

**THE STATEMENT OF FAITH,  
CONSTITUTION AND BYLAWS  
OF  
GRACE CHURCH  
OF  
DEER PARK, WASHINGTON**

**AMENDED AUGUST 6, 2023  
FROM THE JUNE 2, 2019  
CONSTITUTION AND BYLAWS**

## **ARTICLE I**

### Name of Organization

The name of this organization shall be Grace Church of Deer Park, Washington, known as Grace Church.

## **ARTICLE II**

### Statement of Faith

We, as a body of believers at Grace Church, do hereby acknowledge and accept the Statement of Faith of Grace Church as stated in the following document.

We believe:

- A. The Scriptures, both Old and New Testaments, to be the plenary\*, verbal\*\*, inspired Word of God, without error in the original writings, the complete revelation of His will for the salvation of men and the divine and final authority for Christian faith and life (2 Peter 1:20-21; 2 Timothy 3:15-17). \*(every word), \*\*(the very words)
- B. In one triune God, Creator of all things, eternally existing in three persons—Father, Son and Holy Spirit—co-equal in being, co-equal in power and glory, and having exactly the same attributes and perfections (Genesis 1:1-3; Deuteronomy 6:4; Matthew 3:16-17; 1 Corinthians 8:6; Ephesians 2:18; Ephesians 4:4-6; 1 John 5:7).
- C. That God the Father, the first person of the Trinity, orders and disposes all things according to His own purpose and grace (Genesis 1:1; Psalms 145:8-9; I Corinthians 8:6). That He is the only absolute and omnipotent ruler in the universe, that He is sovereign in creation, providence and redemption (Psalms 103:19; Romans 11:36). He has decreed for His own glory all things that come to pass (Isaiah 43:7; Ephesians 1:11). He upholds, directs and governs all creatures and events (I Chronicles 29:11). He is neither author nor approver of sin (Habakkuk 1:13), nor does He abridge the accountability of moral, intelligent creatures (I Peter 1:17-19). He saves from sin all who come to Him; and He becomes, upon adoption, Father to His own (John 1:12; Romans 8:15; Galatians 4:5; Hebrews 12:5-9).
- D. That Jesus Christ is true God and true man having been conceived of the Holy Spirit and born of the virgin Mary. He died on the cross a sacrifice for our sins according to the Scriptures and was buried. Further, He arose bodily from the dead, ascended into heaven, where seated at the right hand of the Majesty on high, He is now our High Priest and Advocate (Matthew 1:18-23, 28:1-6; Romans 8:34; 1 Corinthians 15:3-4; Hebrews 7:24-27; Titus 2:11-13).
- E. That the ministry of the Holy Spirit is to glorify the Lord Jesus Christ and during this age to convict men of sin, regenerate the believing sinner, indwell, seal, guide, instruct, and empower the believer for godly living and service (John 14:26; John 15:26, 16:7-11; 1 Corinthians 6:19; Ephesians 1:13).
- F. That man was created in the image of God but fell into sin and is, therefore, lost; and only through regeneration by the Holy Spirit can salvation and spiritual life be obtained (Genesis 1:26; John 3:36; Romans 3:23, 5:12; Titus 3:4-7, Ephesians 2:1).

