

Laurelglen Bible Church

Bylaws

March 15, 2015

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Bylaws of Laurelglen Bible Church

(Revised 03/15/2015)

PREAMBLE

This comprehensive revision of the Laurelglen Bible Church bylaws (referred to herein as "Bylaws") supersedes all previous Bylaws, the most current of which was adopted on June 12, 2011. Sections of previous Bylaws have been rewritten, reworded, moved, or deleted so that this revision clearly states the purpose of Laurelglen Bible Church, defines the leadership structure and addresses the legal requirements of the church as a California corporation.

ARTICLE I

1. NAME

The name of this church is "Laurelglen Bible Church," and may hereafter be referred to as "LBC."

ARTICLE II

2. PURPOSE OF BYLAWS

- 2.1. It is the purpose of these Bylaws to regulate the functions and the administration of Laurelglen Bible Church. All provisions of the Bylaws shall conform to the principles and policies expressed in the Articles of Incorporation.
- 2.2. As required by law, the original Articles of Incorporation were filed with the California Secretary of State on September 18, 1978. The Articles of Incorporation were amended, restated and refiled with the Secretary of State on April 11, 1990. Laurelglen Bible Church, as a corporation, is organized exclusively for religious purposes.

ARTICLE III

3. PURPOSE OF LAURELGLEN BIBLE CHURCH

- 3.1. Purpose of LBC. Laurelglen Bible Church is a family of believers following Jesus together for the purpose of developing fully committed followers of Jesus Christ by:
 - 3.1.1. Proclaiming His gospel through its members;
 - 3.1.2. Providing for corporate worship, fellowship, training, witness, and service;
 - 3.1.3. Providing for a worship center in the city of Bakersfield for those of like mind and faith to assemble for regular and special meetings;
 - 3.1.4. Providing Christian training for all ages to strengthen the faith of the saints

- and bring them to maturity;
- 3.1.5. Serving as a unifying force for evangelizing the unchurched and unsaved with whom we come into contact;
 - 3.1.6. Promoting and fostering the spirit of witness and outreach at home and abroad;
 - 3.1.7. Collecting and maintaining funds, receiving gifts, bequests and donations and dispersing them for purposes of operating and supporting the various activities of the church.
- 3.2. Purpose of meetings. All meetings and gatherings of the church shall serve to glorify God, bring the saints to maturity and help those who do not know Christ to acknowledge Him as Savior.

ARTICLE IV

4. AFFILIATION

Affiliation. Laurelglen Bible Church is a member of the Pacific District Conference of Mennonite Brethren Churches and thereby a member of the United States Conference of Mennonite Brethren Churches. LBC is autonomous as to local matters; however, we will give moral and material support to the projects of the above mentioned conferences. The articles of these Bylaws are in accord with the Bylaws and Confession of Faith of the Pacific District Conference of Mennonite Brethren Churches and of the U. S. Conference of Mennonite Brethren Churches.

ARTICLE V

5. STATEMENT OF FAITH

- 5.1. The "Statement of Faith of Laurelglen Bible Church" (Statement of Faith), as amended from time to time is the statement of faith of Laurelglen Bible Church. Any doctrinal statement issued by or on behalf of Laurelglen Bible Church must be in harmony with the Statement of Faith. The current Statement of Faith is available at the church office.
- 5.2. Laurelglen Bible Church is in harmony with the Confession of Faith of the U.S. Conferences of the Mennonite Brethren Churches (USMB), as published by the USMB in July 2014.

ARTICLE VI

6. MEMBERSHIP

Laurelglen Bible Church is a family of believers following Jesus together. As a family, we consider membership at LBC to include using our individual gifts to build each other up in Christ and participating in the church family, in the same way the Bible clearly calls each of us to be part of the body of Christ.

“For as in one body we have many members, and the members do not all have the same function, so we, though many, are one body in Christ, and individually members one of another. Having gifts that differ according to the grace given to us, let us use them...”

Romans 12:4-6

6.1. Admission of Members

- 6.1.1. Any person (including someone who establishes by letter that they are a member in good standing of another Mennonite Brethren Church) who confesses faith in the Lord Jesus Christ, gives evidence of the new birth in their lifestyle and conduct, and as a believer has been baptized by immersion, may become a member of LBC if they:
 - 6.1.1.1. Accept, and agree to be subject to, and support the LBC Statement of Faith;
 - 6.1.1.2. Attend a membership class;
 - 6.1.1.3. Participate in an interview with members of the Elder Board during which they give a satisfactory testimony of personally trusting Jesus Christ as their Savior and Lord; and,
 - 6.1.1.4. Communicate how they are connecting to the body of believers at Laurelglenn Bible Church.
 - 6.1.1.5. Are 18 years of age or older.
- 6.1.2. Any person who has undergone a believer’s baptism with water by means other than immersion, upon a personal public confession of their faith in Jesus Christ as their Savior and Lord, can request the Elder Board to recognize such baptism.
- 6.1.3. Associate Membership may be extended by approval of the Elder Board to current LBC members who wish to retain their membership but cannot attend for extended periods of time due to special circumstances, such as shut-ins, students away at college or seminary, non-local missionaries, etc.
- 6.1.4. Membership may be denied if, upon review of an application for membership or after meeting with the prospective church member, the Elder Board determines, in its sole discretion, that the applicant does not meet the qualifications for membership at LBC.
- 6.1.5. A member is “in good standing” when he or she is actively participating in church family life as described in Section 6.2.2 below, and is not under any disciplinary action.
- 6.1.6. Member Voting. A member in good standing may vote on all matters that the Elder Board submits to LBC membership for approval or affirmation.
- 6.1.7. LBC Property. LBC’s property is owned and held by the corporation, a legal entity separate and distinct from the members and individuals attending LBC. Members have no right, title, equity or other property interest in LBC property.

