

COMMUNITY CHAPEL AND BIBLE TRAINING CENTER  
ARTICLES OF FAITH AND BY-LAWS

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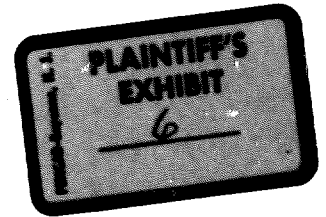


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DIVISION ONE  
THE TOTAL CORPORATION

PREAMBLE

We, members of the spiritual body of Christ desiring to unite in fellowship as a visible church, do hereby adopt this constitution and agree to be governed by its precepts.

SECTION I

Name, Location, and Objective

ARTICLE ONE: The name of this Corporation shall be COMMUNITY CHAPEL AND BIBLE TRAINING CENTER.

ARTICLE TWO: The location of the headquarters of Community Chapel and Bible Training Center shall be at 18635 Eighth Avenue South, Seattle, Washington, 98148.

ARTICLE THREE: Community Chapel and Bible Training Center may own and/or operate schools, satellite churches, publication outlets, service facilities and other such structures and fellowships anywhere in the world.

ARTICLE FOUR: The objective of Community Chapel and Bible Training Center shall be:

- A. To establish and maintain places of worship.
- B. To edify the saints, building them up in the faith of God's Holy Word.

- C. To aid souls in being saved and filled with the Holy Spirit and in living victorious Christian lives, and in looking and preparing for our hope from heaven: the Lord Jesus Christ.
- D. To give spiritual counseling to those in need.
- E. To help, train, exhort, and advise God's people in witnessing of Jesus Christ and of living for Him.
- F. To propagate the Word of God.
- G. To edify and help the total man: body, soul, and spirit.
- H. To aid man, as God's creation, spiritually, physically, mentally, socially, and financially.

## SECTION II

### General Management

ARTICLE ONE: The total Corporation (Community Chapel and Bible Training Center) shall be managed by a board of directors, hereafter in this document called "The Steering Committee" (referred to in the November 2, 1967 Articles of Corporation as "The Board of Elders", and in subsequent Articles of Corporation revisions (if and as such are made) as "The Board of Directors."

ARTICLE TWO: Community Chapel and Bible Training Center shall consist of various Divisions of the single Corporation. Each Division head governs his own Division (without direct supervision by the Steering Committee of the Corporation), yet the Steering Committee governs all Divisions through these By-Laws, and appoints and removes all Division heads except the original Pastor.

ARTICLE THREE: The various Divisions of the Corporation, as of this (December, 1974) revision are:

- A. The Church of Community Chapel and Bible Training Center, administered by the Pastor, the Steering Committee, and the Board of Deacons.
- B. Community Chapel Bible College, administered by the College Administrator.
- C. Community Chapel Christian Schools, administered by the Director of Christian Schools and the Administrator of Christian Schools.
- D. Satellite Churches, each shall be administered by a Pastor, Voting Elders, and a Deacon Board, all under the jurisdiction of the Steering Committee of the Corporation of Community Chapel and Bible Training Center.
- E. Community Chapel Publications, administered by the Director of Publications, the Steering Committee, and the Operations Manager.

ARTICLE FOUR: The Steering Committee of "The Church of Community Chapel and Bible Training Center" shall be one and the same body as the Steering Committee of the entire Corporation of Community Chapel and Bible Training Center.

ARTICLE FIVE: The Pastors of the Satellite Churches shall be active Elders of the Corporation of Community Chapel and Bible Training Center, subject to admonishment, discipline, and ultimate removal by the Steering Committee.

ARTICLE SIX: The Voting Elders and the Deacons of the Satellite Churches shall function only within their respective Satellite Churches and shall not be considered to be officers of the Corporation of Community Chapel and Bible Training Center, but only officers of that local Satellite Church.

### SECTION III

Specific Management of the Corporation of Community Chapel and Bible Training Center

#### The Steering Committee

ARTICLE ONE: (This Article shall be considered to be an explanation of office rather than an explanation of legal, constituted authority, for which see subsequent articles.) The Steering Committee shall be considered to be the ministry of governments (derived from kubernesis - Greek, meaning to steer, guide, govern) as noted in 1 Corinthians 12:28, and as such shall be a governing body under the chief helmsman, the Pastor (who is the Chairman or presiding member of the Steering Committee) and over the Board of Deacons, antilipsis, Greek, help - 1 Corinthians 12:28) as noted in these Articles of Faith and By-Laws; and over the congregation in general.

ARTICLE TWO: The Steering Committee shall consist of at least four members which shall guide Community Chapel and Bible Training Center in all areas, except in areas reserved for the Pastor alone and in accordance with the following rules.

ARTICLE THREE: The Steering Committee as of this (December, 1974) revision consists of:

- A. Donald Lee Barnett
- B. Everett Scott Hartley
- C. Jack A. Hicks
- D. Calvin E. Freden

ARTICLE FOUR: The Chairman of the Steering Committee is Donald Lee Barnett, who is also as of this (December, 1974) revision:

- A. The Pastor of the Church of Community Chapel and Bible Training Center
- B. The General Manager of the Corporation of Community Chapel and Bible Training Center
- C. The Director of Community Chapel Christian Schools
- D. The President of Community Chapel Bible College
- E. The Director of Publications of Community Chapel Publications

ARTICLE FIVE: Additional Steering Committee members may be appointed by the Steering Committee from among the Elders of the Church of Community Chapel and Bible Training Center by the affirmative vote of the Pastor and at least all other Steering Committee members save one.

ARTICLE SIX: Steering Committee members shall serve for life unless they resign or are removed by a minimum three-quarters (3/4) majority vote of the Steering Committee.

- A. Only one member may be removed during any single round of votes.
- B. The one in question shall have no vote in the question of his removal, nor will his potential vote be counted in the total upon which the determination of the majority is made.
- C. In the event a member of the Steering Committee is removed, leaving the Committee below the minimum number specified in Article Two, above, an Elder shall be appointed to the Steering Committee within seven days.
- D. No member of the Steering Committee may be removed from office while the Committee is below minimum number.
- E. No business by the Steering Committee may be transacted while the Committee is below minimum number other than that business required to bring the Committee back up to minimum number.
- F. The original Pastor shall not be subject to removal from the Steering Committee nor from the position of Chairman of the Steering Committee.

ARTICLE SEVEN: The Steering Committee shall direct the Corporation in such matters as:

- A. Creating new departments within the Corporation.
- B. Establishing the goals of the Corporation of Community Chapel and Bible Training Center.
- C. Determining if and when the Corporation should split into several independent corporations.
- D. Revising the Articles of Corporation, the Articles of Faith, and the By-Laws.

- E. Settling disputes within the Corporation that cannot be handled by the previously delegated authority.
- F. Determining whether or not to buy, sell, or trade real property. (See Division Two, Section One, Article Three, Item A, 5).
- G. Determining whether or not to subsidize any department of the Corporation, including Satellite Churches.
- H. Exercising jurisdiction over the departments within the Corporation. The Steering Committee shall not normally override decisions of Division heads or exercise its authority over their individual finances, and other matters except where it feels such action is an absolute necessity.
- I. Overriding the Deacon Board's decisions if it feels they are contrary to or out of line with the goals and direction of the Steering Committee.
- J. Appointing a Business Manager of the entire Corporation, subject to the approval of the original Steering Committee Chairman if still presiding. (See Division Two, Section Two, Business Manager, for the function of this office.)
- K. Exercising jurisdiction in any additional matter for which the Steering Committee feels responsible (subject to the original Steering Committee Chairman's concurrence if still presiding).

ARTICLE EIGHT: The Steering Committee shall appoint Elders of the Church of Community Chapel and Bible Training Center to this same office as need arises. If a minimum of three-fourths (3/4) of the Steering Committee and the original Chairman concur the nominee shall be appointed to the office.

