

CONSTITUTION

Of the Trinity Baptist Church, Spokane, Washington

Adopted March 24, 1954

Revised 1982

Amended by-laws Aug. 1985

Amended by-laws June 1987

Revised by-laws Nov. 1991

Revised by-laws Aug. 1994

Amended by-laws Jan. 2008

PREAMBLE

Reposing our faith in the Lord Jesus Christ for salvation, believing in the teaching and practices of the Baptists and those great distinctive principles for which they have ever stood, namely:

1. The Lordship of Jesus Christ;
2. The Bible, the standard of faith and practice;
3. Regenerated membership;
4. Believer's (Baptism by) immersion;
5. Progressive sanctification;
6. Soul liberty;
7. Congregational government;
8. Separation of church and state

We therefore, band ourselves together as a body of immersed believers in Jesus Christ and adopt, ordain, and establish for our government and plan of worship service the following declaration of faith, covenant, constitution and by-laws (and we hereby revoke all previous constitution and by-laws and action contrary to this constitution, by-laws and standing rules).

DECLARATION OF FAITH

1. We believe that the Bible is the Word of God, that it was written by men divinely inspired by Him and is therefore the only infallible authority in matters of faith and conduct. (2 Peter 1:20-21; 2 Timothy 3:16-17)
2. We believe in God the Father Almighty, maker of heaven and earth, eternal in His being, perfect in holiness, infinite in wisdom, measureless in power. We rejoice that He concerns Himself mercifully in human affairs, that He hears and answers prayer, and that He gives eternal life to all who come to Him through His Son Jesus Christ. (Psalm 90:2; 1 Peter 1:14-16; Romans 11:33)
3. We believe in Jesus Christ, the eternal and only Son of God, conceived by the Holy Spirit, of virgin birth, sinless in His life, making atonement for the sins of the world by His death. We believe in His bodily resurrection, His ascension and visible, pre-millennial return to the world according to His promise. (1 John 5:20; Matthew 1:20; 1 Corinthians 15:3-4; Acts 1:9-11)
4. We believe in the Holy Spirit who came forth from God to convict the world of sin, of righteousness and of judgment. In His ministry, the Holy Spirit regenerates, sanctifies, teaches, empowers for service, and comforts those who believe in Jesus Christ. (John 14:16-17; John 16:7; 2 Thessalonians 2:13; John 16:13; 1 Corinthians 12:4-7)
5. We believe that all people, by nature and by choice, are sinners but that "God so loved the world that He gave His one and only Son that whoever believes in Him shall not perish but have eternal life." We believe, therefore, that those who accept Christ as Lord and Savior will rejoice forever in God's presence and those who refuse to accept Christ as Lord and Savior will be forever separated from God. We believe that every human being is responsible to God alone in all matters of faith. (Romans 3:10-12; 1 Thessalonians 4:17; 2 Thessalonians 1:8; Ecclesiastes 12:14; John 3:18)

6. We believe in the universal church — a living spiritual body of which Christ is the head and of which all regenerated people are members. We also believe in a multitude of local churches, each a company of believers in Jesus Christ associated for worship, work and fellowship. We believe that to these local churches were committed the ordinances of baptism by immersion and the Lord's Supper, and that God has laid upon these churches the task of proclaiming to a lost world the acceptance of Jesus Christ as Savior and Lord. Furthermore we believe that each church is independent and autonomous and must be free from interference by an ecclesiastical or political authority. Nonetheless, we support cooperation with other persons and groups in programs that promote the work of God's universal church, and we uphold the rights of civil government when these do not infringe upon our obligations to God. (Acts 2:1-4; Acts 2:41-47; Hebrews 10:24-25; Acts 5:28-29; Romans 13:1-6; Matthew 10:28)
7. We believe that Christians are to follow the Savior's example in ministering to human physical needs. Such acts of love are good in themselves; and when done in the name of Jesus, they bring glory to God.
8. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24; Gen.19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; 1 Cor. 5:1-13; 1 Cor. 6:9, 12-19; 1 Thess. 4:1-8; Heb. 13:4)
9. We believe that the only legitimate marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; 1 Cor. 7:10; Eph. 5:22-23; Tit. 1:6)
10. We believe that Christians are prohibited from bringing civil lawsuits against other Christians or the church to resolve personal disputes. We believe the church possesses all the resources necessary to resolve personal disputes between members. We do believe, however, that a Christian may seek compensation for injuries from another Christian's insurance company as long as the claim is pursued without malice or slander. (1 Cor. 6:1-8; Eph. 4:31-32)

