



# San Gabriel

COMMUNITY CHURCH  
& CHRISTIAN SCHOOL

**BYLAWS**

**OF**

**SAN GABRIEL COMMUNITY CHURCH**

**AMENDED AND RESTATED:**

**JUNE 2, 2009**

**STATEMENT OF FAITH REVISED:**

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PREAMBLE.....	3
Article 1. NAME.....	3
Article 2. MISSION STATEMENT.....	3
Article 3. STATEMENT OF FAITH.....	3
Article 4. COVENANT OF FELLOWSHIP .....	6
Article 5. MEMBERSHIP .....	6
5.1 Eligibility .....	6
5.2 Procedure.....	6
5.3 Responsibility .....	7
5.4 Membership Rights and Limitations.....	7
5.5 Inactive Membership.....	7
5.6 Termination of Membership.....	7
5.7 Church Discipline .....	8
Article 6. MEETINGS.....	10
6.1 Worship Meetings.....	10
6.2 Business Meetings.....	10
Article 7. BOARD OF ELDERS.....	11
7.1 Authority of Elders .....	11
7.2 Elders .....	11
7.3 Pastors.....	17
7.4 Corporate Church Officers .....	18
Article 8. DEACON MINISTRY TEAM.....	19
Article 9. COMMITTEES; AFFILIATIONS.....	20
Article 10. CHURCH ORDINANCES .....	20
10.1 The Lord’s Supper.....	20
10.2 Baptism .....	20
Article 11. AMENDMENTS.....	21
11.1 General Amendments.....	21
11.2 Doctrinal Amendments .....	21
11.3 Notification.....	21
11.4 Effective Date .....	21

## **PREAMBLE**

We, the members of San Gabriel Community Church (the "Church"), do hereby adopt and subscribe to these Bylaws for the purpose of maintaining ourselves as a church for the glory of God and the preservation of "the faith that was once for all delivered to the saints" and for the furtherance of that faith in all aspects of ministry.

## **ARTICLE 1. NAME**

The name of the Church is "San Gabriel Community Church."

## **ARTICLE 2. MISSION STATEMENT**

San Gabriel Community Church exists to make known the glory of God to all peoples through the gospel of Jesus Christ in the power of the Holy Spirit.

## **ARTICLE 3. STATEMENT OF FAITH**

We believe in:

### **The Bible**

We believe that the Scripture, both Old and New Testaments, is the inspired<sup>a</sup> Word of God.<sup>b</sup> We believe it is without error in the original manuscripts, and is our supreme, sufficient,<sup>c</sup> and infallible<sup>d</sup> authority in all matters of faith and conduct.<sup>e</sup>

<sup>a</sup> 2 Timothy 3:15 – 17; 2 Peter 1:20-21; <sup>b</sup> Isaiah 40:8; 1 Thessalonians 2:13;

<sup>c</sup> Psalm 19:7-11; Acts 20:32; <sup>d</sup> Psalm 19:7-11; <sup>e</sup> Deuteronomy 8:3, Romans 15:4; Hebrews 4:12

### **The Trinity**

We believe that there is one God<sup>a</sup> who is the Creator of all things,<sup>b</sup> that he is infinite,<sup>c</sup> perfect,<sup>d</sup> and unchangeable,<sup>e</sup> and that he exists eternally in a loving fellowship of three persons:<sup>f</sup> Father, Son and Holy Spirit,<sup>g</sup> who are co-existent, co-equal and co-eternal.<sup>h</sup> We believe that each person of the Trinity exercises distinct but harmonious functions in the work of creation, providence and redemption.<sup>i</sup>

<sup>a</sup> Deuteronomy 6:4-9; Isaiah 45:5-7; Ephesians 4:5-6; <sup>b</sup> Genesis 1:1 – 2:3; <sup>c</sup> Genesis 1:1; <sup>d</sup> Matthew 5:48; <sup>e</sup> James 1:17; <sup>f</sup> Matthew 28:19; <sup>g</sup> Matthew 3:13 – 17; 2 Corinthians 13:14; <sup>h</sup> Genesis 1:1, 26; <sup>i</sup> Ephesians 1:3 – 12

## **God the Father**

We believe that God the Father is the first person of the Trinity. We believe that by His word and for His glory He freely created all things and by the same sovereign power sustains, directs and rules over all things and that his plans cannot be thwarted.<sup>a</sup> We believe He is holy,<sup>b</sup> just<sup>c</sup> and good.<sup>d</sup> We believe He is the author of salvation who, according to His great mercy, saves for Himself those whom he chose in Christ unto salvation from before the foundation of the world, all to the praise of His glory.<sup>f</sup>

<sup>a</sup> Genesis 1-2; 1 Chronicles 29:10-13; Psalm 103:19; <sup>b</sup> Psalms 99:3; Isaiah 6:3;

<sup>c</sup> Deuteronomy 32:4; <sup>d</sup> Psalm 100:5; Luke 18:19; <sup>e</sup> John 1:12, 3:16; 1 Timothy 2:5-6; 1 Peter 1:3

## **God the Son**

We believe that Jesus Christ is the second person of the Trinity.<sup>a</sup> We believe that He is God incarnate,<sup>b</sup> fully God and fully man,<sup>c</sup> one Person with two natures. We believe that He upholds the universe by the word of His power.<sup>d</sup> We believe He was born of a virgin,<sup>e</sup> lived a sinless life,<sup>f</sup> performed miracles,<sup>g</sup> was crucified under Pontius Pilate,<sup>h</sup> arose bodily from the dead<sup>i</sup> and ascended into heaven.<sup>j</sup>

