



**CONSTITUTION**

**AND**

**BYLAWS**

**of**

**LOGOS BAPTIST CHURCH**

**Dated:**

**December 15, 2019**

## Table of Contents

Article I - NAME	1
Article II - RELATIONSHIP	1
Article III - STATEMENT OF FAITH	1
Article VI - MEMBER COVENANT	3
Article V - PURPOSE and OBJECTIVES	4
Article VI - MEMBERSHIP	4
Article VII - ORDINANCES	6
Article VIII - GOVERNANCE of LBC	6
Article IX - CHURCH MEETINGS and ELECTION	15
Article X - PROPERTY and RECORDS	16
Article XI - REVERSION of PROPERTY	17
Article XII - AMENDMENT	17
GLOSSARY	18

## **ARTICLE I - NAME**

The official name under which this church is incorporated or organized is Logos Baptist Church. It was incorporated under the laws of the State of California on June 16, 2009, number C3214759. Hereinafter, in these Constitution and Bylaws, Logos Baptist Church shall be referred to as "LBC".

## **ARTICLE II - RELATIONSHIP**

LBC is subject to the control of no other ecclesiastical body, but it will cooperate and support the California Southern Baptist Convention, and the Southern Baptist Convention, or their successors.

## **ARTICLE III: STATEMENT OF FAITH**

- 3.1. THE WORD OF GOD. We, the members of LBC, believe that the Bible, both Old and New Testaments, is the complete and revealed Word of God, fully inspired and without error in the original writings, and that it has supreme authority in all matters of faith and conduct. (Psalm 19:7-11; Isaiah 40:8; Matthew 5:18; 2 Timothy 3:15-17; 2 Peter 1:21)
- 3.2. THE TRINITY. We believe that there is one living and true God, eternally existing in three persons: Father, Son, and Holy Spirit. These are equal in every divine perfection and perform distinct but harmonious functions in creation, redemption, and providence. (Genesis 1:26; Isaiah 9:6,7; Matthew 28:19-20; John 1:1, 14; 10:30)
- 3.3. GOD THE FATHER. We believe in God, the Father, an infinite personal spirit, perfect in holiness, wisdom, power, and love. We believe that He is intimately involved in the affairs of mankind, that He hears and answers prayer, that He saves from sin and death all who come to Him through Jesus Christ. (Deuteronomy 6:4; Psalm 19; John 14:13, 14; Romans 5:8; I John 4:16)
- 3.4. JESUS CHRIST. We believe in Jesus Christ, fully God and fully man, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles, and teachings. We believe in His substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people, and personal visible return to earth. (John 1:1-14; Acts 1:11; Philippians 2:5-11; I Corinthians 15:3-4; Hebrews 1:1-10; 4:14)

- 3.5. THE HOLY SPIRIT. We believe in the Holy Spirit who came from the Father and the Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify, and empower all who believe in Jesus Christ. We believe that the Holy Spirit indwells every believer at salvation, and that He is an abiding helper, teacher, and guide. (John 3:3-7; 16:8-14; Romans 8:26; Acts 2:38-39; Ephesians 5:18)
- 3.6. REGENERATION. We believe that all men are sinners by nature and by choice and are, therefore, under condemnation. We believe that those who repent their sins and trust Jesus Christ as Savior are regenerated by the Holy Spirit. (John 14:6; Romans 3:10-18, 23; Romans 6:23; Titus 3:5)
- 3.7. THE CHURCH. We believe in the universal church, a living spiritual body of which Christ is the head, composed of people who through faith in Jesus Christ have been regenerated by the Holy Spirit. We believe in the local church, whose membership consists of a company of believers in Jesus Christ, and associated for worship, Bible study, prayer, the ordinances, fellowship, and the evangelism of a lost world. (Matthew 16:18; Acts 2:42-47; Ephesians 4:1-15)
- 3.8. CHRISTIAN CONDUCT. We believe that a Christian should live for the glory of God and the well-being of his fellow-man; that his conduct should be blameless before the world; that he should seek to be a faithful steward of his possessions; that he should seek to realize for himself and others the full stature of maturity in Christ. (Romans 12:1, 2; Colossians 2:6-7; 3:17; Titus 2:11-13)
- 3.9. THE ORDINANCES. We believe that the Lord Jesus Christ has committed two ordinances to the church to be observed until the return of Christ: baptism by immersion and the Lord's Supper. By baptism a believer publicly declares his new life in Christ. In the Lord's Supper, the believer is dramatically reminded of the sacrifice of Christ for our sin. We believe that these two ordinances are not means for salvation, but acts of obedience. (Matthew 3:13-17; 26:26-29; I Corinthians 10:16, 17; 11:23, 24)
- 3.10. LAST THINGS. We believe in the personal and imminent return of our Lord Jesus Christ to earth. We believe His coming will be visible for the establishment of His kingdom. We believe in the resurrection of the body, the final judgment, the endless suffering of the wicked, and the eternal blessedness of the believer. (Matthew 24:1-51, 25:41; John 14:1-3, I Corinthians 15; II Corinthians 5:10; I Thessalonians 4:13-18)
- 3.11. GREAT COMMISSION. We believe that the mission of the church is to fulfill the Great Commission of our Lord Jesus Christ, and to make disciples of all people groups by going into the entire world, baptizing them and teaching all that the Lord has taught. (Matthew 28:18-20, Acts 1:8)

