

BYLAWS and PLAN
of
WESTMINSTER BIBLE CHURCH, Inc.
310 Gorsuch Road
Westminster, MD 21157

ARTICLE 1 - NAME

The name of the Congregation and of the Corporation shall be Westminster Bible Church, Inc. (hereinafter sometimes referred to as “Westminster Bible Church” or simply as the “Church”).

ARTICLE 2 - PURPOSE

The purpose of Westminster Bible Church is to Glorify God through the teaching of His Word - the Holy Bible, the world wide proclamation of God's saving grace expressed in the shed blood and finished work of the Lord Jesus Christ on Calvary, the salvation of souls and the promotion of Godly worship in dependence upon God's grace.

ARTICLE 3 - STATEMENT OF FAITH

1. THE HOLY SCRIPTURES

We believe that the Bible is the inspired Word of God, His revelation to man and inerrant in the original writings of holy men of God who were moved by the Holy Spirit to write the very words of Scripture (2 Peter 1:21). The Bible is, therefore, the supreme and final authority in all matters of doctrine, faith and life (2 Timothy 3:16-17). We believe that the Scriptures center about the Lord Jesus Christ in His person and work in His first and second coming. Therefore, no portion of either the Old Testament or New Testament is properly read or understood until it leads to Him (Luke 24:25-27, 44; Acts 17:2-3).

2. THE TRINITY OF THE GODHEAD

We believe in one God (Mark 12:29), eternally existing in three persons (Genesis 1:26): Father, Son and Holy Spirit (Matthew 28:19). As Three-in-One, the three persons of the Godhead are unified completely in nature, attributes and worth yet manifest diversity in role and function within creation and the affairs of men (Acts 2:32-33; 1 Corinthians 12:4-6; 2 Corinthians 1:20-22, 13:14; 1 John 1:1-2).

3. THE PRE-EXISTENCE, DEITY AND INCARNATION OF JESUS CHRIST

We believe that Jesus Christ ever existed with the Father and Holy Spirit and that in His incarnation He was begotten by the Holy Spirit, born of the Virgin Mary and is true God and true

Man, yet without sin (Matthew 1:16,25; Luke 1:35; John 1:1-3, 14; 2 Corinthians 5:21; Philippians 2:5-8). Because Jesus ever existed as the Son of God, we believe He was not created but that He is the creator of all things (Colossians 1:15-17). As the exact representation of the Father, He and the Father are one (John 10:30; Hebrews 1:2-3). He is the first-born of all creation in that He holds preeminence over all creation (Colossians 1:15-17).

4. THE DEATH, RESURRECTION AND ASCENSION OF JESUS CHRIST

We believe that Christ died for our sins according to the Scriptures as a representative and a substitutionary sacrifice and that all who believe in Him are justified on the grounds of His shed blood (1 Corinthians 15:3; Romans 5:8-9). We believe that Jesus Christ arose bodily from the dead on the third day (1 Corinthians 15:4; John 20:27; Mark 16:19). Our Lord ascended into Heaven, is now seated at the right hand of the Father and is our High Priest and Divine Advocate with the Father (Hebrews 8:1, 7:25; 1 John 2:1). By His finished work on the cross and His unceasing ministry of intercession in glory, Jesus Christ has procured for every believer eternal redemption, eternal salvation and everlasting life (Hebrews 9:12, 5:9; John 3:16).

5. THE LORD'S RETURN IN THE AIR AND THE RAPTURE OF THE CHURCH

We believe in the blessed hope that the church as the body of Christ will not be subject to the wrath of the Tribulation (Romans 5:9-10; 1 Thessalonians 1:10, 5:9; Titus 2:13). We believe that the next great event in the fulfillment of prophecy will be the coming of the Lord in the air. He will receive to Himself into heaven both His own who are alive and remain until His coming as well as all who have died trusting in Christ as their Savior (1 Corinthians 15:50-53; 1 Thessalonians 4:13-17). We believe in the personal, premillennial, pretribulation and imminent return of our Lord and Savior Jesus Christ, which is known as the "rapture of the church."