<sup>a</sup> John 20:31; <sup>b</sup> Romans 9:5; John 1:14; Matthew 1:18-25, 20:28; <sup>c</sup> Philippians 2:5-11;

Colossians 2:9; Hebrews 1:3; <sup>d</sup> John 1:1-3; Hebrews 1:2-3; Colossians 1:15 – 20; <sup>e</sup>

Isaiah 7:14, Luke 1:26 – 35; <sup>f</sup> 2 Corinthians 5:21; 1 Peter 2:21-23; Matthew 20:28; <sup>g</sup>

Matthew 4:23; Mark 1:34; <sup>h</sup> Matthew 27; <sup>i</sup> Romans 5:6-8; 6:9, 10; <sup>j</sup> Acts 1:9-11

## **God the Spirit**

We believe that the Holy Spirit is the third person of the Trinity. We believe He was sovereignly active in creation,<sup>a</sup> in the incarnation<sup>b</sup> and in the inspiration of Scripture,<sup>c</sup> and is active in human history.<sup>d</sup> We believe He was sent by the Father and the Son<sup>e</sup> to convict the world of sin, righteousness and judgment.<sup>f</sup> We believe that the Holy Spirit sovereignly awakens the soul, which is dead in sin,<sup>g</sup> to be made alive in Christ and seals it for the day of redemption.<sup>h</sup> We believe He indwells every believer<sup>i</sup> and that He is the abiding helper, teacher and guide. We believe the Holy Spirit equips and empowers believers for Christian witness<sup>j</sup> and service<sup>k</sup> and gives gifts for the purpose of building up of the body of Christ, the Church,<sup>l</sup> and transforms the believer more and more into the likeness of Christ.<sup>m</sup>

<sup>a</sup> Genesis 1:2, 26; <sup>b</sup> Matthew 1:18; <sup>c</sup> 2 Peter 1:20-21 <sup>d</sup> Numbers 27:18; Nehemiah 9:30; Psalm 139:7; <sup>e</sup> John 14:16 - 26; 15:26-27; 16:7-14; <sup>f</sup> John 16:8; <sup>g</sup> John 6:63; Romans 8:10-11;

Ephesians 2:1; <sup>h</sup> Ephesians 4:30; Titus 3:5; <sup>i</sup> Romans 8:9-11; 1 Corinthians 12:4-13; <sup>j</sup> Jeremiah 31:34 (cf. Hebrews 10:15-17); Joel 2:28-32 (cf. Acts 2:14-21);

<sup>k</sup> Galatians 5:22-26; <sup>l</sup> 1 Corinthians 12:4-11; Ephesians 4:7-12; Hebrews 2:1-4; <sup>m</sup> 2 Corinthians 3:4-18; Ephesians 2:22

## **Work of Christ**

We believe that Jesus Christ, as our representative and substitute, shed His blood on the cross as the perfect, all-sufficient sacrifice for our sins.<sup>a</sup> We believe His atoning death<sup>b</sup> and victorious, bodily resurrection<sup>c</sup> constitute the only ground for salvation.<sup>d</sup> We believe He

rose from the dead<sup>e</sup> and sat down at the right hand of God the Father where He continually intercedes<sup>f</sup> for His people as our High Priest and Advocate.<sup>g</sup>

<sup>a</sup> Isaiah 52:13 – 53:12; 1 Peter 2:24; <sup>b</sup> Mark 10:45; John 10:15; Acts 20:28; 2 Corinthians 5:21; 1 John 4:10; <sup>c</sup> Matthew 28:1-6; <sup>d</sup> Romans 3:21-26; 5:8; 1 Peter 3:18; <sup>e</sup> Romans 1:4; 1 Corinthians 15:12-20; <sup>f</sup> 1 Timothy 2:5; Hebrews 7:24-25; <sup>g</sup> Ephesians 1:16 – 21; Hebrews 4:14; 9:24; 1 John 2:1

### **The Christian Life**

We believe all are sinners who fall short of the glory of God and stand hopeless and condemned before Him.<sup>a</sup> We believe a sinner is saved by grace alone through faith alone in the gospel of Jesus Christ.<sup>b</sup> We believe the gospel is the good news that Jesus Christ died for our sins and rose again, conquering all of his enemies, including sin and death, so that there is no condemnation for those who believe.<sup>c</sup> We believe eternal life is secured for the believer by the effectual and sovereign grace of God.<sup>d</sup> We believe it is the duty and delight of all who believe to love God with all their heart, soul, mind and strength, <sup>e</sup> to abide in Him,<sup>f</sup> to be obedient to His Word,<sup>g</sup> and to seek to live to the glory of God.<sup>h</sup>

<sup>a</sup> Romans 3:23, 6:23; <sup>b</sup> Ephesians 2:1-10; <sup>c</sup> 1 Corinthians 15:3-4; Romans 8:1-4  
<sup>d</sup> Romans 10:9-11; <sup>e</sup> Matthew 22:37-38; Luke 10:27; <sup>f</sup> John 14:15 – 24; <sup>g</sup> 1 John 2:3-6; <sup>h</sup> 1 Corinthians 6:19-20; 10:31