3.12. GREAT COMMANDMENT. We believe that our main duty toward God is to love Him with all our heart, all our soul, all our mind and all our strength, and that our main duty toward our neighbors is to love them as ourselves. (Matthew 22:37; Mark 12:30; Luke 10:27)

3.13. MARRIAGE and HUMAN SEXUALITY We believe that:

3.13.1 MARRIAGE. Marriage is a biblical institution established by God as clearly described in the scriptures. LBC recognizes that marriage is the uniting of one man and one woman in covenant commitment for a lifetime. Accordingly, LBC, its pastors, staff and members will not participate in same sex unions or same sex marriages, nor shall its property or resources be used for such purposes.

3.13.2. HUMAN SEXUALITY. The Bible teaches that legitimate sexual relations are exercised solely within marriage. Hence, LBC opposes all forms of sexual immorality, including adultery, homosexuality, and pornography.

#### **ARTICLE IV: MEMBER COVENANT**

Since we, members of LBC, have committed our lives to Jesus Christ as Savior and Lord and are joined together as His Body, we promise that with God's help:

- 4.1. We will seek to grow in personal discipleship by faithful daily Bible reading, private and family prayer, personal and public testimony, winning of others to Christ, service through ministry of LBC, development of one's spiritual gifts, participation in church activities, and regular worship attendance.
- 4.2. We will make regular and sacrificial financial contributions to LBC, as God prospers us, by tithing and even giving beyond tithing as we exercise our faith in giving.
- 4.3. We will submit to and support the leadership of the Senior Pastor and the Church Council (CC) unless it is clearly contrary to what is specified in God's Word. We will be subject to church discipline as defined in LBC's Constitution Article 6.3, realizing that information of a personal nature and alleged sin may be presented by the Church Council and Senior Pastor to the entire congregation. We will abide by and submit to any need of church discipline as decided by the Church Council, Pastor, and congregation.
- 4.4. We will uphold the high standards of Christian morality and godliness. We will oppose all conduct that compromises our Christian testimony. We will bring all grievances, criticisms and complaints directly to the Church Council and refrain from spreading gossip and slander that would destroy the unity of Christ's body.

- 4.5. We will pray for the ministry of this church, the elected leaders, and the Pastoral Team.
- 4.6. We will bear one another's burdens and sorrows, showing love and forbearance. We will encourage one another to grow in the grace and the knowledge of our Lord and Savior, Jesus Christ.

#### **ARTICLE V: PURPOSE and OBJECTIVES**

The purpose of this church is to bring honor and glory to our Lord Jesus Christ. For this reason, our objectives are:

- 5.1. Mission – Taking the Gospel to places where it has not been preached, making disciples of Christ locally and globally. (Matthew 28:18-20)
- 5.2. Adoration – Bringing believers to the presence of God in adoration and worship. (John 4:23, 24)
- 5.3. Caring – Practicing brotherly love and fellowship in Christ with one another. (1 John 1:1-7; 3:11-18)
- 5.4. Teaching – Building up believers in the knowledge of Biblical truth, training them in service skills, and enabling them to apply these truths in their lives. (Ephesians 4:11, 12)
- 5.5. Serving – Meeting the felt needs of those within the church as well as those in the community. (Matthew 25:34-40)

#### **ARTICLE VI: MEMBERSHIP**

The church shall accept as members only those persons giving evidence of their regeneration (Article III, Sections 3.6 and 3.7) by a profession of faith in the Lord Jesus Christ and baptism by immersion.

