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GR

COMMUNITY CHAPEL AND BIBLE TRAINING CENTER

ARTICLES OF FAITH AND BYLAWS

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First revision: September 9, 1969.  
Second revision: December 16, 1974.  
Third revision: September 23, 1975.  
Fourth revision: November 9, 1976.  
Fifth revision: June 6, 1978.  
Present revision: March , 1982.

PREAMBLE

We, members of the spiritual body of Christ desiring to unite in fellowship as a non-profit religious corporation, do hereby adopt these Bylaws and agree to be governed by their precepts.

Chapter One

DIVISION ONE

THE TOTAL CORPORATION

SECTION I

Name, Location, and Objective

ARTICLE ONE: The name of this Corporation shall be "Community Chapel and Bible Training Center."

ARTICLE TWO: The Corporation of Community Chapel and Bible Training Center has its headquarters in southern King County, Washington, at the Church of Community Chapel and Bible Training Center as described in the Church Division (Division Two) of these Bylaws (the Corporation Church). The mailing address is 18635 Eighth Avenue South, Seattle, Washington 98148.

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ARTICLE THREE: Community Chapel and Bible Training Center is organized as a church with the following objectives:

- A. To propagate the Christian faith and to spread the Gospel of Jesus Christ as revealed through the Holy Scriptures.
- B. To establish, operate, and maintain churches for Christian worship, education, practice of Christian doctrine, and the conduct of integral religious ministries. This includes: edifying the saints, upbuilding them in the faith of God's Holy Word; aiding souls in being saved and filled with the Holy Spirit and living victorious Christian lives, and in looking and preparing for our hope from heaven: the Lord Jesus Christ; giving spiritual counseling to those in need; helping, training, exhorting, and advising God's people in witnessing of Jesus Christ and living for Him; propagating the Word of God; and edifying and helping the total man: body, soul, and spirit.
- C. To erect and maintain church buildings; schools; Bible colleges; student living facilities; business offices; radio, television, and recording studios; broadcast and transmission facilities; social halls; parsonages; retreat centers; rehabilitation homes; children's care centers; and such other structures as are deemed necessary or desirable.
- D. To engage in a ministry through radio, television, publications, and other media of mass communication; including the distribution and sale of religious publications and related items.
- E. To establish, operate, and maintain as an integral and inseparable part of the overall ministry of the Gospel of Jesus Christ a Bible college which grants degrees, for the instruction of Christian religious beliefs, morals, and ethics, and for the propagation of Christian faith, practice, and doctrine.
- F. To establish, operate, and maintain a Christian school, kindergarten (K-4) through twelfth (12) grade, for the instruction of Christian religious beliefs, values, morals, ethics, and for the propagation of Christian faith, practice, and doctrine, including all subjects necessary for a proper education. All proper educational subjects are recognized as being thoroughly and completely religious because of their philosophical and moral applications to the circumstances and understandings of life and the world we live in and our relationships with other people. This school-ministry shall be an integral and inseparable part of this Corporation's overall ministry of the Gospel of Jesus Christ.
- G. To establish, operate, and maintain Christian education and necessary incidental day-care for children through four years of age for the instruction of Christian religious beliefs, values, morals, ethics, propagation of faith, practice, and doctrine, including all proper educational subjects appropriate to the child's age level and abilities. All proper Christian education and child care are recognized as being thoroughly and completely religious because of their philosophical and moral implications to the circumstances and understandings of life and the world we live in, and our relationships with other people. This aforesaid ministry shall be an integral and inseparable part of this Corporation's overall ministry of the Gospel of Jesus Christ.

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- H. To provide Biblical and Christian-based advice and counsel appropriate to the problems and circumstances of life to those in need and seeking counsel.
- I. To acquire, operate, and maintain teen centers, youth centers, orphanages, homes for the aged, and such other benevolent and charitable institutions as may be lawful under RCW Chapter 24.08 of the laws of the State of Washington.
- J. To acquire and hold real estate and such other property as the realization of the aforesaid objects may demand.
- K. To perform charitable acts of assistance and benevolence and to grant financial aid or gifts to persons whom the government of the Church determines to be worthy of such charity.

## SECTION II

## General Management

ARTICLE ONE: The total Corporation (Community Chapel and Bible Training Center) shall be controlled by a board of directors, hereafter in this document called "The Board of Senior Elders" (formerly called "The Steering Committee," and referred to in the October 18, 1967, Article of Corporation as "The Board of Elders"), and in subsequent Articles of Corporation revisions (if and as such are made) as "The Board of Directors."

ARTICLE TWO: Community Chapel and Bible Training Center shall consist of various Divisions of the single Corporation. Each Division head governs his own Division (without direct supervision by the Board of Senior Elders of the Corporation), yet the Board of Senior Elders governs all Divisions through these Bylaws and appoints and removes all Division heads except when the original Pastor is that Division head.

ARTICLE THREE: The divisional structure of this Corporation shall be only for the purpose of convenience of internal corporate management. All corporate activities and affairs, regardless of Division, shall be integral and inseparable religious ministries and affairs of this non-profit religious Corporation, Community Chapel and Bible Training Center. As of this March, 1982, revision, the various Divisions of the Corporation are:

- A. Division Two—The Church of Community Chapel and Bible Training Center (the Corporation Church).
- B. Division Three—Community Chapel Publications.
- C. Division Four—Community Chapel Bible College.
- D. Division Five—Community Chapel Christian School.

ARTICLE FOUR: As of this March, 1982, revision of these Bylaws, Donald Lee Barnett holds the following offices within the Corporation:

- A. Chairman of the Board of Senior Elders (the President of the Corporation).
- B. The Pastor of the Corporation Church.

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- C. The President of Community Chapel Bible College.
- D. The Director of Community Chapel Christian School.
- E. The Director of Community Chapel Publications.

ARTICLE FIVE: The Board of Senior Elders of "The Church of Community Chapel and Bible Training Center" shall be one and the same body as the Board of Senior Elders of the entire Corporation of Community Chapel and Bible Training Center.

ARTICLE SIX: The Pastors of the Satellite Churches shall be subject to admonishment, discipline, and ultimate removal by the Board of Senior Elders.

ARTICLE SEVEN: The Voting Elders and the Deacons of the Satellite Churches shall function only within their respective Satellite Churches and shall not be considered to be officers of this Corporation, but only officers of the local Satellite Church.

### SECTION III

#### Membership

This Corporation shall have no members. All decision-making authority for this Corporation shall be vested in the Board of Senior Elders (Board of Directors) and the Board of Deacons as defined in these Bylaws.

### SECTION IV

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

##### The Board of Senior Elders

ARTICLE ONE: The Board of Senior Elders shall consist of not less than three members and not more than six members, which shall govern Community Chapel and Bible Training Center in all areas, as defined in these Bylaws, except in areas reserved for the Pastor of the Corporation Church alone, and in accordance with the following rules.

ARTICLE TWO: The Board of Senior Elders shall have one Chairman.

- A. The Chairman of the Board of Senior Elders shall always be one and the same person as the "President of the Corporation" and the "Chairman of the Board of Directors." These three titles shall be interpreted to be synonymous.
- B. The original Chairman of the Board of Senior Elders is Donald Lee Barnett who cannot be removed from office while living.
- C. The selection of future Chairmen of the Board of Senior Elders is by means of the process described under "President of the Corporation."  
(See Section V, Article Four below.)

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ARTICLE THREE: Additional members of the Board of Senior Elders may be appointed by the Board of Senior Elders from among the Elders of the Corporation Church by the affirmative vote of the Pastor and at least all other Board of Senior Elders members, save one.

ARTICLE FOUR: The Pastor of the Corporation Church shall automatically be a member of the Board of Senior Elders.

ARTICLE FIVE: Members of the Board of Senior Elders shall serve for life unless they resign, or cease to be in regular attendance at the Corporation Church, or are removed by a minimum three-quarters (3/4) majority vote of the Board of Senior Elders.

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

ARTICLE SIX: The Board of Senior Elders shall direct the Corporation in such matters as:

- A. Creating new departments and Divisions within the Corporation.
- B. Establishing the goals of the Corporation of Community Chapel and Bible Training Center.
- C. Revising the Articles of Corporation, the Articles of Faith, and the Bylaws.
- D. Settling disputes within the Corporation that cannot be handled by delegated authority.
- E. Determining whether or not to buy, sell, or trade real property; or construct new buildings. (See Church Division [Chapter Two], Section I, Article Three, Item A, Paragraph 3b-d below.)
- F. Determining whether or not to subsidize any department of the Corporation, including Satellite Churches.

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ARTICLE TEN: The Board of Senior Elders shall have the authority to overturn actions of all Division heads, managers, committees, etc., except when these Bylaws specifically limit the ability of the Board of Senior Elders to do so.

- A. When the Board of Senior Elders questions an action of an officer acting within the realm of his proper authority, it shall take a minimum two-thirds (2/3) majority vote to overturn or alter that action.
- B. If an action of an officer is discovered where the officer is or was acting outside the realm of his proper authority, the Board of Senior Elders may call a meeting to rule on the unauthorized action. If so, the following rule applies: a minimum two-thirds (2/3) majority vote is required to uphold and continue the originally unauthorized action.

ARTICLE ELEVEN: The Board of Senior Elders shall have no power to infringe upon the pastoral rights and authority listed in these Bylaws.

#### SECTION V

##### President of the Corporation

ARTICLE ONE: Explanation of Office: The President of the Corporation shall be the chief executive of the Corporation and shall always be one and the same person as the "Chairman of the Board of Senior Elders" and the "Chairman of the Board of Directors."

ARTICLE TWO: The original President of the Corporation is Donald Lee Barnett, who cannot be removed from office while living.

ARTICLE THREE: The President of the Corporation shall have the authority to make any interpretation of these Bylaws or necessary on-the-spot decisions, arbitrations, regulations, etc., regarding areas not covered by these Bylaws.

The Board of Senior Elders shall have the power to overturn decisions made by the President of the Corporation, except the original President of the Corporation, regarding his decisions about interpretation of these Bylaws and areas not covered by these Bylaws. Such a decision to overturn must be by a unanimous vote of all members of the Board of Senior Elders except the Chairman.

ARTICLE FOUR: Election of the President of the Corporation: Except for the original President of the Corporation, the Board of Senior Elders shall choose all future Presidents of the Corporation from among its own membership by a simple majority vote. In the event of an evenly split vote, the vote of the Pastor of the Corporation Church shall decide the issue.

ARTICLE FIVE: Removal of the President of the Corporation: Except for the original President of the Corporation, the President of the Corporation may be removed from office by a two-thirds (2/3) majority vote of the Board of Senior Elders.

ARTICLE SIX: The President of the Corporation shall establish the salary schedule which is to be used for all employees of the Corporation except the President himself and the Pastor of the Corporation Church.

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- G. Exercising jurisdiction over the departments within the Corporation. The Board of Senior Elders shall not normally override decisions of Division heads or exercise its authority over their individual finances and other matters, except where it feels such action is an absolute necessity. (This clause shall not be interpreted to give the Board of Senior Elders authority over those areas that are specifically stated to be outside the jurisdiction of the Board of Senior Elders, being exclusively the prerogative of the office involved.)
- H. Overriding the Deacon Board's decisions if it feels they are contrary to or out of line with the goals and direction of the Board of Senior Elders. (This includes directing the Deacon Board, if necessary, to release monies for buildings, ministries, etc.)
- I. Exercising jurisdiction in any additional matter for which the Board of Senior Elders feels responsible (subject to the concurrence of the original Chairman of the Board of Senior Elders if he is still presiding).