- G. That the shed blood of Jesus Christ and His resurrection provide the only ground for justification and salvation for all who repent and believe, and only such as receive Jesus Christ are born of the Holy Spirit and, thus, become children of God (John 3:16; Acts 4:12; 1 John 5:10-13).
- H. And teach that all the redeemed once saved are given eternal life and are kept by God's power and are thus secure in Christ forever (John 6:37-40; John 10:27-30; Romans 5:9-10; Romans 8:1 and 38-39; Ephesians 4:30; Hebrews 7:25; I Peter 1:4-5).
- I. That water baptism of believers by immersion and the Lord's supper are ordinances to be observed by the church during the present age. They are, however, not to be regarded as a means of salvation (Matthew 3:16, 28:19-20; Acts 8:36-39; Romans 6:3-8; 1 Corinthians 11:23-30).
- J. That the Church is composed of all such persons who, through saving faith in Jesus Christ, have been regenerated by the Holy Spirit and are united together in the body of Christ, of which He is the Head (1 Corinthians 12:12-14; Ephesians 1:22-23, 5:23; Colossians 1:18).
- K. That only those who are, thus, members of the body of Christ shall be eligible for membership in Grace Church (1 Corinthians 12:18; Ephesians 2:21-22).
- L. That Jesus Christ is the Lord and Head of the church and that Grace Church has the right, under Christ, to decide and govern its own affairs (Acts 14:23, 15:1-12, 16:4; 1 Corinthians 12:5-7).
- M. Regarding Last Things:
1. The Rapture of the Church – we believe and teach the imminent and personal return of our Lord Jesus Christ in the air when He will call His church (both the living and the dead) to meet Him in the clouds above this earth (I Corinthians 15:51-53; I Thessalonians 4:13-18).
  2. The 70<sup>th</sup> Week of Daniel – we believe and teach that immediately following the removal of the church from the earth (I Thessalonians 4:13-18) the righteous judgment of God will be poured out upon an unbelieving world (Jeremiah 30:7; Daniel 9:27 and 12:1-2; 2 Thessalonians 2:7-12).
  3. The Second Coming and Millennial Reign – we believe and teach that immediately following the 70<sup>th</sup> Week of Daniel, Christ will come again to earth and establish His Messianic kingdom and occupy the throne of David for one thousand years (Matthew 25:29-31; Luke 1:32-33; Acts 1:10-11 and 2:29-30; Revelation 20:1-7).
- N. In the bodily resurrection of the dead; of the believer to everlasting blessedness and joy with the Lord; of the unbeliever to judgment and everlasting conscious punishment in the lake of fire (Matthew 25:46; John 5:28-29; Acts 24:14-15; Revelation 20:11-15).
- O. We believe that God has made men and women in His image to fulfill distinct, yet complementary, roles. Men and women are equal in terms of dignity and worth to God who biologically assigns each person their gender the moment they are conceived. Rejection of one's biologically assigned gender is a rejection of the image of God within that person. (Genesis 1:26-27; Psalm 139:13-16; Jeremiah 1:4-5; 1 Corinthians 11:2-3; Ephesians 5:22-24; Colossians 3:18-19; 1 Timothy 2:8-3:7)

- P. We believe that marriage is only the union of one man to one woman in a lifelong covenant. Any sexual activity outside of the marriage covenant is sinful and condemned in Scripture (including but not limited to: fornication, adultery, homosexuality, bisexuality, bestiality, polygamy, incestuous relationships, and pornography.) (Genesis 2:24-25; Leviticus 18; Matthew 19:1-12; Mark 10:1-12; Romans 1:24-32; 1 Corinthians 6:9-11; Revelation 21:8.)
- Q. We believe the Nation of Israel is chosen and loved by God. (Deuteronomy 7:6-9) We believe and teach that God's covenant promises to Israel are irrevocable and that in no way does the Church replace the promises to the Nation of Israel.
- R. Speaking in tongues is the miraculous ability to speak in a known language. (Acts 2:4-6, 8)

**ARTICLE III**

Purpose

It is the purpose of this church to honor and glorify God (Isaiah 43:7); to build one another up in the Lord and to edify one another in love, faith, and in unity (Ephesians 4:12-16), so that we may become God's approved workers who are not ashamed (2 Timothy 2:15). Further, it is to faithfully carry out our Lord's command to share the good news of salvation to the people of Deer Park and then to the ends of the world, by going ourselves or sending others and giving them moral, financial, and prayer support (Acts 1:8), for we are God's fellow workers (1 Corinthians 3:9).

This corporation is organized exclusively for religious, charitable, scientific, literary, or educational purposes within the meaning of Section 501c of the Internal Revenue Code.

**ARTICLE IV**

Relationships

A. Local Autonomy:

This church shall remain free and independent of any external authority that would tend to hinder its ability to decide and govern its own affairs under the Lordship of Christ. The responsibility for ministry belongs to the entire church membership, under his leadership.