##### **6.1. Admission to Membership**

6.1.1. Applications for membership shall be made to the CC. The following items are prerequisites for membership: 1) reading and accepting the Bylaws; 2) giving testimony of faith in Jesus Christ as Savior and Lord (John 3:3-7; I Peter 1:23) baptizing by immersion, or if due to health reason, by sprinkling (Acts 2:38); 4) completing the church's membership class; 5) showing evidence of the fruit of the Spirit operative in one's life (Galatians 5:22, 23); 6) signing of the Member Covenant; 7) having attended the church regularly for two months before submission of membership application.

6.1.2. Member(s) of the CC shall interview each applicant. The application is then reviewed and if approved, admitted to membership by the CC. The CC will also review and accept transfer of membership of those who are of good standing from another church.

6.1.3. The accepted applicant will be publicly welcomed into membership by the Senior Pastor at a subsequent worship service or Congregation Meeting.

## 6.2. Inactive status and Termination of Membership

6.2.1. It is recognized that conditions sometimes develop which may make impossible the active participation of a given member in the work of the church, either temporarily or even permanently. Names of such persons may be carried on an inactive basis at the discretion of the senior pastor and CC. Inactive members shall not be eligible to vote at the congregation meeting. An inactive member may be placed on the active membership list again by request to and approval of the CC.

6.2.2. If for over six months, a member ceased any communication with the church without any satisfactory reason, or did not abide by the Member Covenant as stated in Article IV, then the name of the member shall be taken off the membership roll and be given the inactive status. The roll shall be reviewed by the CC prior to the congregation meetings.

6.2.3. Persons declared inactive shall be counted as members, but shall have no right to vote. An individual who remains inactive for three (3) years shall be automatically dropped from the membership. Inactive members can be restored to active membership by a vote of the CC.

6.2.4. A member in good standing who requests that his membership be terminated may obtain a letter of recommendation from the CC for the purpose of joining another church.

## 6.3. Church Discipline

6.3.1. The practice of LBC shall be to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The senior pastor, other members of the church staff, and the Church Council members (CCM) are available for counsel and guidance. The attitude of members toward one another shall be guided by a concern for restoration rather than punishment.

6.3.2. Should some serious condition exist which would cause a member to become a liability to the cause of Christ or to the welfare of the church, the senior pastor and CC will take every reasonable measure to resolve the problem in accordance with Matthew 18:15-20. If the member should fail to correct the problem despite the counsel of the senior pastor and CC, the church may by majority vote in regular or special congregation meeting declare the member to be “out of fellowship with LBC,” and the member shall be automatically removed from membership in LBC.

6.3.3. LBC may restore to membership any person previously excluded upon request of the excluded person, and by a majority vote of the congregation upon evidence of the excluded person’s repentance and restoration.

### **ARTICLE VII - ORDINANCES**

7.1. Baptism and the Lord's Supper are recognized as the two ordinances of LBC. Believer’s Baptism by immersion is taught and practiced as the scriptural mode. The pastor or other CCM shall oversee baptism. They shall provide the instruction about baptism and shall administer Baptisms themselves or choose other spiritually respected people to do these ministries.

7.2. The Lord's Supper is administered regularly. The pastor or other CCM shall oversee Communion. They shall provide the instruction about Communion and shall administer the Communion themselves or choose other spiritually respected people to do these ministries.

### **ARTICLE VIII – GOVERNANCE OF LBC**

8.1. The governance of LBC shall be by elected representatives, with power vested in the Church Council except as stated in Article 8.1.1. Notwithstanding the limitation in Article 8.1.1, the Church Council shall have responsibility and the authority to act on behalf of the congregation to administer the affairs of the church.

8.1.1. The congregation alone shall act and decide upon the following: incorporation, constitution and by-laws changes, election of CCM, calling or dismissal of the Senior Pastor, adoption of the annual budget, buying or selling of real property, erection of buildings, or any large encumbrance of funds.

8.1.2. Composition of the Church Council – The church council shall have no more than 11 members and at least 8 members and shall include the following members:

Senior Pastor

Other pastoral staff

Corporate Officers

Chairs of the following committees: Mission, Adoration, Caring, Teaching and Serving.

It is recognized that Corporate Officers and Committee Chairs may act in multiple capacities.

