

BY-LAWS OF BURLINGAME BAPTIST CHURCH

Preamble

These By-Laws are adopted, ordained, and established for our government and plan of worship and service. No By-Law shall be effective that is contrary to the Articles of Incorporation or the Constitution of the church. Detailed method of application is embodied in the rules governing the ongoing activities and operation of the church.

Article A - Membership

Section I. Qualifications of and Manner of Receiving Members

The membership of the church shall be composed of regenerate persons who manifest living faith in the Lord Jesus Christ, who have been baptized by immersion, and who have accepted the terms of the Constitution and By-laws as binding and have been received in any of the following modes:

1. By Baptism (Immersion).

Any person professing faith in the Lord Jesus Christ, giving evidence of a change of heart and accepting the view of faith and practice as adopted by this church, may upon immersion, be received into membership.

2. By Experience.

Persons who have been immersed, upon their profession of faith in the Lord Jesus Christ (testimony), and accept the views of faith and practice as adopted by this church, may be received by virtue of their Christian experience.

3. By Restoration.

Members of this church from whom the hand of fellowship has been withdrawn, may, upon the recommendation of the Board of Elders, be restored to membership by reaffirmation of faith.

Section II. Duties of Members

It is the duty of members to support the work of the church by attending the services when possible, and by contributing to the expenses and benevolences of the church. Other duties are set forth in the Church Covenant.

Section III. Discipline of Members

The responsibility of discipline in all cases of either public or private offenses shall rest with the Board of Elders. Such matters shall be dealt with according to New Testament teaching and every effort made to give a fair and impartial hearing to the accused and to win the member or members to renewed Christian living

Section IV. Termination of Membership

1. By Erasure.
 - a. Voluntary withdrawal by the member. A member in good standing may be granted, upon request, a letter of reference to another church.
 - b. The Board of Elders has determined that the member is no longer fulfilling their member Covenant as described in the Constitution.
2. By Exclusion.
 - a. Members may be excluded by conduct unbecoming a Christian, or for any other cause that promotes discord and injures the unity and effectiveness of the church.

Article B - Officers

Section I. Definition of Officers

Officers of the church shall consist of the Board of Elders.

1. Elders shall be selected in accordance with the qualifications found in I Timothy 3:1-7 and Titus 1:6-9.

Section II. Election of Elders

1. The election of Elders shall be by written ballot at a designated business meeting of the church, provided public notice is given from the pulpit and posted on the church bulletin board two weeks previous. A three-fourths vote of the members present and voting shall constitute an election.
2. The Board of Elders shall present qualified candidates for vacancies to be voted upon by the congregation.
3. If for any cause the church shall fail to elect Elders at the designated time, those whose terms of office are expiring shall continue in their respective offices until their successors are elected.

Section III. The Church Structure

The governing body of the church shall be the Board of Elders consisting of the Senior Pastor and other Elders elected by the church. The Board of Elders shall have authority to act for the church subject to the powers reserved to the membership.

The church herewith establishes a Board of Elders as follows:

A Board of Elders of not less than five members including the Senior Pastor.

Section IV. Terms of Office

- 1) Elders shall be elected for three year terms, and no more than two consecutive terms.
- 2) Terms of the Board of Elders shall be so arranged that one third of all elected members' terms shall expire each year and a like number elected or re-elected.
- 3) Vacancies in the Board of Elders shall be filled at any business meeting of the church.

Article C – Duties of Officers

Section I. The Senior Pastor

1. The Senior Pastor shall be a member of the Board of Elders. The Senior Pastor shall enjoy the liberty of the pulpit and be free to advocate such measures as seem proper to him. He shall work with the other Elders in guiding and directing the affairs of the church. The Senior Pastor shall honor decisions of the Board of Elders.
2. The Senior Pastor shall be elected by the church after recommendation of the Board of Elders. His election shall be by written ballot at any regular or special business meeting of the church, provided public notice is given from the pulpit for two weeks previous. A three-fourths vote of the members present and voting shall constitute an election.
3. The Senior Pastor shall devote his full time to that office and shall not accept any outside employment without having secured written permission of the Board of Elders.
4. The Senior Pastor, when called shall commence his duties upon signing a written contract of employment prepared and signed by the Board of Elders.
5. The church or Senior Pastor may terminate the relationship upon 60 days written notice to the other; however, the 60 days notice may be waived by mutual consent.
6. The Senior Pastor shall recommend to the Board of Elders those policies and procedures he deems best suited to accomplish his responsibilities.

Section II. The Board of Elders

1. The Board of Elders shall set parameters and guidelines for the church, and protect the doctrine and the spiritual life of the body.
2. The Board of Elders shall present individuals for membership at any regular gathering [or special business meeting] of the church.
3. The Board of Elders shall have responsibility of discipline in all cases when needed.
4. The Board of Elders shall constitute the Pulpit Committee. They shall be responsible with the Senior Pastor for pulpit supply during any temporary absence of the Senior Pastor, and when a vacancy occurs in the pastorate.
5. The Board of Elders shall be responsible for the employment, dismissal, and oversight of all church staff.
6. The Board of Elders shall be the elected corporation representatives holding in trust and exercising in accordance with the Constitution and By-Laws the corporation's power and authority to acquire, hold, rent, and dispose of real, personal, and mixed property by gift, donation, devise and purchase, to sell, dispose of, convey, or lease or mortgage any such property; and to borrow money to further its objects, and generally to do and perform each and every act and thing

necessary, proper, and convenient to carry out the objectives and purposes for which it is organized, or any of the objects herein granted, or will be granted such corporation by the laws of Oregon. The Board of Elders shall not sell, mortgage, or otherwise encumber the real estate or other property of the church without a two-thirds vote at a regular or special meeting called for that purpose by public notice given three weeks previously.

7. The Board of Elders shall serve as officers of the corporation named "*Burlingame Baptist Church*" and shall exercise the powers of said corporation.

Section III. Appointed Positions

1. Church Treasurer

A. The Church Treasurer shall be appointed for a term of one year by the Board of Elders.

B. The Treasurer shall present a written detailed quarterly report of the receipts and disbursements showing the actual financial condition of the church.

C. The Treasurer shall present a written year-to-date report of the monthly totals of receipts and disbursements for the church fiscal year.

D. The Treasurer's records shall be kept in such format as directed by the Board of Elders and shall remain the property of the church.

Article D - Meeting of the Church Body

Section I. For Worship

1. Public worship shall be held each Sunday.

2. The Lord's Supper shall be observed the first Sunday of each month, and at which time the right hand of church fellowship shall be extended to new members, and a Fund offering for helping those in need shall be received.

3. The Board of Elders may vary the schedule described in this section as long as such variations are consistent with the vision and mission of the church.

Section II. For Business

1. The Annual Business Meeting of the church shall be held on any day of the week during the final two weeks of January. The accounting year shall end December 31. All policies and budgets shall remain in place and in effect from the end of the fiscal year until the Annual Meeting following.

Special Business Meetings may be called by the Board of Elders

Article E - Amendments

Section I. Manner of Petition

1. A proposed amendment to these By-laws may be made upon petition by the Board of Elders or by petition of 10 or more voting members.

Section II. Manner of Action

1. A proposed amendment may be acted upon at any Business Meeting, provided it has been presented at a Quarterly or Special Business Meeting and posted on the church bulletin board at least three weeks prior to the specified business meeting. A majority affirmative vote of the eligible voting members present is necessary to adopt.