

Camarillo Community Church

1322 Las Posas Road
Camarillo, Ca 93010

BYLAWS

Revision 9 of the Camarillo Community Church Bylaws was adopted as our governing document on March 29, 2009 superseding all previous versions.

TABLE OF CONTENTS

	<u>Page</u>
Revision History.....	1
Article 1 Name and Principal Office.....	2
Article 2 Purpose	2
Article 3 Statement of Faith	2
Article 4 Affiliation	5
Article 5 Corporate Business Organization and Structure	6
Article 6 Pastoral Staff	11
Article 7 Membership (and membership voting)	14
Article 8 Deacons.....	16
Article 9 Miscellaneous	16
Reference Documents.....	17

Revision History

Revision	Date	Description
Original	1 January 1973	Original
Revision 2	1 October 1978	Minor amendments to provide continuity of office
Revision 3	17 April 1984	Revision of leadership structure, expansion of statement of faith, and new section on voting methods
Revision 4	16 January 1994	Various minor amendments
Revision 5	8 January 1995	Changes to accommodate the creation of the Elder Board
Revision 6	1 January 1998	Various minor amendments
Revision 7	13 January 2003	Revision and restatement to accurately reflect our church
Revision 8	27 August 2006	Revision to remove the Executive Pastor functions
Revision 9	29 March 2009	Incorporates updates driven by reference documents Supersedes all previous revisions

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ARTICLE 1 NAME AND PRINCIPAL OFFICE

The name of this church is “Camarillo Community Church.”

On the date of this revision, the principal office of this church is located at 1322 Las Posas Road, Camarillo, CA 93010.

ARTICLE 2 PURPOSE

The purpose of this church shall be: “To build an ever expanding community of fully devoted followers of Christ.”

ARTICLE 3 STATEMENT OF FAITH

Section 1. **THE BIBLE.**

We believe the sixty-six books of the Bible present truth and are the literal Word of God, fully inspired and without error in the original manuscripts, written by men under the inspiration of the Holy Spirit, and preserved by the Holy Spirit so as to be reliable, having supreme authority in all matters of faith and conduct, and it is a complete revelation of God’s will for all people (Psalm 19:7; 119:105; Proverbs 30:5,6; II Timothy 3:16, 17; II Peter 1:20,21; Jude 3).

Section 2. **GOD.**

We believe there exists one true and living God, eternally existing in three Persons – Father, Son, and Holy Spirit – co-eternal in being, co-identical in nature, co-equal in power and glory, and having the same attributes and perfections; these execute distinct, but harmonious offices in the work of creation, providence and redemption (Deuteronomy 6:4; Acts 5:3,4; II Corinthians 13:14; Matthew 3:16; 28:18,19; Ephesians 2:18,21,22; I Peter 1:2; I Jude 20,21).

Section 3. **THE PERSON AND WORK OF THE FATHER.**

We believe in God, the Father, an infinite, personal spirit, perfect in holiness, goodness, wisdom, power, and love. We believe that He concerns Himself with individual human affairs, that He hears and answers prayer, and that He saves from sin and death all who come to Him through Jesus Christ (Matthew 5:45; 11:25; John 3:16; Ephesians 2:10; I John 3:1).

Section 4. **THE PERSON AND WORK OF JESUS CHRIST THE SON.**

- a. We believe that Jesus Christ, the eternally existing Son of God, became a man, without ceasing to be God, having been conceived by the Holy Spirit and born of the virgin, Mary, He lived a perfect and sinless human life that He might reveal God and redeem His people (Luke 1:35; John 1:1,2, 14, 18).
- b. We believe that Jesus Christ accomplished our complete redemption through His atoning death on the cross, when acting as our representative, He substituted His life to pay the penalty for our sins and thus simultaneously satisfied both God’s love and righteousness; a redemption made sure to us by His literal, physical resurrection from the dead on the third day (Romans 3:24, 25; 5:8-10; Ephesians 1:7; I Peter 2:24).

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- c. We believe that Jesus Christ ascended into heaven and is now at the right hand of God the Father where He acts as our High Priest continually and perpetually representing us before the Father, interceding on our behalf and acting as our advocate in Heaven (Acts 1:9-11; Romans 8:34; I Timothy 2:5; Hebrews 1:3; 6:19,20; 7:24; 9:24; I John 2:1,2).