COVENANT

Having been led by the Holy Spirit of God to assemble ourselves together as a local church, which we believe to be an assembly of regenerated believers baptized by immersion and bound together by ties of Christian love, discipline, ministry and unity, we covenant together:

1. to strive for personal growth in spiritual knowledge, holiness, maturity, and love;
2. to participate fully in the worship, teaching, discipline, and order of this church in obedience to God's Word and in submission to the chosen leadership of this church;
3. to contribute regularly and cheerfully to the financial needs of this church for ministry here and throughout the world;
4. to minister to each other by praying for each other, by seeking to build each other up, by helping to meet each other's spiritual and physical needs, and by seeking the reconciliation of those actions or convictions that may cause a breach of harmony;
5. to seek the salvation of the lost by word and by example and to provide for the spiritual nurture of those in our care;
6. to live lives which seek to glorify God by devotion to that which is good and acceptable and perfect and by seeking to do nothing which would give offense to other Christians or to unbelievers;
7. to exercise the spiritual gifts to each Christian in active building up of believers and of this church in a decent and orderly manner.

ARTICLE I - NAME

The name of this organization, a corporation, shall be the Trinity Baptist Church of Spokane, Washington.

ARTICLE II - OBJECT

The object of this organization shall be to promote:

1. the preaching of the gospel of the Lord Jesus Christ in order to win people to a personal faith in Him as Savior.
2. to provide for the worship of God, the preaching and teaching of the Word of God, to administer the ordinances of the New Testament, to seek the spiritual improvement of our members, and to maintain a Baptist Church to minister to its own community, and to extend a ministry of the gospel unto all the earth.

ARTICLE III - MEMBERSHIP

The membership of this church shall consist of believers in the Lord Jesus Christ who have been immersed; acknowledge substantial agreement with the faith, practice and covenant of this church; and have been received into the fellowship by regular action of the church. Voting shall be set forth in the by-laws.

ARTICLE IV - OFFICERS

The scriptural officers of this church are Pastor and Deacons, and the by-laws shall determine their election, term, and succession. The church shall elect and appoint to the various forms of service indicated by their titles and as defined in the by-laws such other officers as are deemed advisable.

ARTICLE V - MEETINGS

Meetings for worship, prayer, praise, fellowship, business, and special purposes shall be held as set forth in the by-laws.

ARTICLE VI - RELATIONSHIPS

Believing in the sovereignty of the local church as an autonomous body of believers under the leadership of the Holy Spirit, this church by official action shall determine the maintaining of fraternal fellowship and cooperation with churches of like faith and practice; or with organized groups of Baptists or interchurch relationships; when our cardinal beliefs will not be compromised. To such groups this church may send statistical reports and may be represented in their meetings. No financial support is to be given to a work or workers whose doctrinal position is in opposition to the preamble of this constitution.

ARTICLE VII - AMENDMENTS

This constitution may be amended by a three-fourths vote of members present and voting at any business meeting provided such amendments have been submitted in writing at a previous quarterly meeting.

BY-LAWS

Of the Trinity Baptist Church, Spokane, Washington
Adopted as amended November 18, 1984

PREAMBLE

These by-laws are established for the Church's government and plan of worship and service.

SECTION A. Qualification and Reception of Members

1. Any person professing faith in the Lord Jesus Christ, having been baptized, and holding views of faith and practice in conformity with those of this church, may be received into its membership by letter or by statement of Christian experience.
2. All applications for membership shall be made through the Board of Deacons and may thereafter be acted upon at any business meeting of the Church.

SECTION B. Responsibilities of Members:

1. Members shall strive to follow the principles of faith and practice set forth in the Church Constitution.
2. They shall be mindful that they are members of the Body of Christ, within which there is to be mutual love and esteem. They shall show in practical ways that they are concerned for the spiritual and material needs of other members.
3. They shall highly esteem their Pastor, guarding his reputation, praying daily for him and submitting to him in ways that the Scriptures define.
4. They shall support the church in its operational aspects by the giving of time, talent, and money to the extent that God has gifted them.