6. THE TRIBULATION

We believe that the rapture of the church will be followed by the fulfillment of Israel's seventieth week during which the church, the body of Christ, will be in heaven (Daniel 9:27; Revelation 6:1-19, 21). The whole period of Israel's Seventieth Week will be a time of judgment on the whole earth to bring about both the repentance of Israel (Jeremiah 30:7; Ezekiel 20:37; Matthew 24:9-26) and to punish all unbelievers from all nations (Jeremiah 25:32-33; Isaiah 26:21; 2 Thessalonians 2:12; Revelation 3:10).

7. OUR LORD'S SECOND ADVENT

We also believe in the personal, visible and glorious return of Christ to the earth with His saints at the end of the Great Tribulation (Revelation 19:11-21). This phase of His coming is known as the "Revelation of Jesus Christ" (1 Peter 1:7,13). When He returns to earth with His saints, we believe

that Jesus Christ will establish His millennial kingdom and will reign for a literal one thousand years (John 14:3, Revelation 20:1-6). During this time Israel will be restored to her own land and God's covenanted national promises to Israel will be established fully (Genesis 12:1-4; Deuteronomy 30:1-10; 2 Samuel 7:10-16; Ezekiel 36:22-28, 37:21-22,28). We believe that the "gifts and calling of God are without repentance" and therefore that His covenant people Israel, now blind and scattered, shall be redeemed and re-gathered to the land of promise under the personal and millennial reign of Christ (Romans 11:25-29).

8. THE RESURRECTION OF THE DEAD

We believe in the bodily resurrection of the redeemed at the rapture (1 Thessalonians 4:16-17, 1 Corinthians 15:51-57) and of the unredeemed at the end of time (Daniel 12:1-2; Revelation 20:11-15; John 5:28-29).

9. THE ETERNAL STATE OF THE SAVED AND THE LOST

- A. We believe in the existence of a literal heaven and a literal hell. Heaven is the place of eternal and conscious worship of God and of joy for all who trust the Lord Jesus Christ as their personal Savior (Psalms 16:11; John 14:1-6). The souls of those who have trusted in Christ for salvation pass immediately into His presence at the moment of physical death. At the time of their death they remain there in conscious bliss until the resurrection of the glorified body when soul and body will be reunited to abide with Christ forever in glory (2 Corinthians 5:8; Philippians 1:23).
- B. Hell is the place of eternal, conscious punishment in the Lake of Fire for all who reject Jesus Christ and those dying in their sin (Psalms 9:17; Matthew 25:41,46; John 8:24). After death, the souls of the unbelieving remain conscious of condemnation and are in misery until the final Great White Throne judgment. At this time, soul and body will be reunited and cast into the Lake of Fire – not annihilated, but punished and eternally apart from the presence of the Lord (2 Thessalonians 1:7-9; Revelation 20:11-15). We reject any notion of a transitory state between Heaven and Hell, but rather believe that a fixed chasm permanently divides these two realms of existence (Luke 16:24-26).

10. THE PERSONALITY AND MINISTRY OF THE HOLY SPIRIT

We believe that the Holy Spirit is God, the third person of the Trinity (John 16:13-15). He convicts the world of sin, of righteousness and judgment (John 16:7-11). He regenerates the sinner by the Word of God (John 3:5-8; Titus 3:5; 1 Peter 1:23). He permanently indwells the body of each believer at regeneration (John 14:16-17; Romans 8:9-11; 2 Corinthians 1:21-22; Ephesians 1:13-14). He confirms our salvation and intercedes for us according to the will of God (Romans 8:16, 26-27). He seals, enlightens, instructs and guides every born-again person (Ephesians 1:13, 4:30; John 16:13). He is the sufficient power for godly living, Christian service and spiritual worship (John 14:16-17, 26, 16:7-15; Romans 8:2-11; Ephesians 4:30; 1 Peter 1:23). He provides spiritual gifts to every believer for the edification of and service for the common good of the body of Christ, the church (1 Corinthians

12:4-11; Romans 12:3-8; Ephesians 4:7-13; 1 Peter 4:10). We do not believe in a so-called “second work of grace” commonly and wrongly referred to as the “baptism in the Holy Spirit” with the evidence of speaking in tongues (1 Corinthians 12:13; Ephesians 4:4-6).