Section 5. **THE PERSON AND WORK OF THE HOLY SPIRIT.**

- a. We believe that the Holy Spirit, who comes from the Father and the Son to convict the world of sin, righteousness, and judgment, is the Supernatural Agent who regenerates the believer's spirit, sets the believer apart for God, and baptizes all believers into the body of Christ, indwelling each equally and permanently, and preserving each one forever (Romans 8:9; I Corinthians 6:11; 12:12-14; Ephesians 1:13,14).
- b. We believe that every person, at the moment of exercising faith in Christ as Savior, immediately possesses the full measure of the Holy Spirit (Romans 8:9; I Corinthians 3:16; 6:19; Galatians 4:6; I Thessalonians 4:8).
- c. We believe that the Holy Spirit is the Divine Teacher who guides believers into all truth; that He sovereignly bestows spiritual gifts upon each believer; and that it is the privilege and duty of all believers to be controlled and empowered (filled) with the Spirit to the glory of God and the benefit of the church (John 16:13; I Corinthians 12:4-11; 13:8; I Corinthians 12:12; Ephesians 4:7-12; 5:18).

Section 6. **MAN**

We believe that man was created in the image and likeness of God, but Adam sinned, and in sinning, his image was corrupted; this corrupted image was passed on to his children and thus, in Adam, the entire race became alienated from God and inherited a sin nature. This nature is totally depraved and is utterly helpless to remedy its lost condition apart from the grace of God (Genesis 1:25-27; Psalm 14:1-3; 16:2; 53:1-3; Jeremiah 17:9; Matthew 19:17; Mark 10:18; Luke 18:19; Romans 3:10-19, 22, 23; 5:12; Ephesians 2:1-3,12).

Section 7. **SALVATION**

We believe that all people are sinners by nature and by choice and are, therefore, under condemnation to spend eternity separated from the presence of God. We believe that salvation is the free gift of God offered by Him, and on the basis of His grace, to sinners which must be received solely by personal faith in, and only in, the substitutionary death of Jesus Christ on the cross at Calvary (John 3:18; Romans 3:23; 6:23; 8:9-11; II Corinthians 5:10,17; Galatians 2:16; Ephesians 1:7; 2:8,9; Philippians 3:4-9; Colossians 2:13,14; I Peter 1:18,19; I John 1:8,9).

Section 8. **SECURITY OF THE BELIEVER**

We believe that once saved, all believers are kept by the power of God, indwelt by the Holy Spirit, and interceded for by Christ; therefore, their salvation is secure in Christ forever (John 6:37-40; 10:27-30; Romans 8:38,39; Ephesians 1:13,14; I Peter 1:5; I John 5:11-13; Jude 24).

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Section 9. **THE CHURCH**

- a. We believe that the universal church, which is the body (of which He is the Head) and bride of Christ, is a spiritual organism made up of all believers. This present Church Age began at Pentecost and will be terminated at the rapture (Matthew 16:16-18; Romans 12:5; I Corinthians 12:12-14; Ephesians 1:22).
- b. We believe that God has laid upon the members of the local church the primary task of using their talents and spiritual gifts to make unbelievers, disciples of Jesus Christ, and has laid upon the leaders of the local church the primary task of shepherding and so equipping the members (Matthew 28:19,20; Ephesians 4:11-16; I Peter 5:2).
- c. We believe that worship of the Most High God is the fundamental response of all creation. We believe true worship of God must be personal even in the context of corporate worship. We believe that the Church of God should meet regularly for corporate worship and fellowship (Nehemiah 9:6; Revelation 15:4; John 4:12-14; Acts 2:42; Hebrews 10:25).

Section 10. **CHRISTIAN CONDUCT**

- a. We believe that the Christian life consists of a dynamic relationship (abiding) with Jesus Christ, empowered by the Holy Spirit such that the fruit of the Spirit is produced in the believer's life, in contrast to our natural desires.
- b. We believe that all believers should strive to live in harmony with other believers and actively seek reconciliation as necessary and as outlined in the Bible (Matthew 18:15-19).
- c. We believe that all believers should live in separation from all religious apostasy, all sinful pleasures, practices and associations as commanded by God (Romans 12:1,2; 14:13,21; II Corinthians 6:14 through 7:1; I Timothy 3:1-5; I John 2:15-17; II John 9-11).

Section 11. **SATAN**

We believe that Satan is a personal being, that he was created by God and held the highest rank of all angelic creatures; that he sinned through pride, thereby becoming the author of sin and the cause of Adam's original sin; that he is the open and declared enemy of God and all creation, though he operates only under the allowance of God; all of which will finally result in his being eternally punished in the Lake of Fire (Genesis 3:1-19; Job 1:9-12; Isaiah 14:12-17; Matthew 4:1-11; 25:41; Revelation 20:10).

