



CHURCH CONSTITUTION
By-Laws & Doctrinal Statement

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- 2 Peter 3:10-13
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The Church Covenant

Having been led by the Holy Spirit to receive Jesus Christ as our Lord and Savior; and on profession of our faith, having been baptized by immersion in the name of the Father, Son and Holy Spirit, we now in the presence of God and this assembly solemnly and joyfully enter into covenant with one another, as one local body in Christ.

We covenant, by the power of the Holy Spirit to abstain from complaining, gossip, bitterness, lust, greed, pride, laziness, drunkenness, legalism, and sexual immorality. Instead, we will cultivate and celebrate love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. We will encourage, forgive, serve, admonish and accept one another. We will live carefully and wisely, recognizing that we represent Christ before a watching world. We will strive, by God's grace, to trust His promises and obey His commands thereby living a life of faith.

We further covenant to study God's Word individually and as families; to lead and train our children in the Christian life; to seek the salvation of our kindred and acquaintances; and to be zealous in our efforts to advance the true church, the spiritual body of our Lord Jesus Christ.

We covenant to promote this assembly's spiritual health and to sustain its meetings and ministries, remembering the scriptural instruction to not forsake the assembling of ourselves together. We will observe its ordinances, maintain its disciplines, and will cheerfully, generously and regularly give tithes and offerings to cover church expenses, the needs of the poor and local and international evangelism.

"May the God of peace, who through the blood of the eternal covenant brought back from the dead our Lord Jesus, that great Shepherd of the sheep, equip you with everything good for doing His will, and may He work in us what is pleasing to Him, through Jesus Christ, to whom be glory for ever and ever. Amen."
Hebrews 13:20-21 (NIV)

- I Peter 1:3-5
- Jude 1

The Righteous and Wicked

We believe that there is a radical and essential difference between the righteous and the wicked and that only those who through faith are justified by the Lord Jesus Christ and sanctified by the Holy Spirit are truly righteous in God the Father's sight. All who continue in unrepentance and unbelief are wicked in His sight and under His curse. This distinction holds among mankind when living and after death, resulting in the everlasting joy of the righteous in the new heaven / new earth and the everlasting suffering of the wicked in hell.

- Genesis 18:23-25
- Isaiah 53:11
- Malachi 3:16-18
- Matthew 25:31-46
- John 8:23-24
- Romans 5:1
- Romans 6:23
- I John 5:19

Civil Government

We believe that Civil Government is of divine appointment for the interests and good order of human society; that government officials are to be prayed for, conscientiously honored, and obeyed. However, government rulings that are opposed to the will of our Lord Jesus Christ, the coming King of Kings, should not be obeyed.

- Daniel 4:17
- Matthew 22:21
- Acts 4:18-20
- Acts 5:27-29
- Acts 23:1-5
- Romans 13:1-7
- Revelation 17:14

The Resurrection, Personal, Visible, Pre-Millennial, Return of Christ and Related

We believe in the following historical events:

The bodily resurrection of Christ

- Matthew 28:5-7
- Mark 16:6-7
- Luke 24:2-7, 36-42
- John 20:11-16
- I Corinthians 15:3-8

The ascension of Christ

- Mark 16:19
- Luke 24:51
- Acts 1:9
- Hebrews 12:2

The priesthood of Christ

- I Timothy 2:5
- Hebrews 2:17, 5:9, 8:6
- I John 2:1

We believe that the following events will occur:

The resurrection and change of the righteous dead and living - Rapture

- I Corinthians 15:35-57
- I Thessalonians 4:13-18

The second coming of Christ

- John 14:3
- Acts 1:11
- Hebrews 9:27-28
- James 5:7-8

Article I: Name

The name of this corporation is Silverdale Baptist Church with its principle place of business at 8278 St. Hwy. 303 NE, Bremerton, (Kitsap County), Washington 98311. As recorded with the United States Department of the Treasury on June 10, 1970, this organization's status is recognized as tax exempt from federal income tax under section 501 (c)(3) of the Internal Revenue Code. This congregation is organized as a church exclusively for charitable, religious and educational purposes under the 501 (c)(3) law.

Article II: Purpose

The purpose of this church is to reproduce authentic Christianity by proclaiming and teaching the Word of God, by equipping the believers for spiritual maturity, by administering baptism and communion, by ministering in Christian service to the community, and by seeking the salvation of the lost through evangelism and missions at home and abroad.

Article III: Powers

This church shall have the following powers:

- To purchase, sell, lease, encumber or mortgage real estate and other tangible assets.
- To receive legacies, bequests and funds for and on behalf of the objects of said corporation.
- To invest money and personal property coming into its hands in such stocks, bonds, securities, and real estate as the Leadership Board(s) of said corporation shall see fit for the purpose of said corporation.
- To publish and distribute literature in harmony with its purpose.

Article IV: Associations

Section 1

This church reserves the right to seek or break fellowship with whomever it desires. The church is accountable to God, its own governing body and complies with the established governmental authorities that fall within scriptural guidelines. This church recognizes the divine headship of Jesus Christ and the leading of the Holy Spirit through the Word of God.

Section 2

This church shall encourage fellowship with like-minded Churches and organizations.

Section 3

We shall not enter into nor condone any alliance, doctrinally, that would jeopardize our position as set forth in our "Doctrinal Statement." Silverdale Baptist Church declares that, as an institution, it is in sympathy with, and will lend its support only to those organizations and fellowships whose leaders and sponsors are of like faith.