ARTICLE NINE: The Steering Committee shall not meet to discuss problems or make decisions without the presence or permission of the Chairman and a minimum of all Steering Committee members save one. If the vote is such that the missing member's vote might have an impact upon the outcome of the decision, no decision shall be made until that person's vote is in, except in emergency matters, which shall be judged to be so by all present. This regulation shall apply to the Chairman even if he is on extended leave. In such cases, action without him can only be made if reasonable effort to contact him fails and if it is judged to be an emergency situation by all present. Even so, the Committee shall not make any decision contrary to what it believes the pastor's decision would be, if the case is such as to require his concurrence. In such a case, Russ Barnett shall be requested to act as provisional chairman, if available. After the Pastor's return, or contact is made

with him, he shall have the power to overturn the ruling, subject to other conditions of the By-Laws. If more than one member is missing, the full complement shall be made up by the Chairman (or in his absence, the Committee appointing Elders to be substitutes for that meeting only.)

ARTICLE TEN: The Steering Committee may individually or collectively attend meetings of the Deacon Board as advisors and/or observers but without vote.

SECTION IV  
Corporation Finances

ARTICLE ONE: The financial organization of Community Chapel and Bible Training Center shall be established and administered in such a way that it meets all governmental and Community Chapel and Bible Training Center laws and regulations, and insures reasonable safety against embezzlement and fraud. The financial organization of the Corporation shall be supervised by the Business Manager in accordance with these By-Laws and the following regulations.

ARTICLE TWO: Any transfer of funds from one Division to another for the purpose of enabling that Division to continue to operate shall be considered a loan (not a subsidy) and it therefore shall show on the records as a deficit.

It shall be policy of this Corporation that all Divisions be self-supporting. Every reasonable attempt shall be made to comply with this policy. If this is impossible for a temporary or permanent period of time, and if the Steering Committee and Deacon Board and/or Division heads agree to transfer funds to the Division in need, the records shall always clearly show the running total deficit as loans from the applicable Division(s).

ARTICLE THREE: The financial organization shall include the following offices:

- A. Treasurer (appointed and removed by the Deacon Board).
- B. Bookkeeper (appointed and removed by the Business Manager).
- C. Check-Signers (appointed and removed by the Steering Committee).
- D. Money Counters (appointed by the Deacon Board Chairman and removed by the Business Manager subject to approval of the Deacon Board Chairman).

ARTICLE FOUR: The Business Manager shall supervise the finances within the following framework:

- A. All of the offices named in Article Three above shall be supervised by the Business Manager who is appointed by the Deacon Board and in the area of finances is under the supervision of the Steering Committee. His actions shall be accountable to the Deacon Board, and he shall record all their financial transactions.

- B. He shall sign all payment-vouchers.
1. No check shall be written without the authority of a proper payment-voucher.
  2. In the absence of the Business Manager, checks needed to meet emergencies and requirements that cannot be reasonably delayed may be written on the authority of one Steering Committee member or Division head, with authorization by the Pastor. Such authorization may be a verbal approval (by telephone or other communication if necessary). If the Pastor is not available, any two members of the Steering Committee, or one member of the Steering Committee and the Chairman of the Deacon Board may give such authorization. The Business Manager shall then sign the payment-vouchers after his return.
  3. Since the Business Manager signs all payment-vouchers, he shall also sign all checks. All checks must be co-signed by a member of the Steering Committee or a designated check-signer (see Article Seven below.)
  4. He shall have the responsibility of paying all bills on time. Payments shall not be delayed on the unilateral decision of an administrator, although he may suggest such action. The General Manager, however, shall have the authority to do so.
  5. He shall not have the responsibility of administering the budgets of the various Divisions. He shall spend the money as directed by each Division head as long as funds are available.
    - a. The Division heads or their designated appointees approve all purchases for their Divisions; only the Business Manager's signature is necessary on the payment-voucher prepared under direction of such authority.
    - b. If a Division head delegates the responsibility of purchasing to an administrator under his supervision, the Division head shall be able to override the subordinate administrator's decision. The Business Manager may question any payment-voucher, or hold it up long enough to refer the judgment to the appropriate Division head, or to the General Manager, whose decision is final, unless he refers the matter to the Steering Committee.
  6. The General Manager shall have the authority to make any necessary on-the-spot decisions, arbitrations, regulations, etc., both in interpretation of these By-Laws and regarding areas not covered by these By-Laws as he feels necessary.

7. The Business Manager shall see that the financial records are inspected annually by a knowledgeable person other than the one handling the funds or keeping the records. He shall not hire this work done outside the Corporation, however. If necessary the Business Manager shall train someone to be capable of inspecting the financial records.
  - a. The Deacon Board may require a professional audit at any time.
  - b. If the inspector of the books finds any discrepancy that cannot be answered satisfactorily by the Treasurer, he shall inform all of the following:
    - 1) The Business Manager.
    - 2) The Steering Committee Chairman.
    - 3) The Deacon Board Chairman.

**ARTICLE FIVE: The Treasurer:**

- A. The Treasurer shall be appointed by the Deacon Board and shall be under the supervision of the Business Manager.
- B. The Treasurer shall perform his duties according to the following regulations:
  1. The Treasurer is not a member of the Deacon Board but may sit in on the Deacon Board meetings at his option. He may also be requested by the Deacon Board to sit in on some or all of their meetings.
  2. The Treasurer is not an officer of the Corporation and has no voice in the operation of the Corporation.
  3. The Treasurer shall supervise the keeping of the general ledger and shall oversee the bookkeeper in the financial records of the entire Corporation.
  4. The Treasurer shall not sign checks or vouchers.
  5. The Treasurer shall not also be the bookkeeper.
  6. The Treasurer shall be responsible to the Deacon Board to record all their financial transactions and to satisfy its members as to his integrity, expertise, and efficiency. The Treasurer shall be responsible to the Business Manager as to the supervision of the details of his work and office.
  7. The Treasurer shall see that the books of the Corporation fulfill all obligations of the Corporation of Community Chapel and Bible Training Center and of the local, state and federal governments.

**ARTICLE SIX:** The Bookkeeper shall verify all inputs, monies and receipts of the Corporation. He is responsible for the ledger to the Treasurer, and in all other areas to the Business Manager, who may appoint and remove the bookkeeper at will.



ARTICLE SEVEN: Check Signers: All checks shall be signed by two members of the Steering Committee, or by a specific person previously designated in writing by the Steering Committee (see also Division Two, Section III, Article Four, Part B, 3, above).

ARTICLE EIGHT: Money Counters shall be appointed by the Deacon Board Chairman and be under the supervision of the Business Manager who may remove them, with the Deacon Board Chairman's consent. They may also be removed by the Steering Committee or Deacon Board. The Deacon Board Chairman may elect that any two ushers, or any usher and the head usher may count the money rather than to designate specific individuals.

#### SECTION V

#### Miscellaneous Rulings

ARTICLE ONE: Amendments

- A. A minimum three-fourths (3/4) majority affirmative vote of the Steering Committee and the original Pastor's concurrence, if still presiding, is necessary to amend any of the By-Laws stated in this document.
- B. Creation of new administrative position within the Corporation can be accomplished by the Steering Committee, and shall be added to these By-Laws by means of amendments.

ARTICLE TWO: In case of any disagreement of interpretation of these rules (in the event that an agreement cannot be reached) a decision of the Steering Committee takes precedence over the Deacon Board's. If the disagreement cannot be reconciled by a two-thirds (2/3) majority of the Steering Committee, the Pastor shall decide the issue.

ARTICLE THREE: The Business Manager shall maintain a list entitled CURRENT OFFICERS AND MAJOR APPOINTEES OF THE CORPORATION. It shall list the names of people filling all "titled positions" including all Pastors, Assistant Pastors, Steering Committee members, Deacon Board members, Elders, Business Managers, Treasurers, College Deans, Administrators, Bookkeepers, Chairmen of Committees, and any other positions that the Steering Committee deems necessary. It shall be the duty of the Business Manager to update this list within thirty days of any change in personnel and to give a copy of same to each person on the list. A current copy of this list shall be permanently affixed to these By-Laws.

