

WESTWOOD BAPTIST CHURCH BYLAWS
Revised May 20, 2007

ARTICLE I - MEMBERSHIP

Section 1. QUALIFICATIONS

The membership of this church shall consist of such persons as confess Jesus Christ to be their Savior and Lord and who: (a) enter into the church covenant; (b) have been accepted into full membership by pledge of the church; and (c) have received scriptural baptism, and, (d) if coming from another church of like faith and practice, have provided a letter of recommendation or satisfactory substitute.

Section 2. METHODS OF RECEIVING MEMBERS:

- A. By Profession of faith in Jesus Christ and baptism;
- B. By a letter of dismissal and recommendation from any other church of like faith and practice;
- C. By statement of previous church membership, Scriptural baptism, and of commitment to Christ.

Any prospective member may present himself/herself for membership at any worship service where he/she will be welcomed and presented to the congregation. He/she shall be received into full membership only at a regular church business conference when the church covenants with him/her and he/she has also entered into the church covenant, which is to be symbolized by signing a covenant card.

Section 3. DUTIES

Members are expected to be faithful in all duties essential to the Christian life which include both internal spiritual formation and outward service to others in the name of Christ; to strive to abide by the church covenant; to attend habitually the services of this church; to give regularly to its support and mission; and to share in its common life of ministry.

Section 4. TERMINATION

Membership shall be terminated as follows:

- A. Any member in good and regular standing who desires a letter of dismissal and recommendation to another church of like faith and practice is entitled to receive it upon the request from the church with which he/she unites. When a member moves to another community this request should be promptly made.
- B. If a member requests to be released from his/her covenant obligations to this church, the church, after striving to secure his/her continuance in its fellowship, and

upon recommendation from the deacons, may grant his/her request and terminate his/her membership.

- C. If any member of this church neither attends its services, nor contributes to its support, nor corresponds with it for one (1) year, he/she may be transferred to the inactive members roll and shall be officially notified of such transfer. If, after this action, he/she neither attends services, nor contributes to the support of the church, nor corresponds with the church for one (1) year, he/she may, after due notice and upon recommendation from the deacons, have his/her membership terminated by vote of the church.
- D. Should a member become an offense to the church and to its good name by reason of immoral or unchristian conduct, or by persistent breach of his/her covenant vows, the church upon recommendation from the deacons may terminate his/her membership, but only after due notice and hearing, and after faithful efforts have been made to bring such member to repentance and reformation.
- E. By death of a member.

ARTICLE II - GENERAL CHURCH OFFICERS

Section 1. SENIOR PASTOR

- A. The Senior Pastor shall:
 - 1. Be the spiritual leader of the church, having charge of its oversight and spiritual welfare.
 - 2. Be ex officio member of all committees.
 - 3. Provide general supervision for all staff members.
 - 4. Be governed by the duties and benefits as described in the Personnel policies adopted by Westwood Baptist Church.
 - 5. Serve until the relationship is terminated by the Senior Pastor's resignation or by two-thirds (2/3) vote of the members present and voting at a special church conference called for that purpose and of which at least one week public notice will have been given. Twenty-five (25) percent of resident members will constitute a quorum.
- B. Consideration for calling an Interim Pastor
 - 1. When the office of Senior Pastor becomes vacant, the Personnel Committee shall propose to the Church Visioning Council provisions for an intentional interim ministry and a process for church self-evaluation if it deems them