ARTICLE SEVEN: This article applies only if the Pastor of the Corporation Church and the Chairman of the Board of Senior Elders are one and the same person: The Board of Senior Elders shall not meet to discuss problems or make decisions without the presence or permission of the Chairman and a minimum of all members of the Board of Senior Elders save one, except to consider the Chairman's salary. If the vote is such that any missing member's vote might have an impact upon the outcome of the decision, no decision shall be made until that member's vote is in, except in emergency matters, which shall be judged to be so by all present. This regulation shall apply even if the Chairman is on extended leave. In such cases, action without him can only be made if reasonable effort to contact him fails and if it is judged to be an emergency by all present. Even so, the Board shall not make any decisions contrary to what it believes the Chairman's decision would be, if the case is such as to require his concurrence. In such a case, the Vice President of the Corporation shall be requested to act as provisional chairman. After the Chairman's return, or once contact is made with him, he shall have the power to overturn the ruling, subject to other conditions of these Bylaws. (See also Section VI, Article Three below.)

ARTICLE EIGHT: This article applies only if the Pastor of the Corporation Church is a different person from the Chairman of the Board of Senior Elders: The Board of Senior Elders shall not meet to discuss problems or make decisions without the presence or permission of the Chairman and a minimum of all members of the Board of Senior Elders save one, except to consider the missing member's salary. Otherwise, if the vote is such that the missing member's vote might have an impact upon the outcome of the decision, no decision shall be made until that member's vote is in, except in emergency matters, which shall be judged to be so by all present. No vote affecting the Church Division (Division Two) of the Corporation shall be taken in the absence of the Pastor of the Corporation Church.

ARTICLE NINE: Senior Elders who are not also members of the Deacon Board may attend meetings of the Deacon Board as advisors and/or observers without vote.

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ARTICLE SEVEN: The salary of the President of the Corporation shall be determined by the Board of Senior Elders, which shall re-evaluate this salary rate annually. Once set and accepted, his salary shall not be decreased, unless there is a general recession or depression, and then only to the same ratio as the published wage or consumer price index for the local area.

#### SECTION VI

##### Vice President of the Corporation

ARTICLE ONE: The Vice President of the Corporation shall be appointed by the President from the membership of the Board of Senior Elders. This appointment shall be ratified by a simple majority of the Board of Senior Elders. He shall act as assistant to the President as the President deems necessary. The Vice President may be removed from office at the discretion of the President.

ARTICLE TWO: Explanation of Office: The Vice President shall hold the following additional offices and perform the following additional duties within the Corporation.

- A. General Manager.
- B. Chairman of the Deacon Board of the Corporation Church.
- C. Assistant Director of Community Chapel Christian School.
- D. Business Manager of Community Chapel Bible College.
- E. Other specific and temporary responsibilities as the corporate President shall delegate to him.

ARTICLE THREE: If the Chairman of the Board of Senior Elders (corporate President) is absent and an emergency requires that legal business be handled prior to his return, the Vice President shall be "Acting Chairman of the Board of Senior Elders" during his absence. (See also Section IV, Article Seven above.)

#### SECTION VII

##### Secretary of the Corporation

ARTICLE ONE: The Chairman of the Board of Senior Elders shall appoint one member of the Board of Senior Elders other than himself to be Secretary of the Corporation. He also shall have authority to remove the Secretary of the Corporation and appoint a replacement as occasion demands.

ARTICLE TWO: Explanation of Office: Except for the Chairman, all members of the Board of Senior Elders hold positions of equal authority. Thus, on corporate business, the Secretary of the Corporation shall have no more authority than any other regular member of the Board of Senior Elders. However, he shall have additional responsibilities as outlined in Article Three below.

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**ARTICLE THREE: Duties of the Secretary of the Corporation.**

- A. The Secretary of the Corporation shall maintain accurate minutes of all official meetings of the Board of Senior Elders. These minutes shall be kept safely in an appropriate place in the main offices of Community Chapel and Bible Training Center.
- B. If the Secretary of the Corporation is absent from a meeting of the Board of Senior Elders, the Chairman shall appoint a recording secretary for that meeting. This recording secretary shall submit his minutes to the Secretary of the Corporation upon his return. The Secretary shall be responsible for verifying the reasonable accuracy of the minutes recorded in his absence.
- C. The Secretary of the Corporation shall sign all legal documents calling for the signature of the corporate Secretary. (See also Section XI, Article Eight below.)

**SECTION VIII****General Manager**

**ARTICLE ONE:** The General Manager shall direct the business offices of the Corporation in harmony with these Bylaws and the directions of the President.

**ARTICLE TWO:** The General Manager shall have authority to make on-the-spot decisions on any item not directly covered by these Bylaws.

**ARTICLE THREE:** The General Manager shall be responsible for all business, maintenance, and construction operations of the Corporation.

**ARTICLE FOUR:** The General Manager shall have the authority to delegate specific areas of responsibility within the guidelines of the Bylaws.

**ARTICLE FIVE:** With the President's concurrence, the General Manager may hire personnel and determine their wages. The Deacon Board shall have the authority to establish the maximum wages for the total work force under the General Manager's jurisdiction. With the President's approval, he may hire maintenance and construction workers and fix their wages.

**ARTICLE SIX:** The General Manager shall have authority to determine the means of assessment for use of buildings and shall instruct the Treasurer to assess the Divisions for the use of equipment, supplies, services, etc. He shall determine the rates and other factors involved in such assessments.

**ARTICLE SEVEN:** The General Manager shall have the authority to determine and direct the uses of buildings and developed ground spaces.

**ARTICLE EIGHT:** The General Manager shall have the responsibility of directing the budgets of the various Divisions. Each Division shall administer its own budget within the limitations placed upon it by the General Manager.

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ARTICLE NINE: The General Manager shall not authorize the transfer of any money from one Division to another on a permanent basis, without the written approval of the Division head involved (in the case of the Corporation Church, the Division head is the Deacon Board). Temporary inter-divisional loans shall require only verbal authorization by Division heads, providing that the loan is for no more than than thirty (30) days. (See also Section IX, Article Four below.)

#### SECTION IX

##### Corporation Finances

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

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

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

- A. Treasurer (appointed and removed by the Deacon Board).
- B. Bookkeepers (appointed and removed by the Treasurer, with the approval of the General Manager; the General Manager may also remove bookkeepers).
- C. Check Signers (chosen from among the membership of the Board of Senior Elders by a minimum of three-quarters [3/4] majority vote of this same body).
- D. Money Counters (appointed and removed by the Deacon Board Chairman).

ARTICLE FOUR: The General Manager shall be responsible for the finances of the Corporation within the following framework:

- A. He shall supervise all of the offices named in Article Three above.
- B. He shall be accountable to the Board of Senior Elders for proper execution of financial matters.
- C. The General Manager shall sign all payment-vouchers or delegate such authority to others.
  1. No check shall be written without the authority of a proper payment-voucher.

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2. In the absence of the General Manager, payment-vouchers needed to meet emergencies and requirements that cannot be reasonably delayed may be written on the authority of one Board of Senior Elders member or Division head, with authorization by the President. Such authorization may be a verbal approval (by telephone or other communication, if necessary). If the President is not available, any two members of the Board of Senior Elders may give such authorization. The General Manager shall then sign the payment-vouchers after his return.

ARTICLE FIVE: The Treasurer.

- A. The Treasurer shall be appointed by the Deacon Board and shall be under the supervision of the General Manager.
- B. The Treasurer shall perform his duties according to the following regulations:
  1. The Treasurer is not a member of the Deacon Board but may attend the Deacon Board meetings at his option. He may also be requested by the Deacon Board to attend some or all of their meetings.
  2. The Treasurer is not an officer of the Corporation and has no voice in the operation of the Corporation.
  3. The Treasurer shall supervise the keeping of the financial records of the entire Corporation and shall supervise the bookkeeper(s).
  4. The Treasurer shall not sign checks.
  5. The Treasurer shall be responsible to the Deacon Board to record all its financial transactions and to satisfy its members as to his integrity, expertise, and efficiency. The Treasurer shall be responsible to the General Manager as to the supervision of the details of his work and office.
  6. The Treasurer shall see that the books of the Corporation fulfill all obligations of the Corporation of Community Chapel and Bible Training Center and of the local, state, and federal governments.
- C. The Treasurer shall have the responsibility of paying all bills on time. Payments shall not be delayed on the unilateral decision of a department head, although the department head may suggest such action. The General Manager, however, shall have the authority to delay payments. (See also Section VIII, Article Eight above.)
- D. The Treasurer shall not have the responsibility of administering the budgets of the various Divisions. He shall spend the money as directed by each Division head as long as funds are available.

If a Division head delegates the responsibility of purchasing to an administrator under his supervision, the Division head shall be able to override the subordinate administrator's decision. The Treasurer may question any payment-voucher, or hold it up long enough to refer the judgment to the appropriate Division head, or to the General Manager, whose decision is final, unless he refers the matter to the Board of Senior Elders.
- E. The Treasurer shall see that the financial records are inspected and/or audited by the Deacon Board or Board of Senior Elders.

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1. The Deacon Board may require a professional audit at any time.
2. If the inspector of the books finds any discrepancy that cannot be answered satisfactorily by the Treasurer, he shall immediately inform all of the following:
  - a. The General Manager.
  - b. The Chairman of the Board of Senior Elders.
  - c. The Deacon Board Chairman.

ARTICLE SIX: The Bookkeeper shall verify all inputs, monies, and receipts of the Corporation.

ARTICLE SEVEN: A minimum of two Money Counters shall be appointed by the Deacon Board Chairman and be under the supervision of the Treasurer who may remove them, with the Deacon Board's consent. They may also be removed by the Board of Senior Elders or Deacon Board. The Deacon Board may elect that any two ushers, or any usher and the head usher, may count the money rather than designate specific individuals.

ARTICLE EIGHT: Miscellaneous Ruling: All payments over \$50.00 must be made by check.

#### SECTION X

##### Special Rulings Regarding Allocation and Disbursement of Large Grants

ARTICLE ONE: Any presentation of money or property in value in excess of \$30,000 shall be considered a Large Grant.

ARTICLE TWO: A Large Grant given to the general Corporation shall be governed by the Board of Senior Elders. The Board of Senior Elders shall decide what amount of the grant the various Divisions shall receive. The amount that is put into the Church general fund comes under subsequent control of the Deacon Board, except when the Board of Senior Elders designates what use it shall be put to, in whole or in part.

ARTICLE THREE: A Large Grant given to a particular Division for operations of that Division, shall become the asset of that Division excepting that the Board of Senior Elders shall have authority to rule that the amount is in excess of reasonable operating funds and, for the good of the Corporation, may reapportion a certain amount of the funds to other uses, providing that the transaction does not violate the terms of the grant. In any case, the Board of Senior Elders shall have final authority to review the case and decide the appropriate action to take.

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ARTICLE FOUR: A Large Grant given to a particular Division for building shall become an asset of the Church Division (Division Two), since the Church is responsible to build all buildings. The Board of Senior Elders shall decide what buildings shall be built for that Division and what amount of money, if any, shall be saved for future buildings of that Division. Excess monies shall be placed at the discretion of the Board of Senior Elders, as it deems to be in the best interest of the Corporation without violating the terms of the grant. If questions should arise as to whether or not the Deacon Board or the Board of Senior Elders is responsible for a Grant put into the general Church fund, the Board of Senior Elders shall be given pre-emptive right to decide.