Section 12. **LAST THINGS**

- a. We believe that this present age will be climaxed by the visible, physical return of Jesus Christ to the earth with power and great glory to introduce the millennial age, to bind Satan and cast him into the Lake of Fire, to lift the curse which now rests on the whole creation, and to bring the whole world to a knowledge of God.

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- b. We believe in the bodily resurrection of all people: believers to eternal life; and unbelievers to judgment and everlasting punishment (Zechariah 14:4-5; Romans 8:19-23; Revelation 20:1-3; John 5:28-29; 11:25-26; Revelation 20:5, 6, 12, 13).
- c. We believe that the souls of believers are, at death, absent from the body and present with God, where in conscious bliss they await the first resurrection, when spirit, soul, and body are reunited to be glorified forever with the Lord (Luke 23:43; II Corinthians 5:8; Philippians 1:23; 3:31; Thessalonians 4:16,17).
- d. We believe that the souls of unbelievers remain after death, in conscious misery until the second resurrection, when with soul and body reunited they shall appear at the Great White Throne Judgment, and shall be cast into the Lake of Fire, not to be annihilated, but to suffer everlasting conscious punishment (Matthew 25:41-46; Mark 9:43-48; Luke 16:19-26; II Thessalonians 1:7-9; Revelation 20:11-15).

ARTICLE 4. AFFILIATION

Section 1. **CONFERENCE MEMBERSHIP**

This Church is a member of Converge Worldwide (formerly the Baptist General Conference), Southwest District. Any change in our conference membership status initiated by this church must be approved by both the Board of Elders and by a two-thirds (2/3) majority vote of the eligible voting membership.

Section 2. **ORGANIZATIONAL DISPUTES**

In the event of a dispute concerning the ownership, control, or use of the Camarillo Community Church property or assets, all factions shall present complete details pertaining to their claims in writing to the Board of Directors of the Southwest District of Converge Worldwide for a decision.

The decision of the Board of Directors of the Southwest District of Converge Worldwide shall be valid and binding and shall be in effect from the date of such decision.

A written copy of this decision shall be hand delivered by a representative of the Camarillo Community Church Board of Elders (or sent by registered mail) to the leaders of the various factions, as such names and addresses shall appear in their claims.

Section 3. **DISTRIBUTION OF ASSETS UPON DISSOLUTION**

In the event of dissolution of the Camarillo Community Church, net assets after payment of debts shall be distributed to the Southwest District of Converge Worldwide.

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ARTICLE 5. CORPORATE BUSINESS ORGANIZATION & STRUCTURE

Section 1. **FUNDAMENTAL PRINCIPLES**

As a nonprofit corporation, this church is subject to the applicable laws of the State of California and the United States of America. Nevertheless, we recognize that God assigned Jesus Christ as head of the Church (Ephesians 1:22), and that Jesus speaks to His people (“My sheep hear My voice, and I know them, and they follow Me . . .” John 10:27).

- a. It is therefore the first duty of the Directors of this Church to live prayerful and godly lives, “walking by the Spirit” (Gal 5:16-25), in order that they may receive the Lord’s direction for the Church without distortion.
- b. In the same way that “the spirits of prophets are subject to prophets” (1 Corinthians 14:32), so the Directors of this church shall be subject to one another. Specifically, when any Director believes that he has received direction from God for this Church, it shall be subject to confirmation by the others.
- c. Recognizing that God speaks to all believers (John 10:27), and that the Bible affirms the priesthood of all believers (I Peter 2:5), the Directors of this church shall be elected by and represent the church membership.

Section 2. **BOARD OF DIRECTORS**

The Board of Directors of this church (corporation) shall be termed the “**Board of Elders.**” Individually, each voting member of the Board of Elders is a Director of this corporation. Whenever used herein, the term “Board of Elders” shall refer to the “Board of Directors” and the term “Elder” shall include the term “Director.”

The Board of Elders shall be the governing body of this church, overseeing all spiritual, ministry, and business activities of the Church. In so doing, the Board of Elders shall act on behalf of and be responsible to the voting membership of the Church.

