



Westminster Christian Assembly

CHURCH BYLAWS

Revised Jan 09, 2016

Table of Contents

ARTICLE I- ARTICLES OF FAITH & BELIEFS	1
Section 1. We Believe:	1
Section 2. Sanctity of Human Life.....	2
Section 3. Position on Marriage, Gender and Sexuality	2
Section 4. Final Authority for matters of belief and conduct	4
ARTICLE II- AUTONOMY & AFFILIATION	5
Section 1. Independent but Affiliated	5
ARTICLE III- PURPOSES	6
Section 1. Purposes	6
Section 2. Facility use for Non-Church related Events	7
ARTICLE IV- MEMBERS	8
Section 1. Membership.....	8
Section 2. Admission of Members.....	8
Section 3. Rights and Obligations of Members	8
Section 4. Member Discipline.....	9
Section 5. Termination & Restoration	10
Section 6. Meetings	10
ARTICLE V- CHURCH LEADERSHIP	12
Section 1. Appointment and Termination	12
Section 2. Resignations.....	12
Section 3. Activities and Departments	12
ARTICLE VI- THE PASTOR.....	13
Section 1. Roles, Responsibilities And Authority	13
Section 2. Manner of Recognition	14
Section 3. Term of Office and Termination	14
Section 4. Vacancy and Assistance	15
ARTICLE VII- THE ELDERS	16
Section 1. Powers	16
Section 2. Duties	16
Section 3. Number and Manner of Recognition,	17
Section 4. Term of Office	17

ARTICLE VIII- DEACONS..... 18

Section 1. Powers and Duties 18

Section 2. Number, Manner of Selection, 18

Section 3. Term of Office 18

ARTICLE IX- ADMINISTRATION..... 19

Section 1. Fiscal Year and calendar..... 19

Section 2. Changes to the Bylaws 19

ARTICLE I- ARTICLES OF FAITH & BELIEFS

Section 1. WE BELIEVE:

- a. The Bible is the only inspired, infallible, and authoritative Word of God.
(John 16:13; 2 Timothy 3:15-17; 2 Peter 1:21; 1 Thessalonians 2:13)
- b. There is one God, eternally existent in three Persons: Father, Son and Holy Spirit (Deuteronomy 6:4; Isaiah 43:10-11; Matthew 28:18; Luke 3:22; John 14:16)
- c. Jesus Christ is God manifest in the flesh.
(John 1:1, 14; John 20:28-29; Philippians 2:6-11; Isaiah 9:6; Colossians 2:9).

His deity is further evidenced by the following:

1. His virgin birth (Matthew 1:18; Luke 1:34-35; Isaiah 7:14)
 2. His sinless life (2 Cor. 5:21; Hebrews 4:15; Hebrews 7:26-27; 1 John 3:5; 1 Peter 2:22)
 3. His miracles (Matthew 4:23; Luke 6:17-19; John 3:2)
 4. His vicarious and atoning death through His shed blood (Colossians 1:14,20; Romans 5:8-9; Ephesians 1:7)
 5. His bodily resurrection (1 Corinthians 15:3-4; Luke 24:4-7; Luke 36-48; Revelation 1:17-18)
 6. His ascension to the right hand of the Father in heaven (Acts 2:33; Acts 5:30-31; 1 Peter 3:22)
 7. His promise to return to the earth in power and glory (Acts 1:11; Philippians 2:9-11; 1 Thessalonians 1:10; 4:13-18; John 14:1-3)
- d. People are justified by faith in the atonement of Jesus Christ and are regenerated by the Holy Spirit, both of which are essential for salvation. (Romans 3:24-25; John 3:3-7; 1 John 5:11-13; Ephesians 2:1-16; Revelation 5:9; Acts 4:23; 1 Corinthians 6:11)
 - e. The prime agency for the work of God's kingdom is the local Christian church, functioning under the sovereignty of the Lord Jesus Christ. To His Church has been entrusted the ordinances of believer's baptism and the Lord's Supper. (Acts 2:41-47; 15:4-5; Matthew 16:18; 28:18-20; Ephesians 1:22-23; 1 Cor. 11:23-26)