8.1.3. With the exception of the Pastoral Team, all elected representatives shall be elected to serve for a two-year period. They should not serve the same office or on the Church Council for more than 6 consecutive years. They can be nominated to serve on the Church Council after resting for 1 year.

8.1.4. In the event that a person is unable to complete the term, the CC shall appoint another person to serve through the current term. The appointment of a person to fill an unexpired term shall not limit his eligibility for subsequent election to the CC.

8.1.5. Duties of the Church Council: As stated in Section 8.1, the Church Council shall have the responsibility to administer the affairs of the LBC including but not limiting to the following matters.

- a. to be the spiritual leaders of the church (John 21:15-17; I Peter 5:1-5)
- b. to be good listeners and to bear the members' burdens and sorrows, showing love and forbearance.
- c. to manage and direct the ministry of the church in all spiritual, administrative and financial matters.
- d. to meet regularly together for prayer and Bible study for mutual edification and growth.
- e. to guard the church from false doctrine and divisiveness.
- f. to investigate, oversee and execute matters of church discipline according to Article 6, Section 6.3 of the Church Bylaws.
- g. to guide and counsel the congregation into the will of God in life situations, including moral, doctrinal, and practical matters.
- h. to establish priorities, policies, plans and courses of action for implementing the stated objectives and voted decisions of the church
- i. to evaluate the feedback from members pertaining to ministry directions and implementation strategies, and to make necessary adjustments.
- j. to approve and submit measurable goals from each committee to the congregation for a vote at the annual meeting.
- k. to review the active and inactive status of each member, dismissing the inactive member according to Article VI, Section 6.2 of the Bylaws.

- l. to consider and act on all reports, programs, and requests submitted by committees, organizations, and support staff.
- m. to assist the Senior pastor in the administration of the ordinances, and the instruction of persons concerning membership.
- n. to examine applicants for membership.
- o. to care for the physical and spiritual needs of the Pastoral Team (I Thessalonians 5:12, 13).
- p. to evaluate each other as the CC concerning productivity, spirituality, and walking with the Lord, taking any self-discipline necessary according to Matthew 18:15-20; 2 Thessalonians; I Timothy 5:19,20; Titus 3:10,11.
- q. to visit and minister to the sick (James 5:14).
- r. to submit to the Senior Pastor in his spiritual oversight of the CC and the church (Hebrews 13:7, 17).
- s. The CC shall meet monthly at such time as may be decided by its members. It shall receive reports from each committee or organization of the church in the regular monthly meetings. When advisable or when necessary, it shall give suggestions, recommendations, or directions to any committee or organization of the church. A majority of members shall constitute a quorum. Special meetings may be called by the President, or in the absence of the President, by the Secretary.

8.1.6. The CC shall conduct the affairs of the church between annual meetings in accordance to the Constitution and Bylaws of the church, the policy and guidance set forth by the referendum adopted by the congregation and the resource approved by the congregation.

8.1.7. The CC may approve unbudgeted one-time expenditure items that do not exceed 2% of the operating budget without submitting it to the congregation for approval. The total unbudgeted expenditure approved by the CC in one calendar year shall not exceed 5% of the operating budget approved by the congregation for the calendar year.

8.2. Qualification of elected representatives. – Elected representatives are respected members of LBC and shall be nominated based on qualities for deacons as described in 1 Timothy, Chapter 3, and have demonstrated good discipleship and are loving and caring.

8.3. Corporate Officers.

The Corporate Officers are synonymous with the Board of Directors. The Corporate Officers are: President, Vice-President, Secretary, and Treasurer.<sup>1</sup> All corporate officers are elected in accordance with the provisions of Article IX.

8.3.1. The Corporate Officers are responsible for handling corporate matters from a legal standpoint. They meet as needed.

8.3.2. The Treasurer and at least one of the corporate officers, acting as co-signee and as designated by the Corporate Officers shall be authorized to disburse funds in accordance with the budget. The Treasurer may delegate other members to count the offerings.

