

**The Bylaws
of Grace Bible Church
of Coeur d’Alene, Idaho**

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PREAMBLE

We, the people of Grace Bible Church, in order to exalt the Lord Jesus Christ, in order to edify each other in grace and knowledge, in order to equip ourselves for spiritual service, and in order to evangelize the world by making disciples in all nations, establish and agree to the following Bylaws, which include our Articles of Faith and our Covenant.

ARTICLE 1—Name

This organization is named Grace Bible Church of Coeur d'Alene, Idaho.

ARTICLE 2—Purpose

Grace Bible Church exists to exalt the Lord Jesus Christ, to edify believers in Jesus Christ, and to evangelize unbelievers throughout the world. The functions of this Church include, but are not limited to: (1) discipling believers in worship and service, (2) evangelizing those who are not believers, (3) establishing and organizing meetings for public worship and spiritual education, (4) constructing and maintaining buildings and equipment for such meetings, and (5) collecting funds to support the ministries and staff of this Church and to support individuals and organizations of similar faith in other places.

ARTICLE 3—Articles of Faith

In the following Articles of Faith, all Scripture references are to be interpreted as translated in the Authorized (King James) Version of the Bible.

1. ***The Holy Scriptures*** –

- a. We believe in the verbal and plenary inspiration of the Bible, consisting of 66 books that make up the Old and New Testaments. We believe that the Bible was inerrant in the original writings, that it is the complete and unalterable special revelation of God, and that it is our final authority. We believe that God has revealed His plan for mankind progressively through the time of Bible history. *Matthew 5:18; John 16:12-13; Ephesians 3:3-5; 2 Timothy 3:16-17; 2 Peter 1:20-21*
- b. We believe in the normal, literal, and consistent interpretation of the Scriptures, and we resist attempts to twist or distort the interpretation of the Scriptures. *2 Corinthians 3:12; 4:1-2; 2 Peter 3:15-16*
- c. We believe that God has preserved His revelation for us, even through the human actions of copying and translating. We believe that God’s Word has been preserved in the family of Greek and Hebrew manuscripts used to translate versions such as the King James Version. *Psalms 12:6; 119:89; Matthew 24:35*

2. ***The Godhead*** - We believe in one triune God, eternally existing in three persons—Father, Son, and Holy Spirit—co-eternal in being, co-identical in nature, co-equal in power and glory, and having the same attributes and perfections. *Deuteronomy 6:4; Matthew 28:19; 1 Corinthians 15:27; 1 John 5:7*

3. ***The Person and Work of the Father***

- a. We believe it is the work of the Father to love the world, to forgive sins, to provide for the daily needs of believers, to keep believers secure in Christ, and to raise the dead. *Matthew 6:9-15,31-34; John 3:16; 5:21*
- b. We believe the Father sends both the Son and the Holy Spirit into the world and superintends their ministry. *John 5:19-21; 14:16*

4. ***The Person and Work of the Son***

- a. We believe that the Lord Jesus Christ, the eternal Son of God, became man without ceasing to be God, that as a human He was conceived by the Holy Spirit and born of the virgin Mary, and that He lived a sinless life. He came that He might reveal God and redeem sinful man. *Luke 1:35; John 1:1-2,14; 2 Corinthians 5:21; 1 Peter 2:21-22; Hebrews 1:2-3*
- b. We believe that the Lord Jesus Christ accomplished our redemption through His death on the cross as a representative, vicarious, substitutionary sacrifice, that He provided atonement for the sins of the whole world, and that our justification is verified by His literal, physical resurrection from the dead. *Romans 3:24-25; 4:25; Ephesians 1:7; Hebrews 2:9; 1 Peter 1:3-5; 2:24; 1 John 2:2*
- c. We believe that the Lord Jesus Christ ascended to heaven and is now exalted at the right hand of God where, as our High Priest, He fulfills the ministry of Representative, Intercessor, and Advocate. *Acts 1:9-10; Romans 8:34; Hebrews 4:14-15; 7:25; 9:24; 1 John 2:1-2*

5. ***The Person and Work of the Holy Spirit***

- a. We believe that the Holy Spirit is the divine Comforter. As such, He comforts and encourages believers. *John 14:16,26; 15:26; 16:7*
- b. We believe the Holy Spirit is the Divine Teacher who guides believers into all truth. He moved the writers of Scripture to record the words of God. *John 16:13; 1 John 2:20,27; 2 Peter 1:20-21*
- c. We believe the Holy Spirit in this present age convicts the world of sin, righteousness, and judgment; that He regenerates and baptizes believers into the body of Christ; and that He indwells and seals believers until the day of redemption. It is the privilege of believers to be filled with, and their duty to walk in, the Holy Spirit. *John 16:8-11; Romans 8:9; 1 Corinthians 12:12-14; 2 Corinthians 3:6; Galatians 5:16; Ephesians 1:13-14; 5:18*

6. ***The Sinful Character of Man*** - We believe man was created in the image and likeness of God but in Adam's sin the race fell, inherited a sinful nature, and became alienated from God. As a result, man is depraved in all his being and is unable to remedy his lost condition. *Genesis 1:26-27; Psalm 51:5; Jeremiah 17:9; Romans 3:22-23; 5:12; Ephesians 2:1-3; Colossians 1:20-22*

7. ***The Salvation of Man***

- a. We believe the Lord Jesus Christ died for our sins according to the Scriptures as a representative and substitutionary sacrifice for all people. *Romans 5:18; 1 Corinthians 15:3-4; 1 John 2:2*
- b. We believe all who believe on Christ are saved by grace through faith on the grounds of His shed blood. Believing on Christ involves an admission of guilt as a sinner and a confession of Christ as the crucified and risen Savior. *John 1:12; 5:24; Acts 16:31; Romans 10:9-10; Ephesians 1:7; 2:8-10; 1 Peter 1:18-19; 1 John 1:8-10*