**ARTICLE V**

Membership

The membership of this church shall consist of persons who have trusted in and publicly professed Jesus Christ as Lord and Savior; whose character, conduct, and reputation honor the Lord Jesus. The procedures for membership are defined in the Bylaws Article I.

**ARTICLE VI**

Officers and Government

Organization:

- A. While this church recognizes that the principle authority of the church is the Lord Jesus Christ, it also acknowledges that the practical outworking of the Lord's authority flows through the elders. The elders shall oversee the total ministry of Christ in this body of

believers. The elders will be held accountable through the unity of assembled believers who are members of this church (I Peter 5:1-3; I Timothy 5:17-20).

- B. The elders will be men who are selected from and elected by this congregation whose lives exemplify the characteristics of godly leadership as stated in the Bylaws Article II A, 1. The pastor/elder shall be part of the elders. He shall have equal authority with the other elders. All elders must be members of the church. No woman shall have authority over men in this congregation (I Timothy 2:12).
- C. The elders shall oversee all matters pertaining to the spiritual and physical well-being of the church, with the approval of the church body. A chairman shall be selected by the elders from among the elders. The pastor/elder shall not be the chairman.

## **ARTICLE VII**

### Meetings

#### Business Meetings:

Two business meetings will be held per year, October and May. The October meeting will be the Church Annual Business Meeting. A report from the elders covering the different facets of the work for the preceding year shall be submitted in writing and shall be read by the chairman of the elders at the annual meeting. The elders shall continually inform (or report to) the church members at meetings to be held as needed.

## **ARTICLE VIII**

### Amendments

#### Procedure:

- A. Submit. Suggested amendments to this Constitution shall be presented in writing to the elders at any time.
- B. Appeal. Members shall have the right to appeal the elders' decision at any duly-called business meeting. Voting on any changes will be carried out according to #C (Voting).
- C. Voting. Proposed amendments must be provided to the active membership in written form and discussed at a duly-called business meeting at least three (3) months prior to the time of voting on the amendment(s). Adoption of an amendment shall require a 75 percent majority vote of the ballots cast by qualified voters. An exception is made for Articles II, III, IV and VIII, which will require a 90 percent majority vote of the ballots cast by qualified voters. The counting of votes shall include absentee ballots that are approved in accordance with the guidelines mentioned in the Bylaws. Notification of the proposed INTENT to amend or change an amendment(s) shall be posted in the bulletin and/or bulletin board for at least three (3) consecutive months prior to the time of voting. Absentee members are responsible for being and staying informed of any upcoming changes.
- D. No waiver of Article VIII shall be permitted.

**ARTICLE IX**

Property Rights

Ownership:

- A. This church shall have the right and power to buy, own, and sell property for the purpose of fulfilling its mission, purpose, and goals.
  - 1. Are consistent with those of Article II.
- B. If division occurs in the church, the name and all property are retained by those adhering to this Constitution.

Disposition:

- A. If this church ceases to function, and its organization is dissolved, the disposition of the property shall be determined by those church members who remain and in accordance with the guidelines in the following statements.
  - 1. The property and other assets shall be distributed only to a Christian ministry or organization whose statement of faith, goals, and activities are consistent with this Constitution.
  - 2. If no such entity meets the above requirements, or, if meeting the requirements, it does not desire the property for its own use, the remaining members may decide to sell the property and distribute the proceeds to such churches, missionaries, and/or ministries that do meet all the requirements of #1 above.
  - 3. Under no circumstances shall any member of this church benefit financially from the dissolution of the property and assets.

**ARTICLE X**

Provision for Bylaws

This constitution contains the principles of this church. A supplement to this Constitution known as "Bylaws" shall contain further details of policies and procedures of this church and shall be considered binding upon all who voluntarily enter into the membership of Grace Church of Deer Park, Washington.

Grace Church  
Of Deer Park, Washington

**BYLAWS**

**ARTICLE I**

Membership

The main purpose of this church is to honor and glorify God (Isaiah 43:7), to edify one another with the truth of God's word (I Thessalonians 4:18, I Thessalonians 5:11), and to keep his word pure (Jude 1:3). The guidelines for membership into this local body of believers are not intended to force anyone to believe as we do. It is rather to protect this body from false doctrine that easily slips in unaware (Jude 4).

