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### CHURCH COVENANT

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- Amended 2/27/2005 – Article 8, Section 4 (quorum)
- Amended 2/26/2006 – Article 1 – Name (Grace Harbor)

## BYLAWS

### ARTICLE 1 – NAME

The corporate name of this organization shall be Trinity Baptist Church of Sitka (since 2005 doing business as “Grace Harbor,” and hereinafter referred to as “Grace Harbor,” “GH,” or “the Church”).

### ARTICLE 2 – PURPOSE

The purpose of this church is to win lost people to Christ, build believers to maturity in Christ, equip believers to minister to others, and advance the kingdom of God by multiplying churches among all people groups in all nations. As the believers grow in their love for the Lord Jesus Christ and obediently serve him, the church will be able to glorify God in praise and worship.

### ARTICLE 3 – AFFILIATIONS

This church shall be affiliated with CBA of Alaska, CB Northwest, and the CBA of America. It shall cooperate with Conservative Baptist Agencies and other organizations in harmony with its purpose and statement of faith.

### ARTICLE 4 – STATEMENT OF FAITH

#### 1. THE WORD OF GOD

We believe the Scriptures of the Old and New Testaments are the inspired Word of God, inerrant in the original writings, complete as the revelation of God's will for salvation, and the supreme and final authority in all matters to which they speak.

#### 2. THE TRINITY

We believe in one God, creator and sustainer of all things, eternally existing in three persons, Father, Son, and Holy Spirit; that these are equal in every divine perfection and that they execute distinct but harmonious offices in the work of creation, providence, and redemption.

#### 3. GOD THE FATHER

We believe in God, the Father, an infinite, personal Spirit, perfect in holiness, wisdom, power, and love. We believe He concerns Himself mercifully in the affairs of men, that He hears and answers prayer, and that He saves from sin and death all who come to Him through Jesus Christ.

#### 4. JESUS CHRIST

We believe that Jesus Christ is God's eternal Son, and has precisely the same nature, attributes and perfections as God the Father and God the Holy Spirit. We believe further that He is not only true God, but true man, conceived by the Holy Spirit and born of the virgin Mary. We also believe in His sinless life, His substitutionary atonement, His bodily resurrection from the dead, His ascension into heaven, His priestly intercession on behalf of His people, and His personal, visible, premillennial return from heaven.

#### 5. HOLY SPIRIT

We believe in the Holy Spirit, His personality, and His work in regeneration, sanctification, and preservation. His ministry is to glorify the Lord Jesus Christ, and implement Christ's work of redeeming the lost and empowering the believer for godly living and service.

#### 6. MAN

We believe God created man, male and female, in the image of God and free from sin. We further believe man is a sinner by nature and choice and is therefore spiritually dead. We also believe that those who repent of sin and trust Jesus Christ as Savior are regenerated by the Holy Spirit.

#### 7. SALVATION

We believe in salvation by grace through faith in Jesus Christ. We further believe that this salvation is based upon the sovereign grace of God, and was purchased by Christ on the cross, and is received by man through faith, apart from any human merit, works, or ritual. We further believe salvation results in righteous living, good works, and proper social concern.

#### 8. THE CHURCH

We believe that the Church is the spiritual body of which Christ is the head. We believe that the true Church is composed of all persons who through saving faith in Jesus Christ have been regenerated by the Holy Spirit. We believe that this body expresses itself in local assemblies whose members have been immersed upon a credible confession of faith and have associated themselves for worship, for instruction, for evangelism, and for service. We believe the ordinances of the local church are believer's baptism by immersion and the Lord's Supper. We also believe in the interdependence of local churches and the mutual submission of believers to each other in love.

#### 9. RELATION OF CHURCH AND STATE

We believe that each local church is self-governing in function, and must be free from interference by any ecclesiastical or political authority. We further believe that every human being is directly responsible to God in matters of faith and life, and that each should be free to worship God according to the dictates of his conscience.

#### 10. CHRISTIAN CONDUCT

We believe that the supreme task of every believer is to glorify God in his life; that his conduct should be blameless before the world; that he should be a faithful steward of his possessions; and that he should seek to realize for himself the full stature of maturity in Christ.

#### 11. LAST THINGS

We believe in the bodily resurrection of the saved and lost, the eternal existence of all men either in heaven or hell, in divine judgments, rewards, and punishments.

## **ARTICLE 5 – MEMBERSHIP**

### **Section 1 – THE CHURCH’S VIEW OF MEMBERSHIP**

When a person accepts Jesus Christ as Lord and Savior, that person becomes a member of God’s family. The purpose of such membership is for each member to become conformed to the likeness of the Lord Jesus Christ. We understand the New Testament as having certain assumptions about members of God’s family. They are: each member will be a part of a local church and each member is to be growing into the likeness of the Lord Jesus.