- c. We believe that every saved person consists of spirit and flesh, that victory of the spirit over the flesh has been provided through the power of the indwelling Holy Spirit, and that the maturing of the believer is progressive throughout his earthly life. *Romans 6:13; 8:12-13; 2 Corinthians 3:18; Galatians 5:16-25; Ephesians 4:22-24; Colossians 3:10; 1 Peter 1:14-16; 1 John 3:5-9*
 - d. We believe it is the privilege of believers to rejoice in the assurance of their salvation through the testimony of God's Word, but that believers are clearly forbidden to use their Christian liberty as an occasion to the flesh. *Romans 13:13-14; Galatians 5:13; Titus 2:11-15; 1 Peter 2:13-20*
8. ***The Security of the Believer*** - We believe that every saved person is accepted in Jesus Christ and kept by God's power, so they are thus secure in Christ forever. *John 6:37-40; 10:27-30; Romans 8:1,38-39; 1 Corinthians 1:4-8; Ephesians 1:7; Philippians 1:6; 1 Peter 1:5*
9. ***The Church***
- a. We believe the church, which began with the baptizing work of the Holy Spirit on the day of Pentecost, is the body and bride of Christ. It is the spiritual organism made up of all born-again persons of the present age. *Acts 2:1-13; 1 Corinthians 10:32; 12:1-13; 2 Corinthians 11:2; Ephesians 1:22-23; 5:25-27*
 - b. We believe the body of Christ is visibly expressed through the establishment and continuance of local churches as taught and defined in the New Testament Scriptures. *Acts 14:27; 20:17,28-32; 1 Timothy 3:1-13; Titus 1:5-11*

10. **Ordinances** - We believe the Lord Jesus Christ established two ordinances for the Church in this present age. These are believer's water baptism, practiced by immersion; and the Lord's Supper, observed as a memorial of His death. *Matthew 28:19; Acts 2:41; 8:35-39; 10:47-48; Romans 6:3-4; 1 Corinthians 1:14; 11:23-26*
11. **Missions** - We believe that Christ commissioned the church to make disciples from among all nations, to baptize them in the name of the Father, the Son, and the Holy Spirit, and to teach them to observe all things whatsoever He has commanded. *Matthew 28:18-20; Acts 1:8; 2 Corinthians 5:19-20*
12. **The Ministry and Spiritual Gifts**
- a. We believe the Lord Jesus Christ gives the Church gifted men to equip the saints for the work of the ministry. *Ephesians 4:7-14; 1 Thessalonians 5:12-14; 1 Timothy 5:17; 1 Peter 5:1-3*
 - b. We believe the Holy Spirit bestows spiritual gifts upon believers for Christian service and the edification of the Church. *Romans 12:3-8; 1 Corinthians 12:4-11; 1 Peter 4:10-11*
 - c. We believe the church was initiated through the ministry of the apostles and prophets and that signs and wonders from God confirmed their message. *Acts 2:47; 5:12; 14:3; Romans 15:19; 2 Corinthians 12:12; Ephesians 2:19-22; Hebrews 2:3-4*
 - d. We believe God hears and answers prayer in accord with His own will for healing of the sick and afflicted. *John 14:13-14; 15:7; James 5:14-15; 1 John 5:14-15*

13. ***The Person of Satan*** - We believe Satan is a created being, the first to sin, the tempter in the fall, the declared enemy of God and man, and the god of this age. He shall be eternally punished in the lake of fire. *Genesis 3:1-7; Job 1:6-7; Isaiah 14:12-17; Ezekiel 28:11-19; Matthew 4:2-11; 25:41; 2 Corinthians 4:3-4; Ephesians 2:2; Revelation 12:9-10; 20:1-2,10*
14. ***The Second Advent of Christ*** - We believe in the personal, imminent, and premillennial coming of the Lord Jesus Christ for His redeemed ones. We believe He will return to earth with the saints in power and glory to reign for a thousand years. *Zechariah 14:4-11; 1 Thessalonians 1:10; 4:13-18; 5:9; Titus 2:13; Revelation 3:10; 19:11-16; 20:1-6*
15. ***The Eternal State***
- a. We believe in the bodily resurrection of all men—the saved to eternal life and the unsaved to judgment and everlasting punishment. *Matthew 25:46; John 5:28-29; 11:25-26; Revelation 20:5-6,12-13*
 - b. We believe the souls of the redeemed are, at death, absent from the body and present with the Lord, where in conscious bliss they await the first resurrection when spirit, soul, and body are reunited and glorified to be forever with the Lord. *1 Corinthians 15:51-57; 2 Corinthians 5:8; Philippians 1:21-23; 3:21; 1 Thessalonians 4:16-17; Revelation 6:9; 20:4-6*
 - c. We believe the souls of unbelievers are, at death, absent from the body and in conscious misery until the second resurrection, when with soul and body reunited they shall appear at the Great White Throne Judgment and shall be cast into the lake of fire, not to be annihilated, but to suffer everlasting conscious punishment. *Isaiah 66:22-24; Matthew 25:41-46; Mark 9:43-48; Luke 16:19-26; 2 Thessalonians 1:7-9; Jude 6-7; Revelation 20:11-15*

16. **Creation** - We believe the triune God, by a free act and for His own glory and pleasure, without the use of existing materials or secondary causes, brought into being the whole visible and invisible universe. We believe He accomplished this immediately and instantaneously in six literal days by the word of His mouth. We reject evolution, the Gap Theory, the Day-Age Theory, and Theistic Evolution as unscriptural theories of origin. *Genesis 1-2; Exodus 20:8-11; Nehemiah 9:6; Psalm 104:25-26; Isaiah 40:21-31; John 1:1-5; Colossians 1:16-17; Hebrews 11:3; Revelation 4:11.*