### **The Church**

We believe the Church is a living spiritual body<sup>a</sup> of which Christ is the head<sup>b</sup> and all those who have been chosen by God for salvation and justified by His grace through saving faith in Christ are its members, marked by love for one another and the exercising of their gifts.<sup>c</sup> We believe it is the Church's joy and responsibility to fulfill the Great Commission given by our Lord to make disciples of all nations.<sup>d</sup>

<sup>a</sup> 1 Corinthians 12:12-13; <sup>b</sup> Colossians 1:18; <sup>c</sup> Ephesians 2:11-3:12; 4:11-16; 5:22-23; Hebrews 10:23-25; Jude 20-23; <sup>d</sup> Matthew 28:18-20; Acts 1:8; Romans 1:5

### **The Return of Christ**

We believe in the personal, visible and glorious return of the Lord Jesus Christ to earth<sup>a</sup> and the establishment of His kingdom.<sup>b</sup> We believe His followers are to live in expectation of His imminent return.<sup>c</sup> We believe in the bodily resurrection of both the saved and the lost<sup>d</sup> — the saved to an endless, joyful, and living reign with Christ,<sup>e</sup> and the lost to endless punishment away from the benevolent presence of God.<sup>f</sup>

<sup>a</sup> Mark 14:62; Acts 1:11; <sup>b</sup> Revelation 20:1-6, 11-15; <sup>c</sup> Titus 2:11-14; <sup>d</sup> 1 Thessalonians 4:15; <sup>e</sup> John 14:1-3; Philippians 3:20; <sup>f</sup> 1 Corinthians 4:5; 2 Thessalonians 1:7-10; 2 Timothy 4:1

**ARTICLE 4.  
COVENANT OF FELLOWSHIP**

Publicly confessing my faith in Christ as the Son of God, and as the Savior of the world, and as my personal Savior, and in the Holy Spirit as my comforter and guide, and in the Bible as the inspired Word of God, I purpose by the aid of the Heavenly Father to do His will; to take this Church as my church and its members as my fellow members in the family of faith; to submit to the loving oversight and discipline of the officers of this Church; to bring to it such faith and comfort as I have means to render, to faithfully observe its ordinances, attend its services, uphold its benevolences, share its burdens, love its members and seek its unity, purity and increase.

**ARTICLE 5.  
MEMBERSHIP**

**5.1 Eligibility**

Individuals presenting themselves for membership at this Church shall be eligible for consideration upon written, personal affirmation of the Statement of Faith and the Covenant of Fellowship, and upon agreement to be governed by these Bylaws.

**5.2 Procedure**

The following procedure shall apply to any individual desiring to become a member of this Church:

(a) The individual shall attend classes presented by the Church that are designed to provide an orientation to the duties, obligations, and privileges of membership, as well as the beliefs and history of the Church.

(b) The applicant shall submit a written application for membership on a form provided by the Church (the "Application"). This Application shall contain the affirmations and agreements described in Article 5, Section 1, above.

(c) Upon completion of these prerequisites, the applicant shall meet with one or more Elders and give satisfactory evidence of saving faith.

(d) The Elders will then consider the applicants and the applicants, if approved, will be presented to the Church at a regular meeting of the members.

(e) Individuals called to be members of the pastoral staff shall be considered members of the Church effective their first day of service.

As used in these Bylaws, the term "member" shall mean any individual who has completed the membership procedure described in this Article 5, Section 2, or prior to the adoption of these Bylaws has been admitted as a member of the Church, and whose

membership has not been terminated or designated inactive pursuant to Article 5, Section 5, below.

### **5.3 Responsibility**

All members are expected to fulfill their obligations as set forth in the Covenant of Fellowship, to conduct themselves in a Christlike manner, to be faithful to spiritual disciplines essential to the Christian life, to attend as regularly as possible the services of the Church, to give systematically and sacrificially to its support and benevolences, and to participate in its ministries.

### **5.4 Membership Rights and Limitations**

Only members who are eighteen (18) years and older have the right to vote. Individual members of the Church have no property rights and, even upon termination of membership, are not entitled to any interest, partial or otherwise, in the fixed, liquid, or intellectual assets of the Church. Any member who disagrees with the policies or direction of any ministry of the Church is obligated to make the matter known to the Elders of the Church, and shall not make the matter a source of division.

### **5.5 Inactive Membership**

Members who are unable to fulfill the Covenant of Fellowship due to ongoing health issues, living a prohibitive distance from the Church, or other extenuating circumstances, may be designated inactive members by consensus of the Elder Board. Inactive members are not eligible to vote. Such individuals may be reinstated to full membership by consensus of the Elder Board should their circumstances allow them to once again fulfill the Covenant of Fellowship.

### **5.6 Termination of Membership**

Membership at San Gabriel Community Church may be terminated as follows:

(a) By transfer to another church. It will be the policy of this Church to issue letters of transfer at the discretion of the Board of Elders only upon the request of the church with which the member desires to unite, and only on behalf of members in good standing.

(b) By request for removal by the member. A member's name may be removed from the membership roll of this Church upon written request of such member, however, such removal will not be granted if such member is under discipline of the Church as described in Article 5, Section 7 of these Bylaws.

(c) By death.

(d) By exclusion. In the event there is a lack of repentance in response to the discipline process described in Article 5, Section 7 of these Bylaws, a member may be

excluded from Church membership.