ARTICLE FIVE: A Large Grant to a particular Division for unspecified use shall be divided into building and non-building use by the Board of Senior Elders in accordance with Articles Three and Four above.

ARTICLE SIX: Buildings built by Large Grants do not require a vote of the congregation excepting for the portion the congregation is expected to give toward those buildings.

ARTICLE SEVEN: College housing built by monies from a Large Grant shall be the financial responsibility of the Church. All building expenditures, profits and losses, and financial operation and maintenance shall be the responsibility of the Church.

The Board of Senior Elders shall be responsible for the initial determination of the use of Large Grants for College housing. College housing built from general Church funds shall be the determination of the Deacon Board. In case of conflict, the Board of Senior Elders shall decide. (See also Bible College Division [Chapter Four], Section II, Article Ten below.)

#### SECTION XI

##### Miscellaneous Rulings

ARTICLE ONE: Amendments.

A minimum three-fourths (3/4) majority affirmative vote of the Board of Senior Elders and the original Pastor's concurrence, if still presiding, is necessary to amend any of the Bylaws stated in this document.

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

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ARTICLE THREE: The Custodian of the Bylaws, who is appointed by the General Manager, shall maintain a list entitled "Current Officers and Major Appointees of the Corporation." It shall list the names of people filling all "titled positions" in all Divisions except Satellite Churches, including but not limited to all Pastors, Assistant Pastors, members of the Board of Senior Elders, President, Vice President, Secretary, Deacon Board members, Elders, General Manager, Treasurer, Administrators, Bookkeepers, and any other positions which the Board of Senior Elders or Pastor deem necessary. The Pastors of Satellite Churches shall appear on this list. It shall be the duty of the Custodian of the Bylaws to update this list within fifteen (15) days of any change in personnel and to give a copy of same to each person on the list. A current copy of this list shall be affixed to these Bylaws at all times.

ARTICLE FOUR: Every member of the Board of Senior Elders and Deacon Board shall have a copy of the Bylaws and all amendments. In addition, the Custodian of the Bylaws shall keep a minimum of one copy on file in the office at all times.

ARTICLE FIVE: All buildings, except for those belonging to Satellite Churches (see Chapter Six), belong to the Corporation Church (not to the individual Divisions) and are paid for by the Corporation Church, which may assess uniform use fees to the other Divisions.

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

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

ARTICLE EIGHT: Signatures on legal documents: After proper ratification of an action through the means indicated in these Bylaws, the Vice President and one additional member of the Board of Senior Elders shall sign the legal papers obligating the Corporation to said action. Other officers of the Corporation shall also sign if demanded by the document being signed. During the absence of the Vice President, the President shall sign any such legal documents in place of the Vice President.

ARTICLE NINE: In the event a question arises regarding the government of the Corporation or any Division, and Chapter One of these Bylaws is mute on the issue, then the directive of the Church Division (Division Two) of these Bylaws shall be interpreted as being the established standard (e.g., decisions shall be made in conformance with the tenor of the directives of the Church Division [Division Two]). In the event that the Church Division (Division Two) is also mute on the question, the directions previously established by the original Pastor and Board of Senior Elders shall be the established standard.

Chapter Two  
DIVISION TWO

CHURCH OF COMMUNITY CHAPEL AND BIBLE TRAINING CENTER

PREAMBLE

The Church of Community Chapel and Bible Training Center is the church located at the south Seattle headquarters of Community Chapel and Bible Training Center; its mailing address is 18635 Eighth Avenue South, Seattle, Washington 98148. This church is the headquarters of all Satellite Churches referred to in Chapter Six of these Bylaws. The term "Corporation Church" when used in these Bylaws and other administrative documents shall mean only this headquarters church, the "Church of Community Chapel and Bible Training Center."

SECTION I

Government of the Church

The Church shall be governed by the Pastor, the Board of Senior Elders, and the Deacon Board, according to the following:

ARTICLE ONE: The Pastor.

A. The Original Pastor.

1. The original Pastor is Donald Lee Barnett.
2. The Pastor shall be recognized as the Spiritual Overseer of the Church, ordained and appointed of God for the ministry and to shepherd the flock of Community Chapel and Bible Training Center. In this capacity he shall be the chief Elder and Chairman of the Board of Senior Elders.
3. The Pastor shall be officially in charge of all services of the Church, whether or not they are held on the church grounds and whether or not he is present at the meetings.
4. The Pastor shall have the prerogative to minister and lead the services as he feels the Holy Spirit shall lead him.
5. The Pastor shall have authority to question and advise any and all members of the Church, including its governing bodies, as he feels led.
6. The Pastor shall have the authority to appoint, instruct, oversee, and remove any and all Bible and Sunday School teachers in the Church.
7. The Pastor shall appoint, oversee, and remove associates and assistants for spiritual ministries at his discretion.

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8. The Pastor may appoint and oversee officers and helpers in support of the ministry, in non-spiritual capacities, in areas that would not fall under the normal jurisdiction of the Deacon Board, subject to the approval of the Board of Senior Elders. He may remove such appointees at his own discretion.
    - a. Examples of such spiritual support ministries which would fall under the Pastor's jurisdiction, rather than the Deacon Board's, are:
      - 1) Outreach team planner.
      - 2) Church seminar coordinator.
      - 3) Minister's coordinator.
      - 4) Research assistants.
      - 5) Coordinator of ministerial departments.
      - 6) Satellite church coordinator.
      - 7) Music director.
      - 8) Minister, or director, of television and/or radio ministries.
      - 9) Sunday School superintendent.
    - b. Examples of those the Pastor would not appoint, the jurisdiction belonging rather to the Deacon Board, are:
      - 1) Ushers.
      - 2) Construction workers.
      - 3) Maintenance men.
      - 4) Treasurer.
      - 5) Bookkeepers.
      - 6) Security guards.
- B. Change of Pastors.
1. A Pastor desiring to leave the Church shall be required to give the Board of Senior Elders at least sixty (60) days' notice prior to departure from office and shall inform the congregation of his intentions. This time may be changed by mutual agreement.
  2. The original Pastor, having established the original Church by the direction of God and with support of the congregation, shall have oversight of same until the Pastor agrees to change. He shall have the authority to take extended leaves of absence as he feels led without relinquishing the position of Pastor. An Associate Pastor, Assistant Pastor, or Acting Pastor may stand in for him, subject to his oversight, and relinquish the position and authority upon demand by the Pastor, if the Pastor so wishes.
  3. Future Pastors may only be removed by both a minimum two-thirds (2/3) majority vote of the Board of Senior Elders and a simple majority vote of the congregation.
    - a. In such an event, the Pastor shall be invited to the meeting (called to decide removal) and have an opportunity to address the congregation for at least thirty (30) minutes prior to the voting.
    - b. In such an event, the Chairman of the Deacon Board shall sit in for the Pastor as temporary Chairman of the Board of Senior Elders.
  4. The Pastor shall be included as an ex officio member of the Board of Senior Elders.

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5. The Board of Senior Elders shall select a new Pastor to fill a pastoral vacancy. This choice shall be satisfactory to a minimum two-thirds (2/3) majority of the voting congregation. No other conditions shall be imposed.

C. The New Pastor.

1. A Pastor subsequent to the original Pastor differs in authority from the original Pastor in that:
  - a. He may be removed from office by a two-thirds (2/3) majority vote of the Board of Senior Elders and a simple majority vote of the congregation. The Pastor shall have no vote in the case.
  - b. On regular business his position as a member of the Board of Senior Elders gives his vote no special weight.

D. Duties of the Pastor.

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

- E. The Pastor's salary shall be determined by the Board of Senior Elders, which shall re-evaluate the salary rate annually. Once set and accepted, each Pastor's salary shall not be decreased, unless there is a general recession or depression, and then only to the same ratio as the published wage/price index decline for the local area.

ARTICLE TWO: The Board of Senior Elders of the Corporation Church shall be the same committee as that of the entire Corporation and shall act in both capacities as defined in the Total Corporation (Division One), Section IV above of these Bylaws.

ARTICLE THREE: The Deacon Board.

A. Duties.

1. The Deacon Board shall oversee the necessary insurance programs, maintenance and safety of the buildings and grounds, janitorial work, security, equipment purchases, appointment of ushers, and other financial and mundane obligations and duties of the Church. The Deacon Board shall insure prompt payment of all obligations, keep neat and accurate records of all expenditures and business, and keep the Chairman of the Board of Senior Elders advised in writing of all decisions.
2. The Deacon Board shall appoint a Treasurer who shall be under the supervision of the General Manager and continue in office until removed by the Deacon Board or until he resigns. (See the Total Corporation [Chapter One], Section IX, Article Five above, for the duties, powers, and limitations of the office of the Treasurer.)

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3. Approval of Expenditures.
  - a. The Deacon Board shall approve by a simple majority vote any expenditures of Church funds for non-consumable items in excess of \$1,000.00 and expenditures for consumable items in excess of \$1,500.00, other than routine or previously authorized recurring expenses. Note: The cost of staff labor shall not be calculated in the above figures. (Expenditures of Church Division [Division Two] funds below these limits may be authorized by the General Manager subject to the regulations of these Bylaws.)
  - b. Any decision involving an expenditure of more than \$10,000.00, except for previously established normal installment payments and normally recurring expenses, shall be made only after notifying the Chairman of the Board of Senior Elders so that he may be aware of the situation and exercise his prerogative and/or the prerogative of the Board of Senior Elders of advisement in advance of the expenditure.
  - c. Any expenditure involving over \$20,000.00 shall be approved by a minimum of a two-thirds (2/3) majority of the Board of Senior Elders.
  - d. Any decision involving over \$250,000.00 of the funds of the Church shall be approved by a minimum of a two-thirds (2/3) majority of the Board of Senior Elders and by a simple majority of the voting congregation.
4. A record of all decisions at each Deacon Board meeting shall be filed under "Board of Senior Elders and Deacon Board Minutes" in the office.
- B. The Deacon Board shall consist of not less than five members, although it may appoint advisors, researchers, aides, and helpers.
- C. A Deacon may also be a member of the Board of Senior Elders or hold any other office in the Corporation of Community Chapel and Bible Training Center.
- D. The Chairman of the Deacon Board shall have no extra voting power or special vote in matters under consideration. He shall call and moderate meetings and shall be responsible that all rules of the Board be followed.
- E. To be eligible for office, a Deacon must be a Spirit-filled male over twenty-five years of age and must have attended the Corporation Church in good standing for at least three years.
- F. Election and Removal of Deacons.
  1. New Deacons shall be elected to office by a simple majority of the voting congregation. (See Section IV below for voting regulations.)
  2. A Deacon may be removed from office by a minimum two-thirds (2/3) majority vote of the congregation, or by a minimum two-thirds (2/3) majority vote of the Board of Senior Elders.
- G. A Deacon shall remain in office until one of the following occurs:
  1. He resigns, or ceases to be in regular attendance at the Corporation Church.
  2. Any member of the Deacon Board or Board of Senior Elders requests a new vote by the congregation, and the Deacon is voted out of office.
  3. He is put out of office by a vote of the Board of Senior Elders. (See Item H below.)

