

By-Laws
Sonrise Church of God

PREAMBLE

The name of this Corporation is the Sonrise Church of God. It is located at 2805 Boulevard Rd. SE, Olympia, WA 98501-3969. The Corporation is affiliated with the General Assembly of the Church of God, Reformation Movement in Anderson Indiana. The Corporation shall be referred to in this document as the Congregation.

We recognize the Holy Bible as the written word of God, as the only divine standard of faith and practice and as the final authority of life and conduct, we hereby adopt these bylaws to govern and facilitate our business affairs according to civil law of the state of Washington and our ecclesiastical affairs according to the divine government provided for in the Word of God.

PURPOSE STATEMENT

We believe the reason the church exists on earth is to obey the Lord Jesus Christ's command to proclaim the unchanging Gospel throughout the world and to make disciples of all nations. We realize our obedience to Jesus' Great Commission will require our total commitment. That is why we have our purpose statement which says...

...we are here to help people discover and fulfill God's purpose for living.

ARTICLE ONE – VOTING MEMBERSHIP

SECTION 1 – VOTING MEMBERSHIP OF THE CONGREGATION

Voting membership of the Congregation is limited to those who meet the following conditions:

- A. They must be eighteen (18) years of age or older.
- B. They shall have worshipped with this congregation for six (6) months immediately preceding any meeting at which they are exercising the right to vote, and shall have attended a minimum of fifty (50%) percent of the regularly scheduled Sunday services during this six-month period. This provision may be waived by a two-thirds (2/3) majority vote of the voting members present.
- C. They are striving to live in harmony with the teachings of Jesus Christ.

SECTION 2 - ELIGIBILITY TO VOTE

- A. All persons shall be regarded as voting members of this congregation upon their own declaration of eligibility as defined in Section 1.
- B. This declaration shall be made by registering with the Secretary prior to the meeting. The list of voting members shall be subject to approval by the congregation and incorporated into the minutes. Registration forms shall include Section 1 of this article in its entirety, and the following: "I hereby affirm that I meet the above stated criteria to vote in this meeting of the Sonrise Church. Date _____ . Signature _____ ."
- C. The right of any person's voting membership may be challenged by any other member. In such a case, the right of voting membership shall be determined by a two-thirds (2/3) majority vote of the members present.
- D. The rules and regulations governing voting membership shall apply to the business organization only, and shall not affect in any way the standing of membership in the spiritual body.

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ARTICLE TWO – SONRISE LEADERSHIP TEAM

Persons nominated or appointed to serve on the Leadership Team, or any Committees must have demonstrated a commitment to the ministries of Sonrise Church of God.

SECTION 1 – LEADERSHIP TEAM

The Leadership Team of the Sonrise Church Congregation shall be composed of five (5) voting members, and one non-voting member (the senior pastor). Each voting Leadership Team member shall be ratified by ballot at the Annual Business Meeting of the Church for a term of three (3) years. Terms shall be staggered so that not more than two (2) members shall be elected in any one (1) year except if needed to fill a vacancy. If a vacancy should occur on the Leadership Team, the Leadership Team shall appoint a new member. The term of the appointment will be until the next Annual Business Meeting.

- A. When the average annual Sunday morning attendance is less than 85 for the 12 months preceding the annual business meeting than an existing Leadership Team member may be elected to serve no more than three (3) consecutive terms, but will be eligible again after a lapse of one (1) year.

- B. When the average annual Sunday morning attendance is greater than 84 for the 12 months preceding the annual business meeting than an existing Leadership Team member may be elected to serve no more than two (2) consecutive terms, but will be eligible again after a lapse of one (1) year.

Qualifications to Serve on Leadership Team

- A. Be a qualified Voting Member
- B. Have participated actively (minimum of 50% of A.M. Service attendance) in the congregation's life for at least 12 months immediately preceding election or appointment.
- C. Meet the Biblical test for spiritual leadership outlined in 1 Timothy 3:1-13 and Titus 1:5-9
- D. Promise to support Sonrise Church of God with a financial commitment equal to or exceeding his/her tithe.
- E. No more than one (1) member of any immediate family, defined to include spouse, parent, child, or sibling shall serve concurrently as a Leadership member.
- F. Each member of the Leadership team must be ratified by a 2/3 vote at the annual or special business meeting.