8.3.3. Duties of the Corporate Officers are as follow:

a. President (\*):

The President shall preside at all official Corporate and Church Council business meetings and shall be actively interested in the welfare of the church and all of its organizations.

b. Vice-President:

The Vice-President shall perform the duties of the President in the absence of the President and such other duties which the President may from time to time assign. He shall serve as parliamentarian and shall also be responsible for the Church Archives.

c. Secretary:

The Secretary shall keep an accurate record of the proceedings of all business meetings of the congregation, attend to all official correspondence, and preserve all records of church business. The Secretary shall conduct the correspondence of this church as directed by the President. This person shall be secretary of the Corporation and sign all official documents. This person shall be responsible for the filing of all forms and documents as required by the local and federal governments.

d. Treasurer:

The Treasurer shall receive all monies of the church except monies given in freewill offerings toward the pastor's support. The Treasurer shall be responsible for the payment of all bills on the order of the CC as specified in the Church Bylaws, keeping proper book records of all transactions, filing canceled vouchers and receipts for payments made, counting and recording of all offerings, and preparing an itemized monthly financial report. The Treasurer shall provide to each donor and Individual "Record of Contribution" each calendar year. The CC shall determine where funds of the church shall be kept. No offerings shall be solicited from the membership except upon approval of the CC.

\* Under California law, the position of Vice-President is optional.

#### 8.3.4. Board of Trustee:

The Corporate Officers shall also serve as the Board of Trustees as defined by the laws of the State of California. They shall oversee the acquisition, use and disposition of all major financial assets of the church. They shall also have other duties as designated by the Church Bylaws, or the laws of the State of California.

#### 8.4. Committees:

There are five standing committees. Each committee is responsible for one of the five objectives of LBC as stated in Article V of the Constitution and By-Laws.

##### 8.4.1. Committee Chairs of these five Standing Committees are elected representatives.

They organize the committee members and provide leadership in the area the committees serve. They also serve on the Church Council. Each year, under the direction of the Church Council, the committee chairs shall lay out the goals and objectives of the committee for the upcoming year and shall periodically provide status reports to the congregation.

##### 8.4.2. Committee members are made up of church members of good standing and whose membership on the committee shall be approved by the Church Council.

##### 8.4.3. Each committee has authority to author suitable church policies within their area of responsibility which will serve the best interests of the people involved. All policies formulated will become effective immediately upon ratification by the CC. A list of current policies will be maintained by the CC and made available for general information. Each policy will be reviewed by the authoring committee for effectiveness in its intent after ninety (90) days usage. Any amendments or deletions of ratified policies must be approved by the CC.

#### 8.5. Senior Pastor

##### 8.5.1. The senior pastor shall have oversight of this church. He is a member of all church committees. When the membership has no pastor, the CC shall elect a temporary chair to have oversight of the church.

- 8.5.2. The Senior Pastor shall be a man who meets all the biblical criteria described in 1 Timothy and Titus as described in Article 8.5.3. He shall have an exemplary witness, and walk with God. He shall have graduate training in the pastoral ministry. Upon the acceptance of this call to this church, he shall automatically be a member of this church. The Senior Pastor shall supervise all ministries of the church, being shepherd, counselor, and guide to the church members on matters of Scripture, church policy, church growth principles, caring and matters pertinent to the total ministry of the church. He shall be responsible for worship, teaching, and the preaching of the Word of God through words and acts. By virtue of his position, the Senior Pastor is a member of all the church organizations and committees with full voting privileges in each. All salaried staff members are responsible and accountable to the Senior Pastor. As their supervisor, the Senior Pastor is responsible for training and mentoring all salaried staff members.
- 8.5.3. Qualifications of the Senior Pastor: He must be: above reproach (I Timothy 3:2; Titus 2:7); husband of one wife (I Timothy 3:2; Titus 1:6); temperate (I Timothy 3:2; Titus 1:8); prudent, i.e. balanced in judgment (I Timothy 3:2; Titus 1:8); respectable (I Timothy 3:2); hospitable (I Timothy 3:2; Titus 1:8); able to teach (I Timothy 3:2; Titus 1:9); not given to wine, i.e. addicted (I Timothy 3:3; Titus 1:7); not pugnacious, but gentle (I Timothy 3:3; Titus 1:7); not quarrelsome (I Timothy 3:3); free from the love of money (I Timothy 3:4,5; Titus 1:7; I Peter 5:2); one who manages his own household well, keeping his children under control with dignity (I Timothy 3:4,5; Titus 1:7); not a new believer (I Timothy 3:6); having a good reputation outside the church (I Timothy 3:7); not self-willed (Titus 1:7); not quick-tempered (Titus 1:7); loving what is good (Titus 1:8; I Peter 5:20); just (Titus 1:8); devout (Titus 1:8); and faithful to the Word of God (Titus 1:9). In addition to these qualities, he shall be loving and caring.
- 8.5.4. When a vacancy occurs in the Senior Pastoral position, the CC shall form a pulpit committee by appointing five members composed of both CCM and lay representatives. The pulpit committee shall go through the selection process, interview process, prayers, and discussion with the CC to narrow down to one candidate. The call of a pastor shall come before the congregation for consideration in a business meeting, previous notice of which is to be given by announcement at three (3) consecutive meetings of the church. The compensation package and other considerations deemed necessary by both parties will also be determined by the church council and the candidate and submitted to the candidate in writing with the call.