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4. The congregation petitions for a new vote in sufficient numbers to satisfy the Board of Senior Elders that a vote is advisable, and the Deacon is voted out of office. A petition of a minimum of twenty (20) per cent of the voting congregation shall mandate a vote.
- H. Investigation of the Deacon Board: In the event that the Chairman of the Board of Senior Elders feels or suspects wrongdoing or wishes confirmation, he shall have the power to investigate or ask the Board of Senior Elders to investigate the actions of the Deacon Board to see if the directions established by the Board of Senior Elders are being complied with. If mis-direction, mismanagement, or dishonesty is found, the Board of Senior Elders shall have the power to reverse any Deacon Board decision and, if necessary, remove any Deacon Board member and instruct the congregation to elect a replacement. If un-Christian conduct is found that, in the judgment of the Board of Senior Elders could bring reproach upon the Church, the Board of Senior Elders may remove that person from office without notifying the congregation. (See Item F, Paragraph 2 above.)
- I. The Deacon Board shall not meet without the Deacon Board Chairman's presence, except by permission from him or from the Pastor. The Pastor may elect to sit as Chairman if an emergency meeting is necessary and the Chairman is not available.
- J. The Deacon Board shall not meet to vote if more than one member is absent. If the vote is such that the missing member's vote might have an impact upon the outcome of the decision, no decision shall be made until that person's vote is in, except in emergency matters, which shall be judged to be so by all present. If more than one member is absent in an emergency session, the full complement shall be made up by the Chairman appointing substitute members for that meeting from among the Elders.

## SECTION II

### Elders

ARTICLE ONE: The office of Elder shall be a spiritual office in the Church of Community Chapel and Bible Training Center, to which persons are ordained. (See Section VII below.) Elders shall serve in ministering to the spiritual needs of the Church as requested by the Pastor and as God leads them and gives them gifts, talents, and abilities. With the Pastor's concurrence, Elders may teach classes; direct worship services; preach; baptize; administer communion; perform marriages and conduct funerals; lead visitation groups; counsel and guide those who seek help; pray for the sick and needy in the Church, hospitals, and homes; act as advisors to the Pastor, Board of Senior Elders, and/or Deacons (the term "advisors" is not to be confused with the separate term "administrators"); lead prayer meetings, fellowships, etc.; minister in worship services in any Scriptural capacity; and/or perform other functions or ministries for which there is a need.

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ARTICLE TWO: In order to effectively meet the varied spiritual needs of the Church, Elders are appointed to the oversight of specific areas of ministry. For the sake of defining these areas, there shall be three types of Elders ordained by Community Chapel and Bible Training Center:

- A. Senior Elders: Ordained Elders who collectively are responsible to be the governing body of the Corporation, under the Pastor. All Senior Elders are members of the Board of Senior Elders. (See also the Total Corporation [Chapter One], Section IV above.)
- B. Ministerial Elders: Ordained Elders who have the oversight of specific spiritual ministries in the Church; including teaching of the Holy Scriptures and pastoring Satellite Churches, among others.
- C. Departmental Elders: Ordained Elders who have the oversight of specific departments within any of the Divisions of Community Chapel and Bible Training Center and who direct staff members in performing the spiritual ministries of the church.

ARTICLE THREE: Elders shall be appointed to office by a unanimous vote of the Board of Senior Elders residing at the headquarters of Community Chapel and Bible Training Center.

ARTICLE FOUR: Elders shall have all the honors, rights, and privileges which attend ordination into the ministry of the Gospel of Jesus Christ.

ARTICLE FIVE: In order to hold the office of Elder, one shall be a born-again, Holy Spirit-filled male, at least twenty-five years old, in good standing with Community Chapel and Bible Training Center, in active attendance at Community Chapel and Bible Training Center for at least two years, and not actively affiliated with any other church. He shall also be an active Christian in good standing with God, dedicated to God's service, a good example, and in agreement to the Articles of Faith described herein. (See Section VI, Article One below.)

ARTICLE SIX: Elders shall serve for life unless they resign; or cease to be in regular attendance in the Corporation Church; or are removed by a unanimous vote, save one, of the Board of Senior Elders. An Elder's status shall not be affected if he is sent by this church on special assignment to another church for a period of six months or less; however, he shall cease to be an Elder of the Corporation Church if the special assignment lasts longer than six months or if he takes a leave of absence for any other reason, although exceptions to this may be granted by the Board of Senior Elders. If an Elder adopts as his church home another church or a Satellite Church of Community Chapel and Bible Training Center, he shall immediately cease to be an Elder of the Corporation Church. (Pastors of Satellite Churches are exceptions.)

ARTICLE SEVEN: A former Elder in the Corporation Church who returns to regular attendance shall not automatically resume his former office of Elder in the Corporation Church.

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## SECTION III

## Definition of "Membership"

ARTICLE ONE: The term "membership" as used in this Church shall mean adherents to the Church, not members in the usual corporate sense; because according to the Articles of Incorporation, this is a non-membership Corporation. The use of terms such as "member," "membership," "congregational voting," and "voting congregation" together with certain voting privileges enumerated for the congregation shall not be understood to elevate the status of adherents to a corporate membership in the legal sense, which would contradict the Articles of Incorporation.

ARTICLE TWO: Persons may be admitted to fellowship in this Church if they are born-again Christians; continuously function in the love and the laws of God as delineated in the Holy Bible and the Articles of Faith of this Church; and if they confess the full inspiration of the Holy Bible, acknowledge the Biblical authority of the Church, show respect for and obey the laws of God and this Church, and willingly receive counsel from Church-appointed counselors if necessary.

## SECTION IV

## Congregational Voting

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

- A. A born-again Christian who meets all the requirements of Section III above.
- B. In regular attendance in the Sunday services for at least the previous six months.
- C. Eighteen years of age or older.
- D. Not actively affiliated with another church.
- E. Regular in tithing and giving of offerings to this Church.

ARTICLE TWO: Any question regarding eligibility to vote shall be resolved by the Board of Senior Elders, whose decision is final.

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

ARTICLE FOUR: The Pastor shall determine the date and time of voting, the method of vote, tabulation, whether or not a re-vote or recount is necessary, etc., subject to being overruled or subject to specific statutes established by the Board of Senior Elders. The only exception to this rule is when the congregational vote concerns the removal of the Pastor as authorized by these Bylaws, in which case the Deacon Board Chairman shall make such decisions, subject to being overruled by the Board of Senior Elders minus the Pastor. (See Section I, Article One, Item B, Paragraph 3 above.)

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## SECTION V

## Congregational Business Meetings

Special business meetings of the congregation may be called by the Deacon Board or the Board of Senior Elders or the Pastor. The Pastor shall determine the date of the meeting within thirty (30) days of request by the Deacon Board or Board of Senior Elders and shall announce the meeting publicly at both of the prior Sunday services unless the meeting is to be held during a regular Sunday service.

## SECTION VI

## Fundamental Tenets of Community Chapel and Bible Training Center

## ARTICLE ONE: Articles of Faith.

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

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

- A. We believe in the absolute inspiration of the Bible and hold it to be the inerrant and final authority in all matters of Christian faith and practice (2 Timothy 3:16; Matthew 5:17-19).
- B. We believe in God the Father, almighty and eternal, Creator of the heavens and the earth and all that dwell therein, contrary to all evolutionary theory (1 Corinthians 8:6; 2 Corinthians 6:18; 1 Timothy 1:17; Genesis 1:1ff).
- C. We believe in the Lord Jesus Christ, the Son of God, fully God and fully man, who was born of the virgin Mary, suffered and died for our sins on the cross, was buried, rose bodily from the dead on the third day, appeared unto men, ascended into heaven in the sight of many witnesses, and who is coming again with power and great glory (1 Corinthians 8:6; Matthew 16:16; John 20:28; 1 Timothy 2:5; Matthew 1:23; 1 Corinthians 15:3-7; Acts 1:9-11; Matthew 24:30).
- D. We believe in the Holy Spirit, the Comforter, who inspired the holy apostles and prophets of old; who indwells believers with His presence today as He did in the early church, giving them the ability to speak in languages they have never learned; and who convicts the world concerning sin, righteousness, and judgment (John 14:26; 2 Peter 1:21; Acts 2:4; John 16:8).
- E. We believe that no one can be saved from sin and judgment and have eternal life without repenting of his sins and personally accepting Jesus Christ as his Lord and Savior, receiving forgiveness through the shed blood of Jesus, the sinless Lamb of God. All who have been born again according to John 3:3-8, we accept as members of the body of Christ, sharing fellowship with them based on our common salvation, not on doctrine, as important as it is (Romans 6:23; 10:9,10; Luke 13:3; John 1:12; Ephesians 1:7; 1 Peter 1:19; 1 Corinthians 12:12; 1 John 1:3).

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- F. We believe that water baptism is for the remission of sins (Acts 2:38; 22:16) and should be administered to believers by immersion in keeping with the commission of Jesus in Matthew 28:19 and apostolic practice (Acts 2:38; 19:5).
- G. We believe in participating in the New Covenant communion of the Lord's body, partaking of the emblems which typify the body and blood of Jesus Christ, remembering His death until He comes again. We examine ourselves, confessing our faults and sins, always discerning those in the Lord's body—both locally and universally (1 Corinthians 10:16,17; 11:23-33).
- H. We believe that Christians must live in obedience to God's Word, and that those who remain in the faith unto the end shall be saved (2 Timothy 2:19; Luke 8:13; 1 Corinthians 15:2; Hebrews 3:14; Matthew 24:13).
- I. We believe that God is a God of order who has established a specific structure of authority within both the church and the family. He has established offices in the church (pastors, elders, and deacons) through which the affairs of the local assembly are to be governed. Members of the assembly are enjoined to obey those who have the rule over them in spiritual matters. God has also ordained that children are to obey their parents, wives are to submit to their husbands, and citizens are to obey their civil governmental authorities. In all the aforementioned cases of submission, exception must be made if obedience would cause one to violate his conscience before God (Romans 13:1-7; 1 Corinthians 12:28; Ephesians 4:11-13; 1 Timothy 3:1-13; Hebrews 13:17; Ephesians 6:1; 5:22; 1 Peter 2:13,14; Acts 4:19).
- J. We believe that all New Testament believers should purpose in their hearts to financially support the ministry of their church with at least as much liberality as the tithe and offering which was required to be given to the Lord under the Old Covenant (Leviticus 27:30-32; Malachi 3:10; 2 Corinthians 9:6,7).
- K. We believe that bodily healing continues to be available to believers today, having been provided by the atonement of Christ on the cross and promised to all who will put their trust in Him (Mark 16:18; James 5:14,15; 1 Peter 2:24).
- L. We believe in the exercise of the gifts and ministries of the Holy Spirit within the church body, as described in Romans 12:3-8 and in 1 Corinthians 12 through 14.
- M. We believe that Christians are to endeavor to keep the unity of the Spirit in the bond of peace, so that God may bring the willing and obedient, who truly love Him, unto the unity of the faith before Jesus Christ returns (Ephesians 4:1-6,13-16).
- N. We believe in the out-translation of the bride of Christ, followed by the Great Tribulation in which the antichrist shall rule over the earth through a world government, world church, and false prophet; and those who refuse to serve them will surrender their lives. God will pour out plagues on the earth; the devil will gather all nations against Jerusalem to battle; Christ will return to rule over the earth in the millennium; all shall stand before God at the Great Judgment (1 Thessalonians 4:17; Luke 21:27,28,36; Revelation 7:14; 2 Thessalonians 2:1-8; Revelation 13:1-18; 17:1-18; 8:7-9:19; 11:15,19; 16:12-14,16; Zechariah 14:2-5,9; Revelation 1:7; 20:11-15).
- O. We believe in everlasting life for the believer and everlasting judgment for the unbeliever (John 3:16; Matthew 25:46; Revelation 20:11-15).