- f. The present ministry of the Holy Spirit includes:
 - 1. the baptism of the Holy Spirit as an experience distinct from regeneration,
 - 2. His indwelling, by which the Christian is enabled to live a godly life;
 - 3. His supernatural gifting and empowering of the Church for its work, life and worship. (Luke 24:49; Acts 1:4-8; 2:1-4; 10:44-46; 1 Corinthians 12:14).
- g. Jesus Christ will return to the earth to consummate His kingdom. Both the saved and the lost will be resurrected; those who are saved will be raised to life eternal; those who are lost will be raised to be condemned for eternity. (John 5:28-29; Mark 14:62; 2 Thess. 1:2-10; Revelation 1:5-7; 20:4-5; 20:11-12).
- h. All believers are one in the Lord Jesus Christ. (John 17:11; 17:21-23; Romans 12:4-5; Ephesians 4:11-15).

Section 2. SANCTITY OF HUMAN LIFE

- a. We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged and every other stage or condition from conception through natural death.
- b. WCA members are, therefore, called to defend, protect and value all human life (Psalm 139) consistent with the Christian Principle of “loving one another, as Christ loved us.” Therefore, we oppose any violent form of defense of our Christian Values, Faith and Beliefs.

Section 3. POSITION ON MARRIAGE, GENDER AND SEXUALITY

- a. We hold the Holy Bible as our authority upon which we base our position on gender, sexuality and marriage. Our biblical position is that:
 - 1. God created each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27). Rejection of one’s

biological sex is a rejection of the image of God within that person.

2. The term “marriage” has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25).
 3. Sexual intimacy is intended to occur only between a man and a woman who are married to each other (1 Corinthians 6:18; 7:2-5; Hebrews 13:4). Sexual activity outside of marriage between a man and a woman is contrary to biblical teaching.
 4. Any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest and use of pornography) is sinful and offensive to God (Matthew 15:18-20; 1 Corinthians 6:9-10).
- b. To preserve the function and integrity of the Church as the local Body of Christ, and to provide a biblical role model to the church members and the community, it is imperative that all members and persons employed by the church in any capacity, or who serve as volunteer leaders, agree to and abide by the preceding expression of belief on marriage and sexuality, and conduct themselves accordingly (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22). All other volunteers who are not in leadership positions are expected to respect WCA’s position on these matters.
 - c. The Elders reserve the right and responsibility to lovingly confront and apply biblical discipline, as described in Article IV, Section 4, in situations where any member’s refusal to adhere to this expression of belief is deemed to be detrimental to the function and integrity of the Church.
 - d. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:8-10; 1 Corinthians 6:9-11). Every person shall be afforded compassion, love, kindness, respect and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are not in accordance with Scripture nor the doctrines of the Church and are to be repudiated.

Section 4. FINAL AUTHORITY FOR MATTERS OF BELIEF AND CONDUCT

- a. This document does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality and the proper conduct of mankind is the sole and final source of all that we believe.
- b. For purposes of WCA's faith, doctrine, practice, policy and discipline, our Pastor and Elders are WCA's final interpretive authority on the Bible's meaning and application.

ARTICLE II- AUTONOMY & AFFILIATION

Section 1. INDEPENDENT BUT AFFILIATED

- a. The Church is independent and autonomous and maintains the right to govern its own affairs, independent of any denominational control. Recognizing, however, the benefits of cooperation with other churches in world missions and other endeavors, this Church may voluntarily affiliate with any Evangelical Christian church of like faith and beliefs.
- b. This Church voluntarily affiliates with the Fellowship of Christian Assemblies, a family of ministers and ministries connected to advance God's Kingdom by the power of the Holy Spirit through the local church.
- c. Severing this affiliation with the FCA and establishing another shall require:
 1. a proposal to do so by a three fourths (3/4) vote of the current members of the Board of Elders Board (BoE); and
 2. approval by the two thirds (2/3) vote of the general membership in good standing (**Article IV, Section 3e**), and
 3. a financial settlement with the FCA for the investment Immanuel Christian Assembly provided to start the ministry of WCA.

