

BYLAWS
OF
THE BREAD OF LIFE CHRISTIAN CHURCH

A. Statement of Faith

We believe that the Bible is the only divinely inspired Word of God, and is the absolute standard for a believer's behavior and is the only comprehensive truth, beneficial for teaching, reproof, correction, and for training in righteousness.

We believe that there is one God, who is eternally existent in three (3) persons: The Father, the Son, and the Holy Spirit.

We believe that God, the Father, is the creator of heaven and earth and the designer of the eternal plan of salvation.

We believe that God, the Son, our Lord Jesus Christ, is the Father's Only Begotten Son. To complete the work of Salvation, He came into the world and became flesh, having been conceived by the Holy Spirit, born of a virgin (Mary), and represents the same essence and nature of the Father, and is uniquely God and Man. He preached Good News on Earth, healed the sick, raised the dead, cast out demons, and was crucified and died on a cross for the sin of the world. He took the punishment for sin upon Himself so that we may enjoy peace. By His wounds we are healed. On the third day He rose again from the dead and ascended into heaven and is seated at the right hand of God the Father, and will return to judge the world.

We believe that God, the Holy Spirit, has been given to believers as an assurance of salvation and indwells every believer, empowering them to know, understand, and walk in truth and to experience a sanctified life of love and service to God, His people, and the world. The Holy Spirit also graciously grants the use of gifts to believers, as He wills, for the edification of the Church, the Body of Christ.

We believe that the Church is the Body of Christ, consisting of every born-again Christian, and is the chosen instrument of God in fulfilling the Great Commission on Earth.

We believe that Mankind is a fallen creation as a result of sin and remains in a degenerate state, devoid of a personal relationship with God and can only be restored and justified through faith in Jesus Christ, Mankind's only hope for the forgiveness of sin, eternal life, sanctification, and eternal life.

We believe in the imminent, glorious return of Jesus Christ to the Earth when He will judge the world, through the resurrection of both believers and unbelievers, with believers being granted the blessing of everlasting life and unbelievers are being condemned to everlasting separation from God and damnation of hell.

B. Vision & Ministry

B.1 Vision

The vision revealed in both the book of Acts 2:42-47, and Ephesians 4:11-13, pronounces the need for Seattle to build a glorious church to not only glorify Jesus Christ, but also to spread the wonderful messages of Christ to every parts of the world.

B.2 Mission Statement

We shall follow the vision as revealed in the Book of Revelation, chapter twenty-two (22), to build the glorious Church of Jesus Christ through the demonstration of personal and corporate worship, renewal of the Holy Spirit, cell-church development and involvement, and the proclamation of the gospel of Jesus Christ through individual evangelism as well as in gatherings and outreaches, locally and abroad, thus becoming a “blessing to all nations.”

B.3 Ministry Characteristics

I. Worship

- 1) To strengthen this church and especially the worship team as a center for spreading the vision of worship ministry and training worship leaders.
- 2) To send worship teams to locations both local and abroad with the purpose of training and assisting other believers in worship ministry.
- 3) To spread the vision of worship by utilizing multi-media resources.
- 4) Through worship and praise, strengthen the spiritual growth of both individuals and groups.

II. Renewal of the Holy Spirit

- 1) To equip believers with the teaching of the Word, to continue in the renewal of the Holy Spirit.
- 2) To provide an environment where the gifts of the Holy Spirit can be exercised freely by believers as He wills.
- 3) To engage in intercession, both individually and with others, for revival of the Church of Jesus Christ.

III. Cell Church

- 1) To establish and encourage a holistic, caring ministry through loving relationships in cell groups.
- 2) To create a training and resource center where believers can be trained and sent into ministry.
- 3) To train and send effective ministry teams that will be diverse in makeup but united in purpose.
- 4) To exist as a dynamic cell church fit to serve as a model to others.

IV. Evangelism & Missions

- 1) To cooperate with other believers and ministries in an effort to impact the Seattle area for the Kingdom of God through community involvement and outreaches.
- 2) To develop multimedia resources, support church planting and global mission endeavors.
- 3) To help build the Church of Jesus Christ throughout the world through the promulgation of the cell church vision.
- 4) To expand the Kingdom of God through strategic prayer, financial giving, and mission endeavors.

C. Membership & The Assembly of Representatives

C.1 Membership

A Member is a person who:

- 1) Has experienced the saving knowledge of Jesus Christ, following our Lord in water baptism.
- 2) Has consistently attended Bread of Life Christian Church Sunday Services more than half of the time for a period of more than six (6) months in the past 12 months
- 3) Agrees with and fully accepts the Bylaws of this church.