Article V: Membership

Section 1: Reception of Member

Any born-again person who has been baptized by immersion after conversion and who is in agreement with and accepts the constitution and policies of this church may, after satisfactory examination by the leadership and/or leadership board(s), be accepted into membership by:

- Confession of faith
- Restoration

Excluded members may be restored to membership upon confession of their error and giving evidence of repentance to the leadership and/or leadership board(s). Staff, Board Members and people holding official offices of service in the church, need to be members.

Section 2: Dismissal of Members

A member in good standing in this church, upon written request to the leadership and / or leadership board(s), will be released to the fellowship of another church of like faith.

Section 3: Maintenance of Membership

Any member who has been absent from church services for three months shall be transferred to the inactive roll by action of the leadership and/or leadership board(s), unless he can provide justifiable reason for the extended absence. Persons being transferred to the inactive roll shall be notified, if whereabouts is known, and may appeal the action. Those placed on the inactive roll shall not be permitted to vote on church matters until reinstated to the active roll by the leadership and/or leadership board(s).

- Any member absent from church services for one year without justifiable reason shall be dropped from all church rolls by action of the leadership and/or leadership board(s), after having been notified, if whereabouts is known, and given the opportunity to appeal.
- Upon receipt of the member's appeal for either the move to inactive status or the removal from the church's rolls, the leadership and/or leadership board(s), will review the claim, rule on its admissibility and make notification of their decision to accept or reject their plea.

Article VI: Church Discipline

Section 1

The leadership and / or leadership board(s) is the disciplinary committee of the church.

Section 2

A member under discipline is prohibited from all rights of membership from the time determined by the disciplinary committee until the matter is resolved.

Section 3

Disciplinary matters brought before the committee will fall into two general categories:

- I. Cases that are between individual members.
 - A. The matter shall be handled according to Matthew 18:15-17.
- II. Cases that are between members and the church body as whole.
 - A. A member shall present to a disciplinary committee member, signed and in writing, the exact grievance.
 - B. The committee, after prayer and discussion, shall promptly pursue the problem in accordance with Matthew 18:15-17.

Section 4

Any member found by the committee to be guilty of violating Scripture, will be given the opportunity to be heard by the church. If the offender refuses to repent, make restoration or address the church, the issue will be brought before the congregation. If the congregation so desires, he / she will be removed from the membership by a two thirds (2/3) vote.

Section 5

Accusations against the pastor shall not be considered except upon the testimony of two or three trustworthy witnesses who shall first present their accusation to the leadership and / or leadership board(s). Should he be found to err in conduct or doctrine, the leadership and / or leadership board(s) shall, in humility and love, admonish him. If the pastor fails to respond to the admonishment, the matter should be referred to the church for final assessment. Should the congregation discharge him by a two thirds (2/3) vote, he shall receive his salary for the time he has served.

Article VII: Officers of the Church

Section 1

I. Congregation

- A. **Description:** General authority of the church is held by the congregation, consisting of all voting members. General authority includes calling new Pastors, approving the annual budget, affirming church leadership and purchasing or selling properties.
- B. **Meetings:** Church business meetings shall normally be held three times per year.
 1. **Special:** Special business meetings may be called as needed. Special meetings of the congregation may be called by ten percent (10%) of the active members of the congregation or by a majority vote of the leadership and/or leadership boards and with proper notification to those in leadership. No other business may be transacted at a special meeting except as stated in the call for the meeting.
 2. **Annual Meeting:** The annual meeting of the congregation and corporation shall be held in January of each year as a part of the regular schedule for "business meetings."
 3. **Voting:** All members of the church eighteen years of age or older shall be entitled to vote at all congregation and corporation meetings. All votes shall have a 2/3 (two-thirds) majority to pass.
 4. **Quorum:** A quorum shall consist of the voting members present for any regular or special business meetings.
 5. **Notice:** Regular meetings shall be communicated no less than two weeks prior to the meeting; notice for special meetings no less than one week.

II. Elders

The Elder Board shall consist of all the vocational Elders and the lay Elders. Board officer positions shall always be held by lay Elders, which consist of Chairman, Vice-Chairman and Secretary. The lay portion of the Elder Board shall be comprised of one more person than the number of full-time Pastors (Vocational Elders) on staff. In the event that there are not enough qualified men to meet the stated ratio, the Elder Board, for a short period of time, may operate below the stated ratio provided there is action being taken to increase the number of lay Elders to meet the desired ratio.

- Quorum and Voting – A quorum shall be determined as one more than 50% (fifty percent) of the full Elder Board. All votes shall have a 2/3 (two-thirds) majority to pass. In the event that there is not one more Lay Elder than Vocational Elder present, the presiding Chairman shall choose a Vocational Elder(s) to abstain from voting to ensure proper balance and accountability between the Vocational Elders and Lay Elders.
 - They shall qualify for the office according to the standards of 1 Timothy 3:1-7 and Titus 1:6-9 and shall agree to the doctrinal statement of the church.
 - No accusation shall be brought against an Elder except in accordance with 1 Tim 5:19-21.
- A. **Vocational Elder**
 1. **Composition:** Vocational Elders shall be made up of the Senior Pastor, Executive Pastor and Associate Pastors. They are spiritually mature men, called by God to provide full-time spiritual leadership and oversight to our church. The calling to their position shall include membership and licensing.
 2. **Roles:**

- 1 Thessalonians 5:9
- 1 Peter 1:8-9
- II Peter 1:4
- I John 5:1

Justification

Justification is the act of God pronouncing one free from the guilt of sin and found to be completely right or just in His eyes. Justification can only come by God's grace through His Son's death and resurrection and not by any other means. Only those who have accepted what Christ has done on their behalf are pardoned from their sins and will receive the gift of eternal life.