- necessary. The Church Visioning Council shall receive and process these proposals and present its recommendations to the church for action with all deliberate speed.
2. The Personnel Committee proposal shall specify a basic time interval for this intentional interim ministry as well as a candidate and conditions of the call.
 3. The Personnel Committee in conference with the Church Visioning Council shall establish the process for self-evaluation.
 4. The result of the church evaluation will be submitted to the Senior Pastor Search Committee (SPSC) for its consideration in calling a Senior Pastor.
- C. Procedure for calling a Senior Pastor.
1. A Senior Pastor Search Committee (SPSC) will be established when a vacancy occurs and will consist of a chair and five members nominated by the Nominating Committee and elected by the church. The Chair of the Personnel Committee will serve as an ex officio member with vote, making a total membership of seven persons. The Nominating Committee for the purpose of this task will have its membership augmented by the Chair of Deacons.
 - a. The Nominating Committee shall poll the church for two consecutive Sundays to solicit recommendations for the SPSC.
 - b. Nominations to the SPSC may be made from the floor of the church providing that anyone so nominated has previously agreed to serve if elected. If anyone is so nominated the members of the church will vote for six positions. If six nominees do not receive a majority of the votes there will be run off elections as determined by the moderator until six nominees receive a majority of the votes.
 - c. If the person nominated by the Nominating Committee for the chair is not elected, the seven members of the SPSC will select a chair from their number.
 2. The SPSC will establish a budget for its task in coordination with the Budget Committee. The SPSC, in coordination with the Budget Committee, will also establish guidelines for the compensation of this office prior to selecting any candidate, and the SPSC will negotiate compensation, benefits and relocation details with any candidate prior to recommending that person to the church.
 3. Before a person is nominated as senior pastor, the SPSC shall bring to his/her attention the provisions of the Constitution and Bylaws and to secure his/her commitment to the effect that he/she will use his/her personal and official influence to sustain and support both their letter and spirit. If there is any reservation on his/her part, the church shall be advised of the nature of such and

the reasons therefore.

4. Any recommendation of the SPSC will be unanimous or unanimous save one. Only one candidate will be presented at a time. A call will be issued upon affirmative vote of at least seventy-five (75) percent of church members present and voting at a church business conference called expressly for the purpose of considering a recommended candidate and of which at least one week public notice will have been given. Twenty-five (25) percent of resident members will constitute a quorum.

Section 2. DEACONS

A. Number, Election, Term of Service:

1. There shall be two (2) deacons for the first ten (10) resident families of our church family and an additional deacon for each additional ten (10) resident families of our church family or major fraction thereof. The Westwood church family shall include members and their dependent children, non-member spouses of members, all members of the Sunday School, and individuals who regularly attend our worship services.
2. Deacons shall be elected by the church. They shall be nominated by the Nominating Committee in accordance with deacon selection procedures as described in the Deacon Handbook. The committee will evaluate all recommended members, and all inactive deacons, as well as additional persons as to the characteristics of a deacon as outlined in Acts 6 and I Timothy 3:8-13 as to their manifest quality of faithful stewardship in matters of tithing and support of various services and organizations of the church, and as to their gifts on ministering to persons as required of our deacons.
3. The term of service shall be three (3) years and shall start on the first day of September following the July election. After an active term of service, no deacon shall be eligible for reelection until the lapse of one (1) year. A deacon elected to serve out an unexpired term of service shall be eligible for immediate reelection, providing the total number of successive years service does not exceed four (4) years. If a deacon is absent without valid cause for six (6) consecutive meetings of the deacons, his/her office shall automatically be declared vacant.
4. Each person selected to serve as deacon will be ordained to this biblical office.

B. Duties

In accordance with the meaning of the word and the practice of the New Testament, deacons are to be servants of the church.

1. They shall actively support all the activities of the church.

2. They shall be zealous to guard the unity of the spirit within the church in the bonds of peace.
3. They shall serve with the pastors in all matters pertaining to the welfare of the church, making a consistent effort in all ministries of evangelism, the development of Christians, and the extension and growth of the Kingdom of God.
4. By proper organization and method, they are to establish and maintain Christian concern for and inspiring oversight of the membership of the church. Especially they shall seek to know the physical needs and the moral and spiritual struggles of each member, and to serve the whole church in relieving, encouraging, and developing all who are in need. To this end each church family is to be visited at least semi-annually, and more often if possible.
5. In counsel with the senior pastor, and by such methods as the Holy Spirit may direct in accordance with the New Testament teachings, they are to have oversight of the discipline of the church, in administering which they are to be guided by the principles set forth in Matthew 18:15-17; I Corinthians 5:9-13; I Thessalonians 5:12-14.
6. The deacons shall serve as a general pulpit committee. In case of absence or inability of the senior pastor, subject to advice from and conference with him, they will provide for pulpit supplies. In any period when the church is without a senior pastor, unless the church shall otherwise provide, the deacons will arrange the temporary ministry.