(e) By inactivity. If a member has been inactive through lack of attendance or interest in the Church ministry over a period of six months, other than inactivity permitted under Section 5.5 above, the member may be removed from the membership roll of the Church by consensus of the Board of Elders.

## **5.7 Church Discipline**

Sin in the life of a believer is inconsistent with a desire to see God glorified, obstructs the believer's walk with the Lord, threatens the unity and fellowship within the body, and ultimately weakens the witness of the Church to those who do not know Christ (1 John 1:6-7). Scripture commands believers to be concerned with each other's spiritual well being, and teaches them to confront in love where there is evidence of sin (Luke 17:3).

The threefold purpose of church discipline is to glorify God by maintaining purity in the local church (1 Corinthians 5:6), to edify believers by deterring sin (1 Timothy 5:20), and to promote the spiritual welfare of the offending believer by calling him or her to return to a biblical standard of doctrine and conduct (Galatians 6:1-2). San Gabriel Community Church observes the following procedure for addressing such cases:

(a) Members of this Church and all other professing Christians who regularly attend or fellowship with this Church who err in doctrine, or who engage in conduct that violates Scripture as determined by the Board of Elders, shall be subject to church discipline, including dismissal according to Matthew 18:15-18.

(b) Before such dismissal, however, it shall be the duty of any member of this Church who has knowledge of the erring individual's false doctrine or misconduct to warn and exhort such erring individual in private, seeking his or her repentance and restoration.

(c) If the erring individual does not satisfactorily respond to this warning, then the warning member shall again go to the erring individual, seeking his or her repentance, and shall be accompanied by one or two individuals who shall confirm that the sin has occurred or is continuing to occur, and/or that the erring individual has been appropriately confronted and has refused to repent. The first and second warnings may occur with no specified time interval.

(d) If the erring individual still demonstrates an unwillingness to repent, then the matter shall be brought to the attention of the Board of Elders. If the Board of Elders determines — after inquiry in accord with the procedures prescribed by pertinent Scripture, including Matthew 18:15-18 and 1 Timothy 5:19 — that there is corroborating evidence that the erring individual has sinned or is continuing to sin, that he or she has been approached appropriately, and that he or she has refused to repent, then the Board of Elders, or representatives thereof, shall inform the Church and the congregation thereof at a regularly scheduled worship service in order that the Church may call the erring individual to repentance. If the erring individual demonstrates repentance, then notice to that effect may be given at a regularly scheduled worship service.



(e) If, however, the erring individual does not repent in response to the Church in its collective call to repentance, then he or she shall be publicly dismissed from the fellowship and membership of the Church at a regularly scheduled worship service. If the erring individual, after such dismissal, heeds the warning, demonstrates sustained repentance, and requests reinstatement before the Board of Elders, then he or she shall be publicly restored to all the rights, duties, privileges, and responsibilities of fellowship and/or membership. The erring individual does not need to be present for the dismissal to be effective.

(f) At the discretion of the Board of Elders, the process may proceed directly to the third stage of church discipline, (i.e. the informing of the Church and the congregation thereof at a regularly scheduled worship service in order that the Church may call the erring individual to repentance) or to the fourth stage of church discipline (i.e. the dismissal from the fellowship and/or membership of the Church) when one or more of the following have occurred:

(1) Where the transgression or the refusal to repent have been public, i.e. committed openly and to the offense of the whole Church (1 Corinthians 5:1-5);

(2) Where the disciplined party has taught or otherwise disseminated doctrine deemed false or erroneous by the Board of Elders, then chosen to disregard the direction and reproof of the Board of Elders (Romans 16:17);  
or

(3) Where the disciplined party has been warned to cease from factious and divisive conduct and has chosen to disregard that warning (Titus 3:10-11).

(g) The members of this Church, and all other professing Christians who regularly attend or fellowship with this Church, agree there shall be no appeal to any court because of the disciplinary actions resulting from the disciplinary process outlined in this document.

(h) Any person who has been separated from the fellowship in this Church may, upon repentance and evidence of a restored relationship with the Lord, be reinstated to fellowship and ministry by the Board of Elders. Any person who has been excluded from the membership of this Church may, by the recommendation of the Board of Elders, be reinstated upon evidence of repentance and reformation.

(i) The process of church discipline shall be approached and carried out with an attitude of love, concern, and humility, and should be motivated by the sincere desire to see repentance and the restoration of fellowship. Reflecting God's grace and forgiveness, believers are taught to be quick to forgive when there is a genuine expression of repentance on the part of a fellow believer (Galatians 6:1; Matthew 6:14-15; 18:21-35; Ephesians 4:32; Luke 17:3-4).

(j) Members who are under discipline by the Church, as defined in the previous

paragraphs, forfeit and waive the right to resign from this Church. Resignations from membership are recognized only by members who are in good standing and who are not under any church disciplinary action.

(k) Separate from the process of church discipline, and subject to the discretion and approval of the Board of Elders (or a duly constituted subcommittee thereof), a member, non-member regular attendee, or other individual may be notified that he or she is not to be present on the Church premises for such a period of time as is deemed necessary for the safety and well-being of others on the Church premises.

## **ARTICLE 6. MEETINGS**

### **6.1 Worship Meetings**

The Church shall meet regularly on Sundays and at such other times as the Board of Elders shall determine for worship, prayer, fellowship, teaching the Word of God, and observing the ordinances (Acts 2:42).

