

**BY-LAWS TO THE CHURCH CONSTITUTION**  
**ARBOR HEIGHTS COMMUNITY CHURCH**  
(Revised 1-11-13)

**ARTICLE I: NAME**

This church shall bear the corporate name of ARBOR HEIGHTS COMMUNITY CHURCH (AHCC), which has been organized exclusively for religious purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code. AHCC maintains its principal office at 4113 SW 102<sup>nd</sup> St. Seattle, WA 98146. Changes to the corporate name can only occur by action of the Church Leadership Board (see Article VI) in consultation both with AHCC's paid Staff Members, licensed for ministry within the Christian and Missionary Alliance (C&MA), and with the Membership of the church.

**ARTICLE II: MISSION**

The mission of AHCC is to receive and participate in the mission of Jesus to reconcile, heal and transform to the glory of God.

**ARTICLE III: RELATIONSHIP**

- Section 1      THE CHRISTIAN AND MISSIONARY ALLIANCE: AHCC is a church of the C&MA within the C&MA's Pacific Northwest District, and may draw upon the latter's resources as determined by the Senior Pastor or the Church Leadership Board.
- Section 2      REVERSION: Because AHCC is connected and subordinate to its parent religious organization, the C&MA, a Colorado nonprofit corporation, this church agrees to be subject to and abide by the terms and conditions of Article II of the C&MA Constitution relating to the reversion of property of accredited churches.
- Section 3      DELEGATES: Lay Delegate(s) may be appointed annually by the Church Leadership Board to the C&MA General Council and the Pacific Northwest District Council.

**ARTICLE IV: MEMBERSHIP**

AHCC affirms that the church universal is the Body of Christ, and that AHCC is a part of that Body, called to accomplish the Mission of Jesus in this time and place. Each Member is, therefore, a minister of God's grace with the calling and responsibility to live in and participate in the Mission of Jesus to others (Romans 12:6-8; 1 Cor. 12:4-11, 14:26; Eph. 4:1-16; I Peter 2:9-10, 4:10-11).

- Section 1      QUALIFICATION AND RESPONSIBILTIES: AHCC qualifications and responsibilities for church membership shall consist of commitment to:
- 1) Faith in Jesus Christ as Lord and Savior as prescribed in the C&MA Constitution, Article III, and the fundamental beliefs and doctrines held in common by the C&MA,
  - 2) The mission, vision, and core values of AHCC,
  - 3) Work to ensure the unity of AHCC,
  - 4) The ongoing work of transformation by the Holy Spirit in one's life,
  - 5) The ministry of AHCC which includes prayer, discipleship, service and giving,
  - 6) Live out authentic community (accountability, transparency, etc.), and
  - 7) Complete the membership process and abide by the Membership Covenant.

- Section 2      **APPROVAL:** The Committee on Membership (see C&MA Constitution Article X, Section 1) shall approve all applicants for Membership upon completion of the Membership process. The Committee on Membership shall be responsible for the contents of the Membership Covenant. Paid Pastoral Staff who are licensed for ministry in the C&MA and their spouse(s) shall automatically be taken into Membership when hired, provided they meet the requirements and abide by the Membership Covenant.
- Section 3      **REMOVAL:** Persons who are no longer active in the life of the church may be removed from the Membership list by action of the Committee on Membership. The Committee on Discipline (see C&MA Constitution Article X, Section 1) may also dismiss persons from Membership if their conduct is not in accord with the Membership Covenant.
- Section 4      **CONFLICT RESOLUTION:** In accord with the C&MA Constitution Article X, Section 1; the Committee on Discipline, shall oversee the biblical procedure to resolve all relational conflicts within the church (Matthew 5:23-24; 18:15-19; Galatians 6:1, 2).
- Section 5      **VOTING MEMBERSHIP:** All active members sixteen (16) years of age or older shall have the right to vote on all matters brought to the congregation for vote as outlined in the C&MA Constitution and these By-laws.