In reflecting upon these spiritual truths and assumptions, we seek to develop a membership concept that aids people who are part of God’s family to grow more like Jesus Christ. We view membership not as a static position to be arrived at, but as a dynamic growth process in relationship with and likeness to Jesus Christ.

### **Section 2 – BECOMING A MEMBER OF THE CHURCH**

To become a member of the church, a person must:

1. Have accepted the Lord Jesus as Savior.
2. Have taken the step of obedience of believer’s baptism.
3. Have participated in a membership class or interview.
4. Agree to abide by this constitution as interpreted and administered by the Elders.
5. Agree to the purpose, principles and philosophy of the church.
6. Agree to support the church financially, prayerfully and physically by regular attendance.

### **Section 3 – RESPONSIBILITIES OF MEMBERS**

Members of the church will be called upon to fulfill the following responsibilities:

1. Regularly pray for the overall ministry of the church
2. Regularly pray for the spiritual growth of the other members of the church
3. Regularly attend a weekly worship service.
4. Regularly contribute financially to the ministry of the church
5. Participate in the selection of Elders and Deacons.
6. Participate in the voting process concerning financial matters.

### **Section 4 – DISCIPLINE OF MEMBERS**

Members known to err in doctrine (according to the Statement of Faith of Article 4) or conduct inconsistent with the Church Covenant shall be disciplined according to the procedure outlined in Matthew 18:15-18 and 1 Corinthians 5.

### **Section 5 – TERMINATION OF MEMBERSHIP**

Members shall be removed from the church roll for the following reasons if:

1. The member joins another church
2. The member has willfully neglected his duties toward the church for a period of one year.
3. The member is not repentant during the process of discipline.
4. The member refuses to turn from a lifestyle of sin following the pattern of Matthew 18:15-17.
5. The member requests termination of membership.
6. The member dies.

### **Section 6 –RESTORATION OF MEMBERSHIP**

Members dismissed by the Board of Elders shall be restored by the Board of Elders according to the spirit of 2 Corinthians 2:7-8, when their lifestyle is judged to be in accordance with the Statement of Faith and Church Covenant.

## **ARTICLE 6 – OFFICERS AND COMMITTEES**

### **Section 1 – NUMBER OF OFFICERS**

1. Officers shall be: pastor, elders, deacons, ministry team leaders, church clerk/secretary, treasurer, financial secretary.
2. Other officers may be named as necessary.
3. It shall be the goal to maintain a minimum of three elders and three deacons who are qualified for office.

### **Section 2 – QUALIFICATIONS OF OFFICERS**

1. Officers shall be persons of exemplary Christian character who have given evidence of an interest in, and an aptitude for the work of their respective positions.
2. All officers shall be members in good standing within the church, and be living according to the Church Covenant, and in agreement with the Statement of Faith.
3. All Pastoral staff and Elders shall be selected in accordance with the qualifications found in 1 Timothy 3:1-7, Titus 1:6-9, 1 Peter 5:1-4 and Hebrews 13:17.
4. All Deacons, committee members, and other officers shall be selected in accordance with the Scriptural character qualities found in Acts 7 and 1 Timothy 3:8-13.

## **ARTICLE 7 – DUTIES OF OFFICERS**

### **Section 1 – DUTIES OF SENIOR PASTOR – The Senior Pastor shall:**

1. Be the primary (though not exclusive) pulpit teacher of the congregation.
2. Qualify as and serve as an Elder of the Church.
3. Give executive leadership to all pastoral staff.
4. Have access to all ministry teams in an advisory capacity.
5. Be directly accountable to the Board of Elders.

### **Section 2 – DUTIES OF OTHER PASTORAL STAFF – Additional pastoral staff shall:**

1. Function in ministry leadership over specifically defined areas as outlined in a job description.
2. Be directly accountable to the Senior Pastor and Board of Elders.

### **Section 3 –DUTIES OF ELDERS**

Responsibility for spiritual guidance and direction of the church shall be vested in the Board of Elders. In addition to supervising the spiritual life of the church, the Board of Elders shall have such powers as are granted in the constitution as it reflects the biblical mandate given in the New Testament. Each Elder shall be individually accountable to the Board of Elders and shall fulfill the duties conferred on them by this constitution including the following:

1. Pray for the spiritual growth of the people and for the overall ministry of the church.
2. Serve as examples of godliness to the people of the church and the community at large.
3. Oversee the spiritual life of the congregation.
4. Provide for the pastoral care of the church, serving the people with a responsive attitude to their concerns.
5. Develop and submit goals, policies and plans to the ongoing life and ministry of the church to the congregation.
6. Supervise the church membership, which includes the admission of new members, the discipline of existing members, and an annual review of members' status with removal of inactive and non-resident members.
7. Review, evaluate and encourage the ministry of the Senior Pastor.
8. Develop, train and deploy ministry to assist the church to fulfill its purpose.
9. Select and appoint members of the church to serve in non-elected roles and offices. The Elders shall appoint the Property and Finance Committee, Ministry Team Leaders, Secretary/Church Clerk, Treasurer, Financial Secretary, Nominating Committee, and Auditors
10. The Board of Elders and Deacons may at times be required to respond to special financial needs not answered by the budget. Commitment of church funds up to 2% of the annual budget is authorized without a vote of the church membership.
11. Review annually the church's constitution for any needed improvements or changes.

### **Section 4 – DUTIES OF DEACONS**

The Deacons shall fulfill the duties conferred on them by this constitution including the following:

1. Pray for the spiritual growth of the people and for the overall ministry of the church.
2. Oversee a care ministry with concern for the welfare, and assistance of needy and suffering people.
3. Administer the benevolence fund in the church's responsibility to meet people's practical, material needs.
4. Serve in such a way as to relieve the Pastor and Elders to the ministry of the Word and prayer.

### **Section 5 –MINISTRY TEAMS**

1. Team Leaders shall be appointed by the Elders
2. Shall be responsible for the administration of specific ministries of the church.
3. Additional and more specific procedures will appear in the policy manual.

### **Section 6 – PROPERTY & FINANCE COMMITTEE**

1. Shall be appointed by the Elders
2. Shall manage the finances and the church's property
3. Additional and more specific procedures will appear in the policy manual.

### **Section 7 – CHURCH TREASURER**

1. Shall be appointed by the Elders
2. Additional and more specific procedures will appear in the policy manual.

### **Section 8 – FINANCIAL SECRETARY**

1. Shall be appointed by the Elders
2. Shall not also be the Treasurer
3. Additional and more specific procedures will appear in the policy manual.

### **Section 9 – CHURCH CLERK/SECRETARY**

1. Shall be appointed by the elders
2. Shall keep accurate record of the proceedings of all church business meeting, the complete registry of membership, and issue letters of dismissal and certificates of membership.
3. Shall report quarterly to the church of additions and deletions from the membership.

## **ARTICLE 8– CONDUCT OF BUSINESS**

### **Section 1 – ANNUAL BUSINESS MEETING**

1. The annual business meeting for election of officers and adoption of budget shall be held in December.
2. An annual report shall be published and made available to the members of the church in January.

### **Section 2 – SPECIAL BUSINESS MEETINGS**

1. Special business meetings may be called by the Board of Elders, Senior Pastor, or by the request of 20% of the membership.
2. The Pastor or one of the Elders shall serve as moderator

### **Section 3 – NOTICE**

The Board of Elders shall give the congregation at least two weeks public notice of the date and purpose of each regular and special business meeting.

### **Section 4 – QUORUM**

A quorum for the transaction of business shall be a minimum of ten (10) active members. An affirmative vote by simple majority shall be sufficient to accept any motion on any matters, except those dealing with the hiring of Senior Pastor.

### **Section 5 – VOTING ELIGIBILITY**

The minimum age to vote shall be eighteen (18) years.

### **Section 6 – HIRING OF CHURCH STAFF**

Upon recommendation by the Board of Elders, the members at a special business meeting shall call a candidate for Senior Pastor of the church. He must receive a 75% majority vote of the members present. The Senior Pastor shall hire all other pastors and staff with approval from the Board of Elders.

### **Section 7 – DISMISSAL OF CHURCH STAFF**

The Senior Pastor may only be removed, with or without cause, by the members at a regular or special business meeting. Subject to the rights, if any, under contract of employment, all other pastors and staff shall be removed by the Senior Pastor with approval from the Board of Elders.

### **Section 8 – SECRET BALLOT**

The secret ballot shall be used in the hiring or dismissal of a pastor, the selection or dismissal of an Elder, or at the request of a majority of voting members at any business meeting

### **Section 9 – AUDITORS**

1. Shall examine both the records of the church Treasurer and the Financial Secretary, and report annually to the church.
2. Shall examine the records in the event of a change in financial personnel, before the books are transferred to their replacement.

### **Section 10 – ORDER**

Where these By-Laws are silent, Robert's Rules of Order shall be the general guide for conducting business at all church business meetings.

## **ARTICLE 9 – ELECTIONS OF ELDERS AND DEACONS**

### **Section 1 – TERMS OF OFFICE**

Elders and Deacons shall serve for a three-year term. They shall establish a balanced rotation in which some are eligible for reelection each year. They may be elected to additional terms should they desire.