### **6.2 Business Meetings**

(a) All business meetings of the members will be held at the principal place of worship of the Church, unless otherwise designated by the Board of Elders.

(b) There shall be an annual meeting of the members that shall be noticed in the same manner prescribed for special business meetings of the members described below. The annual meeting shall be scheduled not more than ninety (90) days before the end of the Church's fiscal year.

(c) Special business meetings of the members may be called (i) by the Moderator of the Board of Elders on behalf of the Board of Elders, or (ii) upon written request of one-third (33%) of the members submitted to the Board of Elders and setting forth the general nature of the business proposed to be transacted at such meeting. An announcement of the date and time of the meeting and the purpose of the meeting shall be communicated either (i) from the pulpit on the two (2) Sundays immediately preceding the meeting, or (ii) by written notice from the Moderator of the Board of Elders not less than ten (10) days nor more than sixty (60) days prior to the meeting.

(d) The Moderator of the Board of Elders shall preside at all business meetings, or, in his absence, the Vice Moderator. If both are absent, a moderator of the meeting shall be appointed by the Elders present at such business meeting.

(e) Voting

(1) Twenty percent (20%) of the members of the Church shall constitute a quorum for any business meeting.

(2) The vote of a simple majority of the members present shall prevail unless the vote of a greater number is required by law or these Bylaws. Voting may only be accomplished in person. Voting rights may not be exercised by proxy. The members present at a duly called or held meeting at which a quorum is present may continue to conduct business until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum, so long as any action taken is approved by a majority of the members required to constitute a quorum under these Bylaws.

(3) The Moderator of the meeting shall conduct each meeting in a businesslike and fair manner, but shall not be obligated to follow any technical, formal, or "parliamentary rules" or principles of procedure. The Moderator's rulings on procedural matters, in consultation with the Elders present, shall be binding on the members unless at the time of the ruling a request for a vote is made by one or more members who are entitled to vote at the meeting, in which case the decision of a majority of such members shall be conclusive and binding on all members. Notwithstanding the foregoing, the following matters shall be voted upon by anonymous ballot: the appointment or removal of Elders; the purchase, sale, or transfer of real property; or the calling or dismissal of the Senior Pastor.

## **ARTICLE 7. BOARD OF ELDERS**

### **7.1 Authority of Elders**

The authority of the Elders, including any pastors and Elder committees or subcommittees, is derived first from Scripture, and then these Bylaws, and is confirmed by resolution of the members of the Church at a duly called business meeting. Any authority not so granted is specifically reserved to the members. The right to amend the provisions of these Bylaws shall in all ways remain the exclusive right of the membership as set forth in Article 11.

### **7.2 Elders**

(a) Qualifications of Elders. Each member of the Board of Elders must be a member of this Church and possess the qualifications described in 1 Timothy 3:1-7 and Titus 1:6-9. He shall be:

(1) Blameless as a steward of God, and above reproach (1 Timothy 3:2; Titus 1:6-7).

(2) The husband of one wife; that is, a one-woman man (1 Timothy 3:2;

Titus 1:6).

(3) Temperate, sober, and vigilant (1 Timothy 3:2).

(4) Sober-minded and prudent (1 Timothy 3:2; Titus 1:8).

(5) Of good behavior: orderly and respectable (1 Timothy 3:2).

(6) Given to hospitality (1 Timothy 3:2; Titus 1:8).

(7) Apt to teach, able to teach, and able to exhort believers and refute false teaching (1 Timothy 3:2; Titus 1:9).

(8) Not given to wine (1 Timothy 3:3; Titus 1:7).

(9) Not violent; not pugnacious (1 Timothy 3:3; Titus 1:7).

(10) Patient, moderate, forbearing, gentle (1 Timothy 3:3).

(11) Not a brawler or contentious; not soon angry or quick-tempered (1 Timothy 3:3; Titus 1:7).

(12) Not covetous; not a lover of money; not greedy of base gain (1 Timothy 3:3; Titus 1:7).

(13) A man who rules well his own house. His children are faithful, and not accused of rebellion (1 Timothy 3:4; Titus 1:6).

(14) Not a novice; not a new convert (1 Timothy 3:6).

(15) A man with a good report or reputation with outsiders (1 Timothy 3:7).

(16) Not self-willed (Titus 1:7).

(17) A lover of good men and things (Titus 1:8).

(18) Just and fair (Titus 1:8).

(19) Holy and devout (Titus 1:8).

(20) Self-controlled (Titus 1:8).

(b) Selection of Elders. The words “Elder” and “Pastor” are used interchangeably in the New Testament. Scripture gives evidence of the first Elders being appointed by the founders of the church. By this example it is implied that the existing spiritual leadership of a church be directly involved in the process of selecting Elders, to ensure selection based on spiritual rather than superficial qualifications (Acts 20:28; 1 Timothy 3:1-7; Titus 1:5-9; 1 Peter 5:2-3). Prospective Elders, if not members of the pastoral staff, will be appointed to

the Board of Elders according to the following procedures:

(1) By January of each year, the Elders will appoint a nominating committee consisting of at least seven members, including no more than two members of the Board of Elders. For the purpose of order, one of the two Elders will serve as chairman of the committee. Members of this committee will serve for one Church fiscal year.

(2) The nominating committee will periodically meet to review the Biblical qualifications for Elders and determine questions that should be posed regarding the nominees.

(3) The congregation will be provided verbal or written teaching regarding the Biblical qualifications for Elders and their Scriptural role in the church.