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**ARTICLE TWO: Procedures Regarding an Individual Being Put out of the Church or Disfellowshipped:**

For the protection of the Church and in accordance with the precepts established in the Holy Scriptures, we believe that individuals who continue in significant sin without repentance, including those who are potentially subversive and/or dangerous to the well-being of the Church and its government and/or its participants, must be excluded absolutely, and that such individuals shall be "put out of the Church"; or if they do not currently attend the Church, they shall be "disfellowshipped." The results of being "put out of the Church" and being "disfellowshipped" are identical: in both cases the fellowship with Community Chapel and Bible Training Center is terminated; the individual is barred from entrance to Church property, functions, meetings, and facilities; and the active participants in the Church are instructed to have no fellowship or non-business conversation with him.

- A. There are several reasons why an individual might be put out of the Church or disfellowshipped; the following partial list gives examples which are indicative of such reasons:
1. Wronging a brother and refusing to repent and make restitution. An individual who does so is to be treated as a heathen (Matthew 18:14-18).
  2. Fornicating or committing adultery; castigating others or the Church; being a drunkard, extortioner, or idolater; or being covetous. An individual who continues in any of these sins or who is involved in any wickedness is to be put away from the Church (1 Corinthians 5:9-13).
  3. Being significantly out of step with the Church's rules, doctrines, and practices. An individual in such a condition is not to be companied with, although he may still be considered a brother in the faith and not an enemy (2 Thessalonians 3:6-15).
- B. We believe that in His Word, God forbids His people to have fellowship with those who have been disfellowshipped by the Church, and that it is sin to entertain rumors, allegations, and criticism against the Church and/or its government, which such people may bring up. Because 1 Timothy 5:19, the general tenor of other Scriptures, and our Church (Hebrews 13:17) teach that Christians must refuse to accept accusations against spiritual leaders (except according to clear Biblical procedures), we recognize that the sin of listening to and harboring such things may be grounds for being put out of the Church.
- C. We recognize that the Bible teaches clear procedures for dealing with grievances and accusations against other persons, brethren within the Church, and the Church government. When an individual with a grievance consistently obeys completely the teachings of Holy Scripture in these matters, as interpreted by this Church, he shall under no circumstances be put out of the Church or disfellowshipped.

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- D. We believe that when anyone in our Church hears another begin to accuse the Church, our government, or anyone in that government, the person shall immediately refuse to hear any further accusations and shall tell the accuser to bring any accusations to one of the Senior Elders. He then shall report the incident to one of the Senior Elders.
- E. We believe that the Church government must act promptly yet fairly when considering the matter of an individual being put out of the Church or disfellowshipped. To insure that no one is unfairly treated, our policy is as follows:
1. Standard Procedure. Counselors shall:
    - a. Inform the individual that he may be put out of the Church if he does not repent and mend his ways.
    - b. Allow the individual to repent and mend his ways.
    - c. Fully explain the charges against the individual, allowing him to ask questions and to make his defense.
    - d. Fully explain to the individual what is expected of him.
    - e. Notify the individual that either he is put out of the Church with the Pastor's concurrence, or else that a recommendation is being sent to the Pastor to the effect that he be put out of the Church, and therefore that he will not have fellowship with the Church.
    - f. Explain to the individual that he has a right to appeal the expulsion to a board of two or more Senior Elders (in addition to the counselor, if he is also a Senior Elder) as determined by the Pastor.
  2. Exceptions and Extenuating Circumstances: The following are situations in which the counselor may put an individual out of the Church without counseling, warnings, or without regard to repentance or apology.
    - a. Violent actions or aggravated assaults or actions where a person may be deemed to be potentially dangerous or to be an imminent threat to people or property, by reason of violence, intimidation, threatening physical harm, robbery, etc.
    - b. Lack of indication of sincerity of repentance, a manifestly improper and unchristian attitude and spirit, lack of cooperation, or unwillingness to obey God and/or the Church.
    - c. Rebellion, unsubmitiveness, antagonism, or lack of respect for the Church, the Pastor, or God.
  3. Regardless of the reason why a person is put out of the Church, he always has the right to appeal.
  4. The counselor shall always seek the Pastor's concurrence in putting someone out of the Church; or, in emergency or aggravated matters, the Pastor shall be notified as soon as is reasonably possible.
  5. For the protection of the Church, for the need of the people to know with whom they may not have fellowship, and in accordance with the Bible; the Church shall be notified of those who sin and are put out of the Church.

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6. This Church interprets as sin, in accordance to the Holy Scriptures, any action contrary to God's laws, whether stated in the Bible or by delegated authority, the Church, or stated by God through gifts and ministries recognized by the Church. Sin is disobedience to God. Any disobedience to those appointed by God or His Church is interpreted as disobedience to God; it is, therefore, sin.
- F. The Corporation Church and all Satellite Churches shall honor the decision of the Corporation Church or any other Satellite Church to disfellowship individuals; such individuals shall be considered to be disfellowshipped from all churches and fellowships of Community Chapel and Bible Training Center. An exception to this policy may be made by mutual agreement between the pastors involved.

ARTICLE THREE: Statement Regarding Military Action.

Community Chapel and Bible Training Center stands opposed to our congregation being a part of the armed services.

- A. It is our belief that we are a body of believers, called by God to serve Him according to His Word and revelation (Romans 12:4,5; Ephesians 4:4; Matthew 4:10).
- B. God has called us to be in the world and not of the world, and to put Him first in all things (John 17:11,16; Matthew 6:33).
- C. We are commanded by God to be obedient to civil authority except where contrary to God's Word and our consciences. We stand opposed to anarchy (Romans 13:1-7; Acts 4:19).
- D. We recognize Communism to be anti-God, anti-democratic, and a threat to peace.
- E. We recognize the right of those who are of the world to use such force as is necessary to subdue crime, anarchy, and aggression (John 18:36; Romans 13:4).
- F. We believe Christians to be citizens of heaven, pilgrims and strangers sojourning among unregenerated peoples on earth (Philippians 3:20; 1 Peter 2:11; Hebrews 13:14).
- G. It is our belief that the unregenerated are responsible for the current problems and, therefore, have to deal with same in their own way. We believe that refusal to be born-again and filled with the Holy Spirit as commanded by Scripture has led to strife of every sort in our society and among nations (Proverbs 29:2).
- H. We further believe that the soft stand taken against evil, crime, and aggressions by our government has put this country in its present precarious position.
- I. We are convinced that the present actions and inactions are part of a universal scheme to establish world government as foretold by the Bible (Revelation 17:9-12). Christians who take part in such matters only help to bring to pass a world government and a world church which will ultimately wrest away our freedom to worship God according to the dictates of our hearts and our understanding of God's Holy Word.
- J. We are opposed to taking part in any form of violence or in any action to aid the establishment of world government or of a national or world church by man's efforts (Luke 3:14).

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- K. We trust God, not man, to be our defense (Psalms 59:16,17; 118:8).
- L. We believe in doing good to all men, evil to none (Galatians 6:10; Romans 12:17).
- M. We are appreciative of the federal Constitution that is based on godliness, and of the Christian attitudes that accrue from our godly forebears. We are thankful for the freedom that we do enjoy in this great nation of ours and pray that its leaders will lead us in the paths of righteousness, godliness, peace, and justice (1 Timothy 2:1,2).
- N. We are conscientiously opposed on the grounds of our religious faith to aiding the military in any way. We believe that born-again Christians must not take part in fighting the wars of this world.

#### ARTICLE FOUR: Statement on Counseling.

- A. We believe that the Holy Scriptures teach Christians to encourage, counsel, admonish, exhort, and rebuke the brethren in matters of faith, doctrine, domestic life, marriage, godliness, and all other areas taught by the Bible, and to do so with all authority (Titus 2:15). Accordingly, the Church shall train to its satisfaction and authorize counselors for the ministry of godly counsel to those in need.
- B. No counselor shall attempt to control or manipulate the life of another individual. However, this shall not be construed to prohibit the counselor from teaching the laws of the Church and the Bible, or from giving counsel or explaining what he would do under similar circumstances. It is our conviction that a Church counselor has Bible precedent to explain Biblical, godly, and moral principles that are in accordance with his office and the teachings of Scripture according to the teachings of this Church.

It is our belief that such counsel does not do violence to a person's free will, because advice from counselors is just that—advice and no more. The recipient of the counsel is not bound to follow the counsel he seeks or that is given (he must be responsible for his own actions) unless the counselor directs a person to a certain action in accordance with the Church laws, in which case that person has the free choice of following the rules or of seeking another church. Our Church policy is that our Church is only for those who agree with the Bible and the calling and authority of this Church.

While explaining the full implications of considered action, the counselor shall be very careful not to give absolute directions in matters which are entirely subject to the free choice of the recipient of counsel. The following list illustrates the type of decisions which, according to our firm policy, the counselor must carefully leave open to the choice of the recipient of counsel.

1. A counselor shall refrain from making any absolute recommendation about either seeking or not seeking professional medical or psychiatric care or obtaining care in or out of clinics or hospitals.
2. A counselor shall refrain from telling the recipient of counsel that he either should or should not: seek a divorce, give up a child for adoption, or seek an abortion.

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3. A counselor shall refrain from giving advice which would cause the recipient of counsel to disobey any law (unless the Board of Senior Elders has determined that the particular law is contrary to the higher law of God as revealed in the Bible).
  4. A counselor shall not accuse a person of being demon-possessed.
- C. We recognize that individuals who are under stress may be prone to misinterpretation of counsel; therefore, counselors shall exercise caution when dealing with emotionally volatile issues and shall attempt to give counsel which is easily understood.

## SECTION VII

### Investment into the Ministry

ARTICLE ONE: We believe that those who are called into the ministry of the Gospel of Jesus Christ; including Pastors, Elders, Teachers of the Holy Scriptures, and Evangelists; and those responsible for the leadership of religious ministries; should be invested into the ministry of the Gospel of Jesus Christ by the Board of Senior Elders and the Pastor. Community Chapel and Bible Training Center has determined that there shall be two modes of investment into the ministry of the Gospel of Jesus Christ:

- A. Ordination into the ministry of the Gospel: Recognition and attestation of the permanent calling of God into the ministry of the Gospel, as Pastor, Elder, Teacher of the Holy Scriptures, Evangelist, etc.
- B. Licensing into the ministry of the Gospel: Recognition and attestation of a present, but not necessarily permanent, calling of God into the ministry of the Gospel in preaching, pastoring satellite fellowships, evangelism, etc.

ARTICLE TWO: Ordination into the ministry shall be by the laying on of hands. We accept the command of God to "lay hands suddenly on no man" to mean to prove the candidate and be careful not to thrust into ordination those whom God is not ready to ordain.

ARTICLE THREE: Investment into the ministry of the Gospel (which includes both ordination and licensing) shall be interpreted to be appointment to the ministry of the Gospel by the ruling government of the Church for the purpose of recognition of that position by this body of saints, by other churches, and by the civil government.

ARTICLE FOUR: We believe ordination to be not an office in and of itself but the official recognition by the Church of the calling of God into the ministry of the Gospel of Jesus Christ.

ARTICLE FIVE: We regard licensing to be an appointment to the ministry by the Church.

ARTICLE SIX: We regard a minister who is both ordained and temporarily licensed to be an ordained minister with a calling to a particular field of ministry as appointed by the Church; however, the field having not yet been demonstrated to be the permanent calling of that minister.