ARTICLE FOUR: Every member of the Steering Committee and Deacon Board shall have a copy of the By-Laws and all amendments. All amendments shall be dated and numbered consecutively. In addition, the Business Manager shall keep a minimum of one copy on file in the office at all times.

ARTICLE FIVE: Except for Division Six, Satellite Churches, all buildings belong to the total Corporation (not to the individual Divisions) and are paid for by the Church of Community Chapel and Bible Training Center which rents space to the various Divisions. The use of the space may be transferred from one Division to another as determined by the General Manager, unless overruled by the Steering Committee. (See Section Two, Articles Eight and Nine, above.)

ARTICLE SIX: Whenever a decision or vote of the Steering Committee is required by the directives of these By-Laws, and whenever these By-Laws do not specify otherwise, such decisions or vote shall be decided with a minimum of two-thirds (2/3) majority.

ARTICLE SEVEN: Unless specifically stated otherwise, concurrence, assent, positive vote, majority vote, or other similar wording in regard to decisions made by the Steering Committee and Deacon Board shall be interpreted to mean a minimum of a two-thirds (2/3) majority.

ARTICLE EIGHT: In the event a question arises regarding the government of the Corporation or any Division, and Division One of these By-Laws is mute on the issue, then the directive of Division Two of these By-Laws shall be interpreted as being the established standard (e.g. decisions shall be made in conformance with the tenor of the directives of Division Two.) In the event that Division Two is also mute on the question the (extra-By-Law) directions previously established by the original Pastor and Steering Committee shall be the established standard.

DIVISION TWO  
CHURCH OF COMMUNITY CHAPEL AND BIBLE TRAINING CENTER

SECTION I

Government of the Church

The Church shall be governed by the Pastor, the Steering Committee, and the Deacon Board, subject to the following:

ARTICLE ONE: The Pastor.

A. The First Pastor.

1. The first Pastor is Donald Lee Barnett.
2. The Pastor shall be recognized as the Spiritual Overseer of the Church ordained and appointed of God for the ministry and to shepherd the flock of Community Chapel and Bible Training Center. In this capacity he shall be the chief Elder.
3. The Pastor shall be officially in charge of all services of the Church, whether or not they are held on the church grounds, and whether or not he is present at the meetings.
4. The Pastor shall have the prerogative to minister and lead the services as he feels the Holy Spirit lead him.
5. The Pastor shall have authority to question and advise any and all members of the Church, including its governing bodies, as he feels led.
6. The Pastor shall appoint, instruct, oversee, and remove any and all Bible and Sunday School teachers in the Church.
7. The Pastor shall appoint, oversee, and remove associates and assistants for spiritual ministries at his discretion.
8. The Pastor may appoint and oversee officers and helpers in support of the ministry, in non-spiritual capacities, in areas that would not fall under the normal jurisdiction of the Deacon Board, subject to the approval of the Steering Committee. He may remove such appointees at his own discretion.
  - a. Examples of such spiritual support ministries that would fall under the Pastor's jurisdiction rather than the Deacon Board are:
    - 1) Outreach team planner.
    - 2) Church seminar coordinator.
    - 3) Minister's coordinator.
    - 4) Research assistants.
    - 5) Investigator of ministerial departments.
    - 6) Satellite church coordinator.

b. Examples of those the Pastor would not appoint, the jurisdiction belonging rather to the Deacon Board are:

- 1) Ushers.
- 2) Construction workers.
- 3) Maintenance men.
- 4) Treasurer.
- 5) Bookkeeper.
- 6) Security guards.

B. Change of Pastors.

1. A Pastor desiring to leave the Church shall be required to give the Steering Committee at least sixty days notice prior to departure from office and shall inform the congregation of his intentions. This time may be changed by mutual agreement.
2. The Pastor, having established the original Church by the direction of God and with support of the congregation, shall have oversight of same until the Pastor agrees to change. He shall have the authority to take extended leaves of absences as he feels led without relinquishing the position of Pastor. An Associate Pastor, Assistant Pastor, or Acting Pastor may stand in for him, subject to his oversight, and relinquish the position and authority upon demand by the Pastor, if the Pastor so wishes.
3. Future Pastors may only be removed by both a minimum two-thirds (2/3) majority vote of the Steering Committee and of the congregation.
  - a. In such an event the pastor shall be invited to the meeting (called to decide removal) and have an opportunity to address the congregation for at least thirty minutes prior to the voting.
  - b. In such an event the Chairman of the Deacon Board shall sit in for the Pastor as temporary Chairman of the Steering Committee.
4. The Pastor shall be included as ex-officio Spiritual Overseer and Chairman of the Steering Committee.
5. The Steering Committee shall select a new Pastor to fill a pastoral vacancy. This choice shall be satisfactory to a minimum two-thirds (2/3) majority of the voting congregation. No other conditions shall be imposed.

C. The New Pastor

1. A Pastor subsequent to the original Pastor differs in authority from the original Pastor, in that:

- a. He may be removed from office by a two-thirds (2/3) majority vote of the Steering Committee and a majority vote of the congregation. The Pastor shall have no vote in the case.
  - b. On regular business his position as Chairman of the Steering Committee gives his vote no special weight (except in deciding a draw-vote issue). No legislation or action passed by the Steering Committee shall require his exclusive sanction or ratification to be valid.
- D. Duties of the Pastor.
1. Each Pastor shall preach, teach, admonish, encourage, and advise as God gives him ability. The Pastor shall live a godly life, and endeavor to shepherd the flock to its spiritual benefit.
  2. Recognizing that the Bible teaches a "body ministry" and that the Pastor does not have time, strength, or desire to run the entire Church in its many avenues of service, he shall not be expected to do all (or more than he feels that he should or can handle reasonably) of the ministries of the Church, including: visiting and praying for the sick and needy, witnessing and counseling.
- E. The Pastor's salary shall be determined by the Steering Committee, which shall re-evaluate the salary rate annually. Once set and accepted, each Pastor's salary shall not be decreased, unless there is a general recession or depression, and then only to the same ratio as the published wage/price index decline for the local area.

ARTICLE TWO: The Steering Committee of the Church of Community Chapel and Bible Training Center shall be the same committee as that of the entire Corporation and shall act in both capacities as defined in both Division One, Section III and Division Two, Section I of these By-Laws.

ARTICLE THREE: The Deacon Board.

A. Duties.

1. The Deacon Board shall act as official trustees of the Church, and shall oversee the necessary legal agreements; commercial loans and payments, insurance programs, maintenance and safety of the buildings and grounds, janitorial work, future construction, equipment purchases, appointment of ushers, and other financial and mundane obligations and duties of the Church. The Deacon Board shall insure prompt payment of

all obligations, keep neat and accurate records of all expenditures and business, and keep the Steering Committee Chairman advised of all decisions by letter.

2. The Deacon Board shall appoint a Treasurer who shall be under the supervision of the Business Manager, and continue in office until removed by the Deacon Board or until he resigns. (See Division One, Section IV, Corporate Finances, for the duties, powers, and limitations of the office of the Treasurer.
  3. Any decision involving an expenditure of more than \$500.00, except for previously established, normal installment payments and normally reoccurring expenses, shall be made only after notifying the Chairman of the Steering Committee so that he may be aware of the situation and exercise his and/or the Steering Committee's prerogative of advisement in advance of the expenditure.
  4. Any expenditure involving over \$10,000 shall be approved by a minimum of a two-thirds (2/3) majority of the Steering Committee.
  5. Any decision involving over \$20,000 shall be approved by a minimum of a two-thirds (2/3) majority of the Steering Committee and by a simple majority of the voting congregation.
  6. All payments over \$10 must be made by check.
  7. A Deacon may be removed from office by a minimum two-third (2/3) majority vote of the congregation; or by a simple majority vote of the Deacon Board or the Steering Committee.
  8. A record of all decisions at each Deacon Board meeting shall be sent to the Business Manager and filed under "Deacon Board Reports" in the office. A copy shall also be sent to the Steering Committee Chairman.
- B. Election of Deacons.
1. At the time of this (December, 1974) revision, the Deacon Board consists of the following members:
    - a. Calvin E. Freden, Chairman.
    - b. Jack A. Hicks.
    - c. Eugene S. Hartley.
    - d. LeRoy E. Seibold
    - e. Don Pack.
  2. The Deacon Board shall consist of no more or no less than five members, although it may appoint advisors, researchers, aides, and helpers.