- 6.1.8. Exclusion. If all attempts at restoration have been unsuccessful, in the sole discretion of the Elder Board, any member or person who attends LBC may be excluded from membership, and from fellowship and attendance at LBC activities, if that person continues to do any of the following:
- 6.1.8.1. Hold to false and heretical doctrine, or live inconsistently with a profession of Christian faith (Galatians 1:8-9);
 - 6.1.8.2. Violate the laws of public morals or walk in a disorderly or disruptive manner (II Thessalonians 3:6, 11);
 - 6.1.8.3. Disturb the unity or peace of the church (I Corinthians 5:11).
 - 6.1.8.4. Elder Board Decisions. The Elder Board's discretionary decisions in matters pertaining to membership and discipline, such as approval of membership, denial or exclusion from membership, exclusion from fellowship and attendance at LBC activities, and the like, are final. There is no right to appeal such decisions within the church, in court, or otherwise.

6.2. Continuing Membership

- 6.2.1. Membership Covenant: Every even numbered year, during the first quarter of the church fiscal year, members of LBC will be asked to reaffirm their desire to continue their membership at LBC by signing and returning a "Membership Covenant." This covenant will be made available at Sunday services, at Church Family Meetings, by mail, or delivered electronically upon request. All members who desire to continue in LBC membership must complete a Membership Covenant by the end of the month designated by the Elder Board. If no response is received from a current member, reasonable efforts will be made to contact the member to determine their membership status, prior to their removal from church membership.
- 6.2.2. Expectations of Members
- 6.2.2.1. To participate in weekly worship services. (Hebrews 10:24-25)
 - 6.2.2.2. To pray for one another. (James 5:16)
 - 6.2.2.3. To be faithful in fellowship as a Life Group member (Small Group). (Acts 2:42; Romans 1:12)
 - 6.2.2.4. To give financial support. (II Corinthians 8:1-5, 9:7)
 - 6.2.2.5. To live a Christ-like life and let your words be positive and gracious. (Romans 12:2; Ephesians 4:29-32; Philippians 4:8-9; Colossians 3:7-10; James 1:19-20; I Peter 1:14-16)
 - 6.2.2.6. To sacrificially serve others. (Proverbs 3:27; II Corinthians 9:8; Galatians 5:13; Ephesians 4:1-3; Philippians 2:3-4; Hebrews 13:16)
 - 6.2.2.7. To uphold the Scriptures. (Romans 1:16-17; II Timothy 2:15; Psalms 119:1-16)

- 6.2.2.8. To submit to and pray for church leadership. (Hebrews 13:17-18; I Thessalonians. 5:12-13)
- 6.2.2.9. To attend Church Family Meetings. (I Corinthians 12:18-20)
- 6.2.3. Church Leadership's Commitment to Members
 - 6.2.3.1. To teach the Bible. (II Timothy 3:16-17)
 - 6.2.3.2. To provide worship services. (Hebrews 10:24-25)
 - 6.2.3.3. To provide leadership and accountability. (Hebrews 13:7; Acts 20:28)
 - 6.2.3.4. To discipline and correct. (Matthew 18:15-20)
 - 6.2.3.5. To provide fellowship. (Acts 2:42)
 - 6.2.3.6. To provide care and support. (Philippians 2:3-4)
 - 6.2.3.7. To provide opportunities to serve. (Galatians 5:13; Ephesians 6:7-8; I Peter 4:10-11)
 - 6.2.3.8. To encourage. (Hebrews 10:23-25)
 - 6.2.3.9. To live lives in keeping with the biblical standards of eldership. (I Timothy 3; Titus 2)

6.3. Transfer of Membership

- 6.3.1. When a member in good standing requests a transfer of membership to another MB church, the Elder Board or its designee may provide that member with a letter of good standing and, if permitted by the new church, a transfer of membership.
- 6.3.2. When a member in good standing desires to unite with another evangelical church, the Elder Board or its designee may, upon request, provide that member with a letter of good standing and a recommendation for fellowship at the new church.

6.4. Termination of Membership

- 6.4.1. Disciplinary Termination
 - 6.4.1.1. Purpose of Discipline. The purpose of church discipline is to glorify God, to edify believers by deterring sin (I Timothy 5:20), and to promote the spiritual welfare of the offending believer by calling him or her to return to a biblical standard of doctrine and conduct (Galatians 6:1).
 - 6.4.1.2. Discipline. The Elder Board may, in its sole discretion, discipline a member who brings reproach upon the name of the Lord Jesus Christ or the church, or who undermines LBC's Statement of Faith. The Elder Board will undertake reasonable efforts to correct the member in a spirit of love, for the purpose of restoring that member to full fellowship (Galatians 6:1-2, Matthew 18:15-17). If the member is unwilling to submit to the authority of the Elder Board or otherwise refuses correction, the Elder Board will discipline the member in accordance with Scripture (II Thessalonians 3:14-

15, I Corinthians 5:11-13), which may include termination of LBC membership. Notice of such termination of a person's membership may be given to the church family at any regularly scheduled worship service.