SECTION C. Classification of Members

1. Active members are those who by their attendance and participation show their concern for the mission of the church.
2. Members who are absent for a period of six months and fail to communicate with the church shall be declared inactive by the Board of Deacons. Persons declared inactive shall not be counted as members and shall have no rights of membership. Such members may be restored to the active roll by action of the Board of Deacons when there is clear evidence of active status.
3. Voting members are active members, sixteen years of age or older.
4. Associate Members are those who are residing in the area on a temporary basis and wish to retain permanent membership in their home churches. Such persons must meet the same qualifications and be received into membership on the same basis as regular members.
5. Associate membership shall be for a period of one year, requiring renewal each year.

SECTION D. Discipline of Members

1. The Board of Deacons shall have the authority to initiate disciplinary procedure when a member is detrimentally opposed to the doctrines, practices, or mission of the church; or is found to be living in a manner dishonoring Christ, as described in the church Constitution and Bylaws (Matthew 18:15-17; 1 Cor. 5:1-13).

2. The Board of Deacons shall have the authority to initiate disciplinary procedure when a member is detrimentally opposed to the doctrines, practices, or mission of the church; or is found to be living in a manner dishonoring Christ.
3. The Board of Deacons shall follow the procedure and abide by the spirit of discipline as found in the New Testament. (Matthew 18:15-20; Galatians 6:1-2; 1 Corinthians 5; 2 Thessalonians 3:14-15). The goal of disciplinary action shall be restoration to the Lord and the church.
4. A member shall be excluded by a majority vote of the church when all efforts toward restoration have failed.
5. When a disciplined member gives evidence of repentance and desires to be reinstated into membership, the Board of Deacons shall initiate action of reinstatement.

SECTION E. Dismissal of Members

Members shall be dismissed:

1. By letter to some other Baptist Church;
2. By certificate of Christian standing to another evangelical church;
3. By exclusion because of discipline;
4. By erasure after one year as an inactive member;
5. By death.

ARTICLE II OFFICERS

SECTION A. Number of officers

The officers of this church shall be Pastor, any Associate or Assistant Ministers, and up to eight Deacons for the first 200 active members. When the active membership exceeds 200, the number of Deacons may be increased to as many as 12 by adding one Deacon for each 100 additional active members.

SECTION B. Qualifications

1. Pastors shall have been ordained or be qualified for ordination, shall have conscientiously accepted the Declaration of Faith and Covenant of this church, and shall conform to the qualifications set forth in 1 Timothy 3:1-7.
2. Deacons shall be men of exemplary Christian character who conform to the qualifications for the office as set forth in 1 Timothy 3:8-13. They shall exhibit characteristics of consecration, dependability, initiative, and leadership.

SECTION C. Election and Term of Office

1. Pastor, Associate and Assistant Ministers.
 - a. They shall be called to their positions upon recommendation of the Pulpit Commission and the support of a 75% majority of the eligible voting members present at a business meeting called for the purpose of election. Voting shall be by secret ballot. They shall be called for an indefinite period of time.
 - b. Their remuneration shall be fixed by the church at the time of election, upon recommendation of the Board of Deacons and concurrence of the Finance and Stewardship commission. Changes in remuneration may be made at any regular business meeting of the church. They shall be entitled to four weeks annual vacation at whatever time is approved by the Board of Deacons.
2. Deacons

- a. Deacons shall be elected on the first Sunday of October each year. They shall be elected for a three year term, the number to be determined by the criteria in Article II, Section A. The Personnel Commission will secure nominees for the election and will post the list of nominees by the first Sunday of September. Any member wishing to add names to the posted list must present them to the Personnel Commission in writing by the third Sunday of September, but only after securing the approval and determining the Scriptural qualifications of those to be recommended. This procedure shall be announced on the first and second Sundays of September.
- b. Deacons shall be elected in October 1987 in classes of duration: 3 for three years, 3 for two years and 3 for one year. These classes shall be decided by votes cast: the three with the highest votes, 3 years; the next 3, two years; the next 3, one year. Tie votes shall be decided in alphabetical order (Allen is elected, Jones is not). Each year thereafter the number elected shall be in accordance with Article II, Section A.
- c. All approved nominees shall be placed on the election ballot and presented to the membership for their vote. A majority vote is required for election. When more than the predetermined number receive a majority vote, the predetermined number receiving the highest percentage of votes shall be declared elected.
- d. If a vacancy occurs during the year, the Board of Deacons shall appoint a new Deacon to fill the balance of the term. This appointment shall be presented to the Church for their approval at the next quarterly business meeting.