8.5.5. Since the Senior Pastor answers the call from God to serve at LBC, it should be up to God to determine when the relationship should terminate. Refer to the LBC Employee Handbook Rev. 1.0 for the definition, evaluation and separations of all employees. Any mutual termination of relationship shall provide orderly transition of responsibilities. The Church Council may, in order to provide stability to the candidate, enter into an initial 2 to 3 years commitment to the candidate.

8.5.6. Dismissal of Senior Pastor

The proposal for dismissing the Senior Pastor shall be made only in accordance with the following conditions.

- a. The teaching of the Senior Pastor deviates from those stated in the Statement of Faith, or the life and conduct of the Senior Pastor fall short of the Scripture expectations in such a way the Senior Pastor hinders the ministry influence of the church in the community.
- b. The proposal for dismissing the Senior Pastor shall first be presented to the CC in writing, with no fewer than five signatures from members of the CC or Committee Chairs. Reasons for the proposal shall be clearly stated with evidence. The CC shall investigate and attempt to mediate between those signing the proposal and the Senior Pastor in a Scriptural loving manner.
- c. If the matter is not resolved by CC mediation to the satisfaction of those signing the proposal and the Senior Pastor, the CC shall elect and form a Hearing Board composed of two (2) representatives from the Advisory Board and three (3) from the CC respectively. No person signing the proposal shall be a member of the Hearing Board.
- d. The Hearing Board shall consider the proposal for dismissing the Senior Pastor at a closed hearing. The purpose of the hearing shall only be for the Hearing Board to make one of the determinations described in the subparagraph “f” of this section.
- e. Those signing the proposal and the Senior Pastor shall have the right to be present at the entire hearing and the right to make such presentation to the hearing as they consider appropriate. The Hearing Board shall have the right to request that other persons provide information to the hearing, either in person or in writing.
- f. Upon conclusion of the hearing, the Hearing Board shall make its recommendations to the CC.
- g. CC shall make its decision on the dismissal based on the recommendations from the Hearing Board. Decision to recommend to the congregation for dismissal of the Senior Pastor has to have two-thirds (2/3) majority vote of the CC less the Senior Pastor. If the decision is to recommend dismissal, CC shall give the Senior Pastor the opportunity to resign before recommending the proposal of dismissal to the church.

- h. The recommendation to dismiss the Senior Pastor from the CC to the church shall be presented at a Special Membership Meeting, called solely for that purpose, with special notice given in accordance with Article IX, section 9.1.
- i. Voting on the recommendation of the CC shall be by written ballot. The recommendation shall be adopted as the act of the church upon the affirmative two-thirds vote of members present and voting at the Special Membership Meeting, provided a quorum is present.

## 8.6. Pastoral Staff

8.6.1. When the congregation authorizes additional staff position, and allocate necessary funds, the Senior Pastor shall direct the search, develop the job description, and hire an individual with suitable gifts, education, and temperament for the job. The Senior Pastor shall be responsible for the hiring and dismissal of members of the Pastoral Staff. Nevertheless, every hiring and dismissal shall be in concurrence with the CC. All Associate or Assistant Pastors shall serve under the supervision of the Senior Pastor and shall perform such duties as the Senior Pastor may assign to him.

8.6.2. Any member of the pastoral staff may resign from LBC by giving due notice of this intention to the Senior Pastor.

## 8.7. Pastoral Care Committee

8.7.1. Adjustment of the salaries and the benefits for the Pastoral Team shall be recommended to the congregation as appropriate annually by the CC with the advice of the Pastoral Care Committee. A Pastoral Care Committee shall be chaired by the Treasurer and composed of four other members appointed by the CC. One of the four members shall be elected from among the CCM, and the other three shall be representatives from the congregation with active membership status.