- 6.4.2. Involuntary Termination. For the purposes of maintaining accurate membership rolls, separate and apart from the process of church discipline, in the sole discretion of the Elder Board, a person's LBC membership may be terminated when he or she:
 - 6.4.2.1. Fails to timely reaffirm membership; or
 - 6.4.2.2. Fails to substantially meet the expectations of involvement with the LBC family, described in the Bylaws, for a period of 6 months or longer.
 - 6.4.2.3. Reasonable efforts should be made to contact the member to determine their membership status, prior to their removal from the membership roll.
- 6.4.3. Voluntary Termination or Withdrawal. A person may terminate LBC membership by giving written notice to the Elder Board of his or her termination of or withdrawal from membership.

ARTICLE VII

7. CHURCH LEADERSHIP

7.1. General

- 7.1.1. Laurelglenn Bible Church shall be led by a team of biblically-discerned and qualified men who have been called to such ministry and affirmed by the LBC membership to serve, known as elders.
- 7.1.2. All elders are positionally equal, but functionally diverse, as represented by the following definitions and distinctions:
 - 7.1.2.1. "Pastoral Elders" are men who have been called and are commissioned, licensed, or ordained to full-time ministry, each having unique, God-given spiritual gifts and talents. As such, Pastoral Elders have different ministry responsibilities to the church family. While all pastors are responsible to care for the needs of the LBC church family, their talents and spiritual gifts will establish, as discerned by the Elder Board, the areas of LBC ministry for which each pastor is given specific oversight and responsibilities.
 - 7.1.2.2. "Lay Elders" are men who have been called and commissioned as volunteers to care for the needs of the church family and to lead by ensuring that ministry structures, staffing and plans are consistent with the vision, mission, Statement of Faith, and policies of LBC and these Bylaws.

7.2. Elder Board / Church Leadership

Plurality of Leadership. The heart of biblical leadership is an Elder Board of shepherds; men who have been called together to exercise their individual, God-

given gifts to care for and oversee the church family. Each elder is called to exercise, in one accord, his respective gifts as part of a plurality of overseers who together comprise a shared leadership Elder Board. The focus of shared leadership is that each member of the Elder Board is accountable to God and to each other. Shared leadership allows for a process of decision making that honors the headship of Christ over the church and allows for the many elders to share a common vision, shaped by the hearts of many, rather than by one. (Philippians 1:1; 1 Timothy 5:17; Acts 20:17, 28; Titus 1:5)

“So I exhort the elders among you, as a fellow elder and a witness of the sufferings of Christ, as well as a partaker in the glory that is going to be revealed: shepherd the flock of God that is among you, exercising oversight, not under compulsion, but willingly, as God would have you; not for shameful gain, but eagerly; not domineering over those in your charge, but being examples to the flock.”

1 Peter 5:1-3

“Iron sharpens iron, and one man sharpens another.” Proverbs 27:17

7.3. Responsibilities and Authority

7.3.1. The Elder Board has the following responsibilities and authority:

- 7.3.1.1. Review and oversee, in light of the LBC Statement of Faith, all teaching at Laurelglenn Bible Church.
- 7.3.1.2. Appoint from the Pastoral Elders a Lead Pastor to coordinate the teaching, vision, mission, and functions of all LBC ministries and ensure the continuity of LBC staff assignments and daily duties. This pastor position will be recognized as a “first among equals,” and is accountable to the Lay Elders. Once appointed, the Lead Pastor can only be removed by termination, resignation or an Elder Board approved request by the Lead Pastor to assume other pastoral duties, if available.
- 7.3.1.3. Administer church discipline according to Biblical principles and arbitrate disputes between members.
- 7.3.1.4. Assist ministry teams and commissions as needed or requested.
- 7.3.1.5. Interpret and execute the Bylaws of the church and recommend amendments to the Bylaws when necessary.
- 7.3.1.6. Conduct all church business listed in section 8.2.2.
- 7.3.1.7. Elder Board Decisions. The Elder Board’s discretionary decisions in matters pertaining to church leadership are final. There is no right to appeal such decisions within the church, in court, or otherwise.

7.4. Elder Qualifications

- 7.4.1. Qualifications. Elder candidates shall meet the biblical qualifications for church leadership. (1 Timothy 3; Titus 1)
- 7.4.2. Elder candidates shall agree to work in harmony with the Elder Board to support the vision, mission, and Statement of Faith of LBC. (Titus 1, I Timothy 3, Acts 6)
- 7.4.3. Lay Elder candidates shall be actively involved members of LBC and in good standing for a minimum of two years preceding affirmation.

7.5. Elder Board – Organization

7.5.1. Elder Board Members

- 7.5.1.1. The Elder Board consists of Pastoral Elders and Lay Elders. All elders are positionally equal and are voting members of the Elder Board in all matters, except as follows: Pastoral Elders may advise and make recommendations to the Lay Elders; however, they will not vote on matters involving terminations of staff, staff salaries, benefits or disciplinary actions which affect staff pay, staff policy and procedures, pastor assignments, or any matter that provides them personal benefit.
- 7.5.1.2. To maintain effective oversight of all staff, including pastors, the number of Lay Elders must exceed the number of Pastoral Elders on the Elder Board by at least two members.
- 7.5.1.3. Without a three-quarter (3/4) majority approval vote of LBC members at a properly noticed Church Family Meeting, the number of Elder Board members may not exceed twelve voting elders.