C. Method of Procedure

1. They shall elect annually their own chair, vice chair, and secretary.
2. The whole body of deacons shall be organized as a unit to consider plans, problems and policies, and to make recommendations to the church.
3. They shall meet monthly. An accurate record of the proceedings and attendance of each deacons' meeting shall be kept.
4. They shall apportion the church family among themselves, or make plans whereby the entire church family may have the benefit of spiritual care by deacons.

Section 3. CHURCH STAFF

- A. Staff members shall be under the general supervision of the senior pastor, aided by the Personnel committee and other committees designated to supervise specific areas of church responsibilities. The church staff shall be governed by the Personnel Policy Manual prepared by the Personnel committee.

B. Ministerial Staff Vacancies

1. A Pastor Search Committee (PSC) will be established when a vacancy in the ordained pastoral staff occurs. The PSC will consist of a chair and five members nominated by the Nominating committee and elected by the church. A member of the Personnel committee will serve as an ex officio member with vote, making the total membership seven. The senior pastor will serve as advisor to the PSC without vote.
 - a. The Nominating committee shall poll the church for two consecutive Sundays to solicit recommendations for the PSC.
 - b. Nominations to the PSC may be made from the floor of the church conference providing that anyone so nominated has previously agreed to serve if elected. If anyone is so nominated, the members of the church will vote for six positions. If six nominees do not receive a majority of votes, there will be run-off elections as determined by the moderator until six nominees receive a majority of votes cast.
 - c. If the person nominated for the chair by the Nominating committee is not elected, the seven members of the PSC will select a chair from their number.
2. The PSC will establish a budget for its task in coordination with the Budget committee. The PSC, in coordination with the Budget and Personnel committees, will also establish compensation guidelines for the position being filled. The PSC will negotiate compensation, benefits and relocation details with any candidate prior to recommending that person to the church.
3. Any recommendation of the PSC will be unanimous or unanimous save one. Only one candidate will be presented at a time. A call will be issued upon the affirmative vote of at least seventy-five (75) per cent of church members present and voting at a church business conference called for the purpose of considering a recommended candidate. At least one week public notice will be given for this meeting. Twenty (20) per cent of resident members will constitute a quorum for this meeting.

- C. Other staff vacancies shall be nominated by the Personnel committee to the church for approval when the employment of such is considered necessary or advisable.

Section 4. TERM LIMITS FOR COMMITTEES AND MINISTRY GROUP CHAIRS AND VICE-CHAIRS

All committee members, ministry group chairs and vice chairs (hereinafter referred to as Ministry Group Officers) shall serve no more than three (3) consecutive years on any committee, or in such office. There will be a lapse of one (1) year before being eligible for reelection. In implementing this policy, the Nominating committee will adjust the terms of individual committee members to ensure staggered turnover among the members to allow for continuity of the committee.

Section 5. MODERATOR

The church shall elect annually a moderator and an assistant moderator. In the absence of the moderator, the assistant moderator shall preside; or, in the absence of both, the clerk shall call the church to order, and a moderator pro-tem shall be elected.

The duty of the moderator is to preside at all business meetings of the church and answer all questions as to parliamentary law proceedings following Robert's Rules of Order, latest edition. He/she must protect every member in all his/her rights.

Section 6. CLERK

The church shall elect annually a clerk and an assistant clerk.