SECTION 2 - REPLACEMENT OF LEADERSHIP TEAM MEMBER

- A. The Leadership Team can remove and replace a voting member when necessary for reason of blatant defect of character, or for lack of participation in the activities of the Leadership Team when 3 consecutive meetings are missed.

SECTION 3 - THE DUTIES AND RESPONSIBILITIES OF THE LEADERSHIP TEAM SHALL BE:

- A. The Leadership Team shall be responsible for executing all legal transactions related to the Congregation. The sale or purchase of real estate and/or any change in property deeding provisions shall require an affirmative vote of 2/3 of the members present and voting at a officially called meeting of the congregation.

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- B. They shall manage the business affairs of the Congregation and may modify the budget expenditures, if required, up to a maximum of ten percent (10%) of the current annual budget per year before seeking the approval of the Congregation. Any modification of budget spending in excess of ten percent (10%) shall require the Chairman of the Leadership Team to present such modification to the Congregation for approval.
- C. They shall have charge of receiving and dispersing of monies of the Church in accordance with the approved budget or special instructions of the Congregation.
- D. They shall be responsible for physical maintenance of all Church property.
- E. The Leadership Team shall submit and post on the Church bulletin board two (2) Sundays prior to the Annual Business Meeting, an estimated Income and Expense Budget for the next fiscal year. Copies of the proposed budget shall be made available to members of the Congregation at this time.
- F. A simple voting majority of the Leadership Team must be present to transact business.
- G. The Leadership Team shall meet at least quarterly.
- H. The Leadership Team shall establish and appoint the members of any committee that it feels is necessary to perform the work of the Church. These committees shall report to the Leadership Team and shall be dissolved when their specified work is complete. The Leadership Team shall replace any non-functioning member, when necessary, so that the committee may fulfill its assigned task. (Article 2 Section 2 A is not to apply to Pastoral Selection.) All committees appointed by the Leadership Team, or congregation shall elect their own officers as necessary
- I. Develop and maintain Procedures and Policy manual to the guide the Church's life and work
- J. Any officer of this Congregation or any elected or appointed member of any regular or special board, or committee may be Removal from office in the following manner:
 - 1. Removal may be for conduct unbecoming to a member of the Church of God, for failure of duty, or for a lack of interest and zeal in the work of the Church.
 - 2. Any removal recommendation shall be taken to the Church Leadership Team and discussed with the person considered for removal. A recommendation for removal shall be by a four-fifths (4/5) vote of the Leadership Team.
- K. All paid staff will receive an annual review of salary and benefits from the Leadership Team.

ARTICLE THREE - OFFICERS OF THE CONGREGATION

SECTION 1 - OFFICERS

The officers of the Congregation shall be members of the Congregation and shall include a Chairman, Vice-Chairman, a Secretary, and a Treasurer. These officers shall be members of the **Leadership Team** and are elected annually at their first business meeting after the Annual Business Meeting.

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- A. The Chairman of the **Leadership Team** shall be Chairman of the Congregation.
- B. The Vice-Chairman shall perform the duties of the Chairman in the Chairman's absence or inability to serve as Chairman.
- C. The Secretary shall keep an orderly record of the proceedings of the business meetings of the Congregation. Minutes shall be carefully preserved and remain the property of the Congregation. An approved copy of these records shall be available for examination by all voting members of the Congregation. All records are to be ready and available within fifteen (15) days after the meeting.
- D. The Treasurer of the Congregation shall administer the funds of the Church as directed by the Leadership Team. The Treasurer shall be bonded at the expense of the Congregation. The Treasurer shall see that records are maintained in accordance with correct accounting practices. The Treasurer shall provide reports at the regular meetings of the Leadership Team and at the Annual Business Meetings.