17. **Biblical Separation and Unity**

- a. We believe the saved should separate themselves unto the Lord Jesus Christ by holy living in all personal and ecclesiastical associations and relationships. *Romans 12:1-2; 1 Corinthians 6:19-20; 2 Corinthians 6:14-18; Titus 2:14; James 4:4-5; 1 Peter 2:9; 1 John 2:15-17*
- b. We believe we are free to cooperate with other churches, missions, and organizations whose doctrine and policy are compatible with ours. We will not cooperate with or endorse any movement, organization, or program that is contrary to our Articles of Faith in doctrine or practice. *Romans 16:17; 1 Corinthians 5:7-11; Ephesians 4:1-6; 2 Thessalonians 3:11-14; 2 Timothy 3:1-5; Titus 3:10; 2 John 1:9-11; 3 John 1:9-11.*

18. **Human Government** – We believe that God has ordained and created human authority in three basic institutions: (1) the home, (2) the local church, and (3) the state. Every person is subject to these authorities, but all (including the authorities themselves) are answerable to God and governed by His Word. God has given each institution specific biblical responsibilities and balanced those responsibilities with the understanding that no institution has the right to infringe upon the other. The home, the

local church, and the state are equal and sovereign in their respective biblically assigned spheres of responsibility under God. *Acts 4:19; 5:29; Romans 13:1-7; 1 Corinthians 11:3; Ephesians 5:22-24; Hebrews 13:17; 1 Peter 2:13-14.*

19. **Human Sexuality**

- a. We believe that God created humans in distinct, male and female sexual genders. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man and one woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, self-gratification, and pornography is a sinful perversion of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. *Genesis 2:24; 19:5-7; 26:8-9; Leviticus 18:1-30; Matthew 5:27-28; Mark 10:6-9; Romans 1:26-29; 1 Corinthians 5:1; 6:9; 1 Thessalonians 4:1-8; Hebrews 13:4*
- b. We believe that the only Scriptural marriage is the joining of one man and one woman. *Genesis 2:24; Romans 7:2; 1 Corinthians 7:10-11; Ephesians 5:22-23*

20. **Family Relationships**

- a. We believe that men and women are spiritually equal in position before God, but that God has ordained distinct and separate functions for men and women in the home and the church. The husband is to be the leader of the home, and men are to be the leaders of the church. Accordingly, only men are eligible to hold the offices of Pastor, Elder and Deacon. *Galatians 3:26-28; Colossians 3:18; 1 Timothy 2:8-15; 3:2, 4-5, 12*
- b. We believe that God has ordained the family as the foundational institution of human society. The

husband is to love his wife as Christ loves the church. The wife is to submit herself to the leadership of her husband as the church submits to the headship of Christ. Children are a heritage from the Lord. Children are to obey their parents. Parents are responsible for teaching their children spiritual and moral values and leading them, through consistent lifestyle example and appropriate discipline, including biblical, corporal correction. *Genesis 1:26-28; 3:16; Exodus 20:12; Deuteronomy 6:4-9; Psalm 127:3-5; Proverbs 19:18; 22:15; 23:13-14; Mark 10:6-12; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Peter 3:1-7*

21. **Divorce and Remarriage**

- a. We believe that God disapproves of and forbids divorce and intends marriage to last until one or the other spouse dies. We believe that divorcing one spouse and marrying another while the first spouse is still living constitutes an act of adultery. *Malachi 2:14-16; Matthew 5:31-32; 19:3-12; Mark 10:2-12; Luke 16:18; Romans 7:1-3*
- b. We believe that God forgives sin, including both divorce and adultery caused by remarriage. Therefore, divorced or divorced and remarried persons may hold membership and be elected or appointed to positions in the church and be greatly used of God for Christian service. Scripturally, however, they may not be considered for the offices of Pastor, Elder or Deacon. *1 Timothy 3:2, 12; Titus 1:6*
- c. We believe that the vows taken in marriage are sacred and should be honored as stated before God and witnesses. *Numbers 30:2ff; Deuteronomy 23:21-23; Ecclesiastes 5:2, 4-6; Matthew 5:37*

22. **Abortion** – We believe that human personhood begins at conception and that the unborn child is a living human

being. Abortion constitutes the unjustified, unexcused taking of human life. We reject any teaching that abortions are acceptable for pregnancies due to rape or incest, or for reasons such as birth defects, gender selection, birth or population control, or the physical or mental well-being of the mother. *Job 3:16; Psalm 51:5; 139:14-16; Isaiah 44:24; 49:1, 5; Jeremiah 1:5; Luke 1:44*

23. ***Euthanasia*** – We believe that the direct taking of an innocent human life is a moral evil, regardless of the intention. Life is a gift of God and must be respected from conception until natural or accidental death. Thus, we believe that any act or omission that brings about death in order to eliminate suffering constitutes a murder contrary to the will of God. (Discontinuing or refusing medical procedures that are extraordinary or disproportionate to the expected outcome, however, can be a legitimate response to over-zealous treatment.) *Exodus 20:13; 23:7; Matthew 5:21; Acts 17:28*

24. ***Lawsuits Between Believers*** – We believe that believers are prohibited from bringing civil lawsuits against other believers or the church to resolve personal disputes. We believe the church possesses all the resources necessary to resolve personal disputes between members. (We do believe, however, that a believer may seek compensation for injuries from another believer's insurance company as long as the claim is pursued without malice or slander.) *I Corinthians 6:1-8; Ephesians 4:31-32*

ARTICLE 4—Authority of the Articles of Faith

The Articles of Faith above do not include everything that we believe. The Bible itself is our only source and our final authority for all questions not addressed by the Articles of Faith. We do believe, however, that these Articles accurately represent the teaching of the Bible and are therefore binding upon all members. All teaching given in the Church must be in agreement with these Articles. All staff must affirm these Articles of Faith and maintain a lifestyle in agreement with them as a condition of continued employment. The current Board is the final authority of the interpretation of Scripture and of these Articles of Faith for Grace Bible Church of Coeur d'Alene.