- a. **Definitions.** For purposes of this document,
 - 1) The term “lay” shall refer to individuals whose services to this organization are strictly voluntary.
 - 2) The terms “Pastor” and “Pastoral Staff” shall refer to individuals in the employ of this Church in a pastoral or ministerial capacity (whether or not their position is titled “Pastor”).
 - 3) The term “Subordinate Pastoral Staff” shall refer to all Pastoral Staff with the exception of the Senior Pastor.
 - 4) The term “Administrative Staff” shall refer to individuals in the employ of this Church in other than a pastoral or ministerial capacity.
- b. **Composition.** The Board of Elders shall be composed of:
 - 1) The Senior Pastor;
 - 2) Eligible lay leaders elected by the Congregation (church membership);

Adopted 08/27/2006

- 3) Other Staff who may be elected by the Congregation provided that the ratio of Staff to Lay Elders does not exceed one to two. (If there are three Elders, one of them may be Staff).
- c. **Qualifications.** All members of the Board of Elders shall possess the qualifications described in 1 Timothy 3:1-7; Titus 1:5-9; and 1 Peter 5:1-4. All members of the Board of Elders (excluding the Senior Pastor) must be and have been active members of this Church for at least the one year prior to their election. Additionally, all lay Elder candidates must be actively participating in the Elder Development program and have successfully completed their qualification interview with the Board of Elders (Article 5, Section 2g(2), below) prior to their initial election to the Board.
- d. **Authority and Responsibility.** The Board of Elders shall:
 - 1) Confirm before God the vision for the Church.
 - 2) Define and establish the philosophy of ministry of the Church.
 - 3) Protect the doctrinal purity and implement the core values of the Church.
 - 4) Provide oversight, evaluation, guidance, encouragement, fellowship and prayer support for both the ministry and the well-being of the Senior Pastor.
 - 5) Provide oversight of the ministries and programs of the Church.
 - 6) Shepherd and oversee the flock.
 - 7) Appoint the Chairman, Vice-Chairman, Secretary, and Treasurer for the Corporation.
 - 8) Be responsible to the membership for the financial, legal and business security of the corporation, including oversight of:
 - a) The organization, reporting structure, and supervision of all employees of the Church;
 - b) Preparation and submission of the annual budget for Congregational approval;
 - c) Implementation of the approved budget with proper accounting and spending control. This function shall include authority to reallocate designated donations in the event that the designated need no longer exists, and to authorize additional spending over and above the approved budget as follows:
 - /1/ The Board of Elders may authorize (10%) over-budget spending (without requiring a formal budget amendment by the Congregation).
 - /2/ The Board of Elders may delegate over-budget spending authority of two percent (2%) to the discretion of designated Staff members.
 - d) Operation and maintenance of the physical plant.
 - 10) Publish and maintain a policy manual to document official policy and to guide and regulate the operations of this Church within the framework of these Bylaws.
 - 11) Discipline members of this Church as defined in Article 7.

Adopted 08/27/2006

- e. **Meetings.** The Board of Elders will meet to administer the business of the Church as necessary.
- 1) A majority of the Board of Elders membership shall constitute a quorum.
 - 2) The Board will strive for unanimity. When a unanimous decision is not achieved, a three-fourths (3/4) vote will be required to pass any motion.
 - 3) A Board member shall not have the privilege of voting on any matter in which he or any immediate family member would receive recognition or benefit of any kind, including, but not limited to: any Staff on the board voting on any matters concerning their salary, benefits, or working conditions.
- f. **Size of the Board.** The existing Board shall determine the size of the Board (and the number of vacancies) subject to the following requirement regarding the minimum number of Elders:
- (1) At any time that there are less than one hundred (100) active (voting) members, the Board of Elders shall consist of not less than three (3) elected members and the Senior Pastor for a total of four (4).
 - (2) At any time that there are more than one hundred but less than one thousand active members, the Board of Elders shall consist of not less than five (5) elected members and the Senior Pastor for a total of six (6).
 - (3) At any time that there are more than one thousand members, the Board of Elders shall consist of not less than seven (7) elected members and the Senior Pastor for a total of eight (8).
- g. **Elder Selection and Term of Office.** The forum for election of Elders shall be a Business Meeting of the Church. Election to the Board of Elders shall require a three fourths (3/4) majority of those voting.

Elders (other than the Senior Pastor) shall serve a term of three (3) years and shall not serve more than two (2) consecutive terms without a one-year absence.

In order to provide continuity, approximately one third of the Board of Elders positions should be subject to election each year. If an adjustment needs to be made in term lengths to accomplish this, the Board of Elders may reduce the term length of one or more Elders without the requirement for Congregational vote or amendment to this document.

- (1) **Vacancies.** Consistent with its mandate to determine its own size, the Board of Elders shall decide and declare the number of vacancies on the Board to be filled at each election. Regular elections to the Board shall be held annually, provided eligible nominees are available. Additionally, the Board may schedule special elections to fill unplanned vacancies.
- (2) **Nomination.** At a reasonable time prior to the Annual Business Meeting (or any other election), the Board of Elders shall announce the number of vacancies to be filled, review the spiritual and other qualifications of an elder with the congregation, and request that qualified members pray about serving in this capacity.