SECTION 2 – TERM OF OFFICE

- A. The term of office for all officers of the Congregation shall be for a term of one (1) year and shall be from January 1 through December 31 each year.

ARTICLE FOUR - PASTORAL STAFF

SECTION 1 – RESPONSIBILITIES OF SENIOR PASTOR

The responsibilities of the Senior Pastor shall include, but not be limited to the following.

- A. To take the lead in presenting to the Leadership Team proposals for the accomplishment of the vision of the church.
- B. To lead in the implementation of the agreed upon proposals.
- C. To be responsible with the counsel of the Leadership Team, to state and review the doctrinal position of the congregation on major issues.
- D. To be responsible for the preaching, teaching and overall direction of the services of worship.
- E. To take the lead in teaching and training the congregation to do the work of ministry needed to fulfill our vision and goals.
- F. To lead the pastoral and administrative staff.
- G. The Pastor or his designated representative shall be a (non-voting) member of all boards and committee unless stated otherwise in these bylaws.
- H. The tenure of the pastor shall be indefinite, unless terminated by resignation or removal for cause.

SECTION 2 - SELECTION OF SENIOR PASTOR

- A. When the position of Senior Pastor becomes vacant, the Leadership Team shall arrange for the activation of the
Pastoral Selection Committee. The Pastoral Selection Committee shall have five (5) members.
- A. **Pastoral Selection Committee** Two (2) members shall be appointed by the Leadership Team. The remaining three (3) members shall be elected by the congregation from a list of five (5) candidates

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nominated by the Leadership Team. This election shall be made at a officially called business meeting.

SECTION 3 - THE DUTIES AND FUNCTION OF THE PASTORAL SELECTION COMMITTEE ARE AS FOLLOWS:

- A. It shall elect officers from within its membership.
- B. It shall be responsible for the regular service during the period when the Church is without pastoral leadership. The honorarium for such services shall be determined in consultation with the Leadership Team.
- C. It shall investigate the availability of prospective pastors and study their qualifications as to character, leadership abilities, experience, ministerial recognition, and status. It shall seek the counsel of representative ministers of the area acquainted with the local Church. It shall consult the Division of Church Service of the Executive Council of the Church of God , Anderson, Indiana, for information and certification of ministerial status before submitting the name of any prospective minister (preferably ordained) who is recognized and in good standing with the Church of God, Anderson, IN.
- D. The Selection Committee in consultation with the Leadership Team shall discuss with the prospective Candidate the pastoral compensation package.
- E. When agreement has been reached by the Selection Committee on a prospective Pastor, arrangements shall be made to have the prospective Pastor be available to the congregation for a period of at least five (5) days concluding on Sunday. During this period, the Selection Committee shall arrange opportunities for the prospect to meet with various groups within the congregation, and to speak before the congregation at the Sunday morning service. A officially called business meeting of the Congregation to vote on the calling of a pastor shall be held on the concluding Sunday after the prospect has met and spoken to congregation. The name and a description of the prospect's qualifications shall be given at the time this officially called business meeting is announced.
- F. It shall submit the name of only one prospective minister at a time for consideration and possible call. In the event he does not receive as much as eighty-five percent (85%) majority vote of the members present and voting, or by absentee ballot, the Committee shall proceed to select the name of another prospect minister for presentation. This order of procedure shall be followed until a Pastor is duly elected.
- G. The Selection Committee may arrange with the duly elected Pastor and with the Western Washington Committee on credentials for a service of installation that will add dignity to his call and express the Church's recognition of his leadership.

SECTION 4 - SELECTION OF OTHER PASTORAL STAFF

When a pastoral staff position is vacant, the Senior Pastor shall be responsible for interviewing and selecting a candidate. The name and qualifications of the candidate shall be presented to the congregation for ratification at a officially called business meeting.