- Isaiah 53:11
- Romans 5:1-2
- Romans 5:9-10
- Romans 8:1-2
- Galatians 2:15-21
- Titus 3:3-8

The Local Church

We believe that a local church is a congregation of immersed believers, associated by the new covenant and devoted to Biblical teaching, to fellowship, to the ordinances of Jesus Christ and to prayer. Its officers are pastors/elders and deacons, whose qualifications are clearly defined in the Bible. Its mission is to be Christ's bride and body, to preach the gospel and to make disciples. Each local church has the right of self government, free from the interference of any hierarchy of individuals or organizations. The one and only superintendent is Jesus Christ, through the Holy Spirit. True local churches work together in love, to do good works and further the Gospel.

- Matthew 28:18-20
- Acts 2:41-42
- Acts 15:16-18
- Acts 20:28
- Ephesians 1:22-23
- Ephesians 2:10
- Ephesians 4:11-12
- Ephesians 5:23-32
- Colossians 1:18
- 1 Timothy 3:1-13

Baptism

We believe that Christian baptism is the immersion of a believer in water to show their public identification with our crucified, buried and risen Savior. (Immersion symbolizes the believer's death to sin and emergence symbolizes the believer's resurrection to new life.) The believer should be old enough to understand what they are voluntarily doing. Baptism is a prerequisite for membership in our church.

- Matthew 28:19-20
- Mark 16:16
- Acts 2:38-41
- Acts 8:35-39
- Romans 6:3-7

Communion

We believe that Communion (also known as the Lord's Supper) is the frequent commemoration of His death, until He returns. The bread symbolizes His body and the cup symbolizes His blood, which He gave for the forgiveness of sins. Participation should be preceded always by solemn self-examination.

- Matthew 26:26-30
- Matthew 5:23-24
- Acts 2:42-46
- Acts 20:7
- I Corinthians 11:20-34

The Security of the Believer

We believe that all who are truly born again are eternally secure, kept by God the Father and the Holy Spirit for Jesus Christ.

- John 10:28-29
- John 14:16-17
- Romans 8:35-39
- Philippians 1:6

who is destined to eternal judgment in the lake of fire.

- Matthew 4:1-3; 25:41
- John 10:10
- II Corinthians 4:4
- Revelation 12:7-9; 20:10

Creation

We believe the Genesis account of creation and take it literally. Man was directly created by God and not by evolutionary means.

- Genesis 1, 2
- Exodus 31:16-17
- John 1:3
- Colossians 1:16-17

The Fall of Man

We believe that man was created innocent and under God's directives, but by voluntary disobedience fell from a sinless state. Consequently, all mankind are sinners, not only by heritage but by choice, and are under God's just condemnation, without defense or excuse.

- Genesis 3:1-7
- Romans 1:18-32
- Romans 5:12-19

The Virgin Birth

We believe that Jesus was born of Mary, a virgin, conceived through the Holy Spirit by a miracle of God. This miracle will never be repeated. Jesus is eternally God and the Son of God.

- Matthew 1:23-25
- Isaiah 7:14
- Luke 1:26-38

The Atonement for Sin

We believe that the salvation of sinners is by grace alone, through faith in Jesus Christ the Son of God, who acts as a mediator to God the Father on our behalf. By the appointment of the Father, Christ, through His death on the cross, took upon Himself the payment for the sins of the world. He honored the Father by His personal obedience. Christ atoned for the world's sin by shedding His blood when He died on the cross. Christ's humanity was sinless and He was sacrificed on our behalf through the grace of God.

- Isaiah 53:4-7
- John 3:16
- Acts 15:11
- Romans 3:23-25
- I Corinthians 15:3
- II Corinthians 5:17-21
- Ephesians 2:8-9
- Philippians 2:5-11
- I John 4:10

Faith and Salvation

We believe that faith in the Lord Jesus Christ and repentance of sin are the only conditions of salvation. We believe that in order to be saved, sinners must be born again, and that this new birth is a new creation complete in Jesus Christ. It is an instantaneous event and not a process. Through the new birth, the one who had been dead in sin is made a partaker of the divine nature and receives eternal life, a gift of God. It is therefore by grace through faith from God, and not by works, that a new believer is saved. The new creation is brought about in miraculous manner by the power of the Holy Spirit, which results in His indwelling. Our obedience to the Gospel is manifested by the fruits of repentance and newness of life which is eternally secure.

- John 3:3, 6-8
- Acts 4:12
- Acts 10:43
- Acts 16:30-33
- Romans 6:23
- II Corinthians 5:17, 19
- Galatians 2:16
- Ephesians 2:1-10
- Colossians 2:13

a. **Senior Pastor:** The primary responsibility of the Senior Pastor shall be teaching and preaching of God's Word, supervision of the Pastoral staff and overseeing the ministries of the church.

Selection: Upon recommendation from the Elder Board, the congregation shall be the body to call the Senior Pastor. His calling may take place at any regular or special business meeting. A Senior Pastor must receive three-fourths (3/4) of the vote cast and shall be called for an indefinite period of time.

Accountability: The Senior Pastor shall be held accountable specifically to the Elder Board and generally to the church at large. The Elder Board will review the effectiveness of the Senior Pastor at least annually.