7.5.2. Elder Board Officers

- 7.5.2.1. In compliance with California law the Elder Board, acting as the Board of Directors, must annually elect from among the Lay Elders a Chairman, Vice-Chairman and Secretary. The election will be held during the first quarter of each church calendar year.
- 7.5.2.2. The Chairman will serve as the Chairman of the Elder Board and President of the Corporation. The Chairman will preside at all Church Family Meetings, other special meetings of the church family as directed by the Elder Board, and at all meetings of the Elder Board. He shall execute and sign jointly with the Secretary, in the name of the church, all Elder Board approved corporate documents (as required by law); including deeds, bonds, contracts, and other obligations and instruments authorized by the Elder Board or the membership. The Chairman does not sign corporate checks. He is an ex-officio member of all other boards and committees. The Chairman will also have such other duties as may be assigned to him by the Elder Board.

7.5.2.3. The Vice-Chairman shall serve as the Vice-Chairman of the Elder Board and Vice-President of the Corporation. The Vice Chairman is vested with all powers and will perform all the duties of the Chairman in the absence or disability of the Chairman, as determined by the Elder Board in its sole discretion.

7.5.2.4. The Secretary will serve as the Secretary of the Elder Board and the Secretary of the Corporation. The Secretary will prepare, or cause to be prepared, the minutes of all Church Family Meetings, Special Meetings of the church family, and all meetings of the Elder Board. The Secretary will present for approval by the same meeting group, the minutes of previous meetings and, once approved, cause them to be archived as part of the official corporate records of LBC. The Secretary will execute and sign jointly with the Chairman, in the name of the church, all Elder Board approved corporate documents (as required by law); including deeds, bonds, contracts, and other obligations and instruments authorized by the Elder Board or the membership. The Secretary does not sign corporate checks. The Secretary shall conduct official correspondence for LBC.

7.5.3. Elder Board Fees and Compensation

Neither Pastoral Elders nor Lay Elders will be paid or otherwise compensated merely by virtue of their positions as elders. However, nothing in this paragraph is intended to preclude LBC from hiring a pastor and compensating him in that capacity, or reimbursing all elders for out-of-pocket expenses in accordance with LBC reimbursement policies, or the direct payment of expenses to attend training, church business related conferences, or for ministry related trips which are approved by a unanimous vote of the elder board.

7.5.4. Elder Board Indemnification

Except as otherwise expressly stated herein, LBC must indemnify any person who is or was an LBC elder, director, officer, employee or agent (referred to collectively in this paragraph as "LBC agent") in accordance with, and to the extent permitted by the provisions of California Corporations Code Section 9246, which is incorporated herein by reference as though fully set forth and made a part of these Bylaws. No indemnity may be provided under this provision unless the act or omission giving rise to the need for indemnity was undertaken by the LBC agent in good faith and in a manner which the person believed to be in the best interest of LBC.

7.6. Pastoral Elders

7.6.1. Organization. Each LBC pastor is a Pastoral Elder. Pastoral Elders serve alongside the Lay Elders as part of LBC's leadership team - the Elder Board.

- 7.6.2. The Pastoral Elders are each called as shepherds and spiritual leaders of the church. They work in partnership with all other elders, to oversee and care for the Laurelglenn Bible Church family. The duties and ministry responsibilities of each Pastoral Elder are established by the Elder Board.
- 7.6.3. Responsibilities. The Pastoral Elders must:
- 7.6.3.1. Accurately communicate the Word of God through preaching, teaching, and exhortation;
 - 7.6.3.2. Shepherd and care for the LBC family;
 - 7.6.3.3. As part of the Elder Board, discern and uphold the teaching, vision, mission, and ministry direction of LBC;
 - 7.6.3.4. Provide direction and oversight for all weekly worship services;
 - 7.6.3.5. Provide direction for the ministries and staff they are assigned to oversee;
 - 7.6.3.6. Provide spiritual encouragement, support and oversight of the LBC staff;
 - 7.6.3.7. Implement church policy as established by the Elder Board; and
 - 7.6.3.8. Provide for the mentoring of future LBC Elder candidates.
- 7.6.4. Calling Pastors
- 7.6.4.1. When a Pastoral Elder vacancy occurs, the church must set aside time for prayer and seek the will of God in the matter.
 - 7.6.4.2. The Elder Board will establish a Pastor Search Team (PST). PST members must be actively involved members in good standing of the church for a minimum of one year prior to serving on the PST. PST members may be added by the Elder Board as deemed appropriate.
 - 7.6.4.3. The PST is responsible for interviewing and selecting candidates to be presented to the Elder Board for evaluation and possible recommendation to the church at a Church Family Meeting.
 - 7.6.4.4. Only one candidate may be recommended to the church at any one time.
 - 7.6.4.5. A candidate must receive at least three fourths (3/4) majority of the votes cast of the members in attendance at a Membership Meeting in order to be called as a Pastoral Elder.
 - 7.6.4.6. A Pastoral Elder will be called for an indefinite period of time. Each full-time pastor appointed to serve at LBC and his wife, if any, will become members on the date of his hiring.
- 7.6.5. Termination of Service
- Because LBC is an "at will" employer, a Pastoral Elder may be terminated by a unanimous vote of all Lay Elders or may resign at any time without prior notice. Whenever possible, however, the church will provide two months' notice of termination. Likewise, the church requests Pastoral Elders to provide at least two months' notice of resignation, if possible.