11. THE CREATION AND FALL OF MAN

We believe that mankind was created in the image of God (Genesis 1:26-27). Mankind sinned and thereby incurred not only physical death but also spiritual death, which is separation from God (Genesis 2:17, 3:1-24). All human beings are born with a sinful nature (Psalms 51:5; Romans 5:12), are subject to the power of the devil (Romans 6:17; Ephesians 2:2) and are totally depraved (Jeremiah 17:9; Ephesians 2:1). Consequently, none seek after God nor are they able to seek God apart from divine grace (Romans 3:10-1, 8:6-7; Ephesians 2:8-13).

12. THE NATURE OF THE CHURCH

- A. We believe that the church of Jesus Christ began at Pentecost when the Holy Spirit descended from heaven and indwelt those who believed in Christ (Acts 2). The church is composed solely of born-again people who have been called out from among Jews and Gentiles to become both the body of our Lord on earth and His promised bride in heaven (1 Corinthians 12:12-13; Revelation 19:7-9). The church will find its consummation at the rapture (1 Thessalonians 4:16-17; 2 Thessalonians 2:1-7). Christ glorified in Heaven is its Head; the Holy Spirit on earth is the active agent of the Godhead Who ever seeks to bring about the building up of the church in love, peace, joy and righteousness in obedience to the word and will of God (Romans 14:17-19; 1 Corinthians 12:14-27; Ephesians 4:1-16, 5:23-25).
- B. The one body of Christ unites all believers to one another and all believers to Christ worldwide and yet we believe that the establishment and continuance of local self-governed churches under the servant leadership of elders and deacons is clearly taught throughout the New Testament (Acts 13:1-4, 20:17-32; 1 Timothy 1:1-13; 1 Peter 5:1-4; Revelation 2-3). The chief purpose of both the universal church and each individual local church is to glorify God through His grace in the building up of the Body of Christ in unity (Ephesians 4:1-3; Psalm 133, Proverbs 6:16-19), in the manifestation of good deeds and in the evangelization of the world (Matthew 5:16, 28:18-20; Acts 1:8; Ephesians 2:4-10; 2 Thessalonians 1:11-12; Titus 2:11-14).

13. ORDINANCES

We believe that the two ordinances that Christians are to observe are water baptism and the Lord's Supper. While recognizing that water baptism has no saving merit, it is our conviction that after one is saved, baptism is the next, necessary step of obedience in portraying to the world the believer's union with Christ in His death, burial and resurrection (Matthew 28:19; Romans 6:4; Acts 10:47-48, 16:32-33). It is our conviction that the scriptural method of water baptism is immersion as Jesus followed prior to

His ministry (Mark 1:9-11). It is also our conviction that immersion most accurately and beautifully portrays our identification with Christ and is observed but once (Colossians 2:9-13). We believe that Jesus Christ instituted the Lord's Supper to commemorate His death until He comes and is to be observed often as a memorial to the body and the shed blood of our Lord Jesus Christ (1 Corinthians 11:23-33).

14. THE PERSONALITY OF SATAN

We believe that Satan is a created, finite spiritual being (Ezekiel 28:12-19), subject to the sovereign authority of God (Job 1:6-12). He is a fallen angel (Isaiah 14:12-15), the author of sin (Genesis 3:1-6; Ephesians 2:2), the prince of demons and the god of this age (John 12:31; 2 Corinthians 4:3-4). Satan is also the great enticer and deceiver (2 Corinthians 11:3,14-15), the father of lies (John 8:44), the active adversary of Christ and His people (2 Thessalonians 2:18; 1 Peter 5:8) and the accuser of the brethren (Revelation 12:10). He will be punished eternally in the Lake of Fire (Revelation 20:10).

15. SALVATION

We believe that salvation is the gift of God brought to man by His grace and received only through personal faith in the death, burial and resurrection of the Lord Jesus Christ, whose precious blood was shed on Calvary for the forgiveness of our sins (1 Corinthians 15:1-5; Ephesians 2:8-10; John 1:12; Ephesians 1:7; 1 Peter 1:18-19).