Duties & Responsibilities: Please see the individual job description in the policy manual and/or procedures.

Resignation/Termination: If the Senior Pastor desires to resign he must do so in signed letter form and then be interviewed by the Elder Board. Three months notice shall be given in writing unless waived by mutual consent. If the Elder Board desires the termination of the Senior Pastor, after due process has been implemented, notice shall be given in writing. The termination of his ministry shall be decided by a three quarters (3/4) vote at a regular or special meeting of the congregation.

b. **Executive Pastor:** The primary responsibility of the Executive Pastor is to serve alongside the Senior Pastor to provide leadership and shepherding of our church staff. He also works with the leadership boards and church leaders in ministry development and problem solving.

i. **Selection:** Upon recommendation from the Elder Board, with specific recommendation from the Senior Pastor, the congregation shall be the body to call the Executive Pastor. His calling may take place at any regular or special business meeting. He must receive three-fourths (3/4) of the vote cast and shall be called for an indefinite period of time.

ii. **Accountability:** The Executive Pastor shall be held directly accountable to the Senior Pastor and generally accountable to the Elder Board. The Senior Pastor will be responsible to review the effectiveness of the Executive Pastor at least annually and to report the results to the Elder Board.

iii. **Duties & Responsibilities:** Please see the individual job description in the policy manual and/or procedures.

iv. **Resignation/Termination:** If the Executive Pastor desires to resign he must do so in signed letter form and then be interviewed by the Elder Board. Three months notice shall be given in writing unless waived by mutual consent. If the Elder Board desires the termination of the Executive Pastor, after due process has been implemented, notice shall be given in writing. The termination of his ministry shall be decided by a three quarters (3/4) vote at a regular or special meeting of the congregation.

c. **Associate Pastors:** The primary responsibility of Associate Pastors is to serve in various positions on the pastoral team in order to accomplish the mission of our church.

i. **Selection:** Associate Pastors will be added to the pastoral staff as needs change and our finances allow. Upon recommendation from the Elder Board, the congregation shall be the body to call an Associate Pastor. His calling may take place at any regular or special business meeting. He must receive three-fourths (3/4) of the vote cast and shall be called for an indefinite period of time.

ii. **Accountability:** Associate Pastors shall be held directly accountable to the Senior Pastor and generally accountable to the Elder Board. The Senior Pastor will be responsible to review the effectiveness of the Associate Pastors at least annually and to report the results to the Elder Board.

iii. **Duties & Responsibilities:** Please see the individual job descriptions in the policy manual and/or procedures.

iv. **Resignation/Termination:** If an Associate Pastor desires to resign he must do so in signed letter form and then be interviewed by the Elder Board. Three months notice shall be given in writing unless waived by mutual consent. If the Elder Board desires the termination of an Associate Pastor, after due process has been implemented, notice shall be given in writing. The termination of his ministry shall be decided by a three quarters (3/4) vote at a regular or special meeting of the congregation.

B. Lay Elder

1. **Composition:** They are spiritually mature men, called by God to provide spiritual leadership and oversight to our church. They are responsible to represent the congregation and the church's best interest.

2. **Nomination:** During the period of open nominations, a minimum of two (2) months, any voting member of the church may nominate another person for the office of lay Elder. The person making the nomination should prayerfully consider their recommendation and strive to only nominate persons who meet the Biblical qualifications found 1 Timothy 3:1-7 and Titus 1:6-9. Nominations must be made in writing and signed by the nominator. Nominations will be submitted to the Chair of the Elder Board or as he directs.

a. After nominations have been received, up to two (2) months shall be allowed for the nominees and the Elder Board to prayerfully consider accepting the nomination and moving forward into the evaluation period. Upon mutual acceptance of the nomination, each nominee shall proceed to being evaluated.

b. The Elder Board will review and evaluate the nominees for a minimum of six (6) months. This evaluation will be done in order to provide recommendations to the church body. Upon approval the nominees shall be presented to the church body for a vote of affirmation. Votes will be done by yes or no and confirmed by a two-thirds (2/3) vote. The exact number of votes will be held in confidence.

3. **Terms:** The term shall be three (3) years unless filling a premature vacancy. He may only serve two (2) consecutive terms. After a period of one year, following two consecutive terms of service, a person will again become eligible. A re-nominated / re-affirmation Elder shall not have to undergo the same evaluation period as he did upon initial nomination. The existing Elder Board shall determine the necessary level of evaluation for re-affirmation.

4. **Accountability:** Lay Elders shall be held accountable specifically to the Elder Board and generally to the church at large.

Doctrinal Statement**The Scriptures**

We believe that the 66 Books of the Holy Bible as originally written, are truth without error, inspired and preserved by God which was recorded by men guided by the Holy Spirit. We believe the Bible to be the only authority by which all human conduct, creeds and opinions are tested.

- II Timothy 3:16, 17
- II Peter 1:19-21

The True God

We believe there is only one living and true God, who is infinite and eternal, the maker and supreme ruler of heaven and earth, worthy of all honor, confidence and love. God the Father, the Son and the Holy Spirit are three parts in one, with God the Father as the head, working in harmony for our redemption.

- Exodus 20:2, 3
- Psalms 90:1-2
- I Corinthians 8:6
- I John 5:7
- Revelation 4:11

Jesus Christ

We believe that Jesus Christ is a divine person, equal in being with God the Father and God the Spirit. He existed in the beginning and was used to form and hold creation together. In humility, He added to Himself humanity by being born of a virgin, living a sinless life, and dying on the cross. He arose victoriously on the third day, conquering death and providing salvation to all who believe. God the Father established Him as Lord and placed Him as head over the church, He is our mediator between God and man and one day will return to Earth.