The clerk shall keep in a suitable book a record of all the official actions of the church, except as otherwise provided herein. He/she shall keep a register of the names and addresses of members, with the dates of admission, dismissal, or death, together with a record of baptisms. He/she shall also notify all officers, members of committees, Ministry Group Officers, and messengers of their election or appointment. He/she shall issue letters of dismissal voted by the church, preserve on file all communications and written official reports, and give legal notices of all meetings where such notice is necessary, as indicated in these Bylaws. All records of the clerk shall be considered the property of the church.

The assistant clerk shall perform the above duties in the absence of the clerk, and shall also assist the clerk in all his/her duties.

Section 7. TREASURER

The church shall elect annually a treasurer and an assistant treasurer. After serving three (3) consecutive years, neither shall be eligible for reelection until the lapse of at least one (1) year. Each shall be covered by church-provided insurance for funds in their care.

The treasurer shall sign all checks to pay expenses of the church upon receipt of properly approved vouchers and will keep an itemized account of all receipts and disbursements. Payment shall be made promptly by check, and all funds received for missions or other causes shall be remitted by check as scheduled. Further, the treasurer shall render to the Finance Committee at each of their monthly meetings a summary report of receipts and disbursements of the preceding month, and this report shall be presented to the church in its regular church conference. Within sixty (60) days after the end of the calendar year, the treasurer shall render to the church an annual report, showing the total amount of receipts and a summary statement of all disbursements. The treasurer shall also at this time provide the Audit Committee all of the previous year records for an annual review or audit as the Audit Committee deems appropriate. This annual report shall be delivered by the treasurer to the church clerk who shall preserve the report as a permanent record of the church.

All books, records, and accounts kept by the treasurer shall be considered the property of the church, and shall be open to inspection by any member of the church. The treasurer shall, upon the election of his/her successor, at the completion of his/her fiscal report, promptly deliver to the active Finance Committee all books, records, and

accounts pertaining or relating in any way to the duties of the office he/she is relinquishing. He/she shall consider it part of his/her responsibility to promote in every proper way Scriptural giving on the part of the entire membership of the church.

The assistant treasurer shall perform the above duties in the absence or inability of the treasurer, and also shall assist the treasurer in all of his/her various duties.

Section 8. FINANCIAL SECRETARY

The financial secretary shall be elected annually, unless such services are performed by an employee.

He/she shall receive the empty offering envelopes after the money has been removed and counted by the proper persons. From these envelopes he/she shall record the amount of offering of each individual donor. He/she shall also be responsible for preparing and mailing statements to all members at the close of each quarter. The individual records shall be retained as confidential information unless the individual concerned authorizes release for specific purposes. He/she shall prepare annual summary reports of giving, without reference to individual names and such other reports or data, based upon individual giving, as may be required for use by the church officers and committees concerned with financial matters.

Section 9. TRUSTEES

The church shall elect not less than three (3) trustees, each to serve a three (3) year term of office. A candidate or candidates, corresponding to the number of vacancies, for the office of trustee shall be presented to the church by the Nominating Committee whenever such action is necessary.

They shall hold in trust all property of the church, but shall have no power to buy, sell, mortgage, lease, or transfer any property without a specific vote of the church authorizing such action. They shall be the legal custodians of all church property, and in the event of the sale or purchase of any real estate for the church, or in making loans in behalf of the church they shall be authorized to sign all deeds and notes. They shall act in behalf of the church, when the church so instructs, for any required legal agreements related to banking and insurance. They shall attend, with advice from and consultation with the Church Visioning Council, to all matters of property and liability insurance.

Section 10. OTHER OFFICERS

The church may create such other officers as are deemed necessary. The principles indicated in these Bylaws with respect to the manner and methods of nomination and election to such newly created offices shall be observed.

ARTICLE III - CHURCH COMMITTEES

Section 1. CHURCH VISIONING COUNCIL

The Church Visioning Council is the strategic vision and planning body chartered to guide and support the Ministry Groups in carrying out their ministries. The Council serves as shepherd of church ministries and life together, providing organization, oversight, coordination, and care to enable the church to fulfill its mission and purpose for Christ by assisting each organization and entity to accomplish its assigned task. Chairs of church committees or organizations will be invited to its meetings whenever projects or programs in which they are involved are to be considered.