#### **ARTICLE V: MEETINGS**

- Section 1      **ANNUAL MEETING:** An Annual Meeting of the Membership shall be held to receive reports (including financial reports) from the Senior Pastor and others, elect new Church Leadership Board members and other officers and/or positions; and, generally, to celebrate the work of Christ in and through AHCC. The Senior Pastor shall review the mission, vision, and core values of AHCC on behalf of and in conjunction with the Church Leadership Board. This meeting constitutes the regular meeting of the corporation. On general church matters, in which no legal questions are involved, all Voting Members are entitled to vote.
- Section 2      **TIME AND DATE:** The Annual Meeting shall be held during the first quarter of the calendar year, at a time and place to be fixed by the Church Leadership Board. The schedule and purpose of the meeting shall be announced at least two weeks in advance, with notice given at weekend worship services. If, in the judgment of the Church Leadership Board, the meeting cannot be held during the first quarter of the calendar year, it shall be held as close to the first quarter as possible.
- Section 3      **SPECIAL MEETINGS:** The Church Leadership Board may call special meetings of the Membership. The purpose of such meetings shall be announced at least two weeks in advance, with notice given at weekend worship services.
- Section 4      **RIGHTS:** Every Voting Member shall have the right to vote to elect Church Leadership Board members, to amend or repeal AHCC by-laws, to adopt or amend any merger agreement, and to approve the acquisition or improvement of real property that exceeds 20% of the annual budget.
- Section 5      **QUORUM:** Those Voting Members present at a meeting duly called and announced shall constitute a quorum of the Membership for the transaction of business. Voting by proxy is not permitted. A two-thirds majority is required for passage of all church business.

Section 6        RULES: Except as otherwise provided by these By-laws, the Church Leadership Board, along with reliance on the Holy Spirit, shall guide proceedings at the Annual Meeting.

#### **ARTICLE VI: CHURCH LEADERSHIP BOARD**

Section 1        GOVERNING AUTHORITY: The Church Leadership Board shall be considered the organizational trustees for the purposes of all laws of incorporation of the State of Washington. It shall exercise all other powers conferred by applicable laws. The Church Leadership Board is the governing authority at AHCC in conformity with C&MA Constitution Article VI and shall be ultimately responsible for the affairs of the church between Annual Meetings.

Section 2        COMPOSITION: Members of the Church Leadership Board shall include the Senior Pastor and non-paid Members of AHCC who are recognized as qualified to lead and empowered by the Holy Spirit to such purposes; who are serving in a ministry of the church. The Church Leadership Board may include both men and women, but must at all times consist of a majority of Elders (see Article VII). One additional Member of the paid Pastoral Staff may serve as a non-voting participant upon request by the Senior Pastor.

Section 3        NUMBER: The number of Church Leadership Board members shall be no less than five and no more than nine. The Church Leadership Board will determine the number of members needed in the coming year and communicate that need to the Nominating Committee prior to the initiation of the nomination process.

Section 4        QUALIFICATIONS: In accordance with Article VI of the C&MA Constitution, Church Leadership Board members shall satisfy the Scriptural standards for church leadership. Church Leadership Board members must be Voting Members, in good standing, for at least one year prior to election to the Church Leadership Board. All Church Leadership Board members shall personally affirm their qualifications each year during a designated Church Leadership Board meeting.

Section 5        CHURCH LEADERSHIP BOARD MEMBER REVIEW: At any time the Church Leadership Board may review the service of a Church Leadership Board member to determine continued qualification and compatibility with the mission, direction, purposes, and functions of the church. Other than by resignation, discontinuance of a Church Leadership Board member under review requires a two-thirds majority vote of the other Church Leadership Board members and the approval of the district superintendent (see C&MA Constitution Article VI, Section 2).

Section 6        TERM: The term of service shall be three years beginning on the first day of the month following a vote from the Membership. Church Leadership Board members may serve a maximum of two consecutive terms. Thereafter, after one year away from Board service, previous Board members are again eligible for reelection.

Section 7        GOVERNANCE: The Church Leadership Board is entrusted by the Membership with the governance of the Church. The Church Leadership Board serves the whole of the Membership before God and provides strategic leadership to the church as follows:

- 1) Ministry Outcomes: Defines the biblical mission and vision of AHCC and then establishes the ministry outcomes of the church.
- 2) Church Leadership Board Process: Addresses how the Church Leadership Board makes decisions and how each Member is accountable to the others.
- 3) Senior Pastor Expectations and Role Development: Specifies the Church Leadership Board's expectations for the Senior Pastor, the means for evaluating the Senior Pastor against stated Ministry Outcomes and the standards and procedures for financial accountability.
- 4) Church Leadership Board Relations: Specifies how the Church Leadership Board delegates ministry to the Senior Pastor and monitors the outcomes of ministry.
- 5) By-law Review: Reviews these By-laws, makes editorial changes as provided in Article X, Section 3, and recommends substantive amendments to the Membership for vote at the Annual Meeting.