16. THE ASSURANCE OF BELIEVERS

We believe that it is the privilege of believers to rejoice in the assurance of their salvation in accordance with the sufficiency of Christ's death as a payment for our sins, the divine will and protection of Jesus and His Father, and the consistent teaching of God's Word (Luke 10:20; John 10:27-30; Romans 8:28-30; Colossians 2:14; 2 Timothy 1:12; 1 John 5:11-13). Scripture clearly forbids the use of our assurance/Christian liberty as an occasion to the flesh (Galatians 5:13; Romans 6:1-14, 13:13-14), but rather excites brotherly love, gratitude and obedience within the child of God (Titus 2:11-15; Hebrews 10:22-25).

17. SANCTIFICATION

- A. We believe that in the divine power of Christ Jesus we have been given everything for life and godliness (2 Peter 1:3). God's provision for holy living is abiding faith in the believer's identification with Christ in His death, resurrection and ascension (Romans 6:1-14; John 15:1-6, 16:7; Galatians 2:20). This life of abiding faith is cultivated through prayer (John 15:7); the teaching, meditation, and application of the powerful Word of God (2 Timothy 3:16-4:2); and the encouragement and fellowship of other believers (Hebrews 10:22-25).
- B. We believe that the law of the Spirit of life in Christ Jesus has set the believer free from the law of sin and death through the indwelling person and power of the Holy Spirit, "Christ in us" (Romans 8:1-9). We believe that at the moment of regeneration the believer is set apart by a holy calling to live not according to the flesh but according to the Spirit (Romans 8:12-13; 1 Peter

1:14-16). Consequently, we believe that each believer has the responsibility of yielding or presenting him/herself to God in faith (Romans 6:13,12:1-2); being filled by the Spirit in faith (Ephesians 5:18); and walking by the Spirit in faith (Galatians 5:16) in order to live a life of holiness in practical and progressive sanctification moment by moment throughout his/her entire lifetime (Ephesians 4:20-24; Colossians 2:6).

- C. We believe that believers are new creatures in Christ and yet still retain the mortal and corruptible flesh. The flesh is at opposition with the Spirit and wages war with the Spirit (2 Corinthians 5:1-5, 16-17; Galatians 5:17; Romans 7:14-23). Consequently, we believe any claim of perfectionism before our glorification in heaven is unscriptural (1 John 1:8).

18. SEPARATION

We believe that believers are to be in the world but not of the world as was the practice and prayer of our Lord (John 17:11-17; Matthew 5:13-16) and that a believer's life must not bring dishonor to our Lord and Savior (1 Corinthians 6:18-20; 2 Corinthians 6:14-7:1). We must not be a stumbling block to our fellow believers even in areas of Christian liberty (Romans 14:3). Separation from all doctrinal apostasy as well as the practice of all worldly and sinful pleasures is clearly commanded of God (1 Corinthians 6:19-20; Ephesians 5:25-27; Colossians 3:1-4; 1 Timothy 6:3-14; 2 Timothy 3:1-14).

ARTICLE 4 - MEMBERSHIP

1. QUALIFICATIONS FOR MEMBERSHIP

Anyone is qualified for church membership who (1) has accepted Jesus Christ as his/her personal Lord and Savior by faith, (2) has been baptized or is pursuing baptism as commanded by our Lord, and (3) has read and understands our Statement of Faith and Bylaws and agrees not to teach or act contrary to them.

2. APPLICATION AND ADMISSION TO MEMBERSHIP

All requests for membership shall be made to an Elder. Upon making such a request, the person shall be given an application for membership, along with a copy of the Statement of Faith and Bylaws. All candidates for membership shall attend a Discovery/Membership class overseen by a Pastor or an Elder. During the Discovery/Membership class, the candidate shall learn about the church's Statement of Faith and Bylaws and sign a statement that they agree not to teach or act contrary to them.

Candidates admitted to membership shall present themselves at a worship service designated by the Board of Elders so they can be publicly acknowledged as members. At the worship service such candidates shall publicly commit to honor and uphold unity within the Church body.