Revocation of Membership

- 1) Continuing in a behavior or lifestyle that brings reproach upon and/or harms the reputations of Jesus Christ and the members of His Church, and/or refusing to agree with the Bylaws of this organization can cause a person's membership to be revoked.

C.2 Member Representatives & the Assembly of Representatives

A. Definition

The Assembly of Representatives is a body that decides matters of great importance in the church as presented by the Board of Directors, and shall be defined as the authorizing body of the organization consisting of current cell group leaders authorized by the church, or their designees.

B. Function

- 1) Elects members to the Board of Directors.
- 2) Approves annual budgets and financial reports.
- 3) Approves or disapproves the hiring and/or dismissal of the Senior Pastor upon the recommendation of the Board of Directors.
- 4) Approves amendments to the Bylaws as recommended by the Board of Directors.

5) Approves or disapproves motions presented by the Board of Directors.

C. Appointments of Members

- 1) Upon the recommendations of the Executive Pastoral Team (EPT), the Board of Directors, beginning each November 1 and ending December 31, shall conduct appointments of members to the Assembly of Representatives. If a group no longer qualifies as a cell group, as determined by the EPT, it loses its representative effective immediately.
- 2) The chairperson of the Board of Directors shall serve as chair of the Assembly of Representatives. When considering matters of great importance, the Board of Directors can authorize the chairperson of the Board of Directors to call an ad hoc meeting for the Assembly of Representatives.

D. Voting

The Representatives shall cast their votes in accordance with the wishes of their respective cell group(s). If there is any unresolved dispute, the matter shall be mediated and/or resolved by the Board of Directors.

- 1) The candidates with the highest votes total and with no less than one-half (1/2) of the total number of representatives who are present shall be elected to the Board of Directors.
- 2) Annual budgets and financial reports shall be passed by a simple majority.
- 3) The hiring or dismissal of the Senior Pastor shall be approved by a vote greater than two-thirds (2/3) of the total number of representatives.
- 4) Other motions shall be passed by a vote of greater than one-half (1/2) of the total number of representatives.
- 5) All voting shall be conducted by signed but secret ballot and shall be archived by the Board of Directors.
- 6) The presence of more than two-thirds (2/3) of the total numbers of representatives shall have the authority to decide and pass issues presented at the meeting.

D. The Executive Pastoral Team (EPT)

D.1 Definition

The EPT is the decision-making body that exercises oversight of all ministry areas of the organization. The number of members shall be determined by the Senior Pastor and will consist of the Senior Pastor, full-time ministry staff and member representatives. The Senior Pastor shall chair the meetings unless he/she is unable to officiate at which time an interim chair shall be elected by the members of the EPT. In addition, an invitation shall be extended to a non-voting designee of the

Board of Directors to attend each meeting of the EPT. The EPT reports to the Board of Directors via the Senior Pastor.

D.2 Qualifications of Member Representatives

A Member Representative of the EPT is a person who:

- 1) Has been a member in good standing of Bread of Life Christian Church for a period of at least one (1) year.
- 2) Has lived a life above reproach and one of good reputation with those within and outside of the organization.
- 3) Has served in the organization and is familiar with and abides by the Bylaws of the organization.
- 4) Is able to attend the meetings of the EPT.

D.3 Appointment Process

- 1) Member Representatives of the EPT shall be nominated by the Senior Pastor and comprise a minimum of two (2) of the total number of members of the EPT.
- 2) The list of nominees must be completed by the Senior Pastor and submitted to the Board of Directors by the end of October of each year.
- 3) The Senior Pastor shall discuss with the Board of Directors those nominations that are of concern to the Board of Directors. The appointing process should be completed before the end of December. If for any reason the appointing process cannot be completed in time, the current team members should remain until a new team is appointed. If an EPT member who is a Member Representative leaves, the Senior Pastor should nominate a replacement within seven (7) days and should complete the appointment in coordination with the Board of Directors within thirty (30) days.
- 4) Member Representatives shall serve for a term of one (1) year and shall be eligible for reelection.
- 5) The EPT shall meet monthly, with all meeting records being submitted to the Board of Directors.