ARTICLE III- PURPOSES

Section 1. PURPOSES

- a. Under the Laws of the State of California, Westminster Christian Assembly (WCA) is organized and shall be operated exclusively for religious, charitable, and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended unless it is restrictive to religious freedoms protected by the Constitution of the United States or violates Biblical mandates.
- b. Notwithstanding the foregoing, WCA purposes also include the limited participation of the Church in any other activities, including taxable activities, but only to the extent the activities would be permitted by a tax-exempt organization. More particularly, but without limitation, the purposes of this Church are:
 1. To promote the Christian faith by any appropriate form of expression, within any available medium, and in any location through the Church's combined or separate formation, of a church, ministry, charity, school, or eleemosynary institution, without limitation.
 2. To engage in religious worship and to promote the spiritual development and well-being of individuals.
 3. To maintain the public worship of God and observance of WCA's ordinances.
 4. To study of the Christian doctrines and principles and the practice of the Christian life as revealed and taught in the Bible.
 5. To pursue the salvation of the lost at home and abroad.
 6. To promote and advance God's kingdom in all the earth, through missions at home and abroad and in other work to accomplish this purpose.
 7. To license, ordain, employ and discharge ministers of the Gospel, and others, to conduct and carry on divine services at the place of worship of the Church, and elsewhere.
 8. To collect and disburse any and all necessary funds for the maintenance of said Church and the accomplishment of its purpose.
- c. This Church is also organized to:
 1. promote, encourage, and foster any other similar religious, charitable, eleemosynary and educational activities;

2. accept, hold, invest, reinvest and administer any gifts, legacies, bequest, devises, funds, and property of any sort or nature, and to use, expend, or donate the income or principal thereof for, and to devote the same to, the foregoing purposes off the Church; and
3. perform any and all lawful acts and things which may be necessary, useful, suitable, or proper for the furtherance of accomplishment of the purposes of this Church. Provided, however, no act may be performed which would violate Section 501(c)(3) of the Internal Revenue Code of 1986, as it now exists or as it may hereafter be amended unless it is restrictive to religious freedoms protected by the Constitution of the United States or violates Biblical mandates.

Section 2. FACILITY USE FOR NON-CHURCH RELATED EVENTS

- a. The church's facilities were provided through God's benevolence and by the sacrificial generosity of church members. Therefore, WCA's facilities are to be used for the fellowship of the Body of Christ and to bring God glory.
- b. Although the facilities are not generally open to the public, the Pastor and Elders may make our facilities available to approved non-members as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.
- c. Requests for facility use for non-church related activities must be submitted to the Board of Elders for approval. Churches that currently or may potentially request the facilities of WCA will operate under the requirements of a separate agreement prepared for the occasion.
- d. Facility use will not be permitted to persons or groups holding, advancing or advocating beliefs or practices that conflict with WCA's bylaws. Also, church facilities may not be used for activities that contradict or are deemed inconsistent with WCA's faith or moral teachings.
- e. The Pastor and Elders are the final decision-makers concerning use of church facilities.

ARTICLE IV- MEMBERS

Section 1. MEMBERSHIP

- a. The membership of this Church shall consist of those Christian believers accepted as members of this Church.
- b. All persons desiring to become members of the Church must:
 1. Give satisfactory evidence of conversion (personal conviction of sin and the need for forgiveness [Romans 6:23], repentance – turning away from sin – and asking Christ for forgiveness [1 John 1:9], and receiving Christ as personal Savior and Lord [Romans 10:9-10])
 2. Be baptized in water unless such baptism is clearly impossible.
 3. Agree with the Bylaws of the Church; submit to the decisions, vision and direction of the Church as established by the Pastor and Elders.
 4. Support the Church with regular attendance to the church services and membership business meetings, unless unable to attend for reasonable causes.
 5. Be financially supportive of the church and its ministries.