3. DENIAL OF MEMBERSHIP

If, upon review of an application for membership or after meeting with a prospective member, the Board of Elders determines that the applicant does not meet the qualifications for membership, membership shall be denied. The decision made by the Board is final. However, subsequently, if the reasons for denial are reversed, the applicant may reapply.

4. VOTING RIGHTS

Only persons whose names stand on the membership records of the church on the day of any meeting of the church members shall be entitled to vote at such a meeting on matters submitted to the church membership by the Board of Elders. Every church member age 16 and over shall be entitled to one vote.

5. RESPONSIBILITIES OF MEMBERS

Members shall seek to exercise their spiritual gifts for the mutual benefit of all the church body and shall submit to the loving rule of the Elders.

6. DISCIPLINE OF MEMBERS

- A. The purpose of Church Discipline is to effect a return to a biblical standard of conduct and doctrine in a member who errs (Galatians 6:1), to maintain purity in the local church (1 Corinthians 5:6), and to deter sin (1 Timothy 5:20). Members of this church who shall err in doctrine or conduct shall be subject to dismissal according to Matthew 18:15-18. Before each dismissal, however, (1) it shall be the duty of any member of this church who has knowledge of the erring member's heresy or misconduct to warn and to correct such erring member in private, seeking his or her repentance and restoration. If said erring member does not heed this warning, then 2) the warning member shall again go to the erring member accompanied by one or two witnesses to warn and correct such erring member, seeking his or her repentance and restoration. If said erring member still refuses to heed this warning, then 3) it shall be brought to the attention of the Elders. The Elders, upon careful and prayerful investigation, shall warn and correct the erring member with the goal of repentance and restoration. It is understood that this process will continue to conclusion whether the erring member repents and is restored or leaves the church or otherwise seeks to withdraw from membership to avoid the discipline process.
- B. If said erring member refuses to heed the warning of the Elders and the church, his or her dismissal from Church membership shall be publicly announced to the Church with care for the entire church and the reputation of Jesus Christ. There shall be no appeal to any court from that decision and by becoming a member each member expressly waives any such appeal. This process should be completed in a timely manner.
- C. If said member, after dismissal, heeds the warning, demonstrates repentance, and requests reinstatement, he or she shall be publicly restored to membership. The decision for reinstatement shall be at the sole discretion of the Elders after prayerful consideration of the member's actions and the sincerity of the repentance.

- D. At the discretion of the Elders, any person that is being disciplined that holds a leadership or teaching position (e.g. Pastor, Elder, Deacon, Sunday School teacher, Small Group leader, Awana teacher, Worship leader, etc.) may be directed to step down from the leadership or teaching position.

7. DISCIPLINE OF NON-MEMBERS

If someone has maintained regular attendance at the church but is not a member and falls into error, the Church should warn them out of Christian love. Appropriate disciplinary action may also be taken so as to reach the same effect upon the non-member as may be incurred by a similarly disposed member as outlined in the Discipline of Members section.

8. TERMINATION OF MEMBERSHIP

The Elders will update the list of members at least annually. The update will be completed prior to the Congregational meeting held in December. The Elders may remove a member for the following reasons: (1) transfer to another church, (2) regular absence of a member over a period of six months (after trying to restore attendance), and (3) church discipline as in accordance with Matthew 18:15-17; I Corinthians 5 and as set forth above.

ARTICLE 5 - LEADERSHIP

1. OVERVIEW

- A. Westminster Bible Church recognizes the Lord Jesus Christ as its ultimate authority, in accordance with the Scriptures (Eph 1:22; Eph 5:23; Col 1:18), which we receive as the authoritative Word of God. All other authority in the church is subordinate to them.
- B. The following offices are officially recognized by Westminster Bible Church:
 - 1. Elder (including one or more Pastors)
 - 2. Deacon
 - 3. Treasurer
 - 4. Trustee
 - 5. Corporation President
 - 6. Corporation Vice President (optional)
 - 7. Corporation Secretary

