

CONSTITUTION AND BYLAWS
of
WESTERN HILLS CHURCH
San Mateo, California

PREAMBLE TO THE CONSTITUTION AND BYLAWS

This Constitution and Bylaws will preserve the liberties of each individual church member and the freedom of action of this body in relation to other churches. We declare and establish this Constitution and Bylaws to preserve and secure the principles of our faith and to govern the body in an orderly manner.

CONSTITUTION

ARTICLE I - NAME

The name of this Church Corporation is and shall be the Western Hills Church of San Mateo.

ARTICLE II - PURPOSE

The purpose of this church is:

1. To celebrate God's presence by our worship
2. To Educate God's people with our discipleship
3. To Demonstrate God's love in our ministry
4. To Communicate God's message of Jesus Christ for salvation

ARTICLE III - AFFILIATION

This church shall strive to effect a close cooperation with the local Southern Baptist Association, the California Southern Baptist Convention, and the Southern Baptist General Convention, with which bodies this church declares itself to be in friendly cooperation.

ARTICLE IV - ARTICLES OF FAITH

This church's Articles of Faith with the accompanying introduction are found in the booklet entitled "The Baptist Faith and Message" adopted by the Southern Baptist Convention, May 9, 1963.

ARTICLE V - COVENANT

Having been led, as we believe by the Spirit of God, to receive the Lord Jesus Christ as our Savior and, on 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 the 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 deportment, and to be zealous in our efforts to advance the kingdom of our Savior.

We further agree 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 rules 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.

ARTICLE VI - CHARACTER

A. **Polity:** The government of this church is vested in the body of believers who compose it. Elders are responsible for the spiritual leadership of the church. They will direct the affairs of and are accountable to the congregation.

To maintain the accountability of the Elders and the integrity of the church leadership of Western Hills Church, the following requires a vote by church members:

1. Selection or termination of all Pastoral staff
2. The annual budget.
3. The release of major assets.
4. The election and reaffirmation of Elders.
5. Any Constitutional/Bylaws changes.
6. The purchase and sale of buildings and property.
7. Any other decision the Elders deem necessary.

The government of this church is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation among Southern Baptist churches.

B. **Doctrine:** This church receives the Scriptures as its authority in matters of faith and practice. Its understanding of Christian truth as contained therein is in essential accord with the belief of the Southern Baptist churches indicated in its Articles of Faith found in the booklet entitled "The Baptist Faith and Message" adopted by the Southern Baptist Convention, May 9, 1963.

ARTICLE VII - DISSOLUTION

The property of this non-profit corporation is irrevocably dedicated to the cause of Christ and on dissolution, none of its assets shall inure to any individual, but shall be distributed to the California Baptist Foundation.

ARTICLE VIII - AMENDING THE CONSTITUTION

This constitution may be amended by a vote of two-thirds of the members present and voting at a regular or called business meeting, provided the proposed amendment shall have been offered in writing at a regular or called business meeting with at least two months between offering and adoption. Each proposed amendment shall be announced to the church body during the Sunday services on the first two Sundays following the offering of the amendment.

WESTERN HILLS CHURCH
of
San Mateo, California
BYLAWS

ARTICLE I - MEMBERSHIP

- A. **QUALIFICATION:** The membership of this church shall consist of such persons as profess Jesus Christ to be their Savior and Lord and who have followed Him in believers baptism by immersion. Members may be received into the church by profession of faith and believers baptism, by transfer of letter from any Baptist church of like faith and order, by statement of personal faith and believers baptism, or by restoration after having been dropped from the church roll.
- B. **GRANTING MEMBERSHIP:** Membership in this church shall be granted after the reception and agreement to the membership information as received in the prospective members study followed by a personal interview with a Deacon or person designated by the Elders. Affirmation is by the Elders.
- C. **DUTIES:** Members are expected to be faithful in all the duties essential to the Christian life; and to attend habitually the services of this church, to give regularly for its support and its causes, to share in its organized work, and to enter into its Covenant (see Constitution, Article V).
- D. **RIGHTS:** All active members of this church may act and vote on all matters that come before the church.
- E. **CLASSIFICATION:** The membership of this church shall be classified as follows:
1. **Resident:**
 - a. **Active:** Those members who are fulfilling their duties as prescribed in part C above.
 - b. **Inactive:** Those members who absent themselves from the services of the church and make no effort to contact the church are inactive members. The Clerk shall keep a roll of inactive members. This roll shall be prepared in cooperation with the body of Deacons, shall not be made public for solicitation and shall normally be used only by the Pastor-Teacher, Elders, Deacons, and the Clerk in the performance of their duties.
 2. **Non-resident:** Those members who have moved from the church area without terminating their membership with this church are non-resident members. After one year non-resident members shall be contacted by the Deacons to determine their status and to initiate termination of church membership, if appropriate.
- F. **TERMINATION:** Members may be removed from the church roll by approval of the Elders after consultation with the Deacons for the following reasons:
1. Death.
 2. Transfer of membership to another church of like faith and order.
 3. By personal request of the member.
 4. Non-residency
 5. Dismissal by the Elders according to the following conditions:

Members of this church who shall err in doctrine or conduct shall be subject to dismissal according to Matthew 18:15-18 and Galatians 6:1. Before such dismissal, however, 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. If said erring member does not heed this warning, then the warning member shall again go to the erring member accompanied by one or two witnesses to warn and correct such erring member. If said erring member still refuses to heed this warning, it shall be brought to the attention of the Elders who shall tell it to the church.
- G. **RESTORATION:** Any person whose membership has been terminated for any offense may be restored by the Elders upon evidence of his or her repentance and reformation; or, if on account of continued absence there is a satisfactory explanation.