A. Qualifications:

Persons shall be considered for membership of this church under the following guidelines:

1. They can attest to the fact that they have made a genuine and personal, public profession of faith in Jesus Christ as the only means of salvation. (Acts 16:31-33; Romans 10:9-10)
2. They are willing to state that they believe the whole Bible to be the only accepted authority and guide for godly attitudes and behavior, and that they depend upon the Holy Spirit to empower them to live a life that is honoring to God.
3. They will state that they understand, agree with and accept the Statement of Faith of Grace Church and will comply with its Constitution and Bylaws.
4. They will faithfully support Grace Church by their attendance, gifts, prayers, service and stewardship as lies within their God-given abilities.
5. They have been in regular attendance for at least three (3) months.
6. They have completed a form requesting church membership, submitted it to the elders for consideration, and have been interviewed by the elders.
7. They must have canceled their membership in any other church.

No person will be considered a member just because they were born into a family who are members in good standing. Every person must go through the process.

B. Withdrawal of Membership:

1. Any member absent from the services of the church due to relocation, joining another church, showing no interest in church affairs, or showing no response to inquiries for a period of two (2) months shall be considered in breach of fellowship, and membership and privileges will be withdrawn. Exceptions are made if the member notifies an elder in advance of irregular circumstances or health problems.
2. Any person or family who has been regarded as a member of this church may terminate their membership at any time. Those who are in elected or appointed positions of leadership are requested to submit a written resignation at least two weeks in advance so that replacements may be found to fill those vacancies.

C. Removal of Membership:

1. Members who have been placed under discipline by the elders or the church, regardless of the position they hold, may withdraw their membership or may have it revoked if there has been no effort to resolve the offense.

D. Reinstatement of Membership:

1. Those people whose membership has been revoked or withdrawn will have to submit a new request for membership to the elders and go through the acceptance process before membership/voting rights will be reinstated.

Even though you may not be in complete agreement with these guidelines and are not a member of this church, we invite you to fellowship with us as often as you can.

E. Church Discipline:

1. Admonishment/Exhortation per Matthew 18:15-18

- a. If a brother (this includes an elder) trespasses against you, or if you see a practice of sin in his life, go to him alone and admonish him as a brother. This is done in the spirit of love, tact, prayer and the Word of God. If he repents, you have gained a brother (verse 15).
- b. If he does not repent, go to him again with one or two witnesses to establish every word (verse 16).
- c. If he neglects to hear you and the brethren, bring it to the elders, who will bring it before the church body for discipline if necessary (verse 17).

If any member is found to live or teach contrary to the Word of God, they shall meet with the Elders and be interviewed and then, if deemed necessary, admonished in love to repent. If there is no repentance, church discipline will follow according to the guidelines found in Matthew 18:15-18, 1 Corinthians 5:2-11, Galatians 6:1-2, and 1 Timothy 5:19. No accusation shall be received against any member, pastor/elder or elder, except that it is supported by the complaint of two or three witnesses; and no disciplinary action shall be enacted until the evidence is clear that a violation has occurred.

2. Guidelines for Church Discipline:

- a. The church must address all disciplinary proceedings without showing partiality and demonstrate a consistent pattern when all discipline is being administered. The burden for all church discipline shall be assumed by the elders. If the accused are elders, the witnesses may call for a special congregational meeting to address the situation.
- b. All recommendations for church discipline must be recorded in the minutes of the elders and kept confidential, until such time as it becomes necessary to inform the church body of the need for disciplinary action.
- c. When the individual repents, following the last step (true repentance) in the disciplinary procedure under Matthew 18:15-18, and is willing to acknowledge their repentance before all parties involved, immediate attention should be given by the elders to reinstate the member into the full fellowship and privileges of membership.
- d. The graphic details of a sinful lifestyle of any member under discipline should not be openly shared with the congregation or any other congregation. If another church needs to be informed of the discipline, only the essentials must be communicated.