- John 10:30
- John 1:1-5
- Matthew 1:23-25
- Isaiah 7:14
- Philippians 2:5-11
- 1 Corinthians 15:3-6
- Acts 1:4-11
- Romans 10:9-10
- Ephesians 4:15
- Colossians 1:15-20
- 1 John 2:1
- Revelation 22:20

The Holy Spirit

We believe that the Holy Spirit is a divine person, equal in being with God the Father and God the Son. He restrains evil until God's purpose is fulfilled. He convicts us of sin, of unrighteousness and of judgment. He bears witness to the truth of salvation in Jesus Christ. He is the agent of salvation, who guides, teaches, witnesses, seals and sanctifies the new believer. He intercedes to God, on behalf of the believer. He indwells and empowers the believer to live an obedient life.

- Genesis 6:3
- Matthew 28:19
- Mark 1:8
- Luke 24:49
- John 3:5-6
- John 14:16, 26
- John 16:8-11
- Acts 5:30-32; 11:16
- Roman 8:14, 16
- Roman 8:26, 27
- Ephesians 1:13-14
- Hebrews 9:14
- II Peter 1:21

The Devil or Satan

We believe in the existence of Satan, being a fallen angel, the unholy ruler of this world, the ruler over all the powers of darkness,

The Elder Board will review the effectiveness of each Elder at least annually. No private meetings shall be held without knowledge of the full Elder Board (both vocational and lay Elders). Staff meetings, for the purpose of conducting normal church operations, amongst the Pastors shall not be considered official Elder meetings.

5. **Officer Election:** Election of board officers (Chairman, Vice-Chairman and Secretary) shall be nominated and elected, by the Board of Elders, annually. The officer rotation and term limits shall be no more than two (2) consecutive, one year terms followed by a one year break. After the one year, that person shall be eligible for re-election.
6. **Termination/Resignation:** If for personal reasons (health, family needs, etc.) an Elder feels he must take a leave of absence, he may do so for up to six (6) months without change of status. If an Elder feels he must resign, he must do so in signed letter form and then be interviewed by the Elder Board. If the Elder Board desires the termination of a lay board member, after due process has been implemented, notice shall be given in writing. The termination of his ministry shall be recommended by the Elder Board and confirmed by a two-thirds (2/3) vote at a regular or special meeting of the congregation.
7. **Duties & Responsibilities:** Under the authority of the congregation of Silverdale Baptist Church, the Lay Elders shall watch over the spiritual life of our church providing leadership and performing all functions necessary to fulfill the following responsibilities. The duties shall include but are not limited to:
 - a. Lead and encourage in the fulfillment of the mission and purpose of our church.
 - b. Engage in the prayer life of our church.
 - c. Weekly requests from the church body.
 - d. Prayer meetings when appropriate.
 - e. Fulfillment of prayer duties as instructed in James 5:13-16.
 - f. Consider all matters of the church discipline according to Matthew 18:15-20.
 - g. Counsel as requested and/or needed.
 - h. Promote participation in the body life of the church.
 - i. Oversee the individual boards and all committees under its jurisdiction.
 - j. Act on all staff policy, benefit and compensation recommendations presented by the trustee board. Paid staff members shall not vote on their own benefits or compensation.
 - h. Approve all revisions to the church's policy manual.
 - i. Serve as the committee responsible to initiate removing and/or replacing the Senior Pastor.
 - j. Perform evaluations of Elder Board members annually.
 - k. Hold regular meetings.
 - l. Special and unusual circumstances related to any stated items shall be handled at the discretion of the Elder Board.

C. Deacon

1. **Composition:** The Deacon Board shall consist of spiritually mature men, specially gifted for service, to meet the needs of our church. The Board will consist of congregationally affirmed men designated to serve respectively as Board Chairman, Vice-Chairman and Secretary or general Board members. They shall qualify for the office according to the standards of 1 Timothy 3:8-13, shall agree to the doctrinal statement and be members in good standing of our church.
 - a. The size of the Deacon Board shall be the same as the Elder Board with exceptions being the same as with governing policy of the Elder Board.
 - b. Quorum and Voting - A quorum shall be determined as one more than 50% (fifty percent) of the full Deacon Board. All votes shall have a 2/3 (two-thirds) majority to pass.
2. **Nomination:** During the period of open nominations, a minimum of two (2) months, any voting member of the church may nominate another person for the office of Deacon. The person making the nomination should prayerfully consider their recommendation and strive to only nominate persons who meet the Biblical qualifications found 1 Timothy 3:8-13. Nominations must be made in writing and signed by the nominator. Nominations will be submitted to the chair of the Elder Board or as he directs.
 - a. After nominations have been received, up to two (2) months shall be allowed for the nominees and the Elder Board to prayerfully consider accepting the nomination and moving forward into the evaluation period. Upon mutual acceptance of the nomination, each nominee shall proceed to being evaluated.
 - b. The Elder Board will review and evaluate the nominees for a minimum of three (3) months. This evaluation will be done in order to provide recommendations to the church body. Upon approval the nominees, shall be presented to the church body for a vote of affirmation. Votes will be done by yes or no vote and confirmed by a two-thirds (2/3) vote. The exact number of votes will be held in confidence.
3. **Terms:** The term shall be three (3) years unless filling a premature vacancy. He may only serve two (2) consecutive terms. After a period of one year, following two consecutive terms of service, a person will again become eligible. A re-nominated / re-affirmation Deacon shall not have to undergo the same evaluation period as he did upon initial nomination. The existing Elder Board shall determine the necessary level of evaluation for re-affirmation.
4. **Accountability:** The Deacon Board shall be accountable to the Elder Board. The Deacon Board will perform monthly reports and annual evaluations of each Board member, reporting the results to the Elder Board. No meeting of the Deacons shall be convened without the foreknowledge of the Elder Board, recognizing the right of Elder attendance when necessary or desired.
5. **Officer Election:** Election of board officers (Chairman, Vice-Chairman and Secretary) shall be nominated and elected, by the Board of Deacons, annually. The list of nominated names shall be approved by the Elder Board prior to the election process. The officer rotation and term limits shall be no more than two (2) consecutive, one year terms