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SECTION 5 - REMOVAL OF PASTORAL STAFF

A. Senior Pastor

1. If twenty (20) or more of the voting members of the Congregation object to the continued leadership of the Pastor, they may present their objections to the Leadership Team, where the objections shall be carefully studied. If no solution to the problem is reached, the Leadership Team shall bring the matter to the Congregation within sixty (60) days. A recall vote shall be considered at this time. The Board shall be responsible for properly calling and conducting the meeting in keeping with the bylaws. The decision of the Congregation shall be final.

2. The decision to remove a Pastor from his office shall require a thirty-five percent (35%) affirmative vote of the membership present and voting. If the vote is for removal, the maximum of sixty (60) days shall be allowed for termination of the pastorate, unless there has been a defection of character resulting in the loss of recognized ministerial status. In such case, the removal shall be immediate and the congregation shall have no further financial obligation.

3. Should the Pastor feel inclined to terminate his leadership, he shall present his resignation in writing to the Leadership Team, which, in turn, shall present the Pastor's resignation to the congregation in the proper manner. The resignation should provide for a minimum of thirty (30) days before vacating the pastorate, unless other arrangements are working out to the satisfaction of both the congregation and the Pastor.

B. Other Pastoral Staff

1. The Senior Pastor may dismiss a member of the pastoral staff or administrative staff member, after consultation with and approval of the Leadership Team.

ARTICLE FIVE - MEETINGS

SECTION 1 - ANNUAL BUSINESS MEETING

A. The regular business meeting of the Congregation shall be held at the Church Building or some other designated place, during the month of November each year. Among the items of business at the annual meeting shall be the presentation for ratification of Leadership Team Members.

B. At least four (4) weeks prior to the Annual Business Meeting, the date and time of the forthcoming meeting must be announced publicly in each regular service of the Church and a written notice posted on the Church bulletin board at the same time.

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- C. A quorum shall consist of eligible voting members present at the meeting.
- D. All ratification's and elections shall be by written ballot.
- E. Absentee Ballot: In the event a qualified voter of the Congregation finds it impossible to attend the business meeting due to illness or some other unavoidable reason, the vote may be cast by absentee ballot. The marked ballot must be sealed in an envelope. The sealed envelope must be signed by the voter and given to an officer of the Congregation before the business meeting. The names of absentee voters must be read and approved at the meeting, and the names recorded on the register of voters for the meeting.
- F. In the event of any disagreement of procedure in the business meeting, Robert's Rules of Order revised, shall be followed. A Leadership Team member shall be designated to serve as parliamentarian prior to the date of the meeting.
- G. Suggested Order of Business:
 - 1. Prayer
 - 2. Written roll to establish the number of qualified voters.
 - 3. Minutes of previous meetings, both Annual and Special, for the last year.
 - 4. Reports of officers.
 - 5. Reports of committees.
 - 6. Unfinished Business
 - 7. Elections and ratifications
 - 8. New Business and Original Resolutions
 - 9. Closing Prayer
 - 10. Adjournment.
- H. FISCAL YEAR - The fiscal year of the Congregation shall begin on January 1 and shall end on the last day of December.

SECTION 2 - SPECIAL MEETINGS

- A. Special meetings may be called at any time by the Chairman of the Leadership Team upon the written request of fifteen (15) or more members.
- B. All such meetings shall be previously announced at regular services of the Church at least 14 days prior to the specially called meeting, stating the purpose of the meeting. The purpose of the meeting shall be posted on the Church bulletin board and copies made available to the Congregation.
- C. Article five, Section 1, C through F, pertaining to the Annual Business Meeting shall be observed for special meetings also.

ARTICLE SIX - AFFILIATION

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SECTION 1

While this Church functions under local autonomy, it voluntarily associates with similar Churches know as the Church of God, Reformation Movement with general offices in Anderson, Indiana.

ARTICLE SEVEN - AMENDMENTS

These Bylaws may be altered, amended, or replaced at any Annual or Special Business Meeting of the Congregation by a three-fourths (3/4) vote of the members present and voting; provided that public announcement of such proposed action is made at regular services of the Church at least two (2) weeks prior to the meeting; and provided, further, that a written copy of the proposed changes is presented and posted as part of the same announcement.