ARTICLE 5—Church Covenant

We, the members of Grace Bible Church, make the following covenant, God helping us:

- We commit ourselves to obey the moral and spiritual teachings laid down in the Word of God (James 1:22-25).
- We commit ourselves, as strangers and pilgrims, to refrain from fleshly lusts (1 Peter 2:11).
- We commit ourselves to put away all bitterness, wrath, anger, clamor, evil speaking, and malice, and to be kind, tenderhearted, and forgiving to each other, even as God for Christ's sake has forgiven us (Ephesians 4:31,32).
- We commit ourselves, as we have opportunity, to do good to all men, especially to those that are of the household of faith (Galatians 6:10).
- We commit ourselves to honor those who are our spiritual leaders in Christ (1 Thessalonians 5:12-13; Hebrews 13:7).

- We commit ourselves to give regularly to the financial support of this Church and its ministries as God has prospered us (1 Corinthians 16:2).

ARTICLE 6—Members

Introduction

We believe that every person who has been born again by faith in Jesus Christ is a member of the church which Jesus Christ has established on the earth (Matthew 6:18-19). That church is called by various names in the Scriptures – the church of God, the flock, the body of Christ, and the household of God, etc. (Section 9 of our Articles of Faith says: “It is the spiritual organism made up of all born-again persons of the present age.”)

However, the church described above never holds meetings, never chooses godly leadership, never rents or purchases buildings, and never collects or spends money. Those ministries are carried out by local churches (assemblies) which are established in local communities. (Section 9 of our Articles of Faith says: “... the body of Christ is visibly expressed through the establishment and continuance of local churches as taught and defined in the New Testament Scriptures.”)

As one of those local assemblies, Grace Bible Church has organized itself to carry on the ministries Christ has commissioned His followers to do (Matthew 28:19-20 and Ephesians 4:11-12). Grace Bible Church uses a membership process to ensure (as much as possible) that those who vote on decisions for this local assembly are born again, baptized believers who are living a godly lifestyle and are committed to the church’s Articles of Faith and Covenant.

We have endeavored to make the membership process as simple as possible. We have described it below.

Section A – Applying for Membership

Any person who wants to become a member of this Church may apply for membership through the Board.

Membership is open to anyone who:

1. Gives testimony to faith in Jesus Christ,
2. Has been baptized by immersion as a believer in Jesus Christ,
3. Desires to live a biblical lifestyle, and
4. Agrees with and is willing to abide by the terms of these Bylaws, including the Articles of Faith and the Church Covenant. The Church will provide all prospective members with a copy of the current bylaws and will ask for agreement in writing to abide by them as part of membership.

Here are the steps to membership:

1. The candidate will complete a short application form (available from the Board).
2. At least two members of the Board will meet with the candidate. The Board will make sure of the four qualifications above and answer any questions about the Church.
3. The Board will vote on the application.
4. A short description of the candidate's faith in Christ, baptism, and desire for membership will be published in the Sunday bulletin.
5. If no objections have been raised from the Congregation, the candidate will be publicly welcomed into the Congregation on the following Sunday morning.

Note: Underage children of members are considered members if they give testimony of faith in Christ and have been baptized by immersion as believers. When they reach the

age of eighteen, they must apply for adult membership before they receive voting privileges.

Section B –Privileges of Membership

There are several distinct benefits of active membership in Grace Bible Church. They are as follows:

1. Members have verified their testimonies of salvation, baptism, and statement of faith with the church leadership and can be endorsed for active participation in the Church ministry.
2. Members have agreed to submit to the spiritual leadership, protection, and discipline of the Pastor(s) and Elders of the Church. They are in position for the leadership to give an account of them with joy (Acts 20:28; Ephesians 4:11-16; Hebrews 13:7, 17).
3. Members who are active in membership, are in good standing, and are eighteen years or older may vote on all decisions made by the Congregation as set forth in these bylaws.
4. Members are eligible to hold staff positions in the Church ministry.
5. Male members who qualify are allowed the privileges, responsibilities, and opportunity of the “good work” of serving as Deacons and Elders in the Congregation (1 Timothy 3:1-13).

Section C – Discipline of a Member

This Church is committed to using a biblical discipline process to resolve moral failures in the lives of its members.

A member may be disciplined when the Board believes that the member is (1) promoting false or heretical doctrine, (2) living an unbiblical lifestyle, (3) creating dissension within the Congregation, or (4) refusing to reconcile a broken relationship with another member.

The biblical discipline process followed at this Church is based on Matthew 18:15-20; Romans 16:17-18; 1 Corinthians 5:1-13; 2 Corinthians 2:1-11; Galatians 6:1; 1 Thessalonians 5:14; 2 Thessalonians 3:6, 10-15; 1 Timothy 5:19-20 and Titus 3:10-11.

Here are the steps:

1. When a doctrinal or moral issue comes to the attention of the Board, some or all members of the Board will seek to meet with the member involved. The Board may involve other spiritual members if it seems appropriate. More than one meeting may be required. If the matter is resolved by these meetings, no further action will be taken. If the matter is not resolved by these meetings, the Board will notify the member that he/she is under church discipline. From that point, the following steps will be followed unless the disciplined member resigns his/her membership *in writing*.
2. The Board will call a special meeting of the Congregation and recommend that the members themselves seek to bring the offending member to reconciliation. The Board will set a reasonable time to review the situation. If the situation can be resolved, no further action will be taken.
3. If the situation is not resolved within the agreed time, then the Board will call another special meeting of the Congregation and report that the offending member has been removed from membership.
4. If a member is removed from the Church membership, all contact with him from that point forward (except by family members) must be for the sake of restoration.