3. A Deacon may also be a member of the Steering Committee or hold any other office in the Corporation of Community Chapel and Bible Training Center.
4. To be eligible for office, a Deacon must be a Spirit-filled male over twenty-one years of age.
5. A member of the Deacon Board shall remain in office until one of the following:
  - a. He resigns.
  - b. Any member of the Deacon Board or Steering Committee requests a new vote by the congregation and the Deacon Board member loses that vote (once per year maximum).
  - c. He is put out of office. (See Item D, below.)
  - d. The congregation petitions for a new vote in sufficient numbers to satisfy the Steering Committee that a vote is advisable. A petition of a minimum of 20% of the voting members shall mandate a vote.
6. In the event new Deacons are needed, the voting congregation shall elect new Deacons. (See Section III, Congregational Voting, below, for voting regulations.)
7. The Pastor shall appoint one of the Deacons to be Deacon Board Chairman. The Chairman shall have no extra voting power or special voice in matters under consideration. He shall call and moderate meetings and shall be responsible that all rules of the Board be followed.
- C. The Deacon Board shall not meet without the Deacon Board Chairman's presence, except by permission from him or from the Pastor. The Pastor may elect to sit as Chairman if an emergency meeting is necessary and the Chairman is not available.
- D. Investigation of the Deacon Board: In the event that the Chairman of the Steering Committee feels or suspects wrong doing or wishes confirmation, he shall have the power to investigate or appoint the Steering Committee to investigate the actions of the Board to see if the directions established by the Steering Committee are being complied with. If misdirection, mismanagement, or dishonesty is found, the Steering Committee shall have the power to reverse any Board decision, and, if necessary, remove any Board member and instruct the congregation to elect a replacement. If un-Christian conduct is found that, in the judgment of the Steering Committee could

bring reproach upon the Church, that person may be removed from office by a two-thirds (2/3) majority vote of the Steering Committee without bringing the issue before the congregation.

- E. The Deacon Board shall not meet to vote if more than one member is absent. If the vote is such that the missing member's vote might have an impact upon the outcome of the decision, no decision shall be made until that person's vote is in, except in emergency matters, which shall be judged to be so by all present. If more than one member is absent in an emergency session, the full complement shall be made up by the Chairman appointing substitute members for that meeting from among the Elders.

ARTICLE FOUR: Elders.

- A. The Pastor and all Steering Committee members shall be ex-officio Elders, but not all Elders shall be Pastors or Steering Committee members.
- B. Only those Elders who are Steering Committee members shall be able to vote in administrative matters.
- C. In order to hold the office of Elder, one shall be a born-again, Holy-Spirit filled male, at least twenty-five years old, in good standing with Community Chapel and Bible Training Center, and an active member (i.e. one who is qualified to vote, see Section III, Congregational Voting below) of Community Chapel and Bible Training Center for at least two years. He shall also be an active Christian in good standing with God, dedicated to God's service, a good example, and in agreement to the Articles of Faith described herein (see Division Two, Section V).
- D. Elders shall be appointed by a minimum of a unanimous vote save one of the entire Eldership residing at the headquarters of Community Chapel and Bible Training Center, and with the Pastor's concurrence.
- E. Elders shall serve for life unless they resign or are removed by a minimum three-fourths (3/4) majority vote of the Eldership or by a unanimous vote of the Steering Committee.
- F. The duty of the Elders is to serve in ministering to the spiritual needs of the Church as requested by the Pastor and as God leads them and gives them gifts, talents, and abilities. With the Pastor's concurrence, they may:
1. Teach classes.
  2. Direct services.
  3. Preach.



4. Lead visitation groups.
5. Counsel and guide those who seek help.
6. Pray for the sick and needy in church, hospitals, and homes.
7. Act as advisors to the Pastor, Steering Committee, and Deacons. (The term "advisors" is not to be confused with the separate term "administrators.")
8. Lead prayer meetings, fellowships, etc.
9. Minister in services in any Scriptural capacity.
10. Perform other functions or ministries as need arises or as appointed by the Pastor.

## SECTION II

### Business Manager

ARTICLE ONE: The terms "Business Manager" and "Office Manager" shall be interpreted as being synonymous. (The term "Business Manager" is used throughout these By-Laws.)

ARTICLE TWO: The Business Manager shall be appointed by the Steering Committee and shall serve until replaced by the Committee or the original Pastor.

ARTICLE THREE: The Business Manager shall be under the supervision of the Pastor.

ARTICLE FOUR: The Business Manager shall supervise all business, maintenance and construction operations of the Corporation.

ARTICLE FIVE: The Business Manager shall have the authority to utilize volunteer labor as he deems appropriate.

ARTICLE SIX: The Business Manager shall hire staff workers, subject to the approval of the Pastor, and shall determine their wages, except that the Deacon Board shall have the authority to establish minimum and maximum wages for the total work force and for any or all job categories under the Business Manager's jurisdiction. He shall hire maintenance and construction workers and fix their wages, subject to the approval of the Deacon Board.

ARTICLE SEVEN: The Business Manager shall have authority to assess the various departments for the use of facilities, supplies, services, etc. based on percentages of use. He shall determine the rate of depreciation and other such factors involved in such assessments.

ARTICLE EIGHT: All disputes between department heads and the Business Manager shall be arbitrated by the Pastor, whose decision is final unless he wishes to refer the judgment to the Steering Committee.

ARTICLE NINE: In areas of finance, the Business Manager shall supervise the operation and personnel. (See Division One, Section IV, Corporate Finances, for rules governing his responsibilities.)

ARTICLE TEN: The Business Manager shall have the authority to determine the uses of buildings and ground spaces, subject to the approval of the General Manager.

ARTICLE ELEVEN: The Business Manager shall not have the responsibility of administering the budgets of the various departments. He shall disburse the money as directed by respective department heads to the extent funds are available.

ARTICLE TWELVE: The Business Manager shall not transfer any money from one Division to another on a permanent basis, without the written approval of the department head involved (in the case of the Church of Community Chapel and Bible Training Center, the department head is the Deacon Board). Temporary inter-divisional loans shall require only verbal authorization by Division heads.

### SECTION III

#### Congregational Voting

ARTICLE ONE: In order to be eligible to vote in congregational business meetings, one must be:

- A. A born-again Christian.
- B. In regular attendance in the Sunday services for at least the previous six months.
- C. Eighteen years of age or older.
- D. Not actively affiliated with another church.

ARTICLE TWO: Any question regarding eligibility to vote shall be resolved by the Steering Committee, whose decision is final.

ARTICLE THREE: A simple majority of the eligible voting members at a congregational meeting shall be necessary to decide any question before the congregation. In case of an apparent tie-vote the Pastor shall cast the deciding vote.

ARTICLE FOUR: The Pastor shall determine the date and time of voting, the method of vote, tabulation, whether or not a re-vote or recount is necessary, etc., subject to being overruled or subject to specific statutes established by the Steering Committee. The only exception to this rule is when the congregational vote concerns the removal of the Pastor as authorized by these By-Laws, in which case the Deacon Board Chairman shall make such decisions, subject to being overruled by the Steering Committee minus the Pastor. (See Article One, Part B above.)

#### SECTION IV

##### Congregational Business Meetings

Special business meetings of the congregation may be called by the Deacon Board or Steering Committee or the Pastor. The Pastor shall determine the date of the meeting within thirty days of request by the Deacon Board or Steering Committee, and shall announce the meeting publically at both of the prior Sunday services unless the meeting is to be held during a regular Sunday service.