7.7. Lay Elders

- 7.7.1. Organization. Lay Elders serve alongside the Pastoral Elders as part of LBC's leadership team – the Elder Board.
- 7.7.2. The Lay Elders are each called as spiritual leaders of the church. They work in partnership with all other elders, to oversee and care for the LBC family. The duties and ministry responsibilities of each Lay Elder are established by the Elder Board.
- 7.7.3. Responsibilities. The Lay Elders must:
 - 7.7.3.1. Provide spiritual care and biblical encouragement to the LBC family;
 - 7.7.3.2. Discern and uphold the teaching, vision, mission, and ministry direction of LBC;
 - 7.7.3.3. Encourage the Pastoral Elders in the ministry through prayer and counsel;
 - 7.7.3.4. Oversee the ministry assignments and duties of Pastoral Elders;
 - 7.7.3.5. Require accountability from and provide direction to the Pastoral Elders regarding implementation of policies and management of LBC ministries, through verbal and written reports;
 - 7.7.3.6. Provide oversight and review of all significant personnel issues;
 - 7.7.3.7. Terminate the employment of any Pastoral Elder when such termination is deemed to be in the best interest of LBC; and
 - 7.7.3.8. Provide for the mentoring of future LBC Elder candidates.
- 7.7.4. Selection of Lay Elders
 - 7.7.4.1. When a Lay Elder vacancy occurs, the Elder Board will act as the Lay Elder Discernment Committee (Committee). This Committee will prayerfully select Lay Elder nominees to fill one or more vacancies at the Committee's discretion.
 - 7.7.4.2. The Committee will inform each nominee of the responsibilities involved as Lay Elder.
 - 7.7.4.3. The Committee will carefully check the qualifications of each nominee.
 - 7.7.4.4. All nominees will be given time to prayerfully consider their nomination before accepting it.
 - 7.7.4.5. When a nominee accepts the Committee's nomination as Lay Elder they shall be recommended for affirmation as "Candidate for Lay Elder" at a Church Family Meeting.
 - 7.7.4.6. Lay Elder candidates must be affirmed by three fourths (3/4) majority of the votes cast of the members in attendance at the Church Family Meeting.
- 7.7.5. Term of Office
 - 7.7.5.1. The term of office for Lay Elders shall be three years and may be repeated for one additional term by affirmation of the members in attendance at the

Annual Church Family Meeting. The newly affirmed Lay Elders take office immediately.

7.7.5.2. Upon completion of a second three-year term, Lay Elders must vacate the position for at least one year.

7.7.5.3. In order to maintain the Lay Elder majority required in Section 7.5.1.2 above, and notwithstanding Section 7.7.5.2, the Elder Board Chairman may request that a two-term Lay Elder remain on the Elder Board for a period only as long as is required for a new nominee to be affirmed and seated. Any extension of an elder term will be announced during Sunday services and must be accompanied by active efforts to confirm and seat a new elder.

7.7.6. Termination of Service

7.7.6.1. As provided for in Section 7.7.5.2 – Term Limits.

7.7.6.2. After prayerful consideration and in consultation with the Elder Board, a Lay Elder may resign his position of leadership subject to the provision of Section 9226 of the California Nonprofit Religious Corporation Law. The resignation will be effective upon giving written notice to the Chairman of the Board or the Secretary of the Board, unless the notice specifies a later effective date for such resignation.

7.7.6.3. Any Lay Elder may be removed or resign from office at any regular or special meeting of the Elder Board if, after appropriate inquiries, he is found to be physically or mentally incapacitated.

7.7.6.4. As provided for in Section 8.3.2.

ARTICLE VIII

8. CHURCH GOVERNMENT

8.1. General

8.1.1. Laurelglenn Bible Church is organized under the headship of Jesus Christ, with leadership entrusted to a leadership team of Pastoral Elders and Lay Elders, referred to as the “Elder Board.”

8.1.2. Decisions that must be made by vote of the LBC membership include:

8.1.2.1. Approval of the annual church budget.

8.1.2.2. Hiring of new pastors.

8.1.2.3. Affirmation of Lay Elders.

8.1.2.4. Changes to these Bylaws.

8.1.2.5. Purchase or sale of land and facilities.

8.1.2.6. Any matter submitted to membership by the Elder Board.

8.2. Elder Board / Church Administration

8.2.1. Corporate Duties

- 8.2.1.1. The management and control of the affairs of this church are vested in the Elder Board. The Elder Board will also be called the Board of Directors, in accordance with the provisions of Section 9211 (a)(2) of California Nonprofit Religious Corporation Law.
- 8.2.1.2. All corporate power (subject to limitations of the Articles of Incorporation and these Bylaws requiring action to be authorized or approved by the members) shall be exercised by or under the authority of the Elder Board.

8.2.2. Responsibilities and Authority

The Elder Board has the responsibility and authority to manage LBC's business affairs in a manner consistent with these Bylaws. The Elder Board's authority includes, without limitation:

- 8.2.2.1. Appointing or hiring non-pastoral employees;
- 8.2.2.2. Terminating the employment of LBC's agents and employees, in accordance with these Bylaws;
- 8.2.2.3. Compensating agents, employees and independent contractors;
- 8.2.2.4. Creating and appointing committees designed to carry out the works of the church;
- 8.2.2.5. Delegating authority to Officers, employees, and committees;
- 8.2.2.6. Establishing policies, rules and regulations not inconsistent with law, the Bylaws, for the guidance of the officers and management of the affairs of the church;
- 8.2.2.7. Prescribing duties for LBC staff, including supervision assignments, consistent with effective administration and to meet the business and operational needs of LBC. The Lay Elders have sole responsibility for the assignment of duties to pastors;
- 8.2.2.8. The Elder Board is responsible to ensure that all personnel management issues, brought to its attention, are addressed in a timely manner, and in accordance with the LBC Church Policies and Procedures;
- 8.2.2.9. The LBC Employee Policy Handbook, dated February 2012, and any addendums to the same or a subsequently adopted revised Handbook, is hereby adopted as the controlling document to address personnel management and church procedures;
- 8.2.2.10. As needed, the Elder Board may approve and adopt new policies and procedures. All affected employees will be provided written copies of any policy or procedure changes, and required to acknowledge receipt of same;