5. Any person removed from membership may be restored after repentance, reapplication, and approval by the Board.

Section D – Transferring Membership

Any member who is not under discipline (see Section C) may request a letter of transfer to another Church.

Section E – Terminating Membership

1. If a member fails to attend in person at least six regular worship services in six consecutive months, his or her membership will automatically become inactive unless the Board determines differently. The names of inactive members will be kept in official church records, but they will be ineligible to vote or to hold any elected office. Inactive members may be restored to active membership with Board approval.
(Note: This provision does not apply to those whom the Elders determine cannot attend in person due to distance, illness, work schedules, or military service.)
2. A member may resign in writing at any time.
3. If a member takes membership in another Church, his membership in this Church automatically ends.
4. The Board shall review and update the active membership roll before each regular or special Ministry Meeting in order to confirm those eligible to vote.

ARTICLE 7— Elected Church Officers

Section A – Leadership

It is understood that the elected Officers who lead this Congregation must have spiritual and moral integrity. It is also understood that the Pastors, Elders, and Deacons of this

Congregation function as Ministers and provide ministerial duties in this Congregation.

Any Officer may be removed from office by a 3/4 majority of the Board or by a 2/3 majority of the members present at a Congregational Ministry Meeting. If a member believes that an officer has failed in his qualifications, he should follow the steps below to resolve the issue:

1. He should meet with the officer involved (more than once if necessary) to share his concerns and seek to resolve the situation.
2. If he is not satisfied with the results of his meetings, he should recommend *in writing* to the Board that the officer be removed.
3. The Board will investigate the situation and take any action it deems necessary.

The Church will not install or retain an officer who does not agree with or live according to the Articles of Faith. The Pastor(s) and elected officers are under the supervision of the Board.

Note—The Bible uses three terms synonymously: Pastor (a word which focuses on the shepherding ministry of the officer), Elder (a word which focuses on the age of the officer), and Bishop (a word which focuses on the oversight ministry of the officer). In this document, the term “Pastor” specifically designates an Elder who receives a salary from the church and has greater responsibility for day-to-day oversight of the Congregation. All Pastors share in any duties assigned to Elders in this document, unless “non-staff Elder” is specifically stated.

Section B – Pastors/Staff Elders

Each Pastor/Staff Elder of this Congregation must be a male and meet the standards set forth in 1 Timothy 3:1-7 and Titus 1:6-9. He shall also believe and preach the doctrines of Scripture as written in the Articles of Faith. Before he is installed as a Pastor/Staff Elder, he and his wife shall become members of the Church, as set forth in Article 6. Every Pastor/Staff Elder who accepts a call to serve this Congregation shall be approved as an Elder as part of the nomination and election process.

Pastor/Staff Elder candidates are recommended by the Pulpit Committee, approved by the Board, and are elected by a 3/4 majority of the members present at a Congregational Ministry Meeting. They serve indefinitely. They shall be salaried in keeping with their responsibility, experience, diligence, and need.

If a Pastor/Staff Elder resigns from office, it is expected that he shall give the Church at least a written 60-day notice of his resignation. His employment duties and compensation shall end on the effective date of the resignation, even if that date is less than or more than 60 days, unless he and the Board mutually agree to a different ending date. If the Board members, other than the Pastor/Staff Elder, vote to remove a Pastor/Staff Elder from office, he shall be placed on administrative leave under terms and conditions determined by the Board. The Board shall immediately schedule a Congregational meeting with at least two weeks' notice to confirm or overrule the Board's decision. If the Board's decision is confirmed, the Congregation will decide any further compensation or severance for him. If the Board's decision is overruled, he will be returned to full duties and compensation.

Section C – Elders

The Elders provide spiritual leadership for the Congregation. The Elders must be male members in good standing, meet the requirements of 1 Timothy 3:1-7 and Titus 1:6-9, and be in full agreement with the Articles of Faith. Any candidate for elder must be a member of the Church and must have been a regular attender (as determined by the Board) for a minimum of two years. This minimum applies only to non-staff elders elected from within the Congregation.

The Elders shall meet at least annually to pray for the people and ministry of the Church, to evaluate past ministry and direction for the Church, and to set future vision and direction for the Church.

The Elders serve the Lord's Supper. In addition, the Elders will seek to place one Elder or Care List Shepherd over a group of households in the congregation for spiritual care and oversight.

When the Elders identify a potential Elder candidate in accord with the Elder Selection Policy, the Elders will present the man's name to the Nominating Committee. That Committee's members shall interview the Elder candidate about his availability and qualifications and then report their findings to the Elders.

Each Elder candidate subsequently approved by the Board shall be presented to the Congregation at a Congregational Ministry Meeting for confirmation as an Elder for an initial period not to exceed 12 months. If confirmed by a 2/3 vote of the Congregation, the newly-installed Elder will function as a full Elder and perform teaching and/or shepherding responsibilities as assigned by the Elders for that initial period. During this time, the Elders and the Congregation will observe the newly-installed Elder as to his leadership, shepherding ministry, and compatibility with the other Elders.

At the conclusion of the initial period, the existing permanent Elders may recommend to the Congregation that this newly-installed Elder be confirmed as a permanent Elder. This Elder may then be elected to office by a 2/3

majority of the members present at the Congregational Ministry Meeting. (If the existing permanent Elders do not make such a recommendation, the term of the newly-installed Elder will expire at the end of the initial period.)

Elders serve indefinitely but may resign or take a leave of absence for personal reasons. An Elder may also be removed from office as provided in Section A.