(continued)

ARTICLE SEVEN: The qualification of a candidate for ordination into the ministry of the Gospel shall be:

- A. The fact that the candidate feels the call of God into the ministry, has a field of ministry open to him, and desires to be ordained and set apart for God in a full-time ministry.
- B. The fact that the candidate has to the Board of Senior Elders demonstrated himself capable of ministering the Word of God, with the necessary wisdom and love required to deal with the souls of mankind.
- C. The fact that the candidate has to the Board of Senior Elders demonstrated himself to be spiritual and capable of receiving understanding from God.
- D. The fact that the candidate has to the Board of Senior Elders demonstrated himself a credit to Jesus, the Church, and the ministry of the Gospel.

ARTICLE EIGHT: The qualifications of a candidate for licensing into the ministry of the Gospel shall be:

- A. The fact that the candidate feels the call of God to minister His Gospel in a specific field of ministry.
- B. The fact that the candidate has to the Board of Senior Elders demonstrated himself capable of ministering the Word of God.
- C. The fact that the candidate has to the Board of Senior Elders demonstrated himself a credit to Jesus, the Church, and the ministry of the Gospel.

ARTICLE NINE: The Church shall not withdraw an ordination once conferred; however, it may refuse to recognize one whom it has previously ordained if just cause exists, as determined by the Board of Senior Elders. Licenses are subject to expiration and/or revocation as determined by the Board of Senior Elders.

ARTICLE TEN: We recognize the following specific offices of invested ministers as part of the government of the Church which God has ordained:

- A. Pastors.
- B. Senior Elders.
- C. Departmental Elders.
- D. Ministerial Elders.

An ordained or licensed minister of the Gospel shall have no governmental or authoritative position in the Church unless he also has been appointed or elected to such an office. He is, nonetheless, duly recognized as a minister of the Gospel and deserving of respect for this high calling of God. Although not in a governmental position, his calling is in no way to be deemed less important or less than others in the Church government.

(continued)

ARTICLE ELEVEN: In a large church we recognize that it would be impractical for each minister to perform all pastoral duties; therefore, we designate an appropriate division of labors among ministers. Furthermore, we believe it to be both Biblical and expedient to utilize our ministers according to their respective talents, expertise, and callings. We recognize various callings of God in the ministry of the Gospel. Accordingly, the Pastor shall designate those who may be called on to preach, teach, perform weddings, funerals, be on deliverance teams, healing-ministry and hospital-visitation teams, outreach teams, radio and television ministries, Bible studies, evangelism teams, be fellowship leaders, perform the ministry of helps, minister to institutions, home and foreign missions, etc. Such ministers shall not be restricted by their investment into the ministry; on the contrary, every ordained minister may do whatever is necessary for the work of the Gospel, by reason of such investment. But, for practical considerations and efficiency, while ministering in this large assembly, ministers shall each be assigned certain ministerial duties, and/or various specified ministerial functions will be open to specified ministers. Each minister shall perform several duties.

Chapter Three

DIVISION THREE

COMMUNITY CHAPEL PUBLICATIONS

SECTION I

Name and Objective

ARTICLE ONE: This internal operating Division of Community Chapel and Bible Training Center shall be known as "Community Chapel Publications."

ARTICLE TWO: Community Chapel Publications shall be an integral and inseparable Christian ministry of Community Chapel and Bible Training Center for the purpose of serving the other corporate divisions and ministries of Community Chapel and Bible Training Center, as well as the entire Christian community nationally and internationally.

ARTICLE THREE: Community Chapel Publications shall engage in ministries of Christian publications, printed matter, recordings, films, video, and other media of mass communication; including the production, distribution, and sale of religious publications and related items. Further, this Division shall procure and/or produce the various books, consumable office and school supplies, and stationery items needed by the Divisions and the Christian community. To this end, this Division shall operate wholesale and retail outlets for the distribution of its merchandise.

SECTION II

Government

ARTICLE ONE: The chief executive officer of Community Chapel Publications shall be the Director of Publications. The Director shall approve and/or hire a Managing Editor and a Manager of Production Systems to oversee the day-to-day operations of the Division in harmony with the directions of the Director and these Bylaws. These appointments are subject to confirmation by the Board of Senior Elders.

ARTICLE TWO: The Board of Senior Elders shall establish and modify, as required, guidelines for, and the extent of, expansion and growth of Community Chapel Publications, subject to available finances.

ARTICLE THREE: All authority for establishment of Publications policy, standards, decisions as to what literature or media is produced, quantities thereof, and pricing shall reside with the Director, or with those delegated by him, only to the extent so delegated. (Note: This article may not be interpreted to abridge established financial policies for the Division. If a costly project is undertaken for which the current budget makes no provision or which no other Division agrees to fund, Publications may not incur expenses on the project over \$1,000.00 without securing approval from the Deacon Board.)

(continued)

ARTICLE FOUR: The General Manager of the Corporation shall oversee the financial and business affairs of the Publications Division (Division Three).

ARTICLE FIVE: The original Director of Publications, Donald Lee Barnett, shall serve in office as long as he is the Pastor of the Corporation Church.

ARTICLE SIX: Future Directors of Publications shall be appointed by the Board of Senior Elders and may be removed from office and replaced by a minimum of two-thirds (2/3) majority vote of the Board of Senior Elders.

ARTICLE SEVEN: The Director may replace the supervisors on his staff with the concurrence of the Board of Senior Elders. He may replace any non-supervisory member of the Publications staff without approval.

ARTICLE EIGHT: The supervisors may replace any member of their staff with the Director's approval.

ARTICLE NINE: The Director and supervisors on his staff shall give a minimum thirty (30) days' notice in the event they desire to resign from their offices.

### SECTION III

#### Finances

ARTICLE ONE: Capital asset purchases which are to be paid for with Publications' funds and which cost less than \$5,000.00 per item shall require the approval of the corporate General Manager. Purchases over this amount must also have the approval of the Director.

ARTICLE TWO: All expenses for consumable items shall be authorized by the Manager of Production Systems. Consumable items in excess of \$2,000.00 per item shall also require authorization by the corporate General Manager.

ARTICLE THREE: The Deacon Board shall determine the amounts of financial subsidy, if any, from church funds to Community Chapel Publications. All subsidies to the Publications Division (Division Three) shall show in Division records as a loan.

ARTICLE FOUR: Division financial records shall be maintained by the Corporate accounting office.

ARTICLE FIVE: The cost of jobs or work items done for or requested by one of the other Divisions of the Corporation shall be charged against that Division, including reasonable overhead.

ARTICLE SIX: The Manager of Production Systems shall determine the monthly charges to each Division based upon guidelines approved by the corporate General Manager.

ARTICLE SEVEN: The cost of items produced for commercial sales shall be charged against the Publications Division (Division Three) and shall be recovered through income from sales.

(continued)



ARTICLE EIGHT: The expenses of authoring book manuscripts (including reasonable departmental overhead) shall be charged to the Church Division (Division Two).

ARTICLE NINE: Profits of this Division, if any, in excess of that necessary to maintain a reasonable working reserve shall accrue to the account of the Church Division (Division Two).

#### SECTION IV

##### Miscellaneous Rulings

ARTICLE ONE: Satellite Churches shall pay for all materials sent them, provided they requested such items or that they agreed to accept such items. Other items sent them shall be charged to the Church Division (Division Two) of this Corporation.

- A. Decisions to send unrequested material shall lie in the hands of the Pastor of the Corporation Church within the limitations imposed by the Deacon Board, if any, and unless overruled by the Board of Senior Elders.
- B. The Pastor of the Corporation Church shall exercise the final authority on what is sent to the Satellite Churches.

ARTICLE TWO: All films, masters, camera copies, master tapes, and copyrights owned by the Corporation shall be held in the name of Community Chapel Publications unless otherwise agreed upon in writing and ratified by the Board of Senior Elders.

Chapter Four  
DIVISION FOUR

COMMUNITY CHAPEL BIBLE COLLEGE

SECTION I

Purpose of Community Chapel Bible College

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

ARTICLE TWO: Community Chapel Bible College shall be an integral and inseparable Christian ministry of Community Chapel and Bible Training Center for the purpose of serving the other corporate divisions and ministries of Community Chapel and Bible Training Center, as well as the entire Christian community nationally and internationally.

ARTICLE THREE: Community Chapel Bible College shall prepare students for its Bachelor of Theology (Th.B.) and Master of Theology (Th.M.) degrees and other such degrees or certificates as determined by the College President.

SECTION II

Government

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

ARTICLE TWO: Community Chapel Bible College shall be governed by the College President, who shall also be its chief administrative officer.

ARTICLE THREE: The College President shall be responsible for the organization of Community Chapel Bible College; curriculum; hiring and dismissing faculty and staff; setting their salaries; determining tuition, budgets, etc.; administrating the College schedules; etc. All College functions are under his jurisdiction.

ARTICLE FOUR: The Business Manager of Community Chapel Bible College shall assist the College President with the management of the business affairs as the College President directs.

(continued)

ARTICLE FIVE: The College President shall have the power to appoint a Dean, who shall, under the direction of the College President, hire, oversee, and dismiss registrar(s), housing director(s), College counselors, secretaries, receptionists, etc., as deemed necessary. The College President shall set the salaries of all College personnel and shall also hire or dismiss if and as he deems necessary.

The Dean shall, under the direction of the College President, manage the College office, the College chapel services, and all student affairs.

ARTICLE SIX: The College President's salary shall be determined by the Board of Senior Elders.

ARTICLE SEVEN: The President of Community Chapel Bible College at the time of this March, 1982, revision is Donald Lee Barnett.

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

- A. If he deems it necessary, or in the event of poor health or a leave of absence, the President may appoint a temporary Administrator and/or Vice President of Community Chapel Bible College. In such case, Donald Lee Barnett shall retain his position as President and chief administrator of Community Chapel Bible College.
- B. Donald Lee Barnett is not subject to being removed from the presidency of Community Chapel Bible College by any action of the Corporation.

ARTICLE NINE: In the event that the original Pastor terminates his ministry at the Corporation Church, the Board of Senior Elders shall appoint another President for Community Chapel Bible College.

- A. The Board of Senior Elders shall have power to appoint and remove any subsequent President from Community Chapel Bible College, and may overturn any decision that he may make that it deems to be contrary to the general policies of the Corporation, or that it considers to be mismanagement or gross error.
- B. The Deacon Board shall have no authority in matters pertaining to Community Chapel Bible College. The College President alone shall make decisions regarding employment and payment of its staff. He alone shall make decisions regarding needed facilities, equipment, curriculum, etc. Exception: If the original College President vacates his office, the Board of Senior Elders may place the power of decision for the salaries of the teachers and staff in the hands of the Corporation President or Vice President.

ARTICLE TEN: College housing is under the direction of Community Chapel Bible College.

- A. The rental fee for College residence halls shall be set by the Corporation Church and agreed to by the College. In case of conflict, the Board of Senior Elders shall decide.

(continued)

- B. The College shall administer the operation and shall decide the policies of residence halls. In case of conflict with the Deacon Board, the Board of Senior Elders shall decide.
- C. The College may elect to turn over to the Corporation Church all operations that it feels belong to the owners of the building, retaining only those operations that it feels relate to College responsibility.
- D. No College housing shall be built without the concurrence of the College.  
(See also the Total Corporation [Chapter One], Section X, Article Seven above.)

Chapter Five  
DIVISION FIVE

COMMUNITY CHAPEL CHRISTIAN SCHOOL

SECTION I

Definition and Purpose

ARTICLE ONE: This school, first instituted September 7, 1972, shall be an extension of the Church's teaching ministry as related to elementary and secondary education. It shall be named "Community Chapel Christian School."