- e. Any person undergoing church discipline shall lose their voting privileges and be dismissed from all ministry responsibilities until they are reinstated.

## **ARTICLE II**

### Church Management

#### A. Qualifications for Church Leadership:

1. All individuals either elected or appointed to serve in positions of ministry in this church are expected to qualify and serve in such a manner as is consistent with the spirit in which 1 Timothy 3:1-13, Titus 1:5-9 and I Peter 5:1-3 were written. These guidelines should also serve as a constant reminder to all who minister in this church to strive to exhibit those characteristics.
2. Those to be nominated for elected positions must be contacted first and give their consent.
3. Refer to Bylaws Article III B, 7 for voting guidelines.
4. All church officers and committee chairs/members shall be members of Grace Church.

#### B. Description of Church Officers:

##### 1. Elders:

- a. The elders, which include the pastor/elder, shall form the church council and shall be responsible for the spiritual leadership of the congregation.
- b. The elders will work together in the supervision of all ministries within the church and evaluate each ministry in light of the church's Statement of Faith and purpose.
- c. The chairman of the elders will be chosen by the elders themselves. He will serve as the church's official agent in all legal matters and be chairman of the church. The pastor/elder shall not be the chairman.
- d. The elders shall have as the desire of their hearts a commitment to regular attendance at all church services whenever possible, and commitment to the practice of daily devotions and prayer for the ministry of the church.
- e. The elders will work together to oversee the administration of the ordinances (communion and baptism).
- f. The elders shall meet as necessary and no less than once each month. They shall divide responsibility according to gifts and capability among the individual elders.
- g. It is desired that there will always be an uneven number of elders in order to avoid deadlock. If there is a deadlock, the deacons will be brought in to help resolve it.

- h. Whenever the elders deem it necessary that more elders are needed, temporary appointments can be made until the following procedure shall take place:
  - (i) By no later than October 1, a copy of “Qualifications for Church Leadership” from the current Bylaws Article II A, 1 shall be made available or sent upon request to all church members in good standing. Those to be nominated will have been a member of this local church for at least two years.
  - (ii) Nominations for elder can be given at any time. Each nominee’s name will be passed on to the elders who interview (screen) them. Those who for obvious reasons fail to meet the biblical qualifications as spelled out in the church’s Constitution and Bylaws will be contacted by the chairman of the elders and encouraged to address appropriate areas of their life so that at a later time they will meet the qualifications.
  - (iii) Those nominees who have been tentatively approved will be asked to bring their wives to a second meeting for further evaluation.
  - (iv) Nominees shall have the privilege at any time to withdraw from nomination.
  - (v) At a special business meeting held no more than 3 months later, all approved nominees’ names will come before the church body, who will vote to place as many of them as are needed into service as an elder. This will require a 75 % approval. There will be no term limits for this office.
  - (vi) Permanently elected elders shall be installed along with all other newly elected church leaders during the first Sunday morning worship service after election.
  - (vii) If ever there is only one elder, he shall work together with the deacons in the supervision of all ministries within the church and evaluate each ministry in light of the church’s Statement of Faith and purpose, until more elders can be elected and put in place. This safeguards the local church from takeover by a single elder.
- i. Dismissal of Elders:
  - (i) Consideration of the dismissal of an elder shall come before the church at a special business meeting. Notice of such meeting shall have been publicly announced and have appeared in writing at church services on two successive Sundays preceding the day of the meeting. This will require a 75% vote.
  - (ii) In a case when immediate dismissal would appear to be appropriate and prudent, the elders will have the authority to suspend the elder’s ministerial duties until the matter can be taken before the church for review and vote.
  - (iii) After the church votes to dismiss the elder, his duties shall terminate immediately.