Potential nominees to fill vacancies on the Elder Board may be put forward for consideration by any member of the Church, the Church Staff, or themselves. The recommendation should be submitted in writing to the Board of Elders in time for screening interviews.

Adopted 08/27/2006

The Board of Elders shall interview potential nominees to verify their spiritual and other qualifications and determine their willingness to serve. Qualified candidates who are willing to serve will be submitted as nominees by the Board of Elders at the scheduled Business Meeting for election.

- h. **Elder resignation.** Any Elder, other than the Senior Pastor, may resign at any time by delivering to the Chairman a letter of resignation thirty (30) days prior to the effective date of resignation. The Chairman will request a letter of explanation containing the reason(s) for the resignation. The letter will be read at a meeting of the Board of Elders. The church membership will be notified of the resignation in writing.
- i. **Elder removal.** The Board of Elders shall have the authority to dismiss a Corporate Officer or fellow member of the Board of Elders, and notify the membership of the Church in writing, upon the occurrence of any of the following events:
 - 1) A finding by three-fourths (3/4) of the Board of Elders that the individual is subject to disciplinary action per Article 7.
 - 2) A finding by three-fourths (3/4) of the Board of Elders that the individual has not satisfactorily fulfilled his designated responsibilities.

Section 3. **OFFICERS OF THE CORPORATION**

The Officers of the Corporation shall be the Chairman, Vice-Chairman, Secretary, and Treasurer of the Board of Elders. These officers shall be appointed by the Board of Elders.

Neither the Chairman, Vice-Chairman, nor Treasurer shall be a member of the staff.

- a. **Chairman.** The Chairman (or his designee) shall preside over meetings of the Board of Elders and Business Meetings of the Church and exercise general oversight over the legal affairs of the Church. The Chairman shall also perform such other duties as prescribed herein.
- b. **Vice Chairman.** The Vice-Chairman (or his designee) shall perform the duties of the Chairman in his absence or in any matters pertaining to the Chairman. The Vice-Chairman shall also perform other duties as prescribed herein.
- c. **Secretary.** The Secretary shall keep or cause to be kept an orderly record of the proceedings of the business meetings of the Church. This record shall be carefully maintained by the Secretary and shall remain the property of the Church. Additionally, the Secretary shall maintain an orderly record of the formal decisions of the Board of Elders. The Secretary shall also perform other duties as prescribed herein.
- d. **Treasurer.** The Treasurer shall be responsible for the maintenance of complete and accurate records concerning the receipts and expenditures of the Church. He shall exercise oversight of this portion of the duties of the Church Employee charged with the execution of this function.

The Treasurer should have a working knowledge of accounting, and be current on all financial matters relating to nonprofit corporations. The Treasurer shall also perform other duties as prescribed herein.

Adopted 08/27/2006

- e. **Terms of Service.** The officers shall be appointed to serve for one year or until their successors are appointed. Their term of office shall begin on the first scheduled meeting of the fiscal year in which they are elected to serve.

Only the offices of Secretary and Treasurer may be held simultaneously by one individual.

- f. **Dismissal.** The Board of Elders shall have the authority to dismiss a Corporate Officer, and notify the membership of the Church in writing, upon the occurrence of any of the following events:

- (1) A finding by three-fourths (3/4) of the Board of Elders that the individual is subject to disciplinary action per Article 7.

- (2) A finding by three-fourths (3/4) of the Board of Elders that a Corporate Officer has not satisfactorily fulfilled his designated responsibilities.

Section 4. **FISCAL YEAR**

The fiscal year of this church is and shall remain April 1 to March 31, unless otherwise determined by good business practice and confirmed by the Board of Elders.

Section 5. **BUSINESS MEETINGS OF THE CHURCH**

Business meetings of the Church shall be held at the Worship Center or at some other convenient place in the County of Ventura, State of California. The Annual Business Meeting shall be held during the month of March unless otherwise notified in advance.