Section 8      CHAIRMAN AND VICE CHAIRMAN: In accord with C&MA Constitution Article VI, Section 1; the Church Leadership Board Chairman shall be the Senior Pastor or, if at the Senior Pastor's request, the Church Leadership Board shall elect an Elder from its membership to serve as Chairman. The Board shall elect an Elder to serve as Vice Chairman as well. The Church Leadership Board Chairman:

- 1) Sets the Church Leadership Board agenda in consultation with the Senior Pastor,
- 2) Convenes and facilitates Church Leadership Board meetings,
- 3) Ensures that minutes of all congregational meetings and Church Leadership Board meetings are kept, and
- 4) Provides oversight to the church in consultation with the District Superintendent, including leading the Church Leadership Board when the Senior Pastor position is vacant.

Section 9      QUORUM: A quorum for the legal conduct of business shall be four (including two elders) if the Church Leadership Board is seven, five (including three elders) if it is eight and six (including three elders) if it is nine.

Section 10     VACANCIES: The Church Leadership Board may fill vacancies created during a term on the Church Leadership Board, as necessary, by appointment until the next Annual Meeting. To complete an unexpired term thereafter, such interim Members must be recommended by the Nominating Committee and voted upon by the Membership at the next Annual Meeting.

Section 11     TEAM MEETINGS: The Church Leadership Board shall meet monthly and/or no less than ten months of the year.

## **ARTICLE VII: ELDERS**

Section 1      ELDERS: In accord with C&MA Constitution Article X, Section 1; the Elders shall be male members of AHCC and shall be elected as specified in Section 4. Elders shall serve with the senior pastor to oversee both the temporal and spiritual affairs of the local church in order to accomplish Christ's mission. They shall constitute the Committee on Membership. They shall be the Committee on Discipline in accordance with the Uniform Policy on Discipline, Restoration, and Appeal of The Christian and Missionary Alliance.

- Section 2      COMPOSITION: The Elders shall include the Senior Pastor and non-paid Members of AHCC who are recognized as qualified to lead and empowered by the Holy Spirit to such purposes; who are serving in a ministry of the church.
- Section 3      QUALIFICATIONS: Elders shall satisfy the Scriptural standards for Eldership (I Timothy 3:1-7, 5:17-19, Titus 1:5-9, Acts 20:17-35, I Peter 5:1-4). Elders must be Voting Members, in good standing, for at least one year prior to election to the position. All Elders shall personally affirm their qualifications each year during a designated Elder meeting.
- Section 4      BECOMING AN ELDER: In recognition of the biblical record of the Apostolic appointment (see above), understanding the critical importance of the role of Elder in the local church, and in concert with the C&MA Constitution; a prospective Elder shall undertake approval through a three-part process:
- 1) Appointment: The Senior Pastor shall appoint a prospective Elder to the Nominating Committee for consideration.
  - 2) Affirmation: The Nominating Committee shall conduct a review of all Appointed Elder candidates. A process which shall result in either a declination or affirmation concerning the call and qualifications of each prospective Elder.
  - 3) Confirmation: Once the candidate has been Affirmed, the Nominating Committee shall present the candidate to the Membership for vote of Confirmation at the next Annual Meeting.
- Section 5      REMOVAL: Other than by resignation or mutual agreement, the removal of an Elder shall follow the course prescribed in the C&MA Constitution in Article VI, Section 2.
- Section 6      TERM: To maintain the continuity of spiritual oversight of AHCC, the office of Elder shall not carry a term limit.
- Section 7      RESPONSIBILITIES: Elders are entrusted by the Chief Shepherd, Jesus Christ, with the spiritual oversight of the church. An Elder serves the whole of AHCC before God and provides leadership under the direction of the Senior Pastor as follows:
- 1) Spiritual Oversight: Elders ensure that the doctrines and teachings of AHCC are biblically sound, in agreement with the C&MA, and hold all Members to the high standard of God's truth, including the Senior Pastor and Ministry Leaders.
  - 2) Church Leadership Board: At all times, enough Elders shall sit on the Church Leadership Board to form a majority and occupy the offices of Chairman and Vice Chairman of that Board.
  - 3) Membership: The Elders shall function as the Committee on Membership and shall have final responsibility for matters of membership as provided in the C&MA Constitution in Article X, Section 1.
  - 4) Discipline: The Elders shall function as the Committee on Discipline and shall have final responsibility for matters of discipline as provided in the C&MA Constitution in Article X, Section 1.
  - 5) Ministry: In cooperation with the Senior Pastor, Elders may serve in any variety of ministries and in any suitable manner of service.

Section 8 MEETINGS: The Elders shall meet regularly at the planning and discretion of the Senior Pastor.

#### **ARTICLE VIII: NOMINATING COMMITTEE**

Section 1 COMPOSITION: A Nominating Committee shall consist of the senior pastor, two members from the church membership, selected by, but not necessarily from the governance authority, and two elected from the church membership, at least two months prior to the Annual Meeting.