2. Pastor/Elder:

a. Requirements:

- (i) The pastor/elder shall be a man who meets the qualifications stated in the Bylaws of the church under the heading of “Qualifications for Church Leadership,” (Article II A, 1) as well as be absolutely committed to the Scriptures as referenced in our Statement of Faith and to our Constitution and Bylaws as evidenced by his signing of the same.
- (ii) The pastor/elder shall be an elder equal in authority to the other elders but not have authority or rule over the other elders. He cannot be the elders’ chairman.

b. Duties of the Pastor/Elder:

- (i) The pastor /elder shall particularly attend to the preaching of the Word of God and the exhortation/instruction of the members to do “the work of service” toward God and the church in every aspect of their personal and corporate (church) lives. (Ephesians 4:11-12)
- (ii) The pastor/elder, in conjunction with the other elders, shall visit the sick and needy and encourage the church body to make this a part of their Christian experience and service within the church.
- (iii) The pastor/elder, as any elder of the church, shall retain the right of address as necessary within the church and all its branches and committees.
- (iv) The pastor/elder must report to, and maintain open lines of communication with, the other elders in all matters, except those of a highly confidential nature dealing with the personal issues of the members of the congregation.

c. Election for Calling the Pastor/Elder:

- (i) The pastor/elder shall be voted on at a special meeting of the church called for that purpose. Notice of such meeting shall have been publicly announced and have appeared in writing at church services on two successive Sundays preceding the day of the meeting.
- (ii) A 75% majority of the members in good standing present at the meeting, including the qualified absentee ballots, shall be necessary to call a pastor/elder.
- (iii) A pastor/elder shall be called for an indefinite period of time and shall remain in his called position as long as he and the church are in agreement.

d. Pastor/Elder’s Salary, Paid Vacations, Sick Leave, and Extended Ministry:

- (i) The pastor/elder’s salary will be reviewed yearly by the deacons and elders. The deacons shall present recommendations to the congregation to be voted on by the church members at the Annual Business Meeting.
- (ii) The pastor/elder shall be given a paid vacation of at least two weeks, including two Sundays, each year. Any variation from this basic consideration must first be discussed among the pastor/elder, the elders and the deacons and mutually agreed upon.

- (iii) The pastor/elder's absence from his ministry, due to illness or other reason, will not be charged against or deducted from his vacation time; the church, however, will not be liable, in the event of an extended absence, to support the pastor/elder indefinitely. In the event of such an occurrence, the matter will come before the congregation, and a 75% majority ballot will determine the extent to which the church will continue to financially support the pastor/elder.
    - (iv) Upon mutual agreement between the pastor/elder and the elders, the pastor/elder may accept periodic speaking or teaching engagements in other churches or missions-related projects.
  - e. Dismissal of the Pastor/Elder:
    - (i) Same as Article II B, 1, i, (i)-(iii).
  - f. Resignation of the Pastor/Elder:
    - (i) The resignation of the pastor/elder shall be read or announced to the church at the next regular Sunday service.
    - (ii) Two months advanced notice should be given by the resigning pastor/elder, unless a mutual agreement has been reached between him and the elders.
  - g. Interim Pastor/Elder:
    - (i) Calling. An interim pastor/elder shall be elected and called under the same guidelines as a regular pastor/elder as listed in Article II B, 2, c, including i, ii, and iii. He will remain as interim until the church calls a permanent pastor/elder, or until he leaves by mutual agreement.
    - (ii) His duties will be the same as a permanent pastor/elder with the exception that his load may be lighter if he doesn't live close to the church.
    - (iii) He would not be a voting part of the elders, though he would attend meetings; and his counsel and advice would be heard and considered.
    - (iv) After review by the elders and deacons, his salary will be recommended by the deacons to the church body who will approve it by ballot vote.
    - (v) Dismissal. Same as Article II B, 1, i.
- 3. Deacons:
  - a. Deacons shall be nominated and elected in the same manner as elders, as listed in Article II B, 1, h. This position will require a 75% approval vote, and there will be no term limits for this office.
  - b. The deacons shall consist of no less than three men who are members in good standing of Grace Church of Deer Park.

c. The deacons shall be responsible for the supervision of the church property and financial matters and will operate, to the best of their ability, within the church budget. A “courtesy announcement” informing the membership of expenditures beyond our budget would be considered appropriate.

d. Dismissal. Same as Article II B, 1, i.