#### SECTION V

##### Articles of Faith

ARTICLE ONE: The Pastor (and the associates and ministerial assistants, if any) and the Elders, Steering Committee, and ordained ministers agree that the Bible, as originally penned, is the inspired Word of God and is our sole rule of faith.

We, as overseers, unite in the belief that to keep the unity of the faith, and to maintain our purpose, that only those who hold to the following basic beliefs of God's Holy Word are to be chosen to hold any office of spiritual leadership in the Church. "Spiritual" shall pertain to an office that can involve impartation of theological information.

- A. All Scripture is given by the inspiration of God.
- B. All have sinned. Forgiveness of sins is only obtained by genuine repentance of sins to God and acceptance of Jesus Christ as personal Savior and Lord of our lives.
- C. Water baptism is essential and is only for those who have repented of their sins to God and have accepted Jesus Christ as their personal Savior, purposing to walk according to God's Word. Water baptism is to be

- administered in the Name of Jesus (the terms: Father, Son, Holy Spirit, Lord, and Christ, may or may not also be expressed in the baptismal formula).
- D. The baptism of the Holy Spirit is for all Christians and is evidenced by speaking in other tongues as the Holy Spirit gives utterance.
  - E. God is one Person, manifesting Himself as the Father, the Son, and the Holy Spirit.
  - F. Healing is part of the Atonement and is a promise by Jesus to the believer.
  - G. Communion (the Lord's Table or Sacrament) is a Biblical injunction for Christians to observe.
  - H. Jesus will out-translate His Bride before the Great Tribulation.
  - I. Heaven and hell are real, although we may not know the exact nature of these abodes. Eternal life awaits the Christian; judgment and eternal separation from God await those who do not accept Jesus Christ as their Savior.
  - J. Godly living, according to the tenor of Scripture should characterize the life of every child of God. (The traditions and laws of man are not to be interpreted as the rule of holiness.)
  - K. God's Word teaches us to support the work of God with our finances and time.
  - L. Whosoever will may accept Jesus. Apostasy, if maintained, results in the loss of eternal life with Christ.

#### SECTION VI

##### Statement of Faith Regarding Military Action

ARTICLE ONE: In order to verify that Community Chapel and Bible Training Center stands behind our young men who request non-combatant or conscientious objector status by the armed services, we formerly adopt this statement of faith. Inasmuch as this stand results from our interpretation of how the general tenor of Scripture relates to the present military actions (rather than direct Scriptural doctrines) it is not a requirement of faith in order to hold the office of Pastor, Elder, Deacon, or other spiritual offices within Community Chapel and Bible Training Center. We allow latitude, according to the conscience and understanding of each member, regarding this issue.

- A. It is our belief that we are a body of believers, called by God to serve Him according to His Word and revelation.
- B. God has called us to be in the world and not of the world, and to put Him first in all things.
- C. We are commanded by God to be obedient to civil authority except where contrary to God's Word and our conscience. We stand opposed to anarchy

and all violence

- D. We recognize Communism to be anti-God, anti-democratic and a threat to peace.
- E. We recognize the right of those who are of the world to use such force as is necessary to subdue crime, anarchy, and aggression.
- F. We believe Christians to be citizens of heaven, pilgrims, and strangers sojourning among unregenerated peoples on earth.
- G. It is our belief that the unregenerated are responsible for the current problems and therefore have to deal with same in their own way. We believe that refusal to be born-again and filled with the Holy Spirit as commanded by Scripture has led to strife of every sort in our society and among nations.
- H. We further believe that the soft stand taken against evil, crime, and aggression by our government has put this country in its present, precarious position.
- I. We are convinced that the present actions and inactions are part of a universal scheme to establish world government as foretold by the Bible. Christians who take part in such matters only help to bring to pass a world government and a world church which will ultimately wrest away our freedom to worship God according to the dictates of our hearts and our understanding of God's Holy Word.
- J. We are opposed to taking part in any form of violence or in any action to aid the establishment of world government or of a national or world church by man's efforts.
- K. We trust God, not man, to be our defense.
- L. We believe in doing good to all men, evil to none.
- M. We are appreciative of the federal Constitution that is based on godliness, and of the Christian attitudes that accrue from our godly forebearers. We are thankful for the freedom that we do enjoy in this great nation of ours and pray that its leaders will lead us in the paths of righteousness, godliness, peace and justice.

#### SECTION VII

##### Ordination

ARTICLE ONE: It is our belief that Pastors, Elders, Deacons, "called" teachers and Evangelists should be ordained into the ministry by the Elders as approved by the Steering Committee and Pastor, by the laying on of hands of the Elders during a congregational meeting or a regular church service..

ARTICLE TWO: Ordination is to be interpreted to be an appointing to the ministry by the government of the Church, for the purpose of recognition of that position by the body of saints and by other churches.

ARTICLE THREE: We regard the appointment to ordination to be made by God, leading to, and supporting, the appointment to the ministry by the Church.

ARTICLE FOUR: We accept the command of God to lay hands suddenly on no man to mean to prove the candidate and be careful not to thrust into ordination those whom God is not ready to ordain.

ARTICLE FIVE: The one to be ordained into the ministry (no specific ministry is stated) should:

- A. Feel the call of God into the ministry.
- B. Desire to be ordained and set apart for God in a full-time ministry.
- C. Be capable of ministering the Word of God.
- D. Be capable of receiving understanding from God.
- E. Be a credit to Jesus, the Church, and the ministry.

ARTICLE SIX: The Church may ordain but not annul an ordination, although it may refuse to recognize the ministry of one that it has previously ordained, if just cause exists, as determined by the Steering Committee.

DIVISION THREE  
COMMUNITY CHAPEL PUBLICATIONS

SECTION I

General Purpose and Goals

Community Chapel Publications (also referred to elsewhere as Community Chapel and Bible Training Center Publications) shall purchase and/or publish books, printed matter, recordings, films, and other materials for all Divisions of the Corporation upon request from the Divisions. It shall also purchase and/or produce printed, recorded, and media-duplicated materials for wholesale and retail sale.

SECTION II

Administrative Chain of Command

ARTICLE ONE: The Director of Publications shall be in charge of the entire Publications Division under the guidelines and to the extent that the Steering Committee decrees and within the limits set forth by the Deacon Board (see Section III below for detailed limitations of authority).

ARTICLE TWO: The Operations Manager shall be responsible for the overall business and operation of the Division, as decreed and permitted by the Director of Publications to whom he reports.

ARTICLE THREE: The Operations Manager shall hire, set the salaries, and delegate responsibility to staff personnel, subject to the guidelines and approval of the Director of Publications.

SECTION III

Details of Business and Authority

ARTICLE ONE: Steering Committee.

- A. The Steering Committee shall have authority to decide the extent of growth of the Community Chapel Publications subject to funds released by the Deacon Board.
- B. The Steering Committee shall have authority to modify the publishing operations by means of these By-Laws or to disband the entire Division and to integrate the publications operations into one or more of the other Divisions of the Corporation.

ARTICLE TWO: Deacon Board.

- A. The Deacon Board shall have authority to decide the purchase of equipment costing in excess of \$100 each as requested by the Operations Manager.
- B. The Deacon Board shall have authority to limit the total budget of the portion of Community Chapel Publications that is funded by the Church Division.
- C. The Deacon Board shall have authority to limit the funds for printed materials and/or recordings to advertise the Church, or for general sale to the public.
- D. The Board shall not determine what literature shall be printed, nor shall the Deacon Board limit the quantities.
- E. The Deacon Board shall have authority to authorize expansions of the Community Chapel Publications as requested by the Operations Manager as agreed to by the Director of Publications and within the limitations set by the Steering Committee.

ARTICLE THREE: Director of Publications.

The Director of Publications shall have the authority to exercise final, pre-emptive judgment on what items and classifications of items shall be published, and on the quality required of such items.

ARTICLE FOUR: Operations Manager.

The Operations Manager shall determine the assessments to each Division based on his judgment of the real costs and fair share of each Division unless overruled by the Steering Committee.

ARTICLE FIVE: Miscellaneous Rulings.