Section 2 RESPONSIBILITIES: The Nominating Committee shall present candidates for all AHCC positions requiring a vote by the Membership at the Annual Meeting.

Section 3 VACANCIES: The Church Leadership Board may, by appointment, fill vacancies that arise among duly elected Members of the Nominating Committee.

Section 4 PROCEDURES: In consideration of elections, the Nominating Committee shall present at least one name for each office to be filled, as directed by the Church Leadership Board. The officers shall be elected by ballot at the annual meeting. Where only one name is presented, the ballot may be waived by unanimous vote in accord with Article XV in the C&MA Constitution. The final candidate list must be posted at least two weeks prior to the elections. Any suggested nominations from the membership shall be submitted in writing to the Nominating Committee for review at least four weeks prior to the elections.

#### **ARTICLE IX: SENIOR PASTOR AND MINISTRY LEADERS**

Section 1 SELECTION: The Church Leadership Board will give consideration to Senior Pastor candidates in consultation with the Superintendent of the Pacific Northwest District of the C&MA. Potential candidates must be licensed or eligible to be licensed by the Pacific Northwest District. The Church Leadership Board shall be authorized to hire a Senior Pastor following the approval of the District Superintendent.

Section 2 RESPONSIBILITY: The Church Leadership Board shall hold the Senior Pastor responsible for providing leadership toward the fulfillment of the mission and vision of AHCC. The Senior Pastor is responsible to the Church Leadership Board for leading and giving oversight to the ministries of AHCC, and serves as one Elder on the Church Leadership Board. He will be expected to uphold the biblical requirements of his office as an Elder and will provide oversight and management of the church, staff, and care of its Members (Acts 20:28-32; Titus 1:5-9; 1 Peter 5:1-4).

Section 3 DISMISSAL: The Church Leadership Board may, in conjunction with the district superintendent, ask for the resignation of any member of the pastoral staff. Before such action is taken, the Church Leadership Board and that member shall follow the guidelines as prescribed by the district superintendent.

Section 4 EMPLOYED STAFF: The Senior Pastor is responsible for hiring and dismissing the paid staff of AHCC. The Senior Pastor and/or his designate are responsible to supervise, evaluate, and manage the activities of the paid staff.

- Section 5      **MINISTRY LEADERS:** The responsibilities of Elders, Deacons, Deaconesses, and other ministries and offices prescribed by the C&MA Constitution or needed to achieve ministry outcomes will be performed by Ministry Leaders accountable to the Senior Pastor or his designate, consistent with and for the purpose of fulfilling the mission, vision and purposes of AHCC established by the Church Leadership Board.
- Section 6      **TREASURER:** In accordance with the C&MA Constitution (Article IX, Section 3), a responsible Financial Officer will ensure all monies of AHCC are handled according to Policy established by the Church Leadership Board. Financial reports are to be presented monthly to both the Senior Pastor and the Church Leadership Board.

#### **ARTICLE X: ADMINISTRATIVE PROVISIONS**

- Section 1      **FISCAL YEAR:** Effective 2013, the fiscal year shall be January 1<sup>st</sup> through December 31<sup>st</sup>. The Church Leadership Board shall approve the annual church budget and hold the Senior Pastor accountable for prudent financial practices.
- Section 2      **AUDITS:** As defined and directed by the Church Leadership Board, financial records shall be examined at least bi-annually.
- Section 3      **AMENDMENTS:** Amendments to these By-laws may be adopted by a two-thirds vote of the Membership present and voting at the Annual Meeting or at a legally called Special Meeting of the Membership, provided that the Membership is notified of the text of the proposed amendments at least thirty days before the vote and that at least twenty percent of the Membership participates in the vote. Minor revisions not affecting theology, ministry philosophy or overall structure of governance shall be made at the discretion of the Church Leadership Board (for example, rewording for clarification of ideas considered confusing, updating legal provisions, or adding scriptural references) provided the Membership is notified within thirty days and again at the next Annual Meeting.
- Section 4      **TAX EXEMPT STATUS:** AHCC shall not carry on any activities not permitted to be carried on by a corporation exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code as presently constituted (or the corresponding provision of any future United States Internal Revenue Law). The Senior Pastor in consultation with the Church Leadership Board shall have ultimate authority over what is prohibited and what is allowable. Prohibited activities shall include but not be limited to endorsement of a specific candidate or party in a political election. Teaching, announcements, and the presentation of information on political issues, such as but not limited to pending legislation shall be allowable subject to the approval of the Senior Pastor and the Church Leadership Board.