D.4 Duties of the EPT

- 1) To discuss and confirm the direction and ministry goals of the organization.
- 2) Create an organizational structure to execute policies approved by the EPT in accordance with the various needs of the organization.
- 3) Authorize the hiring and subsequent annual evaluations of pastors and staff.
- 4) To cooperate with the Board of Directors.

E. The Ministry Staff

E.1 General Guidelines

- 1) Potential employees must accept and abide by the Bylaws of Bread of Life Christian Church.
- 2) The hiring of pastors and ministry staff shall be extended to potential employees by the EPT after an interview of the potential employee(s) and upon the approval of a nomination for employment from the members of the Search Committee whose members are appointed by the EPT.
- 3) The EPT shall conduct annual performance evaluations of all employees except the Senior Pastor, whose evaluations are conducted by the Board of Directors.
- 4) The dismissal of a pastor or member of the ministry staff other than the Senior Pastor, shall be recommended by either the EPT or Board of Directors, and approved by the EPT (with the exception of the member in question). In case of voluntary resignations, the member resigning shall give an advance notice as specified in the Personnel Policy Handbook prior to the date of resignation.
- 5) The hiring of non-ministerial staff (including full and part-time employees) can be made by the EPT after an interview of the potential employee(s) and in accordance with the guidelines of the annual budget.
- 6) In case of voluntary resignations or dismissal of non-ministerial employees, both parties should give an advance notice as specified in the Personnel Policy Handbook prior to the date of resignation or dismissal.
- 7) A staff member can serve as a representative of the Bread of Life Christian Church in areas such as official written or verbal statements and announcements, external fund-raising, recruitment, and joint ventures with other organizations only upon the written consent of the EPT. All legal and financial contracts or documents must be authorized by the Board of Directors, and signed by a Director of the Board.

E.2 Dismissal of Employees

An employee shall be dismissed from employment after any of the following, as determined by the EPT:

- 1) He/she refuses to accept and abide by the Bylaws of the organization, seriously violates the Bylaws, and/or breaches his/her duty.
- 2) He/she has become disreputable in the areas of religious belief and/or personal life, or has committed serious immorality.
- 3) He/she acts in a way that brings serious harm to the reputation of the organization.

- 4) Employment for an employee may also end based on other situations as specified in the Personnel Policy Handbook. BOLCCIS abides by the State of Washington employment laws in relations to hiring and dismissal of employees.

F. The Senior Pastor

F.1 Qualifications & Guideline for the Position of Senior Pastor

The position of Senior Pastor shall be:

- 1) Filled by a person who has been ordained and has served in a full-time pastoral position for a minimum of three (3) years. Alternatively, a staff pastor can be promoted to the position of Senior Pastor after having served in the church for a period of three (3) years, with the exception being a pastor who receives unanimous approval of the EPT and Board of Directors. Either method requires a minimum of two-thirds (2/3) vote by the Assembly of Representatives.
- 2) Filled by appointment of the Board of Directors in the event of an unexpected vacancy. A Search Committee shall be selected by the Board of Directors for the purpose of identifying potential candidates as expeditiously as possible. The approved candidate shall serve in a probationary status for a period of one (1) year at the end of which time the candidate's performance shall be reviewed prior to a possible permanent appointment.
- 3) Considered vacant after the Board of Directors and Assembly of Representatives approve the dismissal of the person filling that position. If the Board of Directors cannot reach a unanimous decision on the dismissal for at least one (1) month, a vote of eighty percent (80%) by the Board of Directors is required to approve the dismissal and to present it to the Assembly of Representatives for vote.

In the case of a serious breach of conduct, as determined by the Board of Directors, an immediate suspension may take effect before the commencement of the above procedure for dismissal. The suspension requires a vote of eighty percent (80%) by the Board of Directors, and it must be ratified by a vote greater than two-thirds (2/3) of the Assembly of Representatives in two (2) weeks. A serious breach of conduct includes, but is not limited to, violations listed in Section E.2, theft, sexual misconduct, immoral life styles, or behaviors that may discredit the office of Senior Pastor. The accusation of such conduct, which may or may not have resulted in an arrest, may warrant the suspension of the Senior Pastor until an investigation of the accusation is completed.

If a person wishes to resign from the position of Senior Pastor, he/she shall notify the Board of Directors in advance as specified in the Personnel Policy Handbook prior to the date of resignation.