SECTION D. Duties

1. Pastor

- a. He shall perform all the scriptural and necessary duties of his office, preach the Word, administer the ordinances, tenderly care for the membership and the spiritual interest of the Church, and organize and develop its membership for the best possible service.
- b. He shall be an ex-officio member of the Board of Deacons and of all Commissions. He shall give guidance to all staff members, officers, and Commissions.
- c. He shall have general supervision of all Associate and Assistant Ministers and may delegate responsibilities to them.
- d. He shall be responsible for the efficient operation of the church office.
- e. He shall submit an annual report to the congregation (See Article IV, Section B-4, By-Laws).
- f. Associate or Assistant Minister(s)
- g. He shall perform all duties of his office in accordance with a written job description prepared by the Board of Deacons at the time of hiring. He shall assist the Pastor in the performance of general pastoral duties as deemed appropriate by the Pastor.
- h. He shall be responsible directly to the Pastor and through him to the Board of Deacons.
- i. He shall be an ex-officio member of the Board of Deacons and all Commissions. He shall give guidance to all officers and Commissions in areas of his special competence.
- j. He shall submit an annual report to the congregation (See Article IV, Section B-4, By-Laws).
- k. He shall resign his position at the termination of the Senior Pastor's tenure. The Board of Deacons may ask him to continue until a new Senior Pastor is called, at which time the new Pastor will recommend to the Board of Deacons whether to accept the tendered resignation.

2. Deacons

- a. The Board of Deacons shall be the Board of Directors of this Corporation. They shall be the legal trustees of the property.
- b. They shall hold regular monthly meetings for the purpose of prayer and business.
- c. They shall organize within two weeks after their election, shall prayerfully elect the first three corporate officers listed below and shall appoint the Chairmen of all standing Commissions from their own membership.
 - i. The Chairman of the Board of Deacons shall be the President of this Corporation and shall preside at all meetings of the Board of Deacons.

- ii. The Vice-Chairman of the Board of Deacons shall be the Vice-President of the Corporation and shall fulfill the duties of the Chairman during his absence.
- iii. The Secretary of the Board of Deacons shall be the Secretary of the Corporation and shall maintain an accurate record of proceedings at all meetings of the Board of Deacons.
- d. This Board of Deacons shall formulate such policies as are needed to guide the operation of Church programs and activities. Policies are subject to congregational approval.
- e. The Board of Deacons shall delegate to the various Commissions or Commission Chairmen the responsibility of supervising all committees and auxiliary organizations.
- f. They shall receive monthly written reports from all standing Commissions.
- g. They shall administer the Fellowship Fund, created from the Fellowship offerings received at each observance of the Lord's Supper.
- h. They shall assist the Pastor in administering the Lord's Supper and Baptism.
- i. They shall submit annual reports at the appropriate times.

SECTION E. Additional Officers

In addition to the Pastor(s) and Deacons, there shall be the following elected officers: Treasurer, Financial Secretary, Historian, Sunday School Superintendent, Church Clerk, and Moderator.

1. These officers shall be elected from the active membership of the Church and shall serve for one year.
2. The term of these officers shall expire at the annual meeting.
3. They shall submit annual reports at the appropriate times.