Section D – Deacons

The Deacons provide help to physical and financial needs of people in the Congregation or those in the Community who are known to those in the Congregation. Their work allows the Elders to concentrate on the ministry of the Word and prayer. Deacons must be male members in good standing, meet the requirements set forth in 1 Timothy 3:8-13, and be in full agreement with the Articles of Faith.

The Deacons meet as needed to pray, to identify new ministry needs, and to maintain ministry to current needs. Their ministry shall include (1) visiting and serving those in the Congregation who are in need (e.g., shut-ins, widows/widowers, the elderly, the poor, and prison inmates,) (Matthew 25:34-40), (2) approving and disbursing monies from the Deacon Fund according to the Deacon Fund Policy (Acts 6:1-4), (3) serving those in the Congregation through difficult physical or financial events, (4) providing financial counseling, and (5) referring spiritual needs to the Elders. Deacons may enlist help in ministering to specific needs.

Deacons are recommended by the Nominating Committee, approved by the Board, and are elected to office by a 2/3 majority of the members present at a Congregational Ministry Meeting. They serve indefinitely.

The policies which govern the meetings and ministry of the Deacons shall be proposed by the Deacons and approved by the Board. The Deacons shall appoint a chairman and a secretary from among their number. The secretary shall take minutes of their meetings and submit those minutes to the Board as soon as possible.

Section E – Treasurer

The Treasurer oversees the Church finances. He shall be responsible to see that all funds are deposited in the name of the Church, that funds are disbursed as needed in keeping with the annual budget, and that required receipts are given for all contributions, gifts, and donations to the Church.

The Treasurer is recommended by the Nominating Committee, approved by the Elder Board, and elected by a 2/3 majority of the members present at the Annual Meeting for a term of one year.

Section F – Church Clerk

Duties of the Clerk are to record and file minutes of all Ministry Meetings, including each item of discussion and each motion made, and to keep an up-to-date record of Church Bylaw changes or revisions, memberships, baptisms, dedications, births and deaths.

The Church Clerk shall provide a digital copy of the minutes of each Ministry Meeting to the Church office within fourteen (14) days.

The Church Clerk shall be recommended by the Nominating Committee and elected by a 2/3 majority of the members present at the Annual Meeting for a term of one year.

Section G – Staff

Only Church members in good standing are eligible to be hired as staff. All non-pastoral Church staff members, whether paid or volunteer, are hired by and operate under the supervision of the Pastor(s) with the approval of the Board. The Church will not install or retain a staff member who does not agree with or live according to the Articles of Faith.

ARTICLE 8—Worship Meetings

Section A – General

The Church meets regularly for public worship and instruction. Regular meetings are generally on Sunday morning. Special meetings such as Bible conferences, missionary conferences, music events, or seminars may be called at other times by the Church leadership staff or the Board. All worship meetings are open to the general public as well as to members.

Section B – Baptism

Anyone who makes a profession of faith in Christ and gives evidence of salvation may be baptized under the authority of the Church with the approval of the Board. The act of baptizing may be done by a Pastor, an Elder or anyone they designate.

Section C – The Lord’s Supper (also called Communion)

The Lord’s Supper will be celebrated once a month unless directed otherwise by the Board. This service is open to believers in Jesus Christ, even if they are not members of this Church.

ARTICLE 9 — Ministry Meetings

Section A – General

Notice of any Ministry Meeting shall be given for at least 14 days (including two consecutive Sunday mornings) before the time set for the meeting, and the nature of the decisions to be made shall be stated in the notice.

Ministry Meetings shall be conducted by a moderator appointed by the Board. The moderator shall determine the

rules of procedure according to his sense of fairness and common sense, and he has the final authority on questions of procedure.

Section B – Quorum and Voting

For any regular or special Ministry Meeting, a quorum of 25% of voting members must be present before any decisions may be made. Voting members must be at least 18 years of age. There shall be no proxy or absentee voting. Unless specifically stated otherwise in these bylaws, all Congregational decisions require a 2/3 majority of the members present.

Section C – Annual Ministry Meeting

The Annual Meeting of the Church shall be held in April. The Board shall set the date from year to year. The purpose of the meeting shall be to hear reports, approve the annual budget, elect officers, and vote on any other ministry as presented.

Section D – Semi-annual Ministry Meeting

A Semi-annual Meeting of the Church to hear reports and conduct other business is also scheduled by the Board during the month of October.

Section E – Special Meetings

A special meeting to conduct any business may be scheduled by the Board or when a written request is signed by 25% of the voting members.

ARTICLE 10—Ministries

Section A – Discipleship

In addition to regular meetings of the whole Church, the Board may schedule disciple-making opportunities for particular age groups of the Church (e.g., teens, men, women, elderly, etc.) or for particular life needs (e.g., finances, parenting, etc.)

Section B – Biblical Counseling

All people, Christians or not, struggle with sin and the effect it has on their lives and relationships (see Rom. 3:23; 7:7-25). The natural course of teaching and fellowship in a local church is often enough to bring victory and sanctification (Heb. 3:13; 10:24-25). At times, however, a person's private efforts prove ineffective. Therefore, Grace Bible Church has developed a ministry of formal biblical counseling to guide believers and unbelievers alike to apply the Word of God to personal issues (Rom. 15:14; Gal. 6:1-2; Col 3:16; 2 Tim. 3:16-4:2; James 5:16). Counselors in this ministry are prepared for this work and appointed by the Board. The Board shall maintain a confidentiality policy for counseling and distribute it to those who seek formal counseling.

Section C – Christian Service

The Bible commands believers to show their faith in practical service to others. The Board actively seeks and supervises opportunities for its members to serve. These opportunities may be within our local Church, in local communities, or in foreign nations.

ARTICLE 11—Government

Section A – General

The corporate government of this Church is shared between the Board and the Congregation in session. Both the Board and the Congregation may delegate ministry to either standing or special committees. Decisions made by the Board may be overruled by a 2/3 majority of the members present at a Congregational Ministry Meeting.