G. Board of Directors

G.1 Function & Oversight

- 1) Reviews and determines annual departmental and organizational budgets and financial reports and manages assets of organization.
- 2) Reviews and determines the compensation, adjustments, employee benefits packages, and contracts of all staff personnel of the organization.
- 3) Evaluates the performance, lifestyle and matters regarding the financial compensation of the Senior Pastor. Also implements applicable employee conduct protocol as specified in the Personnel Policy Handbook.
- 4) Presides as the final authority in matters regarding the interpretation of the Bylaws of the organization.
- 5) Is recognized as the official representative of the organization regarding legal matters.
- 6) Recommends the hiring and dismissal of the Senior Pastor to the Assembly of Representatives.
- 7) Determines the proper response to matters of serious concern to the organization as recognized and submitted by the EPT and Board of Directors.
- 8) In cooperation with the EPT, commissions and oversees special committees which can be initiated by either body.

G.2 Qualifications of Directors

A Member of the Board of Directors is a person who:

- 1) Has been a member in good standing of Bread of Life Christian Church for a period of at least one (1) year.
- 2) Has lived a life above reproach and one of good reputation with those within and outside of the organization.
- 3) Has served in the organization and is familiar with and abides by the Bylaws of the organization.
- 4) Is able to attend the meetings of the Board of Directors.

G.3 Organization

- 1) The Board of Directors shall be comprised of three (3) or five (5) elected members, with one each in the following positions: Chairperson, Treasurer and Secretary, plus Mission and Human Resources for a five-person Board. The members of the Board of Directors shall receive no monetary compensation and shall not be a member of the EPT.
- 2) A member of the Board of Directors shall be elected to a two (2) year term and can serve two (2) consecutive terms if reelected.

- 3) Candidacy shall be determined by a nominating committee, the members of which to be selected by the Board of Directors and the EPT. A serving Director shall chair the committee. Election shall be commenced at a meeting of the members of the Assembly of Representatives before the end of each October with the candidates receiving the highest number of votes (no less than 50% of the total casted votes) being deemed elected. The Directors elect shall receive orientation and training beginning November 1, and be officially installed on the following January 1.
- 4) The chairperson of the Board of Directors shall be elected to a one (1) term only.
- 5) Any binding decision can only be made at meetings with at least two-thirds (2/3) of the Directors attending. Only when authorized by the Chairperson, telephone/video conference calls may be used to facilitate a Board meeting. Special meeting rules such as recognition confirmation and floor obtaining must be established prior to such meetings.
- 6) Upon the resignation of a member of the Board of Directors wherein the remaining amount of time of the term is more than three (3) months, a successor shall be elected to finish the remaining term. The election process shall follow the guidelines found in Section G.3 (3) and complete within one (1) month.
- 7) Meetings of the Board of Directors shall be scheduled and/or called by the chairperson of the Board of Directors. In the case of controversy regarding meeting procedure, the rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern providing that they are not inconsistent with the Bylaws and any special rules of order the Board of Directors may adopt.
- 8) The resignation of a member of the Board of Directors shall be presented by the chairperson to the full Board of Directors.
- 9) The Board of Directors shall invite the Senior Pastor to attend scheduled meetings.

G.4 Financial Responsibilities

- 1) Evaluates the status of financial reports of the organization regarding decisions on employment and compensation in accordance to approved budget(s).
- 2) Advises and counsels individual department heads regarding overdraft and/or shortfalls.
- 3) Determines need and executes contracts with professionally recognized audit firms to periodically examine the finances of the organization.

G.5 Accounting Year

The accounting year starts at January 1 and ends at December 31.

G.6 Resignation and/or Dismissal

A member of the Board of Directors shall resign or be dismissed with the approval of the Assembly of Representatives when:

- 1) He/she refuses to accept and abide by the Bylaws of the organization, seriously violates the Bylaws, and/or breaches his/her duty.
- 2) He/she has become disreputable in the areas of religious belief and/or personal life, or has committed serious immorality.
- 3) He/she acts in a way that brings serious harm to the reputation of the organization.

G.7 Indemnification

Indemnification. The Organization shall indemnify any director, officer or employee, agent or former director, officer, employee or agent of the Organization or any person who may have served at its request as a director, officer, employee or agent of another organization, against expenses and costs (including attorney's fees) actually and necessarily incurred by him or her, and any amount paid in satisfaction of judgment in connection with any action, suit or processing, whether civil or criminal in nature, in which she or he is made a party by reason of being or having been such a director, officer, employee or agent (whether or not a director, officer, employee or agent at the time such costs or expenses are incurred by or imposed upon him or her) except in relation to matters as to which she or he shall be adjudged in such action, suit or processing to be liable for gross negligence or willful misconduct in the performance of duty. The Organization may also reimburse to any director, officer, employee or agent the reasonable costs of settlement of any such action.