Duties of these additional officers are defined as follows:

1. **Treasurer:** The Treasurer shall receive, count, and keep in designated depositories all monies of the Church. He shall issue a receipt to the Financial Secretary for each offering received. Payments from funds in the custody of the Treasurer shall be made only by a check bearing the signature of the Treasurer or Financial Secretary.
2. **Financial Secretary:** The Financial Secretary shall assist the Treasurer in receiving and counting all monies, receiving and maintaining all records of individual giving, and issuing receipts to individuals annually upon request. Records of individual giving shall be strictly confidential. The Financial Secretary shall serve on the Finance and Stewardship Commission.
3. **Historian:** The Historian shall collect and correlate information, records, clippings, letters, pictures, and other pertinent material relative to the history and progress of the Church. This material shall be kept in an orderly manner and made available to committees and others planning special programs.
4. **Sunday School Superintendent:** The Sunday School Superintendent shall be the administrator of the Sunday School Organization.
 - a. The Superintendent shall appoint the Assistant Sunday School Superintendent. The Superintendent and the Assistant Superintendent shall appoint a Sunday School Secretary and may appoint other assistants as they deem necessary, subject to approval of the Christian Education Commission.
 - b. The Superintendent and the Assistant Superintendent shall serve on the Christian Education Commission.
5. **Church Clerk:** The Church Clerk shall:
 - a. Keep a record of all proceedings of the business meetings of the church.
 - b. Send for letters of transfer, issue letters of dismissal, and record all changes in membership.
 - c. Keep and safeguard the official records of the Church.

- d. Keep a record of the tenure of office of all elected officers and Commission members and advise the Personnel Commission of all positions to be filled.
 - e. Serve on the Personnel Commission.
6. **Moderator:** The Moderator shall be elected by the Church preferably from the Board of Deacons. If the Moderator is not a Deacon, he shall serve as an ex-officio member of the Board of Deacons. He shall officiate at all business meetings of the Church, opening each meeting with a Scriptural meditation and prayer. The Board of Deacons shall appoint a substitute in his absence.

SECTION F. Termination

1. Pastor, Associate, and Assistant Ministers:
 - a. If either the church or a minister desire to terminate the ministerial relationship, written notice is required at least 30 days prior to termination.
 - b. The Board of Deacons shall present a recommendation to the Church terminating a ministerial relationship, if after thorough investigation, it is determined that a minister has failed to fulfill the Scriptural qualifications of the office, has deviated from the Declaration of Faith and Covenant of the Church, or has failed to perform the duties of his office. The congregation shall receive the Board's recommendation at least two weeks prior to a business meeting at which a vote shall be taken; a majority of the votes cast by secret ballot shall decide the issue.
2. Elected Officers:
 - a. If it has been determined through investigation that any officer has failed to maintain the high conduct appropriate to his office, has deviated from the Declaration of Faith and covenant of the Church, or has failed to perform the duties of his office, the Board of Deacons shall recommend termination to the church. Any officer voluntarily absent from four Board meetings or four Commission meetings within one year shall be declared delinquent. By decision of the Board of Deacons, the office may be declared vacant.

ARTICLE III COMMISSIONS

SECTION A. Election and Term of Office

1. All Commission members shall be appointed annually by the Deacon Board and shall be presented to the congregation for approval at the specified time. (See Article IV, B-3)
2. Any Commission member voluntarily absent from four Commission meetings shall be declared delinquent. By decision of the Board of Deacons, the office may be declared vacant.
3. In the case of a vacancy, a new Commission member shall be appointed by the Board of Deacons to fill the unexpired term.

SECTION B. General Responsibilities

1. Each Commission is responsible to the Church through the Board of Deacons to prayerfully and diligently:
2. Administer its responsibilities as prescribed by the By-Laws. (See next section)
3. Carry out special assignments from the Board of Deacons.
4. Conduct its business and keep records in an orderly manner, choosing such officers, standing rules, and committees as necessary.
5. Report monthly its activities to the Board of Deacons.
6. Present an estimate of its annual operating expenses to the Finance and Stewardship Commission.

SECTION C. Number and Functions

Each Commission shall consist of a Deacon acting as chairman and a minimum of three additional members. The Standing Commissions and their general duties are as follows:

1. The Christian Education Commission shall be responsible for the organization, administration, and supervision of the educational and youth programs of the Church. Two members shall be the Sunday School Superintendent and the Assistant Sunday School Superintendent.
2. The Finance and Stewardship Commission shall be responsible for the development and oversight of all financial policies and procedures, including the preparation of a proposed annual budget. Two members shall be the Treasurer and Financial Secretary.
3. The Missions Commission shall develop and maintain a program of missionary education and promotion, and shall make recommendations to the Church regarding personnel and projects to be supported, including the proposed annual missions budget.
4. The Evangelism and Discipleship Commission shall develop and promote the interest of the Church in the area of personal and group evangelism and discipleship. This commission shall also oversee and promote the interests of auxiliary organizations and shall be the liaison between the auxiliary organizations and the Deacon Board. The President/Chairman of each auxiliary organization shall be Commission members.
5. The Building and Grounds Commission shall oversee all matters pertaining to the maintenance, repair, development and insurance of the church buildings and grounds.
6. The Church Services Commission shall supervise all activities related to Worship Services, such as ushering, nursery, flowers, and music.
7. The Personnel Commission shall meet with all candidates for membership and recommend to the Deacon Board their acceptance or non-acceptance. They shall present to the congregation nominees for Deacon the first Sunday of October and nominees for officers elected at the annual meeting the third Sunday of November and for non-Deacon offices vacated throughout the year; and shall hire non-pastoral staff as needed. The Church Clerk shall serve on this Commission.
8. The Social and Fellowship Commission shall seek means to foster a climate of close Christian fellowship and shall oversee all social functions of the Church.
9. The Planning Commission shall perform intermediate and long range church planning and shall present developed plans to the Deacon Board for review and approval.
10. The Special Commission: Pulpit Commission
 - a. When a pastoral vacancy occurs, a Pulpit Commission of seven members shall be formed. Three of these shall be selected by the Board of Deacons from its own ranks, subject to congregational approval. The four remaining members shall be elected from a list of nominees prepared by the Personnel Commission. Nominations by church members will be received by the Personnel Commission provided they are in writing and are presented at least one week before the business meeting when the Pulpit Commission is formed. No two members of the same family shall serve on the Commission. Within one week of their election, the Commission members shall meet to elect a chairman and a corresponding secretary.
 - b. This Commission shall take the necessary steps to secure a candidate for the vacant office. In the case of offices other than that of Senior Pastor, it shall be the privilege of the Senior Pastor to propose or approve candidates. The Commission shall investigate the potential candidate's spiritual gifts, personal beliefs, education, ministerial experience and manner of life. All deliberations prior to recommending a candidate shall be completely confidential. When a suitable candidate has been found, he shall be invited to visit the Church for interaction with the congregation. At least two weeks before his arrival, the Commission shall announce the date and other details of his visit.
 - c. Within one week after the candidate's visit, the Pulpit Commission shall call a special business meeting to present its written recommendation to the church. If it is unanimously positive, a vote of the church shall be taken by secret ballot; support of at least 75% of the congregation shall justify a call. If the

Pulpit Commission's written recommendation is negative in any sense the congregation shall be so informed. Another candidate will then be sought by the Commission.

- d. Following the election of a Pastor, the Pulpit Commission shall send the candidate two copies of a letter of call in which terms of the call are defined clearly. The letter shall be signed by the Chairmen of both the Pulpit Commission and the Board of Deacons.
- e. This commission shall be dissolved only after receiving the elected candidates signature on one copy of the letter of call.

ARTICLE IV MEETINGS

SECTION A. Religious Meetings

1. Services for worship, instruction and fellowship shall be conducted each Sunday. The congregation shall approve any change in the time or location of any such meeting.
2. The Ordinance of the Lord's Supper shall be observed monthly, at which time the Fellowship Offering may be received.
3. Special meetings for such purposes as evangelism, Bible Study, and missionary work may be held at any time. Meetings shall be planned and supervised by the Pastor and the Board of Deacons.