- 8.2.2.11. Overseeing and approving significant employee disciplinary matters and the termination of any LBC paid staff;
- 8.2.2.12. Overseeing and approving the hiring of LBC full-time and part time staff. Additionally, all service agreements with self-employed independent contractors, other than facility maintenance and repair work, will be reviewed by the Elder Board;
- 8.2.2.13. Overseeing the search for pastoral candidates pursuant to these Bylaws and approve a recommendation to membership that a pastoral candidate be hired;
- 8.2.2.14. Recommend to the membership an annual budget, including totals of staff compensation and allowances. The Elder Board will submit the proposed annual budget to the Stewardship Commission for review and recommendations prior to the budget being recommended to membership for approval;
- 8.2.2.15. Authorizing the disbursement of funds as needed for unexpected and unbudgeted amounts, not to exceed 2% cumulative of the approved annual church budget in any one budget year. All appropriations made under this section shall include, as part of the motion for approval, the funding source expected or known (e.g., increased church giving). Any additional funds needed beyond this 2% increase will be brought to the membership for their approval;
- 8.2.2.16. Disbursing funds and entering into contracts in accordance with the Articles of Incorporation and these Bylaws; and
- 8.2.2.17. Elder Board Decisions. The Elder Board's discretionary decisions in matters pertaining to church business are final. There is no right to appeal such decisions within the church, in court, or otherwise.

8.3. Elder Board Procedures

8.3.1. Meetings

- 8.3.1.1. Quorum. A majority of the members of the Elder Board constitutes a quorum. The Elder Board may not transact business at a meeting unless a quorum is present; if a quorum is not present, the Elder Board must adjourn. By agreement among the Elder Board members, an elder may participate in an Elder Board meeting by electronic communications, so long as each Elder Board member can hear each of the other members. If an elder participates in an Elder Board meeting in this manner, he is deemed present.
- 8.3.1.2. In a prayerful spirit of humility, all decisions and recommendations of the Elder Board must be made by a unanimous vote. If a member of the Elder Board chooses to abstain from voting on a matter, the remaining voting

members of the board will constitute a quorum and the resulting vote will be considered unanimous, if approved by all voting members.

- 8.3.1.3. Actions without a meeting. Any action required or permitted to be taken by the Elder Board may be taken without a meeting if all members of the Elder Board individually or collectively consent and vote in writing, electronically, or verbally to the Elder Board Chairman or Vice-Chairman a duly offered resolution to such action. Such consent or consents shall have the same effect as a vote of the Board. The resolution and vote results shall be documented in the minutes of the Board's next meeting.
- 8.3.1.4. Interim additions and filling of vacancies. Additional Lay Elders may be appointed to the Elder Board by unanimous vote of the Elder Board. The candidate will be subject to election at the next LBC Church Family Meeting. Two weeks prior to an Interim Elder appointment, as part of the vetting process, an "Elder Candidate" notice will be given to the church family. An Interim Elder appointment may be required to maintain the Lay Elder majority as listed in Section 7.5.1.2.
- 8.3.1.5. The Elder Board may gather for weekly meetings. It is expected that members of this board will attend a minimum of 75% of its scheduled meetings each year.
- 8.3.1.6. Elder Board meetings are open to church members by prior arrangement with the Chairman of the Elder Board.

8.3.2. Elder Disqualification

- 8.3.2.1. Suspension. In the event that a Lay Elder has biblically disqualified himself from eldership (1 Timothy 3:1-7 and Titus 1:5-9) or is consistently acting in a spirit of disunity, contentiousness, or in a manner that is not consistent with the biblical mandate of Philippians 2:3, and that elder is not responsive to counsel and efforts to restore unity, and is unwilling to resign, the remaining members of the Elder Board may, by unanimous vote, suspend that elder's vote and involvement in meetings. If an elder is suspended from the board, a membership only meeting will be scheduled within 30 days of the suspension. At the membership only meeting, the Chairman of the Elder Board or the moderator chosen by the Elder Board will notify the membership of the reason for the suspension, or of the issues of disunity and the efforts for restoring the unity. In the presence of the membership, an open vote of the Elder Board will be held, with each elder voting by a show of hands. A unanimous vote is required to disqualify and remove an elder from leadership. Notwithstanding any other provision of these bylaws, the elder who is the focus of the disciplinary action will not participate in the voting, nor be given a platform to speak.

- 8.3.2.2. All matters involving staff disciplinary actions, including terminations, are by law personnel matters and shall be addressed accordingly. Any vote involving LBC staff disciplinary action, including pastors, shall be a unanimous vote of all voting Lay Elders. In every case, prior to a vote, all Lay Elders will be notified of the proposed action and the time and date the matter will be prayerfully considered and a vote taken.
- 8.3.2.3. In every case in which a member of the Elder Board, both Pastoral Elders and Lay Elders, has admitted to or has been found to have biblically disqualified himself from serving in leadership, the entire church family will be advised of the nature of the disqualification. This will be done in a spirit of love and with a heart toward the restoration and consideration of all involved.