4. Deaconesses:

a. Deaconesses shall be nominated and elected in the same manner as elders, as listed in Article II B, 1, h. This position will require a 75% approval vote, and there will be no term limits for this office.

b. Deaconesses shall be elected as needed for the purpose of assisting the elders in areas as deemed expedient, such as with communion, baptisms, counseling with women, and Love Care.

c. Dismissal. Same as Article II B, 1, i.

5. Temporary Appointments:

a. Temporary appointments for the above-listed offices can be made by the elders and will last until the following Annual Business Meeting.

C. Other Elected Officers:

1. Church Recording Secretary:

a. A church recording secretary shall be elected annually at the church’s Annual Business Meeting. His/her task shall be the keeping of an accurate record of all business meetings, including all decisions. These meetings shall include: the Annual Business Meeting and all specially called meetings. Should the secretary not be able to be at a meeting, he/she may appoint an acting secretary, providing the appointment is approved by the church chairman. (This position is not to be confused with the office secretary. Neither will this person be expected to perform the duties of the office secretary. The office secretary position is voluntary, not an elected position.)

2. Church Treasurer:

a. The church treasurer shall be elected annually at the church’s Annual Business Meeting. His/her tasks shall be the keeping of an account of all monies and financial resources of the church. He/she shall be responsible for the authorization of all checks for church expenditures. A monthly report of receipts and expenditures shall be prepared by the treasurer, presented to the deacons for their review, and posted on the bulletin board. Written copies will be made available upon request.

b. The treasurer shall give a report quarterly to the Deacons as well as at the Annual Business Meeting.

c. On a biannual basis, the deacons shall arrange for the church financial records to be submitted to an outside financial source for examination.

3. Financial Secretary:

- a. The financial secretary shall be elected annually. He/She shall receive all funds and maintain an accurate record of funds received and inform the church treasurer of all deposit transactions. Two persons, the financial secretary and/or deacons or a designate, shall count all monies received. One of these persons shall deposit the funds in a local bank on the same day the funds are received. It shall also be the responsibility of the financial secretary to provide an annual record of giving to all who have given throughout the year.

4. Missions Chairman:

- a. A missions chairman shall be elected annually as needed. The chairman shall be a member of the church in good standing and shall subscribe to the church's Missions Policy and be committed to its fulfillment. This office has no term limits.

5. Christian Education Chairman:

- a. A Christian education chairman shall be elected annually as needed. The chairman shall be a member of the church in good standing and shall subscribe to the church's Christian Education Policy and be committed to its fulfillment. This office has no term limits.

6. New or Vacated Offices and Positions:

a. Filling Vacated Offices:

If an elected office is vacated before expiration of the regular term, a replacement may be appointed by the elders. The appointee must meet the "Qualifications for Church Leadership" as stated in these Bylaws. Such an appointment(s) shall be only until the next regularly scheduled church election for that office, at which time the membership shall elect a person to serve in that office.

b. Filling Newly Created Offices:

If a newly created elected office is established prior to the regularly scheduled church election for that position, the elders may appoint a qualified member to fill the office. The appointee must meet the "Qualifications for Church Leadership" as detailed in our Bylaws. Such an appointment shall be only until the next regularly scheduled church election for that office, at which time the membership shall elect a person to serve in that office.

D. Standing Committees:

1. Missions Committee:

- a. The Missions Committee shall consist of those volunteers that are willing to serve and strive to be faithful to the Missions Policy of this church.
- b. All activities and materials recommended by this committee shall be subject to the final approval of the elders.

2. Christian Education Committee:

- a. The Christian Education Committee shall consist of those volunteers that are willing to serve and strive to be faithful to the Christian Education Policy of this church.
- b. All activities and materials recommended by this committee shall be subject to the final approval of the elders.

3. Music Committee:

- a. The Music Committee shall be responsible for the church's music ministry at all regular and special services. They shall choose their own chairman.
- b. All activities and materials recommended by this committee shall be subject to the final approval of the elders.

4. Hospitality Committee:

- a. The Hospitality Committee shall consist of those volunteers that are willing to serve and strive to be faithful to the Hospitality Policy of this church. They shall choose their own chairman.
- b. All activities and materials recommended by this committee shall be subject to the final approval of the elders.

