



Laurel Glen Bible Church Bylaws

Revised 5/20/18

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Bylaws of Laurelglen Bible Church

PREAMBLE

This comprehensive revision of the Laurelglen Bible Church (may be referred to as "LBC") Bylaws (referred to herein as "Bylaws") supersedes all previous Bylaws, the most current of which was adopted on March 15, 2015. 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 LBC. 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. LBC, as a corporation, is organized exclusively for religious purposes.

ARTICLE III

3. PURPOSE OF LAURELGLLEN 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 the gospel of Jesus 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 LBC comes 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, LBC may 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 LBC. Any doctrinal statement issued by or on behalf of LBC must be in harmony with the Statement of Faith. The current Statement of Faith is available at the church office.
- 5.2. LBC is in harmony with the Confession of Faith of the U.S. Conference of Mennonite Brethren Churches (USMB), as published by the USMB in July 2014.

ARTICLE VI

6. MEMBERSHIP

LBC is a family of believers following Jesus together. As a family, LBC considers membership to include using 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 (New) 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 Laurelglen Bible Church.
 - 6.1.1.5. Are 18 years of age or older.

- 6.1.1.6. Former members must fill out membership application and meet with two elders.
- 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 five years starting in 2020, 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 Business 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 Business 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. LBC 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. The Elder Board will consist of the Lead Pastor, Pastoral Elders, and Lay Elders. Due to size constraints, experience, and scope of ministry, not all Pastoral Elders will necessarily serve on the Elder Board. The Lead Pastor is a Pastoral Elder with added responsibilities and authorities. Herein when referring to both the Lead Pastor and Pastoral Elders as a singular group the term Pastors will be used.
- 7.1.2. Elders are functionally diverse, as represented by the following definitions and distinctions:
 - 7.1.2.1. "Lead Pastor" is a man who has been called, commissioned, licensed, or ordained as the primary spiritual and organizational leader of LBC. The Lead Pastor answers directly to the Chairman of the Elder Board and serves at the pleasure of the executive session of the Elder Board (Lay Elders). The Lead Pastor's more specific responsibilities and authorities will be further detailed below.
 - 7.1.2.2. "Pastoral Elders" are men who have been called, commissioned, licensed, or ordained to full-time ministry, each having unique, God-given spiritual gifts and talents. 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 Lead Pastor, the areas of LBC ministry for which each pastor is given specific oversight

and responsibilities.

- 7.1.2.3. "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, plans, and budget are consistent with the vision, mission, Statement of Faith, and policies of LBC and these Bylaws.

7.2. Elder Board / Church Leadership

Balanced 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 his respective gifts as part of the structure of leadership described in this document. As was mentioned above, the Elder Board is comprised of a Lead Pastor, Pastoral Elders, and Lay Elders. The Elder Board as a whole will discern and set the vision and mission for LBC as well as support the Lead Pastor in the performance of his duties as necessary. The Lead Pastor will act as the Chief Executive Officer in the day-to-day operations of the church and in the execution of LBC's vision and mission. Finally, the Pastoral Elders will aid in the proper implementation of the vision and mission and will provide leadership and oversight of LBC staff and volunteers as directed by the Lead Pastor. Balanced 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. Elder Board 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 Laurelglen Bible Church.
- 7.3.1.2. May appoint from the Pastoral Elders an interim Lead Pastor to coordinate the teaching, vision, mission, and functions of all LBC ministries for a reasonable period of time. At a later date, the Lead Pastor will be confirmed by the process laid out in section 7.6.5.5.
- 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 and to assume the duties of the Lead Pastor in the absence of a Lead Pastor or when deemed necessary by a unanimous vote of the Lay Elders.
- 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 the Lead Pastor, Pastoral Elders, and Lay Elders. All elders are equal voting members of the Elder Board in all matters, except as follows: The Lead Pastor and Pastoral Elders may advise and make recommendations to the Lay Elders; however, they will not vote on matters involving the terminations of the Lead Pastor or Pastoral Elders, Pastoral salaries, Pastoral benefits, disciplinary actions against the Lead Pastor or Pastoral Elders or any matter that provides them personal benefit. The number and identity of Pastoral Elders serving on the Elder Board will be determined by Lay Elders in executive session.
- 7.5.1.2. To maintain effective oversight of the Lead Pastor and Pastoral Elders, the number of Lay Elders must exceed the number of Pastoral Elders on the Elder Board by at least three members.
- 7.5.1.3. Without a three-quarter (3/4) majority approval vote of LBC members at a properly noticed Church Family Business 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, in absence of a Lead Pastor confirmed by the membership, as President of the Corporation. The Chairman must be a Lay Elder and will act as supervisor for the Lead Pastor as a representative of the Lay Elders. The Chairman will preside at all Church Family Business Meetings, other special meetings of the church family as directed by the Elder Board, and at all meetings of the Elder Board. He shall, in the absence of the Lead Pastor, 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 and must be a Lay Elder. 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 Business 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 the Lead Pastor, 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/ Lead Pastor

7.6.1. Organization. Each LBC pastor, including the Lead Pastor, is a Pastoral Elder. Pastoral Elders serve alongside the Lay Elders as part of LBC's leadership team - the Elder Board. The Lead Pastor has all the responsibilities of a Pastoral Elder with the added responsibilities and authorities detailed below.