SECTION B. Business Meetings

1. All the business of the Church shall be conducted at scheduled or specially called business meetings.
2. The annual election of Deacons shall occur on the first Sunday of October. (See Article II, Section C-2, By-Laws)
3. The election of other church officers and the approval of all Commission members shall be held on the third Sunday of November.
4. All nominations for Commission members and officers (except Deacons) shall be posted at least two weeks prior to the election.
5. Any member wishing to add names to the posted list must present them to the Personnel Commission, but only after securing the approval of those to be recommended. Terms shall begin upon election.
6. The annual business meeting shall be conducted on the third Sunday in November. All officers and commissions shall submit written reports of activities and accomplishments. The new budget shall be presented for adoption at this meeting.
7. Brief business meetings shall also occur on the third Sunday of February, May and August. All reports presented shall be oral except for the Treasurer's and the Clerk's Membership Report.
8. Special meetings for the transaction of business may be called by the Pastor, Moderator, or any five active members, provided announcement of the meeting is made at least one week prior to the proposed meeting.
9. All elections shall be by secret ballot. All other voting shall be by voice unless otherwise requested from the floor. A majority of members present and voting shall be required for the transaction of business unless otherwise prescribed in these By-Laws.
10. A quorum for all business meetings shall generally consist of ten percent of the active membership sixteen years of age or older. However, a quorum of twenty percent must be present to:
 - a. Acquire or dispose of property
 - b. Call or terminate a Pastor.
11. Robert's Rules of Order shall govern the format and procedures of all business meetings, except when they conflict with these By-Laws.

ARTICLE V LICENSING AND ORDAINING

SECTION A. Licensing

The Church shall have authority to license any of its members who give evidence of a divine call to the ministry. Such evidence shall include an exemplary Christian life and faith, a zeal and aptness to teach, and a demonstration of preaching skill in the hearing of the Church. Licensing shall initially be for one year and is contingent upon the concurrence of at least three-quarters of the members present and voting at any business meeting. At the discretion of the Board of Deacons and by a three-fourths vote of the Church, the license may be renewed annually or be made permanent.

SECTION B. Ordaining

The Church shall have authority to ordain any of its members who give evidence of a divine call to the ministry. Such members shall in most cases have been licensed for at least one year or have completed successfully a seminary education or its equivalent. The decision to begin the ordination process shall be made only after three-fourths of those members present at a church business meeting vote affirmatively. Aided by a CBA Pastor, the Board of Deacons shall then appoint a council of ministers and lay-members to examine the qualifications of the candidate. If the council recommends ordination, there shall be a second vote of the Church. A candidate receiving at least three-fourths of the second vote shall be considered ordained. The Board of Deacons shall then plan a time and place for the ordination service.

SECTION C. Licensing

The procedures and forms for licensing and ordaining shall be obtained from the Conservative Baptist Association of America.

ARTICLE VI AUXILIARY ORGANIZATIONS AND APPOINTED COMMITTEES

SECTION A. Auxiliary Organizations

Such auxiliary organizations as may be needed to develop fully the programs of the church may be formed. They shall be responsible to whatever Commission the Board of Deacons designates.

Each auxiliary group shall seek the Board of Deacons approval of its written operating procedures, as well as any proposal to affiliate with an organization outside the Church.

All officers of auxiliary organizations of the Church must be members of the Church.

SECTION B. Appointed Committees

Members of Committees formed to carry out Commission responsibilities shall be approved by the Board of Deacons.

ARTICLE VII MISCELLANEOUS

SECTION A. The financial year of this church shall be November 1st – October 31st. Written financial reports shall be made quarterly.

SECTION B. An annual audit of the Church's financial records shall be made by an Audit Committee appointed by the Board of Deacons. This committee shall render its report at the November annual meeting.

SECTION C. Money for conducting the Church's programs shall be obtained through the voluntary offerings of members and friends. No entertainments, suppers, bazaars, or other such money-raising projects shall be held by the Church. In the cause of Auxiliary organizations, specific money-raising projects or fund solicitations may be permitted only upon approval of the Board of Deacons.

SECTION D. Money may not be borrowed without first obtaining congregational approval, except when immediate action requiring a loan is necessary to protect church property.

SECTION E. The Church may elect messengers and representatives to attend state, regional, or national association meetings.

SECTION F. Should this Church be dissolved, its assets shall go to the Northwest Conservative Baptist Association and not distributed among the membership.

SECTION G. Amendments: These By-Laws may be changed at any Church business meeting provided the changes do not conflict with any provision of the Church Constitution or Articles of Incorporation. The procedure to change is as follows:

1. Two written copies of the proposed change(s) shall be given to the Church Moderator at least three weeks before the meeting where the change(s) will be voted on;
2. At least two weeks before the meeting, one copy shall be posted on the Church bulletin board and the proposed change(s) read from the pulpit;
3. At least two-thirds of the members present and voting must support the change(s).