ARTICLE TWO: Community Chapel Christian School shall be an integral and inseparable Christian ministry of Community Chapel and Bible Training Center for the purpose of serving the other corporate divisions and ministries of Community Chapel and Bible Training Center, as well as the entire Christian community nationally and internationally.

ARTICLE THREE: The purpose of Community Chapel Christian School shall be to provide a full-time, Christ-centered education from kindergarten (K4) through the twelfth (12) grade. Community Chapel Christian School shall uphold a standard of scholastic and spiritual excellence which will strengthen the mental, moral, spiritual, and physical areas of the students' natures.

SECTION II

Government

ARTICLE ONE: The Director of the Christian School shall be the chief executive officer in this Division. He may be assisted in this role by an Assistant Director of the Christian School, whom he may appoint and remove from office.

ARTICLE TWO: Community Chapel Christian School shall be administered by an Administrator, appointed by and answerable to the Director.

ARTICLE THREE: The Administrator is responsible for assuring that Community Chapel Christian School is in conformance with the laws of the land and the directives of the Corporation.

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

(continued)

ARTICLE FIVE: The Director of the Christian School shall have authority to overturn any decision made by the Administrator. The Board of Senior Elders shall not govern Community Chapel Christian School directly, with the exception that it shall have power to overturn any decisions of the Director. In such case, if the Director and the Chairman of the Board of Senior Elders are one and the same person, the vote of the Chairman of the Board of Senior Elders shall be excluded.

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

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

ARTICLE EIGHT: The Administrator may be removed from office by the Director, only with the approval of the Board of Senior Elders.

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

ARTICLE TEN: The Director may appoint and remove from office the Assistant Director (if any).

ARTICLE ELEVEN: The faculty and office staff may be removed by the Administrator.

The Director of the Christian School may remove any Community Chapel Christian School personnel after consultation with the Administrator.

### SECTION III

#### Salaries

ARTICLE ONE: The salary of the Director of the Christian School shall be set by the Board of Senior Elders.

ARTICLE TWO: The salaries of the Assistant Director, the Administrator, and the Assistant Administrator (if any) shall be set by the President of the Corporation. (See also the Total Corporation [Chapter One], Section V, Article 6 above.)

ARTICLE THREE: The salaries of the faculty, assistants, and office staff shall be set by the Administrator with the approval of the Director of the Christian School.

RATIFICATION OF DIVISIONS ONE THROUGH FIVE  
OF THE ARTICLES AND FAITH AND BYLAWS  
OF COMMUNITY CHAPEL AND BIBLE TRAINING CENTER

3/19/82  
date

Donald Lee Barnett  
Donald Lee Barnett, Board of Senior Elders Chairman

3-19-82  
date

Jack A. Hicks  
Jack A. Hicks, Board of Senior Elders member

3-19-82  
date

E. Scott Hartley  
E. Scott Hartley, Board of Senior Elders member

3/19/82  
date

J. H. DuBois  
J. H. DuBois, Board of Senior Elders member

L-BL-R8011, b11

-  
Amendment to the Bylaws  
Community Chapel and Bible Training Center  
Seattle, Washington

DIVISION ONE  
SECTION IV  
Specific Management of the Corporation  
of Community Chapel and Bible Training Center  
The Board of Senior Elders

Old wording:

ARTICLE ONE: The Board of Senior Elders shall consist of not less than three members and not more than six members, which shall govern Community Chapel and Bible Training Center in all areas, as defined in these Bylaws, except in areas reserved for the Pastor of the Corporation Church alone, and in accordance with the following rules.

New wording:

ARTICLE ONE: The Board of Senior Elders shall consist of not less than three members, which shall govern Community Chapel and Bible Training Center in all areas, as defined in these Bylaws, except in areas reserved for the Pastor of the Corporation Church alone, and in accordance with the following rules.

This amendment to the Bylaws of Community Chapel and Bible Training Center is hereby adopted this 21<sup>st</sup> day of January, 1985, in witness whereof we affix our signatures.

<u>1/25/85</u> date	<u>Donald Lee Barnett</u> Donald Lee Barnett, Board of Senior Elders Chairman
<u>1/21/85</u> date	<u>Jack A. Hicks</u> Jack A. Hicks, Board of Senior Elders member
<u>1-21-85</u> date	<u>E. Scott Hartley</u> E. Scott Hartley, Board of Senior Elders member
<u>1/21/85</u> date	<u>John H. DuBois</u> John H. DuBois, Board of Senior Elders member

L-7/2/84AMBL, b1



Amendment to the Bylaws  
Community Chapel and Bible Training Center  
Seattle, Washington

DIVISION ONE  
SECTION IX  
Corporation Finances

Old wording:

ARTICLE EIGHT: Miscellaneous Ruling: All payments over \$50.00 must be made by check.

New wording:

ARTICLE EIGHT: All payments over \$500.00 must be made by check. Amounts up to \$50.00 may be disbursed upon the signature of the General Manager or, in his absence, a designated alternate Senior Elder. Amounts over \$50.00 and up to \$500.00 may be disbursed upon the basis of a payment-voucher signed by the General Manager and any other authorized Check Signer or, in the absence of the General Manager, any two of the authorized Check Signers.

This amendment to the Bylaws of Community Chapel and Bible Training Center is hereby adopted this 21<sup>st</sup> day of January, 1985, in witness whereof we affix our signatures.

<u>1/25/85</u> date	<u>Donald Lee Barnett</u> Donald Lee Barnett, Board of Senior Elders Chairman
<u>1/21/85</u> date	<u>Jack A. Hicks</u> Jack A. Hicks, Board of Senior Elders member
<u>1-21-85</u> date	<u>E. Scott Hartley</u> E. Scott Hartley, Board of Senior Elders member
<u>1/21/85</u> date	<u>John H. DuBois</u> John H. DuBois, Board of Senior Elders member

L-7/2/84AMBL, b2

Amendments to the Bylaws  
Community Chapel and Bible Training Center  
Seattle, Washington

DIVISION TWO  
SECTION VI

Fundamental Tenets of Community Chapel and Bible Training Center

ARTICLE TWO: Procedures Regarding an Individual Being Put out of the Church or Disfellowshipped.

Item E.

Old wording:

- le. Notify the individual that either he is put out of the Church with the Pastor's concurrence, or else that a recommendation is being sent to the Pastor to the effect that he be put out of the Church, and therefore that he will not have fellowship with the Church.
  - lf. Explain to the individual that he has a right to appeal the expulsion to a board of two or more Senior Elders (in addition to the counselor, if he is also a Senior Elder) as determined by the Pastor.
4. The counselor shall always seek the Pastor's concurrence in putting someone out of the Church; or, in emergency or aggravated matters, the Pastor shall be notified as soon as is reasonably possible.

New wording:

- le. Notify the individual that either he is put out of the Church with the concurrence of the Pastor or his designee, or else that a recommendation is being sent to the Pastor or his designee to the effect that he be put out of the Church, and therefore that he will not have fellowship with the Church.
  - lf. Explain to the individual that he has a right to appeal the expulsion to a board of two or more Senior Elders (in addition to the counselor, if he is also a Senior Elder) as determined by the Pastor or his designee.
4. The counselor shall always seek the concurrence of the Pastor or his designee in putting someone out of the Church; or, in emergency or aggravated matters, the Pastor or his designee shall be notified as soon as is reasonably possible.

(continued)

This amendment to the Bylaws of Community Chapel and Bible Training Center is hereby adopted this 21<sup>st</sup> day of January, 1985, in witness whereof we affix our signatures.

1/21/85  
date Donald Lee Barnett  
Donald Lee Barnett, Board of Senior Elders Chairman

1/21/85  
date Jack A. Hicks  
Jack A. Hicks, Board of Senior Elders member

1-21-85  
date E. Scott Hartley  
E. Scott Hartley, Board of Senior Elders member

1/21/85  
date John H. DuBois  
John H. DuBois, Board of Senior Elders member

L-7/2/84AMBL,b3

Amendment to the Bylaws  
Community Chapel and Bible Training Center  
Seattle, Washington

DIVISION TWO  
SECTION I  
Government of the Church

The following new Article Three replaces the existing Article Three.

**ARTICLE THREE: The Deacon Board.**

**A. Duties.**

1. The Deacon Board shall oversee the necessary insurance programs, maintenance and safety of the buildings and grounds, janitorial work, security, equipment purchases, appointment of ushers, and other financial and mundane obligations and duties of the Church. The Deacon Board shall insure prompt payment of all obligations, keep neat and accurate records of all expenditures and business, and keep the Chairman of the Board of Senior Elders advised in writing of all decisions.
  2. The Deacon Board shall appoint a Treasurer who shall be under the supervision of the General Manager and continue in office until removed by the Deacon Board or until he resigns. (See the Total Corporation [Chapter One], Section IX, Article Five above, for the duties, powers, and limitations of the office of the Treasurer.)
  3. Approval of Expenditures.
    - a. The Deacon Board shall approve by a simple majority vote any expenditures of Church funds for non-consumable items in excess of \$1,000.00 and expenditures for consumable items in excess of \$1,500.00, other than routine or previously authorized recurring expenses. Note: The cost of staff labor shall not be calculated in the above figures. (Expenditures of Church Division [Division Two] funds below these limits may be authorized by the General Manager subject to the regulations of these Bylaws.)
    - b. Any decision involving an expenditure of more than \$10,000.00, except for previously established normal installment payments and normally recurring expenses, shall be made only after notifying the Chairman of the Board of Senior Elders so that he may be aware of the situation and exercise his prerogative and/or the prerogative of the Board of Senior Elders of advisement in advance of the expenditure.
    - c. Any expenditure involving over \$20,000.00 shall be approved by a minimum two-thirds (2/3) majority of the Board of Senior Elders.
    - d. Any decision involving over \$250,000.00 of the funds of the Church shall be approved by a minimum two-thirds (2/3) majority of the Board of Senior Elders and by a simple majority of the voting congregation.
  4. A record of all decisions at each Deacon Board meeting shall be filed under "Board of Senior Elders and Deacon Board Minutes" in the office.
- B. The Deacon Board shall consist of not less than five (5) members. The Deacon Board may appoint advisors, researchers, aides, and helpers.**

(continued)

Amendment: The Deacon Board

- C. A Deacon may also be a member of the Board of Senior Elders or hold any other office in the Corporation of Community Chapel and Bible Training Center.
- D. The Chairman of the Deacon Board shall have no extra voting power or special vote in matters under consideration. He shall call and moderate meetings and shall be responsible that all rules of the Board be followed.
- E. To be eligible for office, a Deacon must be a Spirit-filled male over twenty-five (25) years of age and must have attended the Corporation Church in good standing for at least three (3) years.
- F. Election of Deacons.

At a general meeting of the congregation, nominations for the office of Deacon shall be solicited from the congregation, and nominations shall remain open until no further nominations are forthcoming after a reasonable amount of time. In the course of the following week(s) the Pastor shall discuss the nominees with the Elders, then he shall eliminate any names to which either he or an Elder objects. At a subsequent congregational meeting, the Pastor shall read the names of the nominees which remain and inform the congregation of which one(s) he recommends as best suited for the office. If at this time, insufficient nominees remain, nominations shall be reopened and the above process repeated.

The election shall then be by a true majority (not a plurality). If no candidate is able to secure at least 51 per cent of the votes, runoff elections between the closest several contenders shall be held until, by process of elimination, one candidate succeeds in securing a majority.

If more than one Deacon is being elected, the same voting procedure shall be followed with each Deacon. All of the approved nominees which were eliminated in each previous balloting shall be re-entered for election. (See Section IV below for voting regulations.)