2. ELDER

- A. The oversight of the Church will rest in the hands of the Elders in accordance with the Word of God (1 Tim 5:17; Heb 3:7,17; 1 Pet 5:1-3). The Elders will include one or more Pastor(s) and Laymen who meet the biblical qualifications and who are called. No woman shall be appointed as an Elder, according to the scriptures (1 Tim 2:12-14).
- B. The Elders are responsible for the general oversight of the Church and all those offices, organizations, and committees that function within. They are called to rule, to preach, to teach, and to care for the flock (1 Tim 5:17; 1 Pet 5:2,3).
- C. To qualify for the position of Elder, a man must be a member of the Church for at least one year . A potential Elder is someone who is a leader and who is spiritually mature and strong in the faith. He must meet the qualifications put forth in the scriptures (1 Tim 3:1-7; Titus 1:5-9). We believe that the office of Elder is a call of God. The existing Elders, through much prayer and observation (1 Tim 5:22), recognize the hand of God upon an individual, and merely affirm what God is doing. As such, Elders are not “elected.”
- D. It will be the responsibility of the Elders to determine how many men are needed to effectively carry out the ministries of this position (Titus 1:1-5).
- E. An Elder shall serve for an indefinite period of time, but may be removed by a majority of the other Elders because of 1) failure to consistently lead a life in conformity with the high calling set forth in the scriptures or 2) a desire to be removed from office. If an Elder fails to live up to the standards of his calling, it is the responsibility of any Church member who has such knowledge to follow Matthew 18:15-16 and then bring it to the attention of one of the other Elders. A single accusation will not be sufficient to remove an Elder (1 Tim 5:19), but if, by the evidence gathered, it is determined that an Elder is not living a biblical lifestyle, he may resign or may be removed. Removal should be by prayer and consensus, but may be by prayer and majority vote of the other Elders if necessary.

3. DEACON

- A. The Elders will organize a board of Deacons from the congregation to assist them in the physical and financial ministries of the church. The purpose of the Deacons will be to free the Elders to function in their ministries of the Word of God and prayer (Acts 6:1-7).
- B. To qualify for the position of Deacon, a person must be a member of the Church for at least one year. He must meet the qualifications put forth in the scriptures (Acts 6:1-7; 1 Tim 3:8-13). We believe that the office of Deacon is a call of God. The leadership, through much prayer and observation (1 Tim 5:22), recognizes the hand of God upon an individual, and merely affirms what God is doing. As such, Deacons are not “elected.”
- C. It will be the responsibility of the Elders to determine how many deacons are needed to effectively carry out the ministries of this position (Acts 6:1-7).
- D. The removal of a Deacon from office is identical to that of Elder.

4. TREASURER

The Treasurer is appointed by the Elders by consensus. He or she is responsible for enforcing the Financial Policy of the Church, for the budgeting process, and for monthly financial reporting to the Elders (see also Article 10 - Position on Finances). The term of the Treasurer is indefinite until removed by majority vote of the Elders or the Treasurer resigns.

5. TRUSTEE

The Elders shall appoint four (4) Trustees from among the current Lay Elders and Deacons for a three (3) year term. The appointments shall be such that resulting Trustees shall not be exclusively Elders or Deacons. They shall be confirmed by a majority vote of active church members at the next scheduled congregational meeting. Should the need arise to replace one or more of the Trustees during the year, the Elders shall appoint a replacement and such replacement shall be confirmed at the next congregational meeting. Any Trustee appointed shall serve immediately and shall so serve until the next congregational meeting and, if confirmed, shall serve thereafter until he resigns or is replaced by a majority vote of the Elders, or to the end of the term to which he was appointed.

Trustees shall possess full power to transfer, encumber, mortgage, lease, and convey all real and personal property of the Church. They may obligate the church in these financial matters, but only to the extent that they are carrying out decisions of the Elders or Deacons and may not obligate the church in an amount higher than the amount set in the then current Financial Policy of Westminster Bible Church.

6. CORPORATION PRESIDENT

The office of Corporation President is an appointed position to be filled by one of the lay Elders, pursuant to agreement of all the Elders until the end of his term or until removed by majority vote of the Elders or he resigns. The term is three years and no one may serve more than one consecutive term.