## 8.8. Advisory Board

8.8.1 There shall be an Advisory Board comprising respected and experienced ministers and Christian workers to serve three purposes: (1) As consultant and mentor for the senior pastor upon request; (2) To hold the senior pastor accountable in the areas of moral conduct and maintaining the church's mission and purposes; (3) To investigate, mediate and resolve issues concerning the senior pastor when requested by the CC or Committee chairs. For the purpose of communication, the CC should facilitate meeting with the Advisory Board member(s) regularly. Such meeting shall be reported at the following CC meeting. There shall be no more than six (6) Advisory Board members. The CC will manage the composition of the Advisory Board.

## 8.9. Ad Hoc Committee

8.9.1. The CC may appoint and form an ad-hoc committee when necessary. Ad-hoc committees shall be responsible for and limited to performing only those duties for which they were appointed and shall be considered dismissed when those duties are accomplished.

## 8.10. Ordination, Licensing and Commissioning

8.10.1. This church shall have the authority to ordain, license and commission Christian workers for the work of the ministry. Licensing and certifying refers to the process to officially accept and approve Christian workers for ministries of the church. Ordination is a process to recognize the licensed or certified Christian worker to serve as a member of the pastoral staff of the church. Commissioning is a process to commission the licensed or certified Christian worker to serve in a particular area of Christian ministry that is normally outside of the church.

### 8.10.2. Licensing and Certification Process –

The CC shall have the authority to determine the qualifications, criteria and process for licensing and certification. Typically, these include but are not limited to: Oral interview and examination by the senior pastor in the areas of faith, character and ministry skills, Bible College and/or seminary training, experience in church service, recommendations and reference checks. After the above are completed satisfactorily, the CC shall pass a motion to license or certify the candidate.

### 8.10.3. Ordination Process –

The ordination process is similar to the licensing and certification process. In addition, the candidate must have completed a degree at the Master level or equivalent at an accredited seminary. The candidate must also demonstrate pastoral leadership in church ministries. The CC shall consult with the Advisory Board on its decision to ordain the candidate. After the above are completed satisfactorily, the CC shall pass a motion to ordain the candidate.

### 8.10.4. Commissioning Process –

The candidate to be commissioned must first have been licensed or certified by the church or at another major Protestant denomination. The candidate shall be interviewed by the Senior Pastor and the CC in the areas of faith, character and ministry skills applicable to the area of ministry in which the candidate shall serve. After the above are completed satisfactorily, the CC shall pass a motion to ordain the candidate.

## ARTICLE IX – CHURCH MEETINGS AND ELECTION

9.1. There shall be an annual meeting of the members of this church to be held at a time specified in the Bylaws, at which time the church members shall receive reports from all the parties as specified in the Bylaws. A specific business meeting may be called at any time by four (4) members of the CC. A congregational meeting must be called when a petition representing 30% of the active membership has requested a business meeting on a specific issue. It is required that any special business meeting be announced at a minimum of two (2) regular church services to said meeting. On general church matters in which no legal questions are involved, it is understood that all members in good and regular standing who have reached the age of eighteen (18) years are entitled to vote, but in matters involving titles of property or legal procedure the laws of the state of California determine the age at which members are eligible to vote.

### 9.2. Annual Congregation Meetings

An annual congregation meeting shall be held on the first Sunday of November, or thereabout, for:

- a. the election of Corporate Officers and Committee chairs when their terms are expiring
- b. the adoption of the annual operation and capital budget.
- c. Presentation of the annual reports by the senior pastor, committee chairs, and where required, Board of Trustees.
- d. Affirming the ministry directions and implementation strategies.

9.3. Absentee ballots will be accepted from active members only. An absentee ballot shall be a ballot sealed in a signed envelope and delivered to the church secretary by a responsible person at the time of a called meeting.

### 9.4. Quorum

The presence of more than 50% of active members at any congregational business meeting shall constitute a quorum, and may officially transact all the business before it for consideration. If attendance of active members falls short of the minimum required, the meeting shall be delayed for two weeks with adequate notification which include publishing in the weekly Sunday bulletins. Those present at this second, delayed congregation member shall constitute a quorum and they may officially transact all the business before it for consideration.

9.5. Except required by the constitution and/or the Bylaw, a simple majority is sufficient for any motion to carry in a congregation meeting.

9.6. A vote of two-thirds of the ballots cast by the members present at the annual congregation meeting is necessary for the adoption of the annual operation and capital budget.