Purchase of Insurance. The Organization shall have the power to purchase and maintain insurance on behalf of any person who is or was a director, officer, employee or agent of the Organization, or is or was serving at the request of the Organization as a trustee, partner, director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise against any liability asserted against the person and incurred by the person in any such capacity, or arising out of the status as such, whether or not the Organization would have the power to indemnify the against such liability under the provisions of this Section.

H. Bylaws & Amendments

To amend the Bylaws, the Board of Directors shall appoint a Bylaw Amendment Committee to propose amendments to the Bylaws. After a proposed amendment(s) is accepted and the language of the amendment(s) is approved by the Board of Directors with eighty percent (80%) vote, the amendment(s) must be approved by the Assembly of Representatives with a vote greater than two-thirds (2/3) of quorum.

I. Dissolution of the Organization

In the event of the necessity of the dissolution of the organization, the Board of Directors shall act in accordance with Washington law regarding nonprofit religious organizations.

AMENDMENT I - Passed by the Assembly of Representatives February 19, 2012

J. Establish a Temporary Co-Worker Team to centralize governing affairs in church in the event of Senior Pastor vacancy

J.1 Process

- 1) In the event that the Senior Pastor position is vacant, the Board of Directors shall announce the dismissal and dissolution of the Executive Pastoral Team (EPT) within two weeks. EPT in current form shall cease to operate.
- 2) The BOD compile a list of candidates (minimum of 3, odd number of candidates) and decide the size for a Temporary Co-Worker Team to handle all official church matters including operations and legal liability.
- 3) The list of candidates for a Temporary Co-Worker Team shall be approved by the Assembly of Representatives through election process. Vote rules: Candidate pool shall be 30% larger than the desired TCT team size.
- 4) After the election of a Temporary Co-Worker Team, the BOD will transfer all legal responsibilities to members of Temporary Co-Worker Team through new filing(s) of responsible persons with the Secretary of Washington State
- 5) After the establishment of a Temporary Co-Worker Team, the BOD will dissolve and cease to operate as a governing body within the church.
- 6) In the event of the Senior Pastor vacancy has been filled, at the earliest moment, no longer than 1 month, the Temporary Co-Worker Team shall assemble a list of candidates to be approved by the Assembly of Representatives to form a new Board of Directors. A new Board of Directors will operate in accordance to this Bylaw.
- 7) At the moment that a new Board of Directors has been formed, the Temporary Co-Worker Team shall transfer legal responsibilities to members of BOD through a filing of responsible persons with the Secretary of Washington State.
- 8) After the new Board of Directors has been installed, the Temporary Co-Worker Team shall dissolve and cease to operate.
- 9) Upon the dissolution of the Temporary Co-Worker Team, the new Senior Pastor shall form and appoint an Executive Pastoral Team (EPT) in accordance to this Bylaw.
- 10) Serving term of the Temporary Co-Worker Team is renewable in 12 months terms through approval of the Assembly of Representatives, until the Senior Pastor vacancy is filled. In the case of TCT members not willing to continue to serve, TCT shall nominate new candidates.

J.2 Temporary Co-Worker Team – Membership Composition Criteria

- 1) Temporary Co-Worker Team shall have a minimum of 3 members, consist of (1) Chairman, (1) Secretary, (1) Treasurer. The Temporary Co-Worker Team may choose to include additional members through approval of the Assembly of Representatives by vote, to cover various ministry areas within the church.
- 2) Membership of the Temporary Co-Worker Team shall be consistent with criteria set forth in this Bylaw when selecting candidates for either Board of Directors (BOD) or Executive Pastoral Team (EPT).

J.3 Temporary Co-Worker Team – Operations

- 1) The Temporary Co-Worker Team will serve as the one (1) central authoritative governing body during the vacancy period of a Senior Pastor.
- 2) The Temporary Co-Worker Team shall handle daily and ministry operations of BOLCCIS previously handled by the Executive Pastoral Team.
- 3) The Temporary Co-Worker Team shall handle legal and financial responsibilities of BOLCCIS previously handled by the Board of Directors.
- 4) The Temporary Co-Worker Team shall act in accordance with the Bylaws of BOLCCIS as well as applicable Washington law regarding nonprofit religious organizations.