(4) With the Biblical qualifications in mind, members of the congregation will be given thirty (30) days to prayerfully submit the names of members for consideration as Elders to the nominating committee.

(5) The nominating committee will compile the names of the nominees, and will submit a prioritized list of men to the Board of Elders no later than ninety (90) days prior to the end of the Church's fiscal year. These men shall be in agreement with the Statement of Faith and faithful to the Covenant of Fellowship, and be those whom the committee, after prayerful and diligent consideration, believes to be biblically qualified to serve as Elders. In determining the nominees, the committee will vote by anonymous ballot, and no name will be included in the list submitted for Elder consideration unless it receives a three-quarters (3/4) affirmative vote of the committee members voting on such candidate. Any abstention shall not be included in this calculation. The nominating committee will submit the names for the consideration of the Board of Elders, prioritized by the percentage approval of the affirmative votes received.

(6) Men whose names the Elders approve by consensus will be so informed, and then urged to engage in self-appraisal and prayer in light of the Biblical requirements for Elders. Any person may withdraw his name from consideration if he does not aspire to the position of Elder (1 Timothy 3:1), or if he does not believe he adequately meets the Biblical qualifications.

(7) The names of the prospective Elders who have expressed a desire to serve will be brought before the members of the Church, who will be given thirty (30) days to demonstrate why any one of the prospective Elders is not qualified to serve. Any member suggesting that an Elder nominee is not qualified to be an Elder shall first express his or her concern to the prospective Elder. Then, if necessary, he or she shall also express his or her concern to the Board of Elders for a review of the validity and implications(s) of the reason for the prospective Elder's nomination to be reconsidered.

(8) At the end of the thirty (30) day period, the prospective Elders, together with the Elders described in subsection (d), below, will be presented individually to the members of the Church for approval by a three-quarters (3/4) affirmative ballot vote of the members present at the annual meeting.

(c) Number. The Board of Elders will be composed of at least eight (8) qualified men, nominated and affirmed annually by the members, in addition to pastoral Elders by the Board of Elders. Should fewer than eight (8) qualified men be affirmed for service, the Board of Elders will function with as many qualified men as are affirmed. In accordance with the Articles of Incorporation and applicable laws, the Board of Elders shall be and act, in all respects, as the Board of Directors of this corporation.

(d) Term of Service.

(1) Scripture indicates no fixed term for Elders. Each Elder, upon appointment, will be asked for a commitment for the following year. This commitment shall be subject to review, recommitment, and reaffirmation by the Board of Elders and the congregation each year. Once an Elder has left the Board, the Elder may return to active service on the Board of Elders through the normal nominating process, except for members of the pastoral staff, who require consensus of the Board of Elders to serve as Elders.

(2) During the period of annual review, each individual Elder will evaluate his continued service as an Elder, again considering the Biblical qualifications as well as any personal factors that might affect his service. Assuming the Elder has determined to continue his service as an Elder, and subject to the member approval required pursuant to subsection (3) below, an individual's service as an Elder will be continued upon a three-quarters (3/4) reaffirmation of all of the other Elders.

(3) Those Elders renewing their commitment would again be presented individually to the members of the congregation for affirmation at the annual business meeting.

(4) An Elder who has otherwise been affirmed in accordance with the foregoing procedure shall nevertheless cease to serve as an Elder upon the occurrence of any of the following events:

- a) Resignation.
- b) Removal at a duly called business meeting of the Church members.

c) Determination by a consensus of the Board of Elders (excluding the Elder under consideration) that the Elder is no longer qualified to serve as a Biblical Elder.

d) Death.

(e) Filling Vacancies. If the Board of Elders determine by consensus that, as a result of the resignation or removal of an Elder under subsection (d)(4), above, an additional Elder or Elders are needed in order to effectively carry out the responsibilities of the Board of Elders until the next annual meeting of the members, then such vacancy shall be filled by appointment, upon the recommendation of the Nominating Committee and consensus of the Board of Elders.

(f) Board Meeting Quorum. A simple majority of the Elders, not including those who are members of the pastoral staff, shall constitute a quorum.

(g) Regular Meetings. A regular meeting of the Elders will be held no later than sixty (60) days after the annual meeting of the members for the purpose of electing officers. Other regular meetings will be held at such times and places as the Elders shall determine.

(h) Special Meetings. A special meeting of the Elders may be called at any time at the request of the Moderator of the Board of Elders or a majority of the Board of Elders.

(i) Telephonic Participation in Meetings. Any meeting, regular or special, may be held by conference telephone or similar remote communication equipment, so long as a quorum of Elders is participating in such a meeting and all can hear and communicate.

(j) Action By Written Consent Without Meeting. Any action to be taken by the Board may be taken without a meeting if all members of the Board shall individually or collectively consent in writing to a prepared resolution of such action. Such consent shall have the same effect as a consensus vote of the Board and shall be documented by filing the signed written consent with the minutes of the proceedings of the Board.

(k) Place of Meeting. All meetings of the Elders will be held at the principal place of worship of the Church, unless otherwise specified in the notice of the meeting.

(l) Consensus. Except as otherwise expressly provided in these Bylaws, all Elder decisions shall be made by consensus. "Consensus" does not mean unanimity, or that every Elder agrees with every aspect of every issue. Rather, consensus indicates that no Elder has a significant enough disagreement to preclude the entire Board of Elders from fully supporting any given decision. Consensus requires Elders to "speak with one voice" on important matters, and confines disagreements to discussion at the Board of Elders meetings.