- A. Profit and loss from the actions of this Division shall accrue to the Church.
- B. Satellite Churches shall pay for all materials sent them, provided they requested such items or that they agreed to accept such items. Other items sent them shall be charged to the Church. Decisions to send unrequested material shall lie in the hands of the Pastor of the Church of Community Chapel and Bible Training Center in King County, Washington, within the limitations posed by the Deacon Board, if any, and unless overruled by the Steering Committee.

The Pastor of Community Chapel and Bible Training Center shall exercise the final authority on what is sent to the Satellite Churches.



SECTION IV

Turnover of Personnel

ARTICLE ONE: The original Director of Publications, Donald Lee Barnett, shall not be removed from office as long as he is the Pastor of the Church.

ARTICLE TWO: Future Directors of Publications may be removed from office and replaced by a minimum of two-thirds (2/3) majority vote of the Steering Committee.

ARTICLE THREE: The Director may replace the Operations Manager with the concurrence of the Steering Committee.

ARTICLE FOUR: The Operations Manager may replace any member of his staff, with the Director's approval.

ARTICLE FIVE: The Director and Operations Manager shall give a minimum of thirty days notice in the event they desire to resign from their office.

DIVISION FOUR  
COMMUNITY CHAPEL BIBLE COLLEGE

SECTION I

Purpose of Community Chapel Bible College

ARTICLE ONE: The purpose of Community Chapel Bible College shall be to train men and women for full- and part-time ministries, and to instill in them the principles and knowledge of God's Word and of the ministry of God.

ARTICLE TWO: Community Chapel Bible College shall prepare students for its Bachelor of Theology (Th. B.) and Master of Theology (Th. M.) degree and other such degrees or certificates as determined by the College President in such a matter as to be fit for Ordination by the Church of Community Chapel and Bible Training Center, as capability of each individual student affords.

SECTION II

Government

ARTICLE ONE: The Bible College, instituted September 29, 1969, shall be called "Community Chapel Bible College."

ARTICLE TWO: Community Chapel Bible College shall be governed solely by the College President (also called College Administrator outside of these By-Laws).

ARTICLE THREE: The President shall be responsible for organizing the structure of Community Chapel Bible College, setting up the courses, hiring and dismissing teachers, and staff, and for setting their salaries, determining tuition, budgets, etc.

ARTICLE FOUR: The President's salary shall be determined by the Steering Committee.

ARTICLE FIVE: The President of Community Chapel Bible College at the time of this (December, 1974) revision is Donald Lee Barnett.

ARTICLE SIX: As long as Donald Lee Barnett is Pastor of Community Chapel and Bible Training Center, he shall be the President and sole administrator of Community Chapel Bible College, except as follows:

- A. In the event of poor health or a leave of absence, the President may appoint an Administrator and/or Vice President of Community Chapel Bible College. In such case, Donald Lee Barnett shall retain his position as President and becomes the Director of Community Chapel Bible College, all other personnel reporting to him, although he might not do the actual work of administering College functions.

- B. Donald Lee Barnett is not subject to being removed from presidency by any action of the Corporation.

ARTICLE SEVEN: In the event that the original Pastor terminates his ministry at this Church, the Steering Committee shall appoint another President for Community Chapel Bible College.

- A. The Steering Committee shall have power to appoint and remove all subsequent Presidents from Community Chapel Bible College, and may overturn any decision that he may make that it deems to be contrary to the general policies of the Corporation, or that it considers to be mismanagement or gross error.
- B. The Deacon Board shall have no authority in matters pertaining to Community Chapel Bible College. The College President alone shall make decisions regarding employment and payment of its staff. He alone shall make decisions regarding needed facilities, equipment, curriculum, etc.

ARTICLE EIGHT: College housing is under the direction and financial responsibility of Community Chapel Bible College.

DIVISION FIVE  
COMMUNITY CHAPEL CHRISTIAN SCHOOLS

SECTION I

Definition and Purpose

ARTICLE ONE: This school, implemented September 7, 1972, shall be a private church-related elementary and secondary school named Community Chapel Christian School.

ARTICLE TWO: The purpose of Community Chapel Christian School shall be to provide a full-time, Christ-centered education from preschool through the twelfth grade. Community Chapel Christian School shall uphold a standard of scholastic and spiritual excellence which will strengthen the mental, moral, spiritual, and physical areas of the students' natures.

SECTION II

Government

ARTICLE ONE: The Director of Christian Schools shall be the primary administrative office in this Division. He may be assisted in this role by an Assistant Director of Christian Schools, whom he may appoint. (See Article Seven below.)

ARTICLE TWO: Community Chapel Christian School shall be administered by the Administrator who is the officer immediately under the Director of Christian Schools.

ARTICLE THREE: The Administrator(s) is responsible for assuring that Community Chapel Christian School is in conformance with the laws of the land, the directives of the Corporation, and the highest standard of education possible.

ARTICLE FOUR: The Administrator shall hire teachers and staff workers subject to the Director of Schools' approval. He shall also be responsible for setting up the courses and fixing the tuition, budgets, and property and business of Community Chapel Christian School subject to the approval of the Director of Christian Schools.

ARTICLE FIVE: The Director of Christian Schools shall have authority to overturn any decision made by the Administrator(s). The Steering Committee shall not govern Community Chapel Christian School directly with the exception that it shall have power to overturn any unilateral decision by the Director of Christian Schools. In such case if the Director of Christian Schools and the Chairman of the Steering Committee are one in the same person, the Chairman of the Steering Committee's vote shall be excluded.

ARTICLE SIX: Donald Lee Barnett, the original Director of Christian Schools, shall not be removed from that office as long as he is Pastor of Community Chapel and Bible Training Center.

ARTICLE SEVEN: In the event that Donald Lee Barnett terminates his ministry as Pastor of Community Chapel and Bible Training Center, the Steering Committee shall appoint a new Director of Christian Schools. Subsequent Directors may also be removed by the Steering Committee.

ARTICLE EIGHT: The Assistant Director (if any) and the Administrator(s) can be removed from office by the Director only with the Steering Committee's approval. The Director may appoint a new Administrator or an Administrator of each school department, and/or an Assistant Director or Assistant Administrator(s), with the Steering Committee's approval.

ARTICLE NINE: Assistant Administrator(s) may be removed from office by the Administrator, with approval of the Director of Christian Schools.

ARTICLE TEN: The teachers and office staff may be removed by the Administrator(s).

- A. In the event that the office staff worker in question works for more than one Administrator, the removal of that worker must be approved by the Director of Christian Schools.
- B. The Director of Christian Schools may also remove any Community Chapel Christian School personnel after consultation with the Administrator.

ARTICLE ELEVEN: Community Chapel Christian School personnel wishing to resign must give the one to whom they report notice of intent a minimum of thirty days prior to cessation of work.

### SECTION III

#### Salaries

ARTICLE ONE: The salary of the Director of Christian Schools shall be set by the Steering Committee.

ARTICLE TWO: The salary of the Assistant Director (if any), the Administrator(s), and Assistant Administrator(s) (if any) shall be set by the Steering Committee subject to approval of the Director of Christian Schools. In lieu of an agreement, the Steering Committee shall fix the salaries.

ARTICLE THREE: The salary of the teachers, assistants, and office staff shall be set by the Administrator(s) with the approval of the Director of Christian Schools. Unilateral decision of the Director of Christian Schools on salaries may be reversed by the Steering Committee.

DIVISION SIX  
SATELLITE CHURCHES

SECTION I

Definition and Integration

ARTICLE ONE: A Satellite Church shall be a part of the Corporation of Community Chapel and Bible Training Center, King County, Washington.

ARTICLE TWO: A Satellite Church shall be an extension of the original Church or "mother church," called "the Church" elsewhere in these By-Laws in Division One, Section II, Article Three; hereafter in this Division called "The Corporation Church."