- a. **Notice:** Notice of business meetings shall be announced orally and published in the Worship Service Bulletin or by direct mail to all eligible voters at least two weeks before the meeting. The announcement shall include the subject, date, time, and place of the meeting.
- b. **Agenda:** The Chairman of the Corporation shall prepare an agenda of business to be transacted at the meeting. All agenda requests should be submitted to the Chairman in writing at least two (2) weeks prior to the meeting date. He should make copies of the Agenda available at the worship service at least one week prior to the meeting.
- c. **Budget:** The Council of Elders shall present a proposed budget for the next fiscal year for congregational approval at the Annual Business Meeting. The proposed budget will be made available to the membership two (2) weeks prior to the annual meeting. Modifications to an approved budget of more than ten percent (10%) shall require congregational approval at a Business Meeting.
- d. **Calling of Business Meetings:** Subject to the notice requirements of paragraph “a”, above, Business Meetings of the Church may be called at any time by the Chairman of the Board of Elders.

Adopted 08/27/2006

- e. **Quorum and ruling majority:** Ten percent (10%) of active members, eighteen years old and older, shall constitute a quorum. A three fourths (3/4) majority vote shall be required to approve or disapprove any item of business.

ARTICLE 6. PASTORAL STAFF

Section 1. **SENIOR PASTOR**

The Senior Pastor is charged with the spiritual leadership of this church.

The Senior Pastor holds a key leadership position with a dual role. He is both the spiritual leader of this church and the only permanent member of the Board of Elders.

As one who is expected to “cast the vision” for the organization, he is responsible before God and the members of this church to live a prayerful and godly life, “walking by the Spirit” (Gal 5:16-25), in order that he may both set the example for the flock and receive the Lord’s direction for the Church without distortion.

In the same way that “the spirits of prophets are subject to prophets” (1 Corinthians 14:32), so the Elders of this church are subject to one another, and the Senior Pastor’s vision for the Church shall be subject to confirmation by the Board of Elders. (See also Article V, Section 1.)

The Senior Pastor’s authority, responsibilities and duties shall include, but not be limited to:

- a. Direct the program of corporate Worship Services;

This function includes programmatic oversight of all the ministries which contribute to the corporate Worship Services, with special emphasis and focus on preaching and teaching.

While the Senior Pastor may invite others to speak at corporate Worship Services from time to time, preaching and teaching of biblical principles is one of his prime responsibilities.

- b. Exercise oversight over other church ministries (those designated by the Board of Elders) regarding both their spiritual content and strategic direction. The essence of this function includes:
 - 1) Molding the content and strategic direction of each ministry to harmonize with the strategic direction of the church;
 - 2) Protection of the various church ministries from teaching inconsistent with our Statement of Faith.
- c. Supervise Subordinate Pastoral and Administrative Staff in his chain of command (per the “then current” organizational structure.)
- d. Such other authority, responsibility, and duties as the Board of Elders may assign.

Adopted 08/27/2006

Section 2. **SUBORDINATE PASTORAL STAFF**

The Board of Elders shall determine the need, arrange the funding, approve the Position Description, and initiate the calling and employment of Subordinate Pastoral Staff in accordance with the procedures of Article 6, Section 4, below.

Section 3. **CALLING OF PASTORAL STAFF**

- a. **Vacancy.** In the event of the resignation or incapacitation of the Senior Pastor, the Board of Elders shall determine and declare whether or not a vacancy exists.

The Board of Elders shall be responsible to “fill the pulpit” during the interim, with “Pulpit Supply” preachers or an Interim Pastor. The Board shall have the authority to call and employ an “Interim Pastor” to serve for a period of not more than one year if they believe that action to be in the best interests of the Church.

If an Interim Pastor is called and employed, he shall not be considered a candidate for the position of Senior Pastor.

- b. **Pastoral Search Committee.**

- 1) Senior Pastor. In the event of a vacancy in the position of the Senior Pastor position, the Council of Elders shall form a Pastoral Search Committee. The Chairman of the Board of Elders will chair this committee. The balance of the committee will be made up of elders and other church members selected by the Board of Elders.

The Pastoral Search Committee shall then seek out and screen all applicants and present its recommendation to the Council of Elders. Upon successful interview and approval by the Council of Elders by a three-fourths (3/4) vote, the candidate will be presented to the membership for final approval.

In no case will more than one candidate be presented to the Congregation at the same time. One candidate will be presented to the Congregation for review and approval or disapproval. Only after disapproval of one candidate may another be presented.

After the pastoral candidate has presented himself to the Church for their review, a period of at least one week (for reflection) shall pass before the Congregational vote. The candidate shall preach and lead the Sunday morning service at least twice before the vote. Approval shall require a three-quarter (3/4) majority of votes cast.

- 2) Subordinate Pastoral Staff. The Board of Elders shall be responsible for determining when additional Pastoral Staff is required. Upon verification of the need, a Search Committee shall be assembled similar to that for a Senior Pastor, but including the Senior Pastor. In all cases, a three-fourths (3/4) majority vote of the voting members present shall be required for approval.