Section B – The Board

The Board is responsible for the spiritual welfare and administrative leadership of the Church. It is composed of the Senior Pastor and up to seven Elders. The Senior Pastor is a permanent member of the Board. Each year, following the Annual Ministry Meeting, the entire group of Elders elects some of the Elders to the Board for a term of two years, with terms adjusted so that approximately half of the Board is renewed each year. Meetings are conducted by a chairman who is elected annually by the members of the Board from among themselves. The Board meets at least monthly, or upon the call of its chairman, or at the request of a majority of its members. Unless specifically stated otherwise in these bylaws, all decisions by the Board require a 2/3 majority of the Board members present at a meeting. A secretary appointed by the Board records and files minutes of its meetings, including each item of discussion and each motion made.

The Board oversees Church discipline, including teaching and exhortation, and seeks to challenge members of the Church to godly living. It also examines and recommends candidates for membership.

The Board will consider and respond to recommendations, suggestions, and grievances that are submitted in written form by any member or organization affiliated with the Church.

The Board has authority to call Congregational meetings to consider any action that requires a vote of the Congregation, or to receive advice or instruction from the Congregation.

Section C – Regular Committees

The Nominating Committee. The Board establishes a Nominating Committee annually in November or December or whenever necessary to fill a vacancy. The Nominating Committee shall include two Elders, unless there are fewer than two Elders, and at least three members chosen from the Congregation who have been approved by the Board. These members must show spiritual maturity and moral integrity. The Board shall choose one of the Committee members to chair its meetings. At its first meeting, the Committee shall also appoint a secretary who is responsible to keep a record of each meeting and to furnish a copy of the record to the Board. The Committee is disbanded on the date of the Ministry Meeting at which the election takes place.

The Committee has two separate tasks: 1) to interview each Elder candidate referred to them by a simple majority of the Elders to determine his availability and qualifications and then to report their findings to the Board; 2) to recommend candidates for the offices of Deacon, Treasurer, and Church Clerk. They will consider names submitted by themselves or members of the Congregation; interview potential candidates to determine eligibility and willingness to serve; and vote to recommend candidates for specific offices. The Committee

shall not recommend more than one candidate for each of the offices of Treasurer and Church Clerk.

Recommended candidates are submitted to the Board for approval and then are presented to the Congregation at a Ministry Meeting for election.

Names of the candidates must be published to the Congregation at least two weeks before the election. Each candidate must be approved by 2/3 majority of the members present at a Congregational Ministry Meeting.

The Budget Committee. The Board establishes a Budget Committee annually in January or February. The Budget Committee includes the Church Treasurer, two non-staff Elders, and at least two volunteer members from the Congregation who have been approved by the Board. These members must show spiritual maturity, moral integrity, and financial knowledge. The Board chooses one of the Committee members to chair its meetings. At its first meeting, the Committee shall also appoint a secretary who is responsible to keep a record of each meeting and to furnish a copy of the record to the Board. The Committee is disbanded on the date of the Annual Ministry Meeting.

The Committee's task is to research and recommend an annual budget for the total Church operation in the following steps: 1) the Committee shall set a maximum total budget limit based on expected income and compare such a limit to budget requests from the Missions Committee, the Staff Compensation Committee, and the Pastoral Staff; 2) when the requests total *more* than the limit, the requests shall be returned to the above entities to be reduced within the limit; 3) when the requests total *less* than the limit, the Committee will review the proposed budget line items and make recommended changes to the Board.

The proposed budget and the recommended changes are submitted to the Board for approval and then presented to the Congregation at the Annual Ministry Meeting for adoption.

The budget shall be published to the Congregation at least two weeks before the Annual Meeting and must be approved by 2/3 majority of the members present at a Congregational Ministry Meeting.

The Missions Committee. The Board shall establish a permanent Missions Committee. The committee includes at least one Elder and interested members from the Congregation. These members must show spiritual maturity, moral integrity, and interest in missionary outreach. At its first meeting in each calendar year, the Committee elects one of its members to chair its meetings and appoints a secretary who is responsible to keep a record of each meeting and to furnish a copy of the record to the Board. The committee shall meet at least twice a year, in advance of the Semi-Annual and Annual Ministry Meetings.

The Committee's task is to oversee and promote the Church's missionary outreach. The committee should 1) send a survey to each missionary household, by November of each year, to evaluate each missionary's financial need, prayer requests, and doctrinal position; 2) recommend any changes in mission matters to the Board; 3) discuss ways to promote missions in the Church; 4) keep the missionary map up to date, 5) research and recommend new missionaries or missionary organizations to the Congregation; and 6) submit a proposed missions budget to the Budget Committee at least 45 days before the Annual Ministry Meeting.

The Staff Compensation Committee. The Board establishes a Staff Compensation Committee annually in January or February. The Committee is made up of one Elder and two to four members of the Congregation who have been approved by the Board. These members must show spiritual maturity, moral integrity, and financial knowledge. The Board chooses one of the Committee members to chair its meetings. At its first meeting, the Committee shall also appoint a secretary who is responsible to keep a record of each meeting and to furnish a copy of the record to the Board. The Committee is disbanded on the date of the Annual Ministry Meeting.

The Committee's task is to recommend compensation packages for the paid Staff to the Budget Committee in the following steps: 1) use published research to determine reasonable compensation for each paid Staff member, considering training, experience, and need; 2) limit total compensation to a reasonable percentage of the total Church budget; 3) make a compensation request to the Budget Committee. The request must be submitted to the Budget Committee at least 45 days before the Annual Ministry Meeting.

Section D—Special Committees

The Board or the Congregation may establish special committees to address specific needs in the Church and make recommendations.