- 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 LBC Church family. The duties and ministry responsibilities of each Pastoral Elder are established by the Lead Pastor or 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 for the ministries and staff they are assigned by the Lead Pastor to oversee;
 - 7.6.3.5. Provide spiritual encouragement, support, and oversight of LBC volunteers and staff members assigned to their specific areas of ministry.
- 7.6.4. Responsibilities. The Lead Pastor must also:
- 7.6.4.1. Provide direction and oversight for all weekly worship services;
 - 7.6.4.2. Implement church policy as established by the Elder Board;
 - 7.6.4.3. Provide mentoring of future LBC Elder candidates.
 - 7.6.4.4. Oversee the ministry assignments and duties of Pastoral Elders;
 - 7.6.4.5. Provide oversight and review of all significant personnel issues;
 - 7.6.4.5.1. Provide spiritual encouragement, support and oversight of the LBC staff and Pastoral Elders; and
 - 7.6.4.6. Conduct all church business listed in section 8.2.2.
- 7.6.5. Calling Pastors
- 7.6.5.1. When an actual or anticipated pastoral vacancy occurs, the church must set aside time for prayer and must seek the will of God in the matter.
 - 7.6.5.2. 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 will be determined by the Elder Board as deemed appropriate.
 - 7.6.5.3. 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 Business Meeting.
 - 7.6.5.4. Only one candidate may be recommended to the church at any one time.
 - 7.6.5.5. A candidate must receive at least three fourths (3/4) majority of the votes cast by the members in attendance at a Church Family Business Meeting in order to be called as a Pastor.
 - 7.6.5.6 A Pastor 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.
- 7.6.6 Termination of Service
- Because LBC is an "at will" employer, a Pastor will be terminated by a unanimous vote of all Lay Elders or may resign at any time without prior notice. Whenever possible, however, the church may 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 Lead Pastor and 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 Pastors in the ministry through prayer and counsel;
 - 7.7.3.4. Require accountability from and provide counsel to the Lead Pastor regarding implementation of policies and management of LBC ministries, through verbal and written reports;
 - 7.7.3.5. Terminate the employment of any Pastor when such termination is deemed to be in the best interest of LBC; and
 - 7.7.3.6. 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 Business Meetings.
 - 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 Business Meetings.
- 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 Business 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. Laurelglen Bible Church is organized under the headship of Jesus Christ, with leadership entrusted to a leadership team of Pastors 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.

8.1.2.7. Any change to the LBC statement of faith.

8.2. Elder Board / Lead Pastor in 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. The Elder Board may appoint a Lead Pastor from among the Pastoral Elders to act as the President and Chief Executive Officer of the Corporation and to assume the designated responsibilities and authorities enumerated in section 8.2.2. The Elder Board retains the authority to seize any responsibility or authority delegated to the Lead Pastor at any time with a unanimous vote of the Lay Elders.

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.

8.2.1.3. The Officers of the Corporation are President, Treasurer, and Secretary, according to the articles of incorporation.

8.2.2. Responsibilities and Authority

The Elder Board has the responsibility to ensure the management of LBC's business affairs are conducted in a manner consistent with these Bylaws. As the Chief Executive, the Lead Pastor is the Elder Board's representative in the day-to-day operations of LBC. The Elder Board and Lead Pastor's authorities include, without limitation:

- 8.2.2.1. The Lead Pastor may appoint or hire non-pastoral employees in accordance with the approved organizational chart and written, LBC-specific job descriptions, as allotted for in the approved annual budget;
- 8.2.2.2. The Lead Pastor may, with the counsel of the Elder Board, terminate the employment of LBC's agents and employees, in accordance with these Bylaws;
- 8.2.2.3. The Lead Pastor may compensate agents, employees, and independent contractors within the limits and constraints of the approved annual budget;
- 8.2.2.4. The Lead Pastor may prescribe duties for LBC staff and Pastoral Elders, including supervision assignments, consistent with effective administration and to meet the business and operational needs of LBC;
- 8.2.2.5. The Lead Pastor will ensure the completion of yearly performance reviews for each employee of LBC;
- 8.2.2.6. The Lead Pastor will oversee and approve significant employee disciplinary matters and the termination of any LBC staff excluding Pastoral Elders;
- 8.2.2.7. The Lead Pastor and the Elder Board are responsible for ensuring that all personnel management issues brought to their attention are addressed in a timely manner and in accordance with state and federal employment practices;
- 8.2.2.8. The Elder Board may create and appoint committees designed to carry out the works of the church;
- 8.2.2.9. The Elder Board, in consultation with the Stewardship Commission, will appoint a Treasurer who will likewise serve as a member of the Stewardship Commission.
- 8.2.2.10. The Elder Board will complete a yearly performance review of the Lead Pastor;
- 8.2.2.11. The Elder Board may delegate authority to officers, employees, pastors, and committees;
- 8.2.2.12. The Elder Board or its designee may establish new policies, procedures, rules, and regulations not inconsistent with the law or these Bylaws, for guidance of the officers and the management of the affairs of the church. In such case, all affected employees will be provided written copies of any policy or procedure changes, and are required to acknowledge receipt of same;
- 8.2.2.13. The Elder Board may review all service agreements with self-employed independent contractors, other than facility maintenance and repair work;
- 8.2.2.14. The Elder Board will oversee the search for pastoral candidates pursuant to these Bylaws and approve a recommendation to membership that a pastoral candidate be hired;
- 8.2.2.15. The Elder Board may terminate the employment of LBC pastors in accordance with these Bylaws;
- 8.2.2.16. The Elder Board will 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;

- 8.2.2.17. The Elder Board may authorize 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;
- 8.2.2.18. The Elder Board or its designee is responsible for disbursing funds and entering into contracts in accordance with the Articles of Incorporation and these Bylaws;
- 8.2.2.19. The LBC Employee Policy Handbook dated February 2018, 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;
- 8.2.2.20. 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 Chairman of Elder Board 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 Business Meetings. 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, an LBC members-only meeting will be scheduled within 30 days of the suspension. At the members-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 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 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 Business Meetings (Membership)

8.4.1. General

8.4.1.1. A “Church Family Business 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 Business Meeting; however, they will not be allowed to vote.

- 8.4.1.2. A Church Family Business Meeting shall be held three times a year, including an Annual Church Family Business Meeting held in the first quarter of the fiscal year.
- 8.4.1.3. The Annual Church Family Business 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 Business Meetings shall be announced electronically and during Sunday services not less than two weeks prior to those meetings. The agendas for the Church Family Business Meetings shall be published electronically and in hard copy at the LBC Information Counter 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 Business Meeting. When proper notice of a Church Family Business 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 Business Meetings.

8.5. Procedures

- 8.5.1. Quorum. A quorum at all Church Family Business 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 resolution 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 may 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 Corinthians 16:2 and 2 Corinthians 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 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 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 or its designee. Money shall not be expended, nor liability incurred, beyond the amount appropriated in the annual budget, except as authorized in Section 8.2.2.16, without specific authorization by the membership.

9.2. Stewardship Commission – Membership

9.2.1. Membership

- 9.2.1.1. Members of the stewardship commission are Deacons/Deaconesses of the finance ministry of the church. The Elder Board shall approve the appointment of all members of the Stewardship Commission. A Lay Elder liaison shall be a permanent, non-voting member of the Stewardship Commission and is responsible for maintaining open communication between the Elder Board and the commission. In the absence of a confirmed chairman of the stewardship commission, the Lay Elder liaison shall serve as the Treasurer of the Corporation.
- 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 year prior to serving on the Commission.
- 9.2.3. Organization
- 9.2.3.1. The Chairman of the Stewardship Commission shall be elected or reaffirmed annually by the Commission members and, after confirmation of the elder board, shall serve as the Treasurer of the Corporation. The Chairman shall be responsible for scheduling and presiding at the meetings of the Commission and, as Treasurer, 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 or reaffirmed 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 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. The commission and Elder Board should 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 reaffirmed 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.



12. CERTIFICATION

CERTIFICATION

We, the undersigned, being the Chairman and Secretary of the Laurelglen Bible Church Elder Board and the President and Chief Executive Officer and Treasurer of the Corporation, do hereby certify that the above Bylaws were unanimously approved by the Elder Board of LBC on May 20, 2018, 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-quarters (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 20th day of May, 2018.

Elder Board members approving these Bylaws for adoption:

Pastoral Elders: Eric Burns, Andy Middlekauff, and Roger Poppen

Lay Elders: Ryan D’Cruz, Joel Lueck, Abraham Maliyekkal, Trent O’Neill, Ryan Pearsey, and Michael Sampley

Dated: _____

Eric Burns
Lead Pastor, President,
Chief Executive Officer

Ryan D’Cruz
Chairman of the Elder Board

Leonard Denney
Church Treasurer,
Chairman of Stewardship Commission

Ryan Pearsey
Secretary of the Elder Board