Amendments

- Sec. 1. Bylaws not in conflict with the CBC Constitution may be adopted or amended at any church Membership Meeting.
- Sec. 2. Proposed Bylaws or amendments thereto shall be made available in writing to the Membership in accordance with Article X of the Constitution at least 30 days prior to the time of final adoption, or shall have been mailed to Active Members at least 15 days prior to the time of final adoption.

ARTICLE X – Authority

Adopted: September 28, 2014

Amended: September ~~1009~~, 201~~9~~7