Section 2. ADMISSION OF MEMBERS

- a. Request for membership shall be made on an official application card.
- b. Application shall be submitted to the Pastor and elders for consideration.
- c. If approved by the Elders, the applicant shall be received into the Church in a regular Sunday service.
- d. No person who remains a member of some other church or of a secret society shall be admitted as a member of WCA.

Section 3. RIGHTS AND OBLIGATIONS OF MEMBERS

- a. All members in good standing may take part in the discussions at all membership meetings of the Church.

- b. Given reasonable notice, all members in good standing shall be granted, at any time, access to inspect the Corporation's Books with the exclusion of individual contributions and personal records.
- c. All members in good standing, who have reached the age of 18 years, shall be eligible to vote at all elections and on all questions submitted to the Church in a business meeting, provided the member is present. No proxy or absentee voting will be allowed.
- d. Members in good standing have the right to change / amend these Bylaws as provided by **Article IX, Section 2**.
- e. Members in good standing are those who:
 - 1. in life and conduct follow the standards of the Bible and WCA;
 - 2. support its worship, ordinances, doctrines, and discipline;
 - 3. are reasonably attendant at the services of the Church and manifest an interest in its affairs;
 - 4. strive for the advancement of this church in knowledge, holiness, and unity;
 - 5. promote its prosperity and spirituality;
 - 6. contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spreading of the gospel through all nations by contributing tithes and offerings, as the Lord prospers them.

Section 4. MEMBER DISCIPLINE

- a. It shall be the practice of this Church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The Pastor, Elders, and other members of the Church staff are available for counsel and guidance.
- b. The attitude of WCA's leadership and members toward one another shall be guided by a concern for redemption and restoration rather than punishment.
- c. Should a condition exist which causes a member to become a liability to the general welfare of the Church, through heresy and habits, practices of affiliations unbecoming a Christian and incurring reproach, there may be grounds for discipline. The matter shall be referred immediately to the Pastor and Elders.

- d. The Pastor and Elders shall determine the truth and severity of the matter and shall administer the appropriate counsel, disciplinary action or termination in accordance with the principles laid down in the New Testament in accordance to Matthew 18.
- e. Every reasonable precaution will be exercised to ensure privacy when considering disciplinary actions. This process will be performed with great care and love, with the understanding that we are all sinners, saved by grace and must treat each other with respect and consideration while protecting the spiritual health of the church and all its members.

Section 5. TERMINATION & RESTORATION

- a. Membership shall be terminated or revoked by:
 - 1. the death of the member,
 - 2. the member requesting termination to Pastor or Elders,
 - 3. a disciplinary action by the Elders, or
 - 4. the member's detachment from church and nonattendance to services for three consecutive months without reason or explanation.
- b. Any person previously excluded or terminated from membership may be restored to membership upon member's request to the Pastor and Elders for consideration. If previous membership termination was due to disciplinary action, said reasons for discipline must have been resolved satisfactorily.

Section 6. MEETINGS

- a. The **Annual Meeting** of members of the Church shall be held in Westminster, California, at its house of worship on the third Wednesday of February, at 7:00 p.m. Notice shall be given in the bulletin on the two successive Sunday's preceding the meeting. In addition, the notice shall be read in the pulpit during one regular service on the Sunday just before the meeting.
- b. **Special Meetings** of the members may be called by the Elders. Special meetings shall also be called upon written request of at least 20% of the

membership in good standing. Notice shall be the same as in **Article IV, Section 6 (a)** above.