A revision record shall be kept and recorded in this section as follows:

Amendment Dates: May 2006-November 2008, approval of all amended changes dated November 16, 2008.

Article XIV: Indemnification of Officers

Section 1 - Actions Subject To Indemnification

Silverdale Baptist Church shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative, including all appeals (other than an action by or in the right of the church) by reason of the fact that the person is or was a Pastor, Elder, Deacon, Trustee, Officer, employee, or agent of the church, against expenses, including attorneys' fees, judgments, fines, and amounts paid in settlement actually and reasonably incurred by him in connection with the action, suit, or proceeding; and if that person acted in good faith and in a manner he reasonably believed to be in or not opposed to the best interests of the church and, with respect to any criminal action or proceeding, had no reasonable cause to believe his conduct was unlawful. The termination of any action, suit, or proceeding by judgment, order, settlement, conviction, or on a plea of *nolo contendere* or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner that he reasonably believed to be in or not opposed to the best interests of the church and, with respect to any criminal action or proceeding, had no reasonable cause to believe that his or her conduct was unlawful.

Section 2—Expenses Subject To Indemnification

To the extent that a Pastor, Elder, Deacon, Trustee, Officer, employee, or agent has been successful on the merits or otherwise in defense of any action, suit, or proceeding referred to in this Article, or in defense of any claim, issue, or matter in that action, suit, or proceeding, he or she shall be indemnified against expenses, including attorneys' fees, actually and reasonably incurred by him or her in connection with the action, suit, or proceeding.

Section 3—Limitations Of Indemnification

Any indemnification made under this Article, may be made by the church only as authorized in the specific case on a determination that indemnification of the Pastor, Elder, Deacon, Trustee, Officer, employee, or agent is proper in the circumstances because he has met the applicable standard of conduct set forth in Section 1 of this Article. The determination shall be made (a) by a majority vote of a quorum consisting of the Elder Board who were not and are not parties to or threatened with the action, suit, or proceeding; (b) if the described quorum is not obtainable or if a majority vote of a quorum of disinterested Elders so directs, by independent legal counsel in a written opinion; or (c) by a majority vote of the members of the church.

Section 4—Timing Of Indemnification

Expenses of each person seeking indemnification under this Article, shall be paid by the church as they are incurred, in advance of the final disposition of the action, suit, or proceeding, as authorized by the Elder Board in the specific case, on receipt of an undertaking by or on behalf of the Pastor, Elder, Deacon, Trustee, Officer, employee, or agent to repay the amount if it is ultimately determined that he or she is not qualified to be indemnified by the church.

Section 5—Extent Of Indemnification

The indemnification provided by this Article shall be deemed to be discretionary unless otherwise required as a matter of law or under any agreement or provided by insurance purchased by the church, both as to action of each person seeking indemnification under this Article in his official capacity and as to action in another capacity while holding that office and may continue as to a person who has ceased to be a Pastor, Elder, Deacon, Trustee, Officer, employee, or agent and may inure to the benefit of the heirs, executors, and administrators of that person.

Section 6—Insurance

The church shall purchase and maintain insurance on behalf of any person who is or was a Pastor, Elder, Deacon, Trustee, Officer, employee, or agent of the church against any liability asserted against him/her and incurred by him/her in that capacity, or arising out of his/her status in that capacity, whether or not the church would have the power to indemnify him/her against liability under the provisions of this Article.

Article XV: Division

In case of a division in the church, the property of the church shall belong to the membership who abide by the Constitution.

Article XVI: Dissolution of Corporation

Upon dissolution of said corporation none of the assets shall be divided among the members of said corporation, but shall be transferred and distributed and paid only to another non-profit organization of like faith by a two-thirds (2/3) majority vote of the remaining members.

followed by a one year break. After the one year, that person shall be eligible for re-election.