7. CORPORATION VICE PRESIDENT (OPTIONAL)

The office of Corporation Vice President is an appointed position to be filled by one of the lay Elders, pursuant to agreement of all the Elders until the end of his term or until removed by majority vote of the Elders or he resigns. The term is three years and no one may serve more than one consecutive term.

8. CORPORATION SECRETARY

The office of Corporation Secretary is an appointed position to be filled by one of the lay Elders, pursuant to agreement of all the Elders until the end of his term or until removed by majority vote of the Elders or he resigns. The term is three years and no one may serve more than one consecutive term.

ARTICLE 6 - CONGREGATIONAL MEETINGS

1. There will be an annual business meeting or congregational meeting on the second Sunday of December (or other appropriate time) announced at a prior regularly scheduled service of the church for the purpose of communication, budget approval, confirmation of new Trustees, and such other

business that may be brought before the church requiring membership approval. The Elders will appoint a moderator for this meeting. The Church Secretary will keep all appropriate minutes of this meeting for the files. Other Special Meetings may be called by the Elders and such meetings shall be announced at a prior regularly scheduled service of the church.

2. The annual budget for the following year will be submitted for approval at a congregational meeting. Approval of the budget will be by a majority acceptance vote of Church members.
3. New Trustees as appointed by the Elders will be submitted for confirmation. Confirmation will be by a majority acceptance vote of church members over the age of 16.
4. One half of the total active voting membership shall constitute a quorum for the transaction of business at all membership meetings.
5. The time and place of Congregational Meetings shall be set by the Elders and announced from the pulpit and in the Church bulletin at least two weeks in advance of the meeting.

ARTICLE 7 - LEADERSHIP MEETINGS

1. The Elders shall meet at least monthly for prayer and study and to discuss the spiritual aspects of the Church ministry. They will endeavor to lead the congregation in a manner that is glorifying to the Lord and beneficial to the Church body. Elder decisions shall be made by prayer and consensus, however in difficult cases decisions may be made by prayer and majority vote. There will be a secretary selected from among this group to keep an orderly record of all items discussed.
2. The Deacons shall meet at least monthly to discuss the physical and financial needs of the church. There will be a secretary selected from among this group to keep an orderly record of all items discussed.
3. The Elders and Deacons will meet together on a regular basis to conduct the financial business of the Church. At these times the Treasurer will render a report of the transactions made and the financial standing of the Church. The Pastor, or the Elder of his choice, will oversee this meeting. They will also consider any other business that may require input from both Boards. There will be a secretary selected from among this group to keep an orderly record of all items discussed.
4. All ministry leaders may from time to time meet off site to discuss certain matters in detail or for training purposes. Costs of offsite meetings must be either budgeted or have Elder approval.

ARTICLE 8 - CHRISTIAN EDUCATION

1. The Elders will be responsible for the appointment and administration of all Christian Education in the Church, (Sunday School, Awana, Teens, etc.).
2. The Elders have established a written Teacher Policy for the Church. Prior to teaching any type of Christian Education within the church the individual must read, have clear understanding of the policy and sign the document. All Church teachers and leaders must be approved by the Elders. The Teacher Policy may be edited by the Elders; the updated policy will be distributed to all teachers and must be signed. The Teacher Policy, however, shall not be a part of these Bylaws.

ARTICLE 9 - MISSIONS

1. The Elders have established a Missions Ministry. This ministry will play a key role in the correspondence and direction of our missions outreach as well as planning our missions conferences. (Acts 13:1-3). It is the policy of the church to support both domestic and foreign missionaries and missions agencies known to be in agreement with the Statement of Faith and the practice of the Church.
2. The Elders have established a Missions Policy for the Church. The current version of the Missions Policy shall be made available to any Church member that requests a copy. The Missions Policy may be edited at any time by the Elders. The Missions Policy, however, shall not be a part of these Bylaws.

ARTICLE 10 - FINANCES

All tithes and offerings received by the Church will be used to glorify God, to build His church, and to minister to a lost and dying world.