- c. **Regular Membership Meetings** of the Church shall ordinarily be on the third Tuesday of each calendar quarter. Notwithstanding this provision, the membership meeting may be held on some other day or be omitted during any particular quarter as the Elders may determine. Notice shall be given from the pulpit during one regular service on the Sunday just before the meeting.
- d. A quorum at the **Annual Meeting** and at **Special Meetings** shall consist of a **majority of the members entitled to vote**, according to **Article IV, Section 3** of these bylaws. The members in attendance, at a duly called regular quarterly membership meeting, shall consist a quorum.
- e. The Pastor shall ordinarily open the meetings and conduct the Business of the meetings as Chairman. In his absence, the designated substitute shall preside.

ARTICLE V- CHURCH LEADERSHIP

Section 1. APPOINTMENT AND TERMINATION

- a. Scripturally, the Pastor and Elders are the spiritual leaders of the church. However, at their discretion, they may appoint other organizational and spiritual leaders, such as department heads, as needed to carry out the work of the church.
- b. Department leaders and other positions of significant leadership shall be held by members in good standing of the Church as the Pastor and Elders shall determine.
- c. Leaders serve under the direction of the Pastor and Elders. They may be removed with or without cause, by the Pastor and/or Elders.

Section 2. RESIGNATIONS

- a. Any leader may resign at any time by giving written notice to the Pastor and Elders.
- b. Any such resignation shall take effect on the date of the receipt of such notice, or at any later time agreed to by the Leader, Pastor, and Elders, and, unless otherwise specified therein.
- c. The acceptance of such resignation shall not be necessary to make it effective.

Section 3. ACTIVITIES AND DEPARTMENTS

- a. Any department of the Church, present or future, or any activities not mentioned in these Bylaws shall be under the supervision of the Pastor(s) and Elders.
- b. No department or activity leaders shall be placed in such a position without prior approval by the Pastor and in accordance with these Bylaws.
- c. Leadership of and participation in all church-related activities shall be in strict accordance with the requirements of WCA's Policies.
- d. The WCA policies and procedures related to the position must have been read, understood, and agreed to by the candidate prior to accepting the position. The agreement must be obtained by signing the appropriate acknowledgement form.

ARTICLE VI- THE PASTOR

Section 1. ROLES, RESPONSIBILITIES AND AUTHORITY

a. Spiritual Overseer

1. The senior pastor shall be the spiritual overseer and Chief Elder of the assembly and direct all of its spiritual activities (preaching, teaching, order and number of services, etc.). He shall provide for all the services of the assembly and shall arrange for all special meetings, conventions, and revival campaigns. He oversees the teaching of the Word of God and is charged to preserve the Articles of Faith of the Church.
2. No person shall be invited to minister in the assembly without his prior approval.
3. Scripture teaches that Christ has gifted some as pastors “for the perfecting of the saints, for the work of the ministry, for the edifying of the body of Christ...” (Ephesians 4:11). Scripture further clarifies “pastor” as being a shepherd, bishop or overseer of the flock and sets forth qualifications and duties in 1 Timothy 3:1-17; Titus 1:5-9, Acts 20:28; Hebrews 13:7,17 and 1 Peter 5:2,3.
4. The Pastor, as the Spiritual overseer, may designate a substitute during short absences. The designated substitute shall be approved by the Board of Elders and shall temporarily provide for the spiritual leadership of the church.

b. Head of Administration

1. The pastor is directly responsible for the church as its administrative head or overseer. He is responsible for establishing the vision and general direction of the Church. He will also be responsible for the faithful execution of WCA’s Policies and Procedures generated and maintained by the Board of Elders.
2. He shall be a member, ex-officio, of all committees and departments. He oversees the general ministry of the Church, protects the overall welfare of the Church, and is responsible for leading the Church.
3. He oversees the work of any additional pastoral staff, department leaders and staff, and Deacons / Deaconesses. He is to work in coordination with and seek the counsel of the Elder Board.