8.4. Church Family Meetings (Membership)

8.4.1. General

- 8.4.1.1. A “Church Family Meeting” is a gathering of LBC members scheduled by the Elder Board at a time and date other than regular Sunday services. Regular attenders may attend a Church Family Meeting, however, they will not be allowed to vote.
- 8.4.1.2. A Church Family Meeting shall be held three times a year, including an Annual Church Family Meeting held in the first quarter of the fiscal year.
- 8.4.1.3. The Annual Church Family Meeting shall be held for the primary purpose of approving the annual church budget and may include any other items listed in Section 8.1.2; and for conducting other business as is deemed appropriate by the Elder Board.
- 8.4.1.4. Special Church Family Meetings may be called by the Elder Board when at least two weeks’ notice of the meeting date, time and purpose is provided electronically or in writing to the membership.
- 8.4.1.5. The date and time of all Church Family Meetings shall be announced electronically and during Sunday services not less than two weeks prior to those meetings. The agendas for the Church Family Meetings shall be published electronically and in hard copy at the LBC Information Booth or the church office no less than one week prior to the scheduled meeting. The Annual Budget, any amendments to these Bylaws, and amendments to the Articles of Incorporation, shall be published no less than two weeks prior to the scheduled Church Family Meeting. When proper notice of a Church Family Meeting has been given, any action approved by a vote of the required majority of the membership present and in accordance with these Bylaws will be deemed binding.
- 8.4.1.6. The Elder Board will prepare an agenda for all Church Family Meetings.

8.5. Procedures

- 8.5.1. Quorum. A quorum at all Church Family Meetings shall be the members in attendance.
- 8.5.2. All Church Family Meetings will be conducted in a manner that reflects Biblical and Christian values of honoring others and living in harmony as described in Romans 12:9-16. All matters that require a vote will be considered passed on a majority vote of those members present at a duly noticed Church Family Meeting; unless the Bylaws require a greater majority. The Chairman of the Elder Board, or in his absence the Vice-Chairman, or in the absence of both, the Elder Board Secretary will moderate Church Family Meetings in accordance with these Bylaws. If any matter addressed at a Church Family Meeting involves an issue that is a conflict for the moderator, the next in order will moderate or the Elder Board may vote to identify another moderator for that meeting.
- 8.5.3. All member proposed amendments to LBC Bylaws, policies, or other resolutions will not be voted on unless accompanied by a written recommendation from the Elder Board.
- 8.5.4. Any amendment to the Bylaws requires a three-fourths (3/4) majority of the votes cast by the members in attendance at the Church Family Meeting; unless otherwise specified in the Bylaws.
- 8.5.5. Resolutions by members to amend any previously adopted resolutions, policies, or procedures, or to propose a new resolution, policy or procedure shall be supported by a two-thirds (2/3) majority of the members in attendance unless otherwise specified in the Bylaws. A resolutions supported by two-thirds (2/3) majority of the membership present shall be prayerfully considered by the Elder Board and a written response to the resolutions will be provided as part of the next Church Family Meeting.
- 8.5.6. Non-members are permitted to attend Church Family Meetings and may address the meeting at the moderator's discretion, but may not vote.
- 8.5.7. The Elder Board, in its sole discretion, may call a closed session, Church Family Meeting, open only to LBC members.

8.6. Deacons and Deaconesses

- 8.6.1. Organization
 - 8.6.1.1. The Elder Board will have oversight of the Deacon/Deaconess ministries.
 - 8.6.1.2. The Elder Board will appoint individuals to the role of Deacon/Deaconess as the need arises, either on a permanent or temporary basis depending on the nature of the ministry need.

- 8.6.1.3. In the case of a temporary appointment, the duration will be determined by the ministry need, at the direction of the Elder Board.
- 8.6.1.4. All Deacon/Deaconess appointments and duties will reflect the biblical mandates (I Timothy 3:8-13) for the roles of men and women, which are also reflected in the LBC Statement of Faith.
- 8.6.2. Responsibilities
 - 8.6.2.1. The duties of a Deacon/Deaconess shall be focused primarily on service oriented ministries that have a great deal of involvement with, and responsibility for, the administration of church resources such as finances, facilities, equipment, and supplies.
 - 8.6.2.2. A Deacon shall be in loving submission to Christ and to the leadership of the Elder Board, and he shall provide loving leadership in his home.
 - 8.6.2.3. A Deaconess shall be in loving submission to Christ and the leadership of the Elder Board, and the headship of her husband, if married, in her home.
- 8.6.3. Selection
 - 8.6.3.1. The Elder Board is responsible to confirm the qualifications of all Deacon/Deaconess candidates and for their appointment to specific ministry duties. All long-term appointments will be announced at the next Church Family Meeting.
 - 8.6.3.2. All Deacons and Deaconesses will be members in good standing of LBC.
- 8.6.4. Termination of Service
 - 8.6.4.1. When a specific ministry need no longer requires the involvement of a Deacon or Deaconess, the Elder Board will withdraw the appointment.
 - 8.6.4.2. A Deacon/Deaconess may resign his or her position by notifying a Pastoral Elder or the Chairman of the Elder Board.
 - 8.6.4.3. The Elder Board will remove an individual from his or her role as a Deacon/Deaconess if he or she is not continuing to exhibit the qualifications as described in I Timothy 3:8-13 or if his or her duties are not being fulfilled in an appropriate manner.

ARTICLE IX

9. FINANCES, STEWARDSHIP and CHURCH ADMINISTRATION

9.1. Finances

- 9.1.1. The work of this ministry is entirely dependent upon the prayers, personal services, and love gifts of its membership and other friends. Funds shall be received through free-will offerings, donations, and special gifts, as each member faithfully supporting the work gives, according to 1 Cor. 16:2 and 2 Cor. 9:7. Funds may also be received from any other authorized activity not contrary to church policy (as church policy is

defined by the Elder Board) or the non-profit laws of the State of California or the federal government.