1. We believe that all Believers should give proportionately as God has prospered them, with the tithe being the “starting point” of giving (1 Cor 16:2; 2 Cor 8; 2 Cor 9).
2. The Treasurer will ensure that all designated gifts for a particular ministry or recipient will be given to that designee.
3. Monthly and annual financial statements will be prepared by the Treasurer and made available to the congregation by request. These statements may include, but are not limited to:
 - A. Balance Sheet
 - B. Income Statement
 - C. Statement of Cash Flows
4. The Deacons will appoint a committee to review the annual financial statements. The review will include an evaluation of the internal controls that are in place to ensure proper financial accountability.
5. A contribution statement, prepared in accordance with IRS regulations, will be given, by the Treasurer, to all contributors.
6. The Financial Policy of the Church has been approved by the Elders. The Elders may edit the approved Financial Policy by a simple majority. The Treasurer is responsible for implementation and enforcement of the Financial Policy (see also Article 5 – Leadership). The current version of the Policy shall be made available to any Church member who requests a copy. The Financial Policy, however, shall not be part of these Bylaws.

ARTICLE 11 - CHURCH PROPERTY

The title to all real estate and personal property acquired by purchase, deed, gift, transfer, inheritance, or other conveyance shall be held in the name of Westminster Bible Church, Inc.

ARTICLE 12 - PASTOR(S)

1. SELECTION

- A. The Elders shall appoint a Pastoral Search Committee comprised of Church members to seek out the person God has chosen for the role of Pastor (Acts 20:28). The committee, following the Pastoral Search Hiring Process (not to be included in the Bylaws), will secure a list of suitable candidates to present to the Elders. The Elders will finalize the list of candidates and will conduct meetings to evaluate the candidates' conformity to the Statement of Faith. Candidates shall have the opportunity to preach at a Church service or services as the Elders direct. A final candidate at the recommendation of the Elders shall be submitted to the church membership at a called meeting. If the candidate is approved upon receiving a 2/3 vote of the Church members he shall become Pastor.
- B. The Elders and Deacons shall establish a compensation package for the support of the Pastor(s).
- C. The Pastor(s) shall be or shall become a member of the Church at the time he accepts the call to be Pastor.

2. DUTIES AND RESPONSIBILITIES

- A. The Pastor(s) shall serve for an unlimited term of service unless other arrangements are made at the time of his calling.
- B. The Pastor's responsibilities will include teaching and preaching the Word of God and he shall be devoted to prayer (Acts 6:4). The thrust of his ministry is to "equip the saints for the work of the ministry" (Ephesians 4:11-16).

3. RESIGNATION / TERMINATION

- A. Resignation - A Pastor may terminate his responsibilities by voluntarily resigning. He may resign of his own initiative or at the request of the Elder Board.
 - 1. It is desirable that an adequate notice of resignation be given to ensure a smooth transition in pastoral duties and responsibilities.
 - 2. Upon gaining knowledge of the pending resignation, the Elders may request the prompt and immediate departure of the Pastor(s).

B. Termination

1. The Elder Board may, by prayer and a 2/3 vote, relieve a Pastor of his duties and terminate his status as Pastor. The Pastor in question shall not have a vote on the Elder Board for this purpose; the 2/3 vote of the Elder Board will be calculated as though the Pastor were not an Elder.
2. In the case of termination, utmost importance will be placed on prompt and appropriate communication from the Elder Board to the Congregation concerning the matter.

ARTICLE 13 - ORDINATION

Any ordination of men into the ministry will be considered by the Elders of the Church and the appropriate action will then be taken.

ARTICLE 14 - DISSOLUTION

Upon the dissolution of the Church, the assets will be distributed to fundamental, Bible-believing organizations that are presenting the Word of God to a lost and dying world.

ARTICLE 15 - FEDERATION

This assembly and Corporation shall never become denominational in character. It shall be independent, led strictly by the Spirit and the Scriptures in all matters, and shall not be under the influence and control of any federation. All matters shall be made an object of prayer, that the Holy Spirit might grant the wisdom of God, that we might know the mind of Christ in all things. (I Corinthians 2:9, 13; James 1:5, 3:17, 18; I Corinthians 2:15, 16).

ARTICLE 16 - AMENDMENTS

These Bylaws may be amended by a 2/3 vote of the Church members at any regular or called Congregational Meeting.