(m) Duties. The members of the Board of Elders commit to the following:

(1) To affirm the following Elder Covenant of Care:

"We covenant to shepherd you, the flock at San Gabriel Community Church, for the glory of God. To this end we commit by God's grace to treasuring and submitting to His Word, providing sound teaching, devoting ourselves to prayer, growing in personal Christlikeness, modeling godly leadership, equipping saints for ministry, protecting the Body from harm, and ensuring needed care, all in the power of the Holy Spirit. Because you are so dear to us, we desire to share with you not only the gospel of God but also our very lives, recognizing that we will give account to God for your souls."

(2) To serve together with pastoral staff in the administration of worship services and ordinances.

(3) To make provision for the supply of the pulpit whenever the Senior Pastor is absent or unable to perform such function.

(4) To determine and maintain the policy and related policy documentation for its programs and ministries.

(5) To oversee the stewardship of the Church's resources in the following ways:

a) To supervise and administer all ways and means of raising funds;

b) To receive and disburse the funds in furtherance of the church's plan of ministry and in accordance with these Bylaws;

c) To oversee the hiring and discharging of pastoral staff and Church personnel;

d) To determine salaries and approve various mission expenditures;

e) To see that title to all property is taken and held in the name of this corporation, or entities created for purposes of taking title on its behalf, provided, however, that the Board of Elders shall not acquire or dispose of real property or its fixtures or contract for any loans secured by real property on behalf of the Church except upon prior specific approval by a three quarters (3/4) affirmative vote by the members present and voting at a duly called business meeting;

f) To ensure all reasonable measures are taken that are deemed necessary for the protection, management and upkeep of Church property;

g) To determine the use of the facilities of this Church for all purposes;

h) To render a written report to the members at the annual meeting, outlining therein the activities of the Church for the past year and



recommendations, if any, for the members;

i) To execute any special instructions of the members adopted in a resolution at a duly called meeting of the members.

(6) To determine and annually review and evaluate the ministries of San Gabriel Community Church in light of the Mission Statement and the annual plan of ministry. The Elders may appoint a special committee to perform this function.

(7) To appoint members of the Deacon Ministry Team and ensure oversight of the Deacon Ministry (See Article 8).

(8) To interpret these Bylaws.

### **7.3 Pastors**

#### **(a) Senior Pastor**

(1) Duties. The Senior Pastor, along with other Elders, will watch over the spiritual life of this Church, preach and teach the Word, administer the ordinances, have charge of the worship services, and offer general oversight of the ministries of the Church, equipping and mobilizing the members to minister.

(2) Call. A Senior Pastor candidate will be considered only after he has affirmed in writing his agreement with the Mission Statement, the Statement of Faith, and the Bylaws of this Church. He shall be recommended to the membership upon consensus of the Elders, and called to serve by at least a three-quarters (3/4) affirmative vote of the members present and voting in a duly called business meeting.

(3) Termination of the Senior Pastor's Services. The Senior Pastor may be recommended for dismissal in the following manners:

a) Individual members of the Church who desire a change in pastoral relationship may present a written statement to the Board of Elders to such effect, signed by two or more members, which may be acted upon at the discretion of, and in the manner deemed appropriate by, the Board of Elders.

b) A signed petition of fifty (50) percent or more of the members, when presented to the Board of Elders, must be recognized, and a meeting called within thirty (30) days for the purpose of considering a change in pastoral relationship.

c) The Senior Pastor may be recommended for dismissal upon a three-

quarter (3/4) vote of the other Elders. Such recommendation shall be made in a duly called meeting of the Elders. If a motion for dismissal receives such affirmation, excluding the Senior Pastor, the Elders will make a recommendation to the members, and the services of the Senior Pastor will then be terminated by a simple majority vote of all of the members in a duly called business meeting.

(4) Resignation. The Senior Pastor shall give at least thirty (30) days notice of resignation, and the acceptance of the resignation and communication of the resignation to the membership of the resignation shall be the sole responsibility of the Board of Elders.

(5) Vacancy in Senior Pastorate. When the position of Senior Pastor becomes vacant, the Board of Elders shall appoint a subcommittee of the Board of not less than seven Church members, consisting of two Elders and five or more members. The duty of the committee shall be to review and evaluate the merits of every man under consideration, in a manner established by the Board of Elders, with regard to his personal character, education, ministerial experience and record, divine call, preaching ability, and doctrinal convictions, and to recommend potential candidates for Senior Pastor to the Board of Elders for their consensus. Once approved, the nomination shall be brought before the members in accordance with Article 7, Section 3 (a)(2).

(b) Other Pastors

(1) Appointment and Duties. The Senior Pastor may, with approval of the Board of Elders, hire other pastors to help accomplish the Mission Statement of the Church in accord with their calling and giftedness. Specific duties will be outlined in individual job descriptions. These pastors will report to the Senior Pastor or a supervisor he designates. They may also serve as members of the Board of Elders by consensus of the Board.

(2) Dismissal. Dismissal of these pastors shall be by the Senior Pastor with the approval of the Board of Elders.

(3) Resignation. These pastors shall give at least thirty (30) days notice of resignation, and the acceptance of resignation and communication to the membership of the resignation shall be the sole responsibility of the Board of Elders.