A. Membership

The Church Visioning Council will consist of Senior Pastor as chair, each staff person who directs a ministry, and the Chair of each Ministry Group.

B. Duties

1. To recommend new directions, programs or activities to the church for consideration.
2. To review all organizational structures and recommend changes to the church.
3. To review the initiatives of the church's various programs and ensure that they are consistent with the vision of Westwood Baptist Church.
4. To review the work and progress of church organizations to facilitate the mission of Westwood Baptist Church.
5. To coordinate the activities of all organizations and committees to provide mutual support of the mission of Westwood Baptist Church.
6. To recommend overall budget goals and priorities to the Finance Committee prior to annual budget development.
7. To interpret decisions of the Church Conference and establish procedures for implementing those decisions.
8. To establish teams to assist the Church Visioning Council in developing reports and recommendations and in performing specific tasks for the church.
9. To recommend to the church, members of the Nominating Committee.
10. To meet regularly (usually monthly). Special meetings may be called by the chair or upon request of twenty-five percent of the members. A majority of the voting members constitutes a quorum.

Section 2. STANDING COMMITTEES AND MINISTRY GROUPS

All standing committees and Ministry Group Officers shall be elected by the church upon recommendation of the Nominating Committee.

The membership and duties of committees and Ministry Groups shall be those established in the "Westwood Baptist Church Committee Manual".

Establishment and dissolution of the committees and Ministry Groups shall be approved at any regular church conference after notice of such proposed establishment or dissolution has been given at the preceding regular church conference.

ARTICLE IV - FINANCES

The finances of this church shall be administered through a unified church budget. A foreign missions offering and a home missions offering sponsored by the WMU shall be received annually. Other special offerings shall be taken only upon recommendation of the Finance Committee and vote of the church. This does not preclude individuals making special offerings at any time as the Spirit of God may move them.

The Finance Committee shall ensure the proper receipt and deposit of all money and other things of value received by the church. Receipts and expenditures from any source and for any purpose shall be reported to the treasurer and properly recorded on the books of the church. The expenses of the church shall be paid from the unified church treasury as approved by the church and in accordance with established financial policies.

It is understood that membership in this church involves financial obligation to the support of the church. The tithe is recommended as a scriptural starting point for giving. Each new member shall be given an opportunity to make a subscription to the church's unified budget. Annually there shall be a canvass of the entire church membership in order to subscribe the unified budget of the coming year. Each quarter the financial secretary shall mail to members a record of their gifts to the church.

ARTICLE V - MEETINGS

Section 1. WORSHIP AND CHRISTIAN DEVELOPMENT

- A. Regular worship services shall be held on Sunday and at other times as scheduled.
- B. Intentional programs for Bible study, discipleship development, and spiritual growth shall be an integral part of the church's weekly life.
- C. The Lord's Supper shall be commemorated at a regular worship service at least bimonthly and at any other time deemed appropriate by the senior pastor and deacons.

- D. Services for special occasions may be called at the discretion of the senior pastor, or by vote of the church.

Section 2. BUSINESS

- A. The regular church conference shall be held as recommended by the Church Visioning Council and as approved by the church.
- B. A special church conference may be held on call of the senior pastor, moderator, chair of deacons, or by a signed petition by a quorum of the resident active membership of the church, provided that the special meeting is announced at any regular meeting of the church and at least six hours before the special meeting.
- C. A quorum to conduct the business of this church shall consist of seven (7) percent of the resident active membership, except that for the call or dismissal of the senior pastor, twenty-five (25) percent shall be necessary.

ARTICLE VI - AMENDMENTS

These Bylaws may be amended by a majority vote of the active resident members present and voting at a regular church conference, or at a meeting called for that purpose. The proposed change shall be published in the weekly bulletin, or in a church letter at least one (1) week prior to the time of proposed action.