5. Other Committees:

- a. The elders shall appoint all committees as the needs arise.
- b. The elders shall be ex-officio members on all committees.

E. Policies:

1. All elected offices shall develop and have available in the church office a policy statement covering the duties and any requirements for their position.
2. Dismissal for all elected offices shall follow the same procedure as for elders.

**ARTICLE III**

Meetings

A. The Annual Business Meeting:

The Annual Business Meeting of Grace Church of Deer Park shall be held in the fall (preferably October) of each year, at such time as may be decided by the elders. At this meeting, annual reports shall be received, church leadership elected, and other necessary business conducted. The fiscal year shall run January 1 through December 31.

B. Other Business Meetings:

1. The church shall conduct other special meetings as necessary.
2. Special meetings may be called by the elders or the congregation. Notice of such meetings shall be announced at the regular Sunday services of the church and must be in writing (bulletin and bulletin board) at least two successive Sundays preceding the day of the meeting.
3. The Quorum for any meeting shall consist of 33 percent of the membership.
4. Absentee ballots will be accepted on THE FOLLOWING CONDITIONS:
  - a. The absentee member has been in regular attendance at the church (other than those exceptions covered under Bylaws Article I, B) and has assumed the personal responsibility to be INFORMED of the nature of the business at hand and will attest to that on the absentee ballot.
  - b. The absentee ballot will be submitted and received by the chairman of the elders in a sealed envelope prior to the business meeting. It will be the sole responsibility of the absentee member to see to it that the ballot is submitted in time for the votes to be counted.
  - c. The absentee ballot must have the VOTE CLEARLY MARKED WITH NO SIGNS OF CORRECTIONS OR ALTERATIONS on the ballot. It must be returned in a sealed envelope with the person's signature and date on the outside of the envelope. The envelope will be verified and then discarded.
  - d. One person shall open absentee ballots and pass them to two persons to count.
5. All qualified members, 17 years of age and above, shall have the right to vote in all matters coming before the meetings.
6. All matters shall be determined by a 75% majority vote (except matters requiring 90%) of the members present and the absentee ballots submitted that are approved and relevant to the specific issue being voted upon. All absentee voters must be sure to submit a ballot for each specific issue they wish to vote on.

#### **ARTICLE IV**

##### Organizations within the Church

###### A. Conditions:

1. All activities held on church premises that are not directly related to the ministries of this church must be approved by the elders.
2. All organizations that are properly sponsored and have been approved by the elders are requested to confer with the elders from time to time regarding their plans and activities. All matters of importance which affect the church shall be submitted to the elders for their approval.
3. No organization shall be permitted to function under the name of the church, or use the church facilities, whose chairman or supervisor is not a member of this church and/or has not received the approval of the elders.



4. All funds contributed to organizations of the church shall pass through the church treasurer.
5. The purposes for and methods of raising funds shall be subject to the approval of the elders.

## **ARTICLE V**

### Church Property

If a division should ever occur in this congregation, the properties and assets of the church shall belong to that part of the congregation which abides by the Constitution, whether that part be in the majority or minority. In the event that this congregation is dissolved, the property shall be disposed of as spelled out in Article IX of the church's Constitution.

## **ARTICLE VI**

### Amendments

Procedure:

- A. Submit. Suggested amendments to these Bylaws shall be presented in writing to the elders at any time.
- B. Appeal. Members shall have the right to appeal the elders' decision at any duly-called business meeting. Voting on any changes will be carried out according to #C (Voting).
- C. Voting. Proposed amendments must be provided to the active membership in written form and discussed at a duly-called business meeting at least three (3) months prior to the time of voting on the amendment(s). Adoption of an amendment shall require a 75 percent majority vote of the ballots cast by qualified voters. The counting of votes shall include absentee ballots that are approved in accordance with the guidelines mentioned in the Bylaws. Notification of the proposed INTENT to amend or change an amendment(s) shall be posted in the bulletin and/or bulletin board for at least three (3) consecutive months prior to the time of voting. Absentee members are responsible for being and staying informed of any upcoming changes.