## 7.4 Corporate Church Officers

The corporate Church officers shall be comprised of a Moderator, Vice Moderator, Secretary, and Treasurer, each of whom shall be an Elder who is not a member of the pastoral staff. The officers shall be elected at a meeting of the Elders following the annual

meeting of the members at which the new Elders were appointed. The term for each officer shall be one (1) Church fiscal year or until his successor has been elected. An Elder may hold only one office at a time.

(a) Moderator. The Moderator will preside at all business meetings of the members and of the Elders, prepare a monthly meeting agenda, sign instruments of the Church as authorized by the Board of Elders or members, and perform all other duties incident to this office.

(b) Vice Moderator. The Vice Moderator will exercise the functions of the Moderator during his absence.

(c) Secretary. The Secretary will keep the minutes of the business meetings of the members and the Board of Elders, receive and issue notice of all business meetings of the members and the Board of Elders, ensure the custodianship of the corporate seal and records, maintain a record of attendance at the meetings of the Board of Elders, and sign instruments authorized by the Board of Elders or members.

(d) Treasurer. The treasurer will oversee the receipt, deposit, and disbursement of all funds and securities as authorized by the Elders and members, the keeping of the books of account, the presentation of a current financial statement at the annual meeting of the members, and other such reports as may be directed by the Elders.

(e) Removal of Officers. Any Church officer may be removed by consensus of the Board of Elders, excluding the Elder whose position is under consideration, at a duly called meeting. The Moderator or Vice Moderator may suspend the Elder's authority and responsibility if they deem such action necessary or appropriate until the Board of Elders is able to meet and consider the action. The final decision of any action will be by the consensus of the Board of Elders, excluding the Elder under consideration.

## **ARTICLE 8. DEACON MINISTRY TEAM**

(a) Appointment. The Board of Elders will appoint men and women to the Deacon Ministry Team for service to the Church, which will allow the Elders time for the ministry of the Word, prayer, and leadership. Members may, at any time, submit the name of a person they believe to be qualified to the Elders. The Board of Elders will be responsible to determine that each individual meets the qualifications for Deacon ministry and, upon approval, will assign to each one responsibilities based on giftedness.

(b) Qualifications. Deacon Ministry Team members must be members in good standing of the Church. They must possess the qualifications described in 1 Timothy 3:8-13 and Titus 2:3-5:

(1) They must be dignified (1 Timothy 3:8).

- (2) They must not be double-tongued (1 Timothy 3:8).
- (3) They must not be addicted to much wine (1 Timothy 3:8).
- (4) They must not be greedy for dishonest gain (1 Timothy 3:8).
- (5) They must hold to the mystery of the faith with a clear conscience (1 Timothy 3:9).
- (6) They must be tested and proved blameless (1 Timothy 3:10).
- (7) They must be the husband of one wife; that is, a one-woman man (1 Timothy 3:12).
- (8) They must be good managers of their children and household (1 Timothy 3:12).

## **ARTICLE 9. COMMITTEES; AFFILIATIONS**

(a) The Board of Elders may appoint special committees for specific purposes. These committees shall serve until the specific purpose or function for which they were appointed is performed, or until the Board of Elders determines the committees' purposes have been fulfilled.

(b) The Church is an evangelical, Protestant church. It is autonomous and maintains the right to govern its own affairs, independent of denominational control. The Church may from time-to-time fellowship and minister with other churches or organizations as the Lord directs, but such voluntary association shall in no way affect or impair the autonomy of the Church.

## **ARTICLE 10. CHURCH ORDINANCES**

We believe the Lord's Supper and Baptism are the two ordinances that Jesus Christ has commanded His church to observe.

### **10.1 The Lord's Supper**

The Lord's Supper is a visible, symbolic reminder that Jesus Christ gave His body and shed His blood on a cross for our redemption (1 Corinthians 11:23-26). The Lord's Supper will be observed on a regular basis as determined by the Board of Elders.

### **10.2 Baptism**

Baptism is a public testimony by which the believer identifies himself with the

Savior who died, was buried, and rose again (Romans 6:1-4). Though baptism is not necessary for salvation, all committed followers of Jesus Christ should enter into baptism (Matthew 28:18-20). The mode of baptism practiced at the Church is immersion.

## **ARTICLE 11. AMENDMENTS**

### **11.1 General Amendments**

Except as provided in Article 11, Section 2, the Bylaws may be amended by a vote of two-thirds (2/3) of the members of the Church present at an annual business meeting or at any special meeting called for that purpose.

### **11.2 Doctrinal Amendments**

Any proposed amendments to Article 3 (Statement of Faith) or Article 4 (Covenant of Fellowship) or this Article 11, Section 2, may only be accomplished at an annual business meeting, and only by a vote of three-quarters (3/4) of the Church membership eligible to vote under Article 5, Sections 4 and 5.

### **11.3 Notification**

Written notice of all proposed amendments to these Bylaws shall be given at least four (4) Sundays prior to the meeting at which they will be voted upon, and shall be prominently posted at the Church. If Article 3 or Article 4 is to be amended, the proposal must have been presented before the Church, in writing, at a special congregational meeting at least one month prior to the meeting at which it will be voted upon, and read from the pulpit for at least four (4) Sundays prior to the vote.

### **11.4 Effective Date**

Amendments shall become effective immediately upon the ratification by the congregation, unless a supplementary implementation date is required by the amendment.

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