Adopted 08/27/2006

- c. **Qualifications.** All members of the Pastoral Staff must be or become active members of this Church. They must also possess the qualifications described in I Timothy 3:1-7; Titus 1:5-9; & I Peter 5:1-4.

Statement of Faith. Additionally, all members of the Pastoral Staff shall certify, in writing, that they accept the Camarillo Community Church Statement of Faith without exception or mental reservation.

The Senior Pastor shall have completed a theological education program at an accredited, Bible School or Seminary whose Statement of Faith and teaching position harmonizes with the Statement of Faith of Camarillo Community Church.

Subordinate Pastoral Staff shall have completed or be actively pursuing a similar theological education program.

Section 4. **RESIGNATIONS OF PASTORAL STAFF**

Any Pastor on staff may resign at any time by delivering a letter of resignation to the Senior Pastor, or (in the case of the Senior Pastor) to the Chairman of the Board of Elders, thirty (30) days prior to the effective date of the resignation. The letter shall contain an explanation of the reason(s) for the resignation. The letter will be read at a meeting of the Board of Elders. The congregation will be notified of the resignation.

Section 5. **DISMISSAL OF STAFF**

- a. Senior Pastor.

- (1) The Board of Elders shall have the authority to recommend dismissal of the Senior Pastor upon the occurrence of any of the following events:
 - (a) A finding by three-fourths (3/4) of the Board of Elders that the Senior Pastor is subject to disciplinary action per Article 7.
 - (b) A finding by three-fourths (3/4) of the Board of Elders that the Senior Pastor has not satisfactorily fulfilled his designated responsibilities.
- (2) Should the Board of Elders recommend the dismissal of the Senior Pastor, they shall call within thirty (30) days a Special Business Meeting for the purpose of discussing and voting on the Board's recommendation of dismissal. Upon a concurring majority vote of the Congregation for dismissal, the Board of Elders will terminate the Senior Pastor.

- b. All other employees.

- (1) All matters with regard to employment are governed by the most current approved version of the Camarillo Community Church Employment Policy Manual and/or by the individual employee's employment contract if one exists.

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ARTICLE 7. MEMBERSHIP

Section 1. **QUALIFICATIONS FOR MEMBERSHIP**

Membership in Camarillo Community Church shall be open to all persons who have publicly confessed Christ as Lord and Savior, given credible evidence of spiritual regeneration, and expressed this through water baptism by immersion.

Section 2. **PROCEDURE FOR MEMBERSHIP**

- a. Each applicant for membership shall complete a course of membership orientation.
- b. Upon completion of orientation, each applicant shall submit an application for Church membership. Each applicant shall indicate on the application his/her agreement with and willingness to adhere to the Bylaws of this church.

Section 3. **ADMISSION OF MEMBERS**

Membership in Camarillo Community Church will be obtained by completion of the procedure for membership outlined in Section 2 of this Article, above. Each new member shall attend a service designated by the Senior Pastor and Board of Elders to be publicly presented, confirmed, and welcomed into membership.

Section 4. **ACTIVE MEMBERS**

All members who attend a regularly scheduled worship service at least once every six months and contribute financially to the Church during that time shall be regarded as an active member of this church.

Section 5. **DISCIPLINE/DISMISSAL OF MEMBERS**

All members of this Church who shall teach principles contrary to Article 3 of these Bylaws or engage in behaviors which, in the opinion of the Board of Elders, compromise their testimony for Christ, or, if made public, would impugn the integrity of the Church shall be subject to disciplinary action and/or dismissal from membership of this Church in accordance with the guidelines of Matthew 18:15-18. Such behaviors include, but are not limited to, premarital or extramarital sexual activity, homosexual activity, illegal drug use or trafficking, witchcraft, Satanic worship or any form of occult activity, violent crimes, and theft.

Section 6. **RESTORATION OF A DISMISSED MEMBER**

A dismissed member may seek restoration by notifying a member of the Council of Elders of their willingness to abide by the Church Board of Elders policy of restoration. Upon satisfactory resolution of the matter, the Board of Elders will compose a letter to the membership of the Church. The letter will restate the matter, and inform the membership that reconciliation, and full restoration to the Church has been granted.

Adopted 08/27/2006

Section 7. **REMOVAL FROM THE ROLL**

- a. Any member of this Church who shall fail to attend, at least, one (1) regular service of this Church, and does not contribute financially to the support of this Church for a period of six (6) months may be removed from the membership roll on the recommendation and vote of the Board of Elders. Exceptions to this previous statement will include those who are, at the discretion of the Board of Elders, physically, mentally, emotionally, or financially unable to comply.
- b. All members who make a written request to be removed from the rolls will be so removed by the vote of the Board of Elders.