- G. A Deacon shall remain in office until one of the following occurs:
  - 1. He resigns, or ceases to be in regular attendance at the Corporation Church.
  - 2. He is put out of office by a minimum two-thirds (2/3) majority vote of the Board of Senior Elders. (See Item I below.)
  - 3. He is recalled (see Item H below) and subsequently loses the election.
- H. Deacons may be recalled in one of two ways:
  - 1. The congregation petitions for a new vote in sufficient numbers to satisfy the Board of Senior Elders that a vote is advisable. A petition of a minimum of twenty (20) per cent of the voting congregation shall mandate a vote.
  - 2. One-half of the Board of Senior Elders asks for a new vote on the entire Deacon Board.
- I. Investigation of the Deacon Board: In the event that the Chairman of the Board of Senior Elders suspects wrongdoing or wishes confirmation, he shall have the power to investigate or ask the Board of Senior Elders to investigate the actions of the Deacon Board to see if the directions established by the Board of Senior Elders are being complied with. If misdirection, mismanagement, or dishonesty is found, the Board of Senior Elders shall have the power to reverse any Deacon Board decision and, if

(continued)

Amendment: The Deacon Board

necessary, remove any Deacon Board member and instruct the congregation to elect a replacement. If un-Christian conduct is found that, in the judgment of the Board of Senior Elders could bring reproach upon the Church, the Board of Senior Elders may remove that person from office without notifying the congregation. (See Item F, Paragraph 2 above.)

J. The Deacon Board shall not meet without the Deacon Board Chairman's presence, except by permission from him or from the Pastor. The Pastor may elect to sit as Chairman if an emergency meeting is necessary and the Chairman is not available.

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

This amendment to the Bylaws of Community Chapel and Bible Training Center is hereby adopted this 21<sup>st</sup> day of January, 1985, in witness whereof we affix our signatures.

<u>1/21/85</u> date	<u>Donald Lee Barnett</u> Donald Lee Barnett, Board of Senior Elders Chairman
<u>1/21/85</u> date	<u>Jack A. Hicks</u> Jack A. Hicks, Board of Senior Elders member
<u>1-21-85</u> date	<u>E. Scott Hartley</u> E. Scott Hartley, Board of Senior Elders member
<u>1/27/85</u> date	<u>John R. DuBois</u> John R. DuBois, Board of Senior Elders member

Amendment to the Bylaws  
Community Chapel and Bible Training Center  
Seattle, Washington

DIVISION TWO

The following new Section VII replaces the existing Section VII (Investment into the Ministry).

SECTION VII

Ordination and Licensing into the Ministry

ARTICLE ONE: We believe that those who are called into the full-time ministry of the Gospel of Jesus Christ; including Pastors, Elders, Teachers of the Holy Scriptures, and Evangelists; and those responsible for the leadership of religious ministries; are to be ordained or licensed into the ministry of the Gospel of Jesus Christ by the Board of Senior Elders. Definitions of Ordination and Licensing:

- A. Ordination into the ministry of the Gospel: Recognition and attestation of the calling of God into the ministry of the Gospel as Pastor, Elder (Senior Elder, Departmental Elder, or Ministerial Elder), and/or [general] Minister of the Gospel of Jesus Christ. Ordination shall be in effect for the duration of the ministry unto which one is ordained. Specifically,
1. The ordination of a Senior Elder shall be in effect until he is removed from office or until he resigns.
  2. The ordination of a Ministerial Elder (Teacher of the Holy Scriptures, Minister of Counseling, General Ministerial Elder, etc.) shall be in effect until the ministry which he has been given to oversee ceases to exist, or until he is removed from the responsibility of performing the ministry(ies) within this Church for which he was ordained, or until he resigns.
  3. The ordination of a Departmental Elder (Overseer of Music, Overseer of Christian Publishing, Overseer of Sunday School, etc.) shall be in effect until the department he has been given to oversee ceases to exist, until he is removed from the oversight of that department, or until he resigns.
  4. The ordination of the Pastor shall be in effect until he is removed from the position of Pastor (with the exception of the original Pastor, who cannot be removed from office while living), until he resigns, or until this Church no longer exists.
  5. The ordination of a Minister of the Gospel of Jesus Christ shall be for life. Community Chapel and Bible Training Center may, however, elect to disallow his ministry in this church, disfellowship him, and/or refuse to recognize his ministry if he becomes incapable of performing the ministry, if he departs from the faith, or if he lives unrepentant in sin. In such matters, the decision of the Board of Senior Elders is final.
- B. Licensing into the ministry of the Gospel: Appointment to the ministry of the Gospel of Jesus Christ in recognition of a yet-to-be-proven calling of God to minister in a specific way; such as preaching, teaching, lead-

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Amendment: Ordination and Licensing  
into the Ministry

ing a satellite fellowship, evangelizing, or ministering in deliverance or healing. Licensing shall be in effect until the date of expiration noted on the individual ministerial licenses.

ARTICLE TWO: Ordination into the ministry shall be by the laying on of hands and prayer. We accept the command of God to "lay hands suddenly on no man" to mean to prove the candidate and be careful not to thrust into Ordination those whom God is not ready for us to ordain.

ARTICLE THREE: Ordination and Licensing into the ministry of the Gospel are both appointments to the ministry of the Gospel of Jesus Christ for the purpose of recognition of such appointments by this Church, by other churches, and by the civil government. Those who are ordained or licensed into the ministry of the Gospel of Jesus Christ shall be known as "ministers," although within Community Chapel and Bible Training Center we will use the more specific terms as outlined in Article One above.

ARTICLE FOUR: The qualifications of a candidate for Ordination into the ministry of the Gospel shall be:

- A. The fact that the candidate feels the call of God into the ministry, has a field of ministry open to him, and desires to be ordained and set apart for God in a full-time ministry.
- B. The fact that the candidate has to the Board of Senior Elders demonstrated himself capable of ministering in the capacity to which he is to be ordained.
- C. The fact that the candidate has to the Board of Senior Elders demonstrated himself to be spiritual and a credit to his office.

ARTICLE FIVE: The qualifications of a candidate for licensing into the ministry of the Gospel shall be:

- A. The fact that the candidate feels the call of God to minister His Gospel in a specific field of ministry.
- B. The fact that the candidate has to the Board of Senior Elders demonstrated himself to be spiritual and capable of ministering in the capacity to which he is to be licensed.

ARTICLE SIX: We recognize the following offices to which men of God are ordained as being parts of the government of the Church which God has ordained:

- A. Pastors.
- B. Elders (Senior Elders, Departmental Elders, and Ministerial Elders).

A Minister of the Gospel of Jesus Christ who has not been ordained to one of the above offices occupies no governmental position in the Church. Although not in a governmental position, his calling is in no way to be deemed less valid or important than those ordained into the Church government.

ARTICLE SEVEN: In a large church we recognize that it would be impractical for each minister to perform all pastoral duties; therefore, we designate an appropriate division of labors among ministers. Furthermore, we believe it to be both Biblical and expedient to utilize our ministers according to their respective talents, expertise, and callings. We recognize various callings

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Amendment: Ordination and Licensing  
into the Ministry

of God in the ministry of the Gospel. Accordingly, the Pastor shall designate those who may be called on to preach; teach; perform weddings and funerals; be on deliverance teams, healing-ministry and hospital-visitation teams, outreach teams, and evangelism teams; be involved in radio and television ministries; teach Bible studies; be fellowship leaders; minister to institutions and in home and foreign missions; etc. Such ministers shall not be restricted by their investment into the ministry; on the contrary, every ordained minister may do whatever is necessary for the work of the Gospel, by reason of such investment. But, for practical considerations and efficiency, while ministering in this large assembly, ministers shall each be assigned certain main ministerial duties; however, general ministerial functions will be open to all ministers. Each minister shall perform several duties, as decided and directed by the Pastor.

This amendment to the Bylaws of Community Chapel and Bible Training Center is hereby adopted this 21<sup>st</sup> day of January, 1985, in witness whereof we affix our signatures.

<u>1/25/85</u> date	<u>Donald Lee Barnett</u> Donald Lee Barnett, Board of Senior Elders Chairman
<u>1/21/85</u> date	<u>Jack A. Hicks</u> Jack A. Hicks, Board of Senior Elders member
<u>1-21-85</u> date	<u>E. Scott Hartley</u> E. Scott Hartley, Board of Senior Elders member
<u>1/21/85</u> date	<u>John H. DuBois</u> John H. DuBois, Board of Senior Elders member

Amendment to the Bylaws  
Community Chapel and Bible Training Center  
Seattle, Washington

DIVISION ONE  
SECTION IX  
Corporation Finances

ARTICLE THREE:

Old wording:

- C. Check Signers (chosen from among the membership of the Board of Senior Elders by a minimum of three-quarters [3/4] majority vote of this same body).

New wording:

- C. Check Signers (chosen from among the membership of the Board of Senior Elders by minimum of three-quarters [3/4] majority vote of this same body). If additional Check Signers are necessary to conduct business efficiently and expeditiously, they shall be chosen from among the the other Elders (Ministerial and Departmental Elders) by a unanimous vote of the Senior Elders.

This amendment to the Bylaws of Community Chapel and Bible Training Center is hereby adopted this fifth day of August, 1985, in witness whereof we affix our signatures.

<u>11/18/85</u> date	<u>Donald Lee Barnett</u> Donald Lee Barnett, Board of Senior Elders Chairman
<u>8-5-85</u> date	<u>Jack A. Hicks</u> Jack A. Hicks, Board of Senior Elders member
<u>8-5-85</u> date	<u>E. Scott Hartley</u> E. Scott Hartley, Board of Senior Elders member
<u>8-5-85</u> date	<u>John H. DuBois</u> John H. DuBois, Board of Senior Elders member

L-9/16/85AMBL

Amendment to the Bylaws  
Community Chapel and Bible Training Center  
Seattle, Washington

DIVISION ONE  
SECTION IX  
Corporation Finances

Old wording:

ARTICLE EIGHT: All payments over \$250.00 must be made by check. Amounts up to \$50.00 may be disbursed upon the signature of the General Manager or, in his absence, a designated alternate Senior Elder. Amounts over \$50.00 and up to \$250.00 may be disbursed upon the basis of a payment-voucher signed by the General Manager and any other authorized Check Signer or, in the absence of the General Manager, any two of the authorized Check Signers.

New wording:

ARTICLE EIGHT: All payments over \$500.00 must be made by check. Amounts up to \$250.00 in cash may be disbursed against a payment-voucher signed by certain Department Heads specifically authorized by the General Manager. Amounts from \$251.00 to \$500.00 in cash may be disbursed upon a payment-voucher and signature of the General Manager or, in his absence, the succeeding alternate Senior Elder. It is the general intent of these Bylaws that payments and disbursements be by check with the exception that cash may be disbursed according to the above limitations when cash is available and when a check is not suitable for the immediate business purpose.

This amendment to the Bylaws of Community Chapel and Bible Training Center is hereby adopted this 28 day of Oct, 1985, in witness whereof we affix our signatures.

11/18/85  
date Donald Lee Barnett  
Donald Lee Barnett, Board of Senior Elders Chairman

11-28-85  
date Jack A. Hicks  
Jack A. Hicks, Board of Senior Elders member

10-28-85  
date E. Scott Hartley  
E. Scott Hartley, Board of Senior Elders member

11/21/85  
date John H. DuBois  
John H. DuBois, Board of Senior Elders member

L-9/16/85AMBL