ARTICLE THREE: A Satellite Church shall be a church with a Pastor, Elders, Deacons, and congregation that is subject to the By-Laws of the Corporation of Community Chapel and Bible Training Center, even though it may be a separate legal corporation due to its location in a different state. It shall be affiliated with the original Corporation of Community Chapel and Bible Training Center in King County, Washington, and subject to its disciplines. It shall be legally considered to be of the same "denomination" as its headquarters in King County, Washington, although no "denomination" in the traditional sense exists.

ARTICLE FOUR: The Satellite Church shall be considered a part of the Corporation Church in polity, discipline, faith, and denomination but it shall not be able to encumber the Corporation Church with its own obligations. The Satellite Church shall be financially self-supporting, and financially self-governing. The Corporation Church shall assume no financial obligation to the Satellite Church.

ARTICLE FIVE: In the event that the Pastor and/or the congregation of a Satellite Church shall seek to dissolve their relationship with the Corporation Church, the Corporation Church shall have the right to assume ownership of the building and all assets and liabilities, although it shall not be required to do so. The Corporation Church shall have authority to dismiss any or all of the pastors and officers and to appoint replacements as it sees fit and to retain whatever part of the congregation that remains.

- A. If in the event of such a dissolution of relationship the Corporation Church does not choose to assume ownership of the Satellite Church, the Corporation Church shall not be held liable for any liabilities, debts, encumbrances, etc., of the Satellite Church.

SECTION II

Government of Satellite Churches

PREAMBLE

Each church shall be governed by a Pastor, Voting Elders, and Deacons.

ARTICLE ONE: The Pastor.

A. Appointing and dismissing the Pastor.

1. The Pastor shall be appointed and ordained by the Corporation Church and shall serve until removed by either the Corporation Church or by a minimum two-thirds (2/3) vote of the Voting Elders and the congregation of the Satellite Church.
2. Replacement Pastors shall be appointed in the same way as the first Pastor.
3. The Pastor shall be officially in charge of all services of the Church, whether or not they are held on the church grounds or whether or not he is present at the meetings.
4. The Pastor shall have the prerogative to minister and lead the services as he feels the Holy Spirit lead him.
5. The Pastor shall have authority to question and advise any and all members of the Church, including its governing bodies, as he feels led.
6. The Pastor shall appoint, instruct, oversee, and remove any and all Bible and Sunday School teachers in the Church.
7. The Pastor shall appoint, oversee, and remove associates and assistants for spiritual ministries at his discretion.
8. The Pastor may appoint and oversee officers and helpers in support of the ministry, in non-spiritual capacities, in areas that would not fall under the normal jurisdiction of the Deacon Board, subject to the approval of the Voting Elders. He may remove such appointees at his own discretion.
  - a. Examples of such spiritual support ministries that would fall under the Pastor's jurisdiction rather than the Deacon Board are:
    - 1) Outreach team planner.
    - 2) Church seminar coordinator.
    - 3) Minister's coordinator.
    - 4) Research assistants.
    - 5) Investigator of ministerial departments.

4. Additional Voting Elders may be appointed by the Board of Voting Elders by an affirmative vote of the Pastor and a minimum of all other Voting Elders, save one.
5. Additional Non-Voting Elders may be appointed by concurrence of all Voting and Non-Voting Elders. In this one case, Non-Voting Elders shall be able to cast their vote along with the Voting Elders in the manner disclosed in Item 4 above.
6. All Voting and Non-Voting Elders shall serve for life unless they resign or are removed by a minimum of a three-fourths (3/4) vote of the Voting Elders.
  - a. Only one member may be removed during any single round of votes.
  - b. The one in question shall have no vote in the question of his removal, nor will his potential vote be counted in the total upon which the determination of the majority is made.
  - c. In the event a member of the Voting Elders is removed, leaving the Eldership below the minimum number specified in Section II, Article Two, Part A-1, an Elder shall be appointed to the Voting Eldership within seven days.
  - d. No member of the Voting Eldership may be removed from office while the Eldership is below minimum number.
  - e. No business by the Voting Eldership may be transacted while the Eldership is below strength other than that business required to bring the Voting Eldership back up to minimum number.
  - f. The original Pastor is not subject to removal from the Voting Eldership nor from the position of Chairman of the Voting Eldership.
7. The Voting Eldership shall direct the Satellite Church in the same areas as Non-Voting Elders and in such matter as:
  - a. Creating new departments within the Church.
  - b. Establishing the goals of the Satellite Church.
  - c. Settling disputes within the Church that cannot be handled by the previously delegated authority.
  - d. Determining whether or not to buy, sell, or trade real property, if and as supported by the congregation of the Satellite Church. (See Article Three, Item A, 3 below.)
  - e. Overriding the Deacon Board's decisions if it feels they are contrary to or out of line with the goals and direction of the Voting Eldership.



b. Examples of those the Pastor would not appoint, the jurisdiction belonging rather to the Deacon Board are:

- 1) Ushers.
- 2) Construction workers.
- 3) Maintenance men.
- 4) Treasurer.
- 5) Bookkeeper.
- 6) Security guards.

9. The Pastor desiring to leave the Church shall be required to give the Voting Elders and the Corporation Church at least thirty days notice. The time may be changed by mutual agreement.

B. Duties of the Pastor.

1. Each Pastor shall preach, teach, admonish, encourage, and advise as God gives him ability. The Pastor shall live a godly life, and endeavor to shepherd the flock to its spiritual benefit.
2. Recognizing that the Bible teaches a "body ministry" and that the Pastor does not have time, strength, or desire to run the entire church in its many avenues of service, he shall not be expected to do all (or more than he feels that he should or can handle reasonably) of the ministries of the church, including: visiting and praying for the sick and needy, witnessing and counseling.

ARTICLE TWO: Voting and Non-Voting Elders.

A. Elders.

1. The Pastor shall appoint at least three Voting Elders. These Elders should be appointed on the basis of:
  - a. Spirituality.
  - b. Business sense and responsibility
  - c. Unity with the Pastor.
2. The Pastor may also initially appoint other Non-Voting Elders. (The reason for Non-Voting Elders is to utilize spiritual, experienced, and gifted men for spiritual leadership while they may not yet have the same vision for the Church and unity with the Pastor as Voting Elders. This lack might be due to past denominational ties and concepts, for example.)
3. The Pastor shall be an ex-officio member of the Voting Elders and the Chairman of the Board of Voting Elders.

ARTICLE TWO, A (Continued)

- f. Requesting modification of By-Laws for the Satellite Church from the Corporation Church.
  - g. Making laws for the Satellite Church, as necessary, within the framework of these By-Laws.
8. Non-Voting Elders shall perform one or more of the following functions, under the direction of the Pastor:
- a. Pray for the sick in church, home, and hospitals.
  - b. Preach and exhort.
  - c. Teach.
  - d. Counsel those in need.
  - e. Direct services, fellowships, classes, and other meetings.
  - f. Lead visitations or witnessing groups.
  - g. Lay hands upon those being installed into office as Elders or Deacons.
  - h. Perform other spiritual functions as needed.
9. All voting and Non-Voting Elders shall be born-again, Holy Spirit-filled males at least twenty-five years old, in good standing with the Satellite Church and with God, dedicated to God's service to minister to the flock, and in agreement with the Articles of Faith of the Corporation Church.

ARTICLE THREE: Deacons.

A. Duties.

1. The Deacon Board shall act as official trustees of the Church, and shall oversee the necessary legal agreements; commercial loans and payments, insurance programs, maintenance and safety of the buildings and grounds, janitorial work, future construction, equipment purchases, appointment of ushers, and other financial and mundane obligations and duties of the Church. The Deacon Board shall insure prompt payment of all obligations, keep neat and accurate records of all expenditures and business, and keep the Voting Eldership Chairman advised of all decisions by letter.
2. The Deacon Board shall appoint a Treasurer who shall be under the supervision of the Pastor, and continue in office until removed by the Deacon Board or until he resigns.
3. Any expenditure involving over \$5,000 shall be approved by a minimum of a two-thirds (2/3) majority of the Voting Eldership and by a simple majority of the voting congregation.

the Voting Elders is being complied with. If misdirection, mismanagement, or dishonesty is found, the Voting Elders shall have the power to reverse the Board's decisions, and, if necessary, remove any Board members and instruct the congregation to elect replacement Deacon Board member(s). If un-Christian conduct is found that, in the judgment of the Voting Elders could bring reproach upon the Satellite Church, that person may be removed from office by a three-fourths (3/4) majority vote of the Voting Elders without bringing the issue before the congregation.