### **Section 2 – NOMINATING COMMITTEE**

The nominating committee shall consist of five members. Three shall be selected and appointed by the Elders from the church membership. Elders shall fill the other two positions. Members of this committee shall be ineligible to serve on the nominating committee the following year.

### **Section 3 – NOMINATION & ELECTION OF ELDERS & DEACONS**

The membership will be invited to nominate men who are members of the church to serve as Elders and Deacons. All nominations should be based upon the biblical qualifications. The nominations are to be submitted in writing to the nominating committee.

The nominating committee will conduct a careful and confidential interview with all nominees. This will include a review of the duties of the office and the qualifications required to hold the office, as well as reviewing the church's Statement of Faith, purpose, principles and philosophy of ministry.

If a nominee is desirous of fulfilling the office and the nominating committee affirms that the nominee is both capable and qualified for the office, the nominee may then be presented to the church as a candidate. The nominating committee may also decide not to present the name of any nominee they believe is not ready or qualified to hold the office.

Two weeks before the election of officers, the Nominating Committee shall post a list of the nominees.

The members of the church shall take a “yes-no” ballot on each candidate individually. Nominees are not in competition with each other. For a candidate to serve as an Elder or Deacon, he must receive a 75% majority of the members present and voting at a congregational meeting.

#### Section 4 – DISMISSING ELDERS & DEACONS

The Board of Elders and a 75% majority vote of the members at a business meeting may remove any Elder or Deacon from office with or without cause upon recommendation.

### **ARTICLE 10 – AMENDMENTS**

#### Section 1 – PROPOSAL OF AMENDMENTS

A motion to amend these bylaws and/or Articles of Incorporation may be made at any business meeting, provided the amendment is in written form and is signed by two members who thus serve as mover and seconder.

#### Section 2 – NOTIFICATION

Notice of a vote on a proposed amendment must be included in a church mailing or publication, which is to be received by local members at least one week before the vote.

#### Section 3 – VOTE REQUIRED

A two-thirds affirmative vote of members present shall be required to amend these bylaws, and a three-quarter vote shall be required to amend the Articles of Incorporation.

### **ARTICLE 11 – DISSOLUTION**

It is confidently expected that the ministry of the church will continue until the return of Christ. However, in the unlikely event of liquidation, dissolution or abandonment of the organization, all assets shall be distributed to the Conservative Baptist Association of Alaska. In the event that both CBA of AK, or CB Northwest, are unable or unwilling to accept these assets, the assets will not inure to the benefit of any private person, but instead will be passed on to a fund, foundation, or corporation organized and operated for evangelical, religious purposes within the limits of those specified in Section 501 (c)(3) of the Internal Revenue Code.

### **Church Covenant**

*Having been led, as we believe, by the Spirit of God to receive the Lord Jesus Christ as our Savior and upon the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now in the presence of God, angels, and this assembly, most solemnly and joyfully enter into covenant with one another, as one body in Christ.*

*We engage, therefore, by the aid of the Holy Spirit to walk together in Christian love; to strive for the advancement of this church in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor and the spread of the gospel through all nations.*

*We also engage to maintain family and personal devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our conduct; to avoid all tattling, backbiting, and excessive anger; to abstain from such practices that would be a detriment to our personal testimony or a stumbling block to our brethren in Christ; and to be zealous in our efforts to promote the glory of God.*

*We further engage to watch over one another in brotherly love; to remember each other in prayer; to aid each other in sickness and distress; to cultivate Christian sympathy in feeling and courtesy in speech; to be slow to take offense, but always ready for reconciliation, and mindful of the admonitions of our Savior, to secure it without delay.*

*We moreover engage that, when we remove from this place, we will as soon as possible unite with some other church where we can carry out the spirit of this covenant and the principles of God’s Word.*

***At Grace Harbor, we value:***

- **Hospitality** – welcoming, accepting, & loving people we don't know
- **Authenticity** – being real with the people we do know
- **Relationship** – growing to health and maturity within our families
- **Biblical Truth** – seeing reality from the mind of God
- **Obedient Witness** – faithfully expressing God's call to the world
- **Reproduction** – developing disciples according to God's strategy

***Our Mission at Grace Harbor is to:***

- **win** lost people to Christ,
  - **build** believers to maturity in Christ,
  - **equip** believers to minister to others, and to advance the kingdom of God by
  - **multiplying** churches among all people groups in all nations.
- As we grow in our love for the Lord Jesus Christ and obediently serve him, Grace Harbor will be able to glorify God in our praise and worship.

**Our Process for Discipleship is:**

- **Love God** - by meeting weekly with His people in corporate worship
- **Love People**- by participating in a weekly small group
- **Serve World** - by serving on a ministry team