9.7. Roberts Rules of Order shall govern all matters of church business.

## 9.8. Election and Nominating Committees

The nominating committee is formed annually two months prior to the election. The CCM shall designate a LBC member as the chair of the nominating committee. The nominating committee shall also consist of two CCM and two lay leaders appointed by the CC. They shall meet to jointly decide, recruit and compile a slate of candidates, and present the list to the CC for review. The list shall consist of at least one name for each vacant office. The approved list of candidates shall be presented to the congregation for prayerful considerations at least two weeks prior to election.

## 9.9. Nomination from the floor

9.9.1. Any active member of the membership may nominate any person for an Elected position according to the following:

- a. The member wishing to place someone in nomination must contact and obtain permission from the person to be nominated and receive assurance that the person will allow his/her name to stand.
- b. The member wishing to place the name in nomination will then submit the name to the nominating committee, in writing, within seven (7) days following the annual formation of the nominating committee.
- c. The nominating committee will satisfy itself that the person to be nominated meets the criteria of the constitution and Bylaws for holding elected office.
- d. The nominating committee may consider the person to be nominated as their nominee if so desired. The nominating committee may also elect NOT to consider the person as their nominee.
- e. Once the nominating committee has completed its work and rendered its report, an Official Ballot will be prepared for use at the annual meeting. The Official Ballot will contain the names as presented for each position by the nominating committee. Further, those names presented by the membership, which meets the required criteria, will also be placed on the Official Ballot. However, they will be identified by an asterisk (\*), and an appropriate footnote explanation that they have been nominated by the membership.
- f. There will be no nominations received from the floor during the election process.

## **ARTICLE X - PROPERTY AND RECORDS**

10.1. Property: This church may acquire, own, dispose of, improve, encumber, and convey property, real and personal, for church purposes, in conformity with the laws of the state where the property is situated. Real property may be purchased, sold, conveyed, exchanged, mortgaged, or encumbered only by order of the membership through the Corporate Officers. In states where trustees are required, the order of the congregation should proceed through them.

10.2. Records: The official records of all officers of the church and all its committees are the property of the church. In the event of the death or resignation of the incumbent or upon the election of his successor, the current records of the office shall be passed on to the newly elected officer. All records other than current shall be kept in a secure repository selected by the Corporate Officers.

10.3. Audit: All financial records shall be examined annually or at more frequent intervals on order of the Corporate Officers. At least three persons, none of whom is a financial officer or church staff member, shall be appointed by the Corporate Officers to conduct the examination. The Corporate Officers shall authorize actions to conform to additional audit standards that may be required by local and state government bodies.

10.4. All official records of the church shall be in English. Chinese translation shall be provided where it facilitates communication.

### **ARTICLE XI – REVERSION OF PROPERTY**

11. The property of this corporation is irrevocably dedicated to religious or charitable purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person. Upon the dissolution or winding up of the corporation, its assets remaining after payment or provision for payment of all debts and liabilities of this corporation shall be distributed to such organizations of identical doctrinal beliefs and similar ministry objectives as determined by a two-thirds majority vote of the congregation. Such organizations need to be organized and operated exclusively for religious purposes, which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States internal revenue law which has established its tax-exempt status under Section 23701(d) of the California Revenue and Taxation Code or the corresponding section of any future California revenue and its law.

### **ARTICLE XII - AMENDMENTS**

12. These Bylaws may be amended only at a General Meeting of the congregation called for the specific purpose of amendment, in accordance of the manner set forth in Article IX. Bylaws may be amended by a two-thirds majority vote of the members present at such meeting.

## GLOSSARY

CC: Church Council includes all elected Church Council members (CCM), Senior Pastor, and other pastoral staff.

CCM: Church Council Members are elected members of the Church Council. Namely, the President, Vice-President, Secretary, Treasurer, and Chairs of the five standing committees.

Church: Active members of Logos Baptist Church (LBC). This refers to the local church, not the “universal church” in Article III, 3.7.

Congregation: Active members of Logos Baptist Church, used interchangeably with the word “church” as defined above.

Corporate Officers: Elected members of the Church Council serving as President, Vice-President, Secretary, or Treasurer. Also serve as the Board of Trustees as defined by the laws of the State of California.

Pastoral staff: Pastors who are salaried by LBC, not including the Senior Pastor.

Pastoral Team: Pastors who are salaried by LBC, including the Senior Pastor.