- 9.1.2. All finances of the church shall be kept in accordance with Generally Accepted Accounting Practices (GAAP).
- 9.1.3. There shall be a proper accounting of all income and expenditures which is reviewed three times per year by the membership.
- 9.1.4. The fiscal year for the corporation is September 1 through August 31, or any subsequent fiscal year adopted by the Elder Board.
- 9.1.5. A unified projection of expected income for the next fiscal year budget shall be prepared by the Stewardship Commission during the third quarter of the current fiscal year and presented to the Elder Board.
- 9.1.6. The Elder Board, in consultation with the Director of Church Administration and the Stewardship Commission, will prepare an annual budget based on the Stewardship Commission's projections.
- 9.1.7. The proposed annual budget approved by the Elder Board and reviewed in final form by the Stewardship Commission, will be presented, along with Stewardship's recommendation at the Annual Church Family Meeting. Two weeks prior to the Annual Meeting, copies of the proposed budget will be available for members to review. The annual budget, or addendums thereto, will be considered approved when passed by a three-quarters (3/4) majority vote of the membership present. The budget shall include all expected expenditures of the church and will identify any designated funds established by the Elder Board. The sum of all appropriations shall not exceed the projected income.
- 9.1.8. Funds are to be expended under the direction of the Elder Board. Money shall not be expended, nor liability incurred, beyond the amount appropriated in the annual budget, except as authorized in Section 8.2.2.8, without specific authorization by the membership.

9.2. Stewardship Commission - Membership

9.2.1. Membership

- 9.2.1.1. The Elder Board shall approve the appointment of all members of the Stewardship Commission. The Director of Church Administration and a Lay Elder liaison shall be permanent non-voting members.
- 9.2.1.2. The Stewardship Commission shall normally consist of no fewer than five (5) and no more than nine (9) members of LBC.
- 9.2.1.3. The Stewardship Commission may, with the approval of the Elder Board, appoint committees as needed to do the work.

9.2.2. Qualifications

- 9.2.2.1. Stewardship Commission members shall agree to work in harmony with the Elder Board to accomplish the mission of LBC.
- 9.2.2.2. Stewardship Commission members shall possess the general character qualifications described in I Timothy 3:8-13.
- 9.2.2.3. Stewardship Commission members shall be members in good standing of LBC for a minimum of one years prior to serving on the Commission.

9.2.3. Organization

- 9.2.3.1. The Chairman of the Stewardship Commission shall be elected annually by the Commission members. The Chairman shall be responsible for scheduling and presiding at the meetings of the Commission and for reporting at Church Family Meetings.
- 9.2.3.2. The Stewardship Commission shall elect one of its members to be the Vice-Chairman, to act in the absence of the Chairman.
- 9.2.3.3. The Secretary of the Stewardship Commission shall be elected annually by the Commission members. The Secretary will prepare, or cause to be prepared, accurate minutes of all meetings of the Commission.

9.2.4. Responsibilities

- 9.2.4.1. The Commission shall be accountable to the Elder Board for the stewardship of church finances and budget. It shall work in close consultation with the Elder Board and the Director of Church Administration in such matters as budgeting, major expenditures and buildings. It shall also be the steward of church property, buildings and equipment.
- 9.2.4.2. The Commission is responsible to correlate its work in harmony with the policies established by the Elder Board. It is to be kept in mind at all times that we are to strive for unity and oneness of purpose; therefore, any policy recommendations shall be brought to the Elder Board, so as to correlate all the work as a unified body.
- 9.2.4.3. Monthly meetings are recommended and it is expected that members of the Stewardship Commission shall attend a minimum of 75% of its scheduled meetings each year.

9.2.5. Selection

- 9.2.5.1. Whenever a vacancy exists, the Stewardship Commission shall prayerfully select a candidate to fill the vacancy.
- 9.2.5.2. The Elder Board shall be asked to affirm the candidate before the person is asked to serve.
- 9.2.5.3. All nominees must be given time to prayerfully consider their nomination before accepting it.

9.2.6. Termination of Service

9.2.6.1. Commission Members will be asked to serve a minimum of two years. All Commission members will annually be re-affirmed by the Elder Board. In the sole discretion of the Elder Board members of the Commission may continually be reaffirmed.

9.2.6.2. Upon a unanimous vote of the Elder Board, a Commission Member can be removed at any time.

ARTICLE X

10. SEVERABILITY CLAUSE

If any provision in these Bylaws is deemed by a court of competent jurisdiction to be illegal, invalid or unenforceable, that provision will be deemed severed, and all other provisions of these Bylaws will remain valid.

ARTICLE XI

11. SEAL

The corporation shall have a common seal as shown below.



CERTIFICATION

We, the undersigned, being the Chairman and Secretary of the Laurelglen Bible Church Elder Board, do hereby certify that the above Bylaws were unanimously approved by the Elder Board of LBC on 02/26/15, to be presented to the membership for adoption. That the membership of Laurelglen Bible Church gathered at a scheduled Church Family Meeting, and by an over three-quarter (3/4) majority vote of members present, these Bylaws were adopted and hereby are certified as the Bylaws of Laurelglen Bible Church and the Corporation, on the 15th day of March, 2015.

Elder Board members approving these Bylaws for adoption:

Pastoral Elders: Eric Burns and Kent Schlecht

Lay Elders: Jeff Ferris, Tam Hodgson, Joel Lueck, Josh Nord, Ryan Pearsey, and Steve Rowlee

Dated: _____

Tam Hodgson
Chairman of the Elder Board

Ryan Pearsey
Secretary of the Elder Board