4. He is only accountable to the BoE, whose members act as representatives of the membership and may call the Pastor into account if his leadership and Christian testimony does not comply or are inconsistent with the requirements of the Bible, or these Bylaws. Yet no board, committee, group or individual member of a board, committee or group, shall usurp the authority vested by Scripture in the office and duties of the pastor, or interfere in the relationship between the pastor and the congregation.

c. Corporate President

1. Shortly after installation, the pastor shall be elected by the Board of Elders (BoE) as president of the corporation and shall be chairman of all the business meetings of the assembly. He shall be a voting member and Chief Elder of the BoE.
2. As president, and having the consent of the BoE, the Sr. Pastor may temporarily delegate the powers of President of the corporation to any other officer of the corporation for the performance of the same, in the place, and instead of, the president. Again, this delegation shall be only on a temporary basis, in so far as such delegation is not in conflict with the laws of the State of California.

Section 2. MANNER OF RECOGNITION

- a. The Pastor shall be nominated by the Elders of the Church.
- b. The nomination is subject to the approval of the membership by a general election.
- c. A nominee receiving a two-thirds majority vote of approval of the members present and entitled to vote (at a Special Meeting for this purpose) shall be called to serve as Pastor.
- d. Recognition shall be by written ballot.

Section 3. TERM OF OFFICE AND TERMINATION

- a. The term of service of the Pastor is expected to be indefinite and limited only under the provisions for a vote of confidence, as described below.

- b. After a period of two years of the pastor's tenure at WCA, and every four years thereafter, the BoE and the Pastor shall conduct a review of the current status and progress of WCA.
- c. Depending on the results of the status / progress review, and after prayerful consideration, a **vote of confidence** may be called by the BoE. The following process shall be observed:
 1. Approval by the majority of the Elders is required.
 2. The same process outlined in Section 2, (b and d) of this Article shall be followed, except that the nomination would be a call for a yes / no vote from the membership. The outcome of the vote of confidence shall be determined as follows:
 - i. If the pastor receives two thirds (2/3) or more positive votes; no further action shall be taken.
 - ii. If the percentage of positive votes exceeds 50%, but less than 2/3; a second vote of confidence will be scheduled by the BoE after an appropriate period of time set by the BoE. This period of time will be used to address and/or correct any real or perceived issues leading to these results.
 3. Pastor and Church shall give at least a three month written notice of termination of recognition as Pastor. This requirement may be suspended by mutual agreement between the Pastor and the Elders.

Section 4. VACANCY AND ASSISTANCE

- a. Should the pastorate become vacant, the Elders shall be responsible for maintaining pulpit supply until such time that a new Pastor is recognized by the members of the Church.
- b. An assistant Pastor or Pastors may be called to serve by the Pastor and Elders. They shall serve at the pleasure of the Senior Pastor.

ARTICLE VII- THE ELDERS

Section 1. POWERS

- a. The Elders shall join with the Pastor in the oversight of all matters of the Church. The Pastor shall be recognized as the Chief Elder. Together, the Pastor and the Elders constitute the Board of Elders (BoE)
- b. The Elders shall elect the President, Vice-President, Secretary and Treasurer of the Church from among their number. They may also appoint such other officers not inconsistent with law, the Articles of Incorporation or these Bylaws, as they may deem necessary to the proper discharge of their powers and duties.
- c. The Elders shall determine the person or persons authorized to sign or endorse all checks, drafts or other evidences of indebtedness issued in the name of, or payable to, the Church in such manner as from time to time shall be determined by the Elders.
- d. The Elders shall have custody of the Corporate seal.
- e. Decisions of the Elders shall be considered binding when a two-thirds majority of the recognized Elders are present, and when those present are unanimous in the decision.
- f. The Elders shall manage the business affairs of the Church and its real and other physical properties, including the receiving and disbursing of the funds of the Church.