Section 8. **VOTING RIGHTS**

The members of this Church who shall have the right to vote in its meetings shall be those **active** members of the Church who are eighteen (18) years of age or older.

Section 9 **VOTING REGISTER**

The Secretary of the Corporation shall maintain a voting register of all members satisfying the requirements of Section 8, above.

Section 10 **ABSENTEE VOTING**

In the event that a member eligible to vote finds it impossible to attend the business or special meeting, an absentee ballot may be requested from the church office no earlier than one week prior to the day of the meeting and up to the last business day prior to the meeting. The marked ballot must be sealed in an envelope and given to a member of the Board of Elders before the meeting to be counted and recorded at the time of the vote.

Section 11 **PROXY VOTING**

In the event of an unanticipated situation which makes it impossible for a member to attend a business or special meeting, that member may authorize another qualified voting member of his/her **immediate family** to vote as proxy by signing a statement to that effect. Any member voting proxy for another member must show the signed authorization to a member of the Board of Elders prior to the meeting to obtain the additional ballot(s).

Section 12 **CHALLENGE TO VOTING RIGHTS**

The voting right of any person may be challenged by any other member. The challenge must be submitted in writing prior to the count of the regular and absentee ballots. The right to vote shall be determined by the Chairman of the Corporation by applying the standards of Section 8 and 9 of this Article. The ballot will not be counted if the standards of Section 8 and 9 of this Article have not been met.

Adopted 08/27/2006

ARTICLE 8 DEACONS

Section 1 **BIBLICAL BACKGROUND**

The meaning of the word of **deacon** (*diakonos*) in the Bible is “**servant**”.

- a. The office of deacon was established to provide a cadre of spiritually mature believers to assist the elders in material matters (of service and finances) in order to permit the elders to concentrate on spiritual matters such as prayer and ministry of the Word. (Traditional origin: Acts 6:1- 6).
 - The qualifications for the office of Deacon, which the Apostle Paul listed in 1 Tim. 3:8-13, are similar to those listed for the office of Elder (1 Tim. 3:1-7) with the exception of “*able to teach*”
- b. The Apostle Paul recognized and permitted the office of Deacon in the early Church, but did not require it.
 - In the salutation of his letter to the church at Philippi, Paul includes “the overseers (elders) and deacons (Philippians 1:1).
 - In his first letter to Timothy, Paul includes qualifications for the office of Deacon (1 Tim. 3:8-13).
 - The apostle Paul appointed or directed the appointment of **elders** in the new churches he established (Acts 14:23 and Titus 1:5) – not elders **and** deacons.

Section 2 **QUALIFICATIONS AND APPOINTMENT**

Recognizing that the Lord’s vision for this Church is not static, that our philosophy of ministry and organization must therefore be flexible, and that the service of deacons relieves the burden of the Board of Elders:

- a. The need, the number, assignment, and the length of service of Deacons shall be determined by the Board of Elders.
- b. Deacons shall meet the biblical qualifications listed in 1 Tim. 3:8-13.
- c. Deacons shall be selected by the Board of Elders
- d. Consistent with paragraph a, above, Deacons may be reassigned or released by the Board of Elders.

ARTICLE 9. MISCELLANEOUS

Section 1 **AMENDMENTS TO THE BYLAWS**

These Bylaws may be amended by a three-fourths (3/4) vote at any Business Meeting of the Church. Whenever practical, notice of this meeting shall be submitted in writing, communicating the proposed changes at least three (3) weeks prior to the business meeting at which the vote will take place.

Adopted 08/27/2006

Section 2: **PARLIAMENTARY AUTHORITY**

Business meetings shall be conducted in accordance with good business practice under the authority of Jesus Christ, as Head of the Church.

Section 3: **SOCIETIES**

No organization or society shall be formed in the Church without the approval of the Board of Elders. Any plans and/or activities affecting the Church, its members or assets, which are contemplated by these organizations shall be submitted for approval to the Board of Elders.

Section 4: **CHURCH-SPONSORED ORGANIZATIONS**

Officers of any Church sponsored organization must be active members of the Church.

Section 5: **AUDITS**

The Board of Elders shall cause an audit to be conducted of the Church's accounts as necessary to protect the integrity of our financial operations. Reports of the conclusions of the audit will be made available to the Congregation at a regular Business Meeting.

REFERENCE DOCUMENTS

CCC Employment Policy Manual