ARTICLE FOUR: The financial organization of the Satellite Church shall be established and administered in such a way that it meets all Corporation, Satellite and governmental laws and regulations, and insures reasonable safety against embezzlement and fraud.

ARTICLE FIVE: The Treasurer.

- A. The Treasurer shall be appointed by the Deacon Board and shall be under the supervision of the Pastor.
- B. The Treasurer shall act in his capacity, and perform his duties according to the following regulations:
  1. The Treasurer is not a member of the Deacon Board but may sit in on the Deacon Board meetings at his option. He may also be requested by the Deacon Board to sit in on some or all of their meetings.
  2. The Treasurer is not an officer of the Satellite Church and has no voice in the operation of the Satellite Church.
  3. The Treasurer shall supervise the keeping of the general ledger and financial records of the entire Satellite Church.
  4. The Treasurer shall be responsible to the Deacon Board to record all their financial transactions and to satisfy its members as to his integrity, expertise, and efficiency.
  5. The Treasurer shall see that the books of the Satellite Church fulfill all obligations of the Satellite Church and of the local, state and federal governments.

ARTICLE SIX: Congregational voting.

- A. In order to be eligible to vote in congregational business meetings, one must be:
  1. A born-again Christian.
  2. In regular attendance in the Sunday services for at least the previous three months.

ARTICLE SIX (Continued)

3. Eighteen years of age or older.
  4. Not actively affiliated with another church.
- B. Any question regarding eligibility to vote shall be resolved by the Voting Elders, whose decision is final.
- C. A simple majority of the eligible voting members at a congregational meeting shall be necessary to decide any question before the congregation. In case of an apparent tie-vote the Pastor shall cast the deciding vote.

ARTICLE SEVEN: Congregational Business Meetings.

- A. Special business meetings of the congregation may be called by the Deacon Board, Voting Elders, or Pastor. The Pastor shall determine the date of the meeting within thirty days of request by the Deacon Board or Voting Elders, and shall announce the meeting publically at both of the prior Sunday services unless the meeting is to be held during a regular Sunday service.
- B. The Voting Elders may sit in on meetings of the Deacon Board as advisors, but without vote.

SECTION III

Articles of Faith

PREAMBLE

These Articles of Faith shall always be the same as those of the Corporation Church and are repeated here for convenience.

ARTICLE ONE: The Pastor (and the associates and ministerial assistants, if any) and the Voting and Non-Voting Elders, and ordained ministers agree that the Bible, as originally penned, is the inspired Word of God and is our sole rule of faith.

We, as overseer, unite in the belief that to keep the unity of the faith and to maintain our purpose, that only those who hold to the following basic beliefs of God's Holy Word are to be chosen to hold any office of spiritual leadership in the Satellite Church. "Spiritual" shall pertain to an office that can involve impartation of theological information.

- A. All Scripture is given by inspiration of God.
- B. All have sinned. Forgiveness of sins is only obtained by genuine repentance of sins to God and acceptance of Jesus Christ as personal Savior and Lord of our lives.

- C. Water baptism is essential and is only for those who have repented of their sins to God and have accepted Jesus Christ as their personal Savior, purposing to walk according to God's Word. Water baptism is to be administered in the Name of Jesus (the terms: Father, Son, Holy Spirit, Lord, and Christ, may or may not also be expressed in the baptismal formula).
- D. The baptism of the Holy Spirit is for all Christians and is evidenced by speaking in other tongues as the Holy Spirit gives utterance.
- E. God is one Person, manifesting Himself as the Father, the Son, and the Holy Spirit.
- F. Healing is part of the Atonement and is a promise by Jesus to the believer.
- G. Communion (the Lord's Table or Sacrament) is a Biblical injunction for Christians to observe.
- H. Jesus will out-translate His Bride before the Great Tribulation.
- I. Heaven and hell are real, although we may not know the exact nature of these abodes. Eternal life awaits the Christian; judgment and eternal separation from God await those who do not accept Jesus Christ as their Savior.
- J. Godly living, according to the tenor of Scripture should characterize the life of every child of God. (The traditions and laws of man are not to be interpreted as the rule of holiness.)
- K. God's Word teaches us to support the work of God with our finances and time.
- L. Whosoever will may accept Jesus. Apostasy, if maintained, results in the loss of eternal life with Christ.

#### SECTION IV

##### Statement of Faith Regarding Military Action

ARTICLE ONE: In order to verify that the Satellite Churches of Community Chapel and Bible Training Center stand behind our young men who request non-combatant or conscientious objector status by the armed services, we adopt this statement of faith. Inasmuch as this stand results from our interpretation of how the general tenor of Scripture relates to the present military actions (rather than direct Scriptural doctrines) it is not a requirement of faith in order to hold the office of Pastor, Elder, Deacon, or other spiritual offices within the Satellite Churches. We allow latitude, according to the conscience and understanding of each member regarding this issue.

- A. It is our belief that we are a body of believers, called by God to serve Him according to His Word and revelation.
- B. God has called us to be in the world and not of the world, and to put Him first in all things.
- C. We are commanded by God to be obedient to civil authority except where contrary to God's Word and our conscience. We stand opposed to anarchy and all violence.
- D. We recognize Communism to be anti-God, anti-democratic and a threat to peace.
- E. We recognize the right of those who are of the world to use such force as is necessary to subdue crime, anarchy, and aggression.
- F. We believe Christians to be citizens of heaven, pilgrims and strangers sojourning among unregenerated peoples on earth.
- G. It is our belief that the unregenerated are responsible for the current problems and therefore have to deal with same in their own way. We believe that refusal to be born-again and filled with the Holy Spirit as commanded by Scripture has led to strife of every sort in our society and among nations.
- H. We further believe that the soft stand taken against evil, crime, and aggression by our government has put this country in its present, precarious position.
- I. We are convinced that the present actions and inactions are part of a universal scheme to establish world government as foretold by the Bible. Christians who take part in such matters only help to bring to pass a world government and a world church which will ultimately wrest away our freedom to worship God according to the dictates of our hearts and our understanding of God's Holy Word.
- J. We are opposed to taking part in any form of violence or in any action to aid the establishment of world government or of a national or world church by man's effort.
- K. We trust God, not man, to be our defense.
- L. We believe in doing good to all men, evil to none.
- M. We are appreciative of the federal Constitution that is based on godliness, and of the Christian attitudes that accrue from our godly forebearers. We are thankful for the freedom that we do enjoy in this great nation of ours and pray that its leaders will lead us in the paths of righteousness, godliness, peace and justice.

SECTION V

Change of By-Laws of Division Six  
(Satellite Church)

ARTICLE ONE: All changes to the By-Laws of the Satellite Church shall be approved by:

- A. The original Pastor of the Corporation Church.
- B. A minimum of three-fourths (3/4) majority of the Voting Elders.
- C. The Steering Committee of the Corporation Church.

ARTICLE TWO: The Satellite Church may add a Section Six, Additional Inhouse Regulations Made by the Satellite Church.

- A. No regulation of a Satellite Church shall conflict with other directives of these By-Laws.
- B. Such regulations shall pertain only to the Satellite Church making the addition.
- C. Copies of all new in-house regulations shall be promptly sent to the Corporation Church for review and advice. The Corporation Church shall have authority to overturn or modify any such additions that it construes to be contrary to the general tenor of the By-Laws or of the directives of the Corporation.

Jack A. Hicks

Jack A. Hicks, Steering Committee member

Calvin E. Freden

Calvin E. Freden, Steering Committee member

E. Scott Hartley 12/17/74

E. Scott Hartley, Steering Committee member

Ronald L. Barnett

Ronald L. Barnett, Steering Committee Chairman