Section 2. DUTIES

- a. The Elders shall maintain the official register of the members of the Church, approving applications for membership, and exercising discipline in accordance with Biblical patterns. They shall also be responsible for generating and maintaining WCA's Policies and Procedures.
- b. The Elders shall lead the Church by their attentiveness to God's Word, prayer, and exemplary living. They shall exercise care for the Church by making certain that the sick, the shut-ins, the poor and the needy are being cared for.

- c. The Elders shall submit each year to the annual meeting of the Church a written report of all funds on hand, received and disbursed during the preceding year; nature and amounts of all outstanding obligations and other information relating to church property and temporal affairs. Meetings of the Elders shall be called by the Pastor, or by a majority of the official Elders. The Pastor, or designated substitute (see **Article VI, Section 1, paragraph c2**), shall serve as Chairman.

Section 3. NUMBER AND MANNER OF RECOGNITION,

- a. The number of Elders shall be determined by the workload of the existing Elders, and the availability of qualified men to carry out the duties required.
- b. Elders are to be selected by the existing Elders. Candidates must meet the Scriptural qualifications (Acts 6:3; 1 Timothy 3:8-12 and Titus 1:6-9), and shall be functioning in the ministry of an Elder within the Church before being considered.
- c. Public recognition (ordination) of an Elder shall be given during a Sunday service or as the existing Elders shall determine.

Section 4. TERM OF OFFICE

- a. With the exception of the Pastor (Chief Elder), the official office of Elder shall be for a two-year appointment. At the end of that term, the remaining Elders have the option to reappoint the Elder for an additional term.
- b. Any Elder may be removed from office in accordance with the Scriptural guidelines as interpreted and documented by the remaining Elders. This shall be done by the remaining BoE members casting a secret ballot in a special meeting. A three fourths (3/4) vote by the remaining elders is required.

ARTICLE VIII- DEACONS

Section 1. POWERS AND DUTIES

- a. The Deacons / Deaconesses shall assist the Elders in any manner of church service that the Elders require.
- b. The Deacons / Deaconesses may be asked by the BoE to serve in any capacity that is consistent with law, the Articles of Incorporation and these Bylaws.

Section 2. NUMBER, MANNER OF SELECTION,

- a. Upon determination that Deacons / Deaconesses are needed and that qualified men and women are available, the procedures shown in Acts 6:1-7 shall be followed.
- b. The BoE is responsible for the selection of candidates that:
 1. Meet the biblical qualifications
 2. Are members in good standing of WCA for a period of no less than six months
 3. Enjoy a good reputation of Christian character and service with the congregation
 4. Demonstrate a willingness to serve
- c. The BoE shall prayerfully consider the qualify candidates and appoint those that are willing to serve. Public recognition of a Deacon / Deaconess shall be given as the Elders shall determine.

Section 3. TERM OF OFFICE

- a. Upon official recognition as a Deacon / Deaconess, a man or woman shall continue until his term of office has expired, provided he / she is actively ministering as a Deacon / Deaconess.
- b. Term of office shall consist of two years, at which time it can be renewed by the Elders.

ARTICLE IX- ADMINISTRATION

Section 1. FISCAL YEAR AND CALENDAR

- a. The fiscal year of the church shall end with the 31st day of December each year.
- b. The fiscal quarter shall end at the end of the months of March, June, September and December, accordingly.

Section 2. CHANGES TO THE BYLAWS

- a. New Bylaws may be adopted or these Bylaws may be amended or repealed by a two-thirds majority vote of the members entitled to vote present at the Annual Business Meeting or a Special Meeting duly called for that purpose.
- b. Proposed changes to the Bylaws must be submitted to the BoE a minimum of 90 days before a Special Membership Meeting is called by the BoE for such a purpose. A shorter timeline may be considered by the Elders, provided that there is sufficient time for the preparation of the proposed changes and any legal vetting that may be required.