6. **Duties & Responsibilities:** Under the authority of the congregation of Silverdale Baptist Church and under the direction of the Elder Board, the Deacon Board shall watch over the practical needs in the lives of our people. They shall engage in providing leadership for and/or performing all functions necessary to fulfill the following responsibilities. Their duties shall include but are not limited to:
 - a. Promote care for the poor, sick, bereaved or otherwise needy.
 - b. Prepare and serve communion.
 - c. Assist in baptisms.
 - d. Promote participation in the body life of the church.
 - e. Interview, evaluate and make appropriate recommendations concerning application for and termination of church membership; be responsible for the church membership records.
 - f. Serve, on a regular basis, as one of our greeters and/or ushers.
 - g. Hold regular meetings.
 - h. Perform other duties as requested by the elder board.
 - i. Special and unusual circumstances related to any stated items shall be handled at the discretion of the Board with the oversight of the Elder Board.
 7. **Termination/Resignation:** If for personal reasons (health, family needs, etc.) a Deacon feels he must take a leave of absence, he may do so for up to six (6) months without change of status. If a Deacon feels he must resign, he must do so in signed letter form and then be interviewed by the Deacon Board. If the Deacon Board desires the termination of a Board member, after due process has been implemented, notice shall be given in writing. The termination of his ministry shall be recommended by the Deacon Board and confirmed by a two-thirds (2/3) vote at a regular or special meeting. This shall be done in partnership with and under the oversight of the Elder Board.
- D. **Trustee**
1. **Composition:** The Trustee Board shall consist of spiritually minded men specially gifted for stewardship of our church. The Board will consist of congregationally affirmed men designated to serve respectively as Board Chairman, Vice-Chairman and Secretary or general Board members. They shall qualify for the office according to the standards of I Corinthians 4:2 and I Peter 4:9-11, shall agree to the doctrinal statement and be members in good standing of our church.
 - a. The size of the Trustee Board shall be the same as the Elder Board with exceptions being the same as with governing policy of the Elder Board.
 - b. Quorum and Voting - A quorum shall be determined as one more than 50% (fifty percent) of the full Trustee Board. All votes shall have a 2/3 (two-thirds) majority to pass.
 2. **Nomination:** During the period of open nominations, a minimum of two (2) months, any voting member of the church may nominate another person for the office of Trustee. The person making the nomination should prayerfully consider their recommendation and strive to only nominate persons who meet the Biblical qualifications found in I Corinthians 4:2 and I Peter 4:9-11. Nominations must be made in writing and signed by the nominator. Nominations will be submitted to the Chair of the Elder Board or as he directs.
 - a. After nominations have been received, up to two (2) months shall be allowed for the nominees and the Elder Board to prayerfully consider accepting the nomination and moving forward into the evaluation period. Upon mutual acceptance of the nomination, each nominee shall proceed to being evaluated.
 - b. The Elder Board will review and evaluate the nominees for a minimum of three (3) months. This evaluation will be done in order to provide recommendations to the church body. Upon approval, the nominees shall be presented to the church body for a vote of affirmation. Votes will be done by yes or no and confirmed by a two-thirds (2/3) vote. The exact number of votes will be held in confidence.
 3. **Terms:** The term shall be three (3) years unless filling a premature vacancy. He may only serve two (2) consecutive terms. After a period of one year, following two consecutive terms of service, a person will again become eligible. A re-nominated / re-affirmation trustee shall not have to undergo the same evaluation period as he did upon initial nomination. The existing Elder Board shall determine the necessary level of evaluation for re-affirmation.
 4. **Accountability:** The Trustee Board shall be accountable to the Elder Board. The Trustee Board will perform monthly reports and annual evaluations of Board members, reporting the results to the Elder Board. No meeting of the Trustees shall be convened without the foreknowledge of the Elder Board, recognizing the right of Elder attendance when necessary or desired.
 5. **Officer Election:** Election of board officers (Chairman, Vice-Chairman and Secretary) shall be nominated and elected, by the Board of Trustees, annually. The list of nominated names shall be approved by the Elder Board prior to the election process. The officer rotation and term limits shall be no more than two (2) consecutive, one year terms followed by a one year break. After the one year, that person shall be eligible for re-election.
 6. **Duties & Responsibilities:** Under the authority of the congregation of Silverdale Baptist Church and under the direction of the Elder Board, the Trustee Board shall engage in providing leadership for and/or performing all functions necessary to fulfill the following responsibilities. They shall include but are not limited to:
Their duties:
 - To oversee the upkeep of the church property, including all buildings and property.
 - Provide adequate physical, financial and legal protection for church property, equipment and documentation. This includes the establishment of policies for and the receipt, disbursement, investment or borrowing of funds,

subject to the approval of the Elder Board.

- To be the permanent and regular standing finance committee. The duties of this committee shall be to review all monthly financial statements, administer an annual audit, approve and/or recommend all components of the annual budget. On behalf of the congregation, in the event of an emergency or urgent matter, they shall be able to approve un-budgeted expenditures up to five percent (5%) annualized of the annual budget.
 - Hold regular meetings.
 - Perform other duties as requested by the elder board.
 - Special and unusual circumstances related to any stated items shall be handled at the discretion of the Board with the oversight of the Elder Board.
7. **Termination/Resignation:** If for personal reasons (health, family needs, etc.) a Trustee feels he must take a leave of absence, he may do so for up to six (6) months without change of status. If a Trustee feels he must resign, he must do so in signed letter form and then be interviewed by the Trustee Board. If the Trustee Board desires the termination of a Board member, after due process has been implemented, notice shall be given in writing. The termination of his ministry shall be recommended by the Trustee Board and confirmed by a two-thirds (2/3) vote of the Trustees at a regular or special meeting of the congregation. This shall be done in partnership with and under the oversight of the Elder Board.