The Pulpit Committee. The Board establishes a Pulpit Committee when needed to fill any vacant or proposed Pastoral position. The Pulpit Committee includes two Elders and at least three male members of the Congregation. The Board chooses one of the Committee members to chair its

meetings. At its first meeting, the Committee shall also appoint a secretary who is responsible to keep a record of each meeting and to furnish a copy of the record to the Board. The Committee is disbanded on the date of the installation of the new Pastor.

The Committee's task is to seek candidates for any Pastoral position in the following steps: 1) identify potential candidates, including members of this Congregation; 2) interview candidates, considering spiritual qualifications, educational training, and previous experience; 3) after unanimous approval of a candidate, the Pulpit Committee shall submit his name to the Board for approval; and 4) after Board approval, shall arrange for the candidate to meet and preach before the Congregation. Subsequently, a special Congregational meeting shall be called for a vote to extend, or not to extend, a call. Prospective candidates must agree to the Articles of Faith, Bylaws, and Covenant of this Church.

The Committee's task is also to arrange for speakers for all public meetings as necessary during a Pastoral vacancy.

ARTICLE 12—Finances

The work of this Church is entirely dependent upon the prayer, personal service, and gifts (Mal. 3:10) of the Lord's people. The Congregation adopts an annual budget at the annual meeting. Subsequently, no individual, committee, or Board is authorized to change it or to make unauthorized disbursements without the consent of the Congregation. If changes to the budget are recommended, they must be approved by a 2/3 majority of the members present at a Congregational Ministry Meeting or a special Ministry Meeting.

The fiscal year of the Church shall begin May 1st and end April 30th.

ARTICLE 13—Properties and Incorporation

The title to all properties owned or acquired by the Church shall be vested in the corporation. The corporation is set up to handle affairs pertaining to property and other temporal matters. Members have no contract, property, or civil legal rights in the property or other ministry affairs of the Church.

The officers of this corporation shall consist of a President and a Secretary-Treasurer. The President shall be a serving Member of the Board.

In the event the Church dissolves, the corporation officers shall pay or make provision for payment of all the liabilities of the Church and then dispose of all the assets of the Church to an organization or organizations formed and operated exclusively for religious purposes. Assets may be distributed only to organizations that are compatible with the Church's Articles of Faith.

ARTICLE 14—Church Records

Section A – Records Kept

The Board shall keep the following records: (1) minutes of its meetings; (2) minutes of the meetings of the Congregation; (3) rolls of the active and voting members of the Congregation with the dates of their reception, withdrawal, and/or removal; (4) resolutions adopted by the Board; (5) appropriate accounting records; (6) its articles or restated articles of incorporation and all amendments to them currently in effect; and (7) its Bylaws or restated Bylaws and all amendments to them currently in effect.

Section B – Availability of Records

A member shall be entitled to inspect and copy, at a reasonable time and location specified by the Board, any of the Church records described above, provided the Board finds that the member has a proper purpose and is acting in good faith. The Board may limit access to any records that contain confidential information about a particular person or persons.

ARTICLE 15—Binding Arbitration

Section A – Submission to Arbitration

Believing that lawsuits between believers are prohibited by Scripture, all members of this Church agree to submit to binding arbitration any matters which cannot otherwise be resolved, and expressly waive any and all rights in law and equity to bringing any civil disagreement before a court of law (as allowed by the laws of the State of Idaho), except that judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

Section B – Notice of Arbitration

In the event of any dispute, claim, question, or disagreement arising out of or relating to these Bylaws or any other Church matter, the parties shall use their best efforts to settle such disputes, claims, questions, or disagreement as befits Christians. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interest not to disgrace the name of Christ, seek to reach a just and equitable solution. If they do not reach such solution within a period of sixty (60) days, then upon notice

by either party to the other, disputes, claims, questions, or differences shall be finally settled by arbitration as described in the Procedures for Arbitration adopted by the Board (see Section D below).

Section C – Limitations of Arbitration Decisions

Should any dispute involve matters of Church discipline, the arbitrators shall be limited to determining whether the procedures for Church discipline as outlined under Article 6, Section C, were followed.

Should any dispute involve the removal from office of any Church officer, the arbitrators shall be limited to determining whether the procedures set forth in Article 7, Section A, were followed.

Section D – Arbitration Procedures

The Procedures for Arbitration shall be as adopted by the Board.

ARTICLE 16—Indemnification of Officers

Section A – Indemnification

The Board may indemnify¹ and advance the Church-related expenses of any officer, employee, or agent of the Church.

Section B – Procedure to Indemnify

Subject to the provisions of Section C of this Article, the Church may indemnify any officer or former officer of the Church against claims, liabilities, expenses, and costs necessarily incurred by him in connection with the defense,

¹ “Indemnify” means to pay the expenses of

compromise, or settlement of any action, suit or proceeding, civil or criminal, in which such person is made a party by reason of being or having been a Church officer, to the extent not otherwise compensated, indemnified or reimbursed by insurance, if a 2/3 majority of the Board believes that:

1. The conduct of the Church officer was in good faith;
2. The Church officer reasonably believed that his conduct was in the best interests of the Church, or at least not opposed to its best interests; and
3. In the case of any criminal proceeding, the Church officer had no reasonable cause to believe that his conduct was unlawful or unbiblical.

Section C – Limits of Indemnification

The Church may not indemnify a Church officer in connection with a proceeding brought against him by or in the right of the Church, in which he was adjudged liable to the Church, or where that officer is charged with receiving an improper personal benefit and he is adjudged liable on that basis.

ARTICLE 17—Amendments

These Bylaws may be revised or amended by a 3/4 majority of the members present and voting at any regular or special Church Ministry Meeting, provided that said revision or amendment has been submitted to the members in writing at least fourteen (14) days before the vote and announced at a Sunday morning meeting on two consecutive weeks before the vote. Printed ballots shall be used for this purpose.