Section 3: Business Manager

The duties of the Business Manager shall be under the oversight of the Board of Trustees. All monies disbursed shall be by check, or petty cash as approved by the current budget. The Business Manager is to pay the authorized budgetary expenditures of the church by issuing checks drawn on the church funds. The Business Manager shall provide for oversight and coordination of business accounts in cooperation with the financial secretary (see section 7). The Business Manager's monthly report to the Trustees will include a profit / loss statement, balance sheet, accounts receivable and identifying budgetary items that are out of the ordinary. The Business Manager will ascertain or pursue reasons from the responsible personnel for the overage. The Business Manager will become familiar with all reoccurring expense line items. The Business Manager will conduct trend analysis on these items and report inconsistencies. The Business Manager will participate when required in any financial assessments for current or proposed special projects by the church. Similar reports shall be made at the quarterly and annual business meeting of the church membership, or upon request of the Board of Trustees. The Trustees shall ensure that sufficient internal controls are adhered to for funds management as required by approved business auditing procedures, and in stewardship to our Lord Jesus Christ.

- The Business Manager will keep record of all the approved minutes of the church.

Section 5: Leaders of Church Ministries

Any ministry of the church, whether of men, women, or young people, shall be considered as part of the Silverdale Baptist Church.

- The leaders of any ministry must be a member(s) of the church in good standing or approved by the leadership and / or leadership boards. Any literature used must be approved by the leadership and / or leadership boards. Meetings should be scheduled so as not to conflict with normal meetings of the church.

Section 6: Church Clerk

The functions of the church clerk include membership records and business meeting minutes. This office shall be the responsibility of the church office and its leadership.

Section 7: Financial Secretary

The Financial Secretary will be appointed by the Board of Trustees based on recommendations received from the Business Manager and Elder Board. The secretary works under the oversight of the Business Manager. The Financial Secretary's duties shall be to:

- Count all monies weekly, with his/her designated representatives. Record the donations in a computerized data base system by donor.
- Maintain confidentiality of donation records.
- Deposit all monies weekly in the local church bank account.
- Provide the Business Manager with a weekly financial report.

Article VIII: Use Of The Church

Section 1

The use of the Church and associated property is for the Lord's work. All services, education, training, missionary prep, visitation, performances, studies, and any other activities should include a purpose to advance the kingdom of God the Father. These activities could include community service and member use. The general public should be invited and encouraged to participate when practical.

Section 2

No pastor or speaker will be permitted to preach from the pulpit of our church who denies our doctrinal statement or practices in any ministry that has doctrinal conflicts. Any visiting speaker must have the approval of the leadership and/or leadership boards. This action will be verified by appropriate research.

Section 3

All actions or activities of the Church and associated property are subject to review by the leadership and/or leadership boards. Substantial use of equipment or physical plant changes are subject to review by the leadership and/or leadership boards.

Article IX: Monetary Principles

Section 1

The fiscal year shall begin January 1 and end on the following December 31.

Section 2

The Church annual operating expenses or directed funds should be raised by the Biblical plan of tithes, offerings, gifts, and sacrificial love considerations. Other fund raising activities should be for designated Church Activities or Building and approved by the leadership and/or leadership boards. Any fund raising event that garners personal or outside organizational (for the purpose of profit) gain, will be prohibited.

Section 3

The books shall be audited once each year. Auditors shall be appointed by the leadership and/or leadership boards.

Article X: Licensing

Section 1

When a man in our membership is called to full-time, vocational Christian ministry and desires to be licensed, he shall make his desire known to the leadership and/or leadership boards. If the leadership and/or leadership boards are satisfied concerning his salvation, call to the ministry, and consistent Christian living, they shall recommend to the church that a license be granted. The church may act upon this recommendation at any regular meeting of the church.

Section 2

The duration of this license shall be indefinite provided that the person remain in good standing as a member of our church. No license granted by our Church shall be valid after the licensee removes his membership from our church. A license can be annulled or withdrawn at any time should the church, in its judgment, have sufficient reason for such action.

Article XI: Ordination

Section 1

When in the judgment of the leadership and/or leadership boards, a man in this membership is called to full-time, vocational Christian ministry, it shall be within the power of the leadership and/or leadership boards to recommend that an ordination council be convened. This council should be composed of our pastors, elders, regional pastors and ministry leaders. The members of the ordination council will be at the sole discretion of our leadership and/or leadership boards.

Section 2

The purpose of the ordination council shall be to thoroughly examine an applicant as to their call to full-time, vocational Christian ministry, Christian experience, reputation, proven character, doctrinal belief, family management and demonstrated Christian service (I Timothy 3:1-7). If the council so recommends, the church may proceed with the ordination.

Section 3

The following are our qualifications for ordination:

- One who has served at-least one year as a full-time, vocational Pastor actively serving in a local church. The purpose of this is to demonstrate reasonable evidence of God's clear call to the ministry.
- One who meets the Biblical qualifications of I Timothy 3:1-7.

Section 4

It shall be within the power of the leadership and/or leadership boards to discipline, or to recommend the revoking of the ordination credentials of any Pastor ordained by our church. This will only be done in accordance with I Timothy 5:19. Any review for this purpose, shall be done in the spirit of I Corinthians 13. The Pastor under review shall have the privilege of presenting his defense before the leadership and/or leadership boards and our church before any final action is taken by our church.

Article XII: Amendments

Section 1

The Constitution may be amended or added to at any business meeting of the church. The proposed proposition shall be approved by the leadership and/or leadership boards by majority vote. The proposition shall have been read or distributed to members twice over the previous four (4) Sundays prior to the vote. The amendment change must have the opportunity for oral discussion and carry a two-thirds (2/3) majority vote of the congregation of quorum that is present. Note: Members must be present to vote unless previous arrangements have been made due to unusual circumstances beyond their control.

Section 2

These By-Laws shall be in the hands of the church clerk at every regular business meeting.

Section 3 - Revision Record.