ARTICLE II - CHURCH ORGANIZATION

A. GENERAL: All organizations as deemed necessary to accomplish the church purpose shall be under the direction and supervision of the Elders. The Pastor-Teacher of the church is the pastor of all its organizations.

There shall be an advisory church council composed of Ministry Heads plus the following Standing Committee Chairpersons (see Bylaws, Article III): Nominating, Finance, Property/Grounds & Equipment, Personnel, Missions, Deacons, and Christian Education.

B. OFFICERS: The Elders will appoint the corporate officers of the church.

C. OFFICES OF THE CHURCH:

1. ELDERS: Active Elders, those who have been selected by the church (Elder), are responsible for the spiritual leadership of the church. They will direct the affairs of and are accountable to the congregation, as mentioned in Article VI of the Constitution.

a. QUALIFICATIONS: The qualifications of Elders are found in I Timothy 3:1-7 and Titus 1:5-9.

The Elders are to be a group of mature Christian men of God who guide Christ's local church by teaching the Word and stimulating its application in every member.

b. SELECTION, ELECTION AND ORDINATION:

There shall be a minimum of five active Elders. An Elder shall be chosen whenever a vacancy occurs and at such time as there is need for additional Elders. The Elders shall seek a candidate from among the congregation who has been an active church member for one year, keeping in mind the qualifications for Elder listed in paragraph C.1.a of these Bylaws.

Nominations shall be requested from the congregation at least annually.

The candidate shall be interviewed by the Elders before being presented with the Elders' recommendation for or against approval to the congregation for questioning at a regular or called business meeting.

At that time election shall be by a secret ballot with a quorum present. An affirmative vote of three-fourths of those present and voting shall be required.

Those elected but not yet ordained shall be ordained at the earliest possible time.

The Elder shall serve for a period of three years. At the end of that three year period if he chooses to serve an additional three-year term he must come before the congregation. Reaffirmation for the new three-year term will require an affirmative vote of three-fourths of those voting.

c. RESIGNATION & TERMINATION: Voluntary resignation of an Elder shall be honored immediately after written notice.

Termination of the Elder shall be possible only after good and kindly efforts have been made to heal the breach or difficulty. This effort shall be made through the Elders in consultation with formerly active elders. A majority recommendation from the active Elders (with respect to the Elder in question, that Elder shall not vote), with reason for termination, will be presented to the congregation for a vote. This recommendation shall take place at a called business meeting (see Article IV.C.2 of Bylaws). Dismissal would require a majority vote of church members present and voting (see Article VI.A Constitution).

d. RELATIONSHIPS: The Elders are servants of the body and will be available at any time.

The Elders shall be non-voting, ex-officio members of all the church committees and organizations.

Any church member may attend any regular Elders Meeting

e. CHAIRMAN: The Elders shall elect their chairman annually.

2. PASTOR-TEACHER:

- a. **CALLING:** A suitable Pastor-Teacher shall be chosen and called whenever a vacancy occurs. A selection committee consisting of five members shall be appointed by the Elders and approved individually by a majority of the church members present and voting at a called business meeting. Nominations for this committee will be accepted by the Elders from the congregation.

The committee will seek names for the Pastor-Teacher from all church members and other sources, but shall bring only one man at a time to the church for consideration; this presentation shall be a nomination for Pastor-Teacher. Election shall be by secret ballot with a quorum present at a called business meeting.

The amount of salary and other conditions of employment shall be recommended by the Finance Committee to the Elders and for approval by the congregation at the time of the call and formally recorded in a letter to the Pastor-Teacher.

An affirmative vote of three-fourths of those present and voting shall constitute a call. The Pastor-Teacher shall be called for an indefinite period of time.

- b. **RESIGNATION & TERMINATION:** Voluntary resignation of a Pastor-Teacher shall be honored immediately after written notice.

Termination of the Pastor-Teacher shall be possible only after good and kindly efforts have been made to heal the breach or difficulty. This effort shall be made through the Elders in consultation with formerly active elders. A majority recommendation from the active Elders (with respect to the Pastor-Teacher in question, that Pastor-Teacher shall not vote), with reason for termination, will be presented to the congregation for a vote. This recommendation shall take place at a called business meeting (see Article IV.C.2 of Bylaws). Dismissal would require a majority vote of church members present and voting (see Article VI.A Constitution).

- c. **RELATIONSHIPS:** The Pastor-Teacher is the leader of pastoral ministries in the church. As such he works with the Elders, Deacons, and Pastoral Staff to lead the church in the achievement of its purpose (see Article II of Constitution).

The Pastor-Teacher shall serve as an active Elder indefinitely.

3. **STAFF MEMBERS:** The staff members serve under the direction of the Pastor-Teacher and shall consist of two classes: Pastors and church employees.

- a. **PASTORAL STAFF POSITIONS:** Pastoral Staff are those who have acknowledged a call to the gospel ministry as the primary work of their life. This service in the church shall normally be their means of livelihood.

These elders shall not be considered active Elders (see Article II.C.1 of Bylaws) unless confirmed by the church as such.

Pastoral staff positions should initially be determined by the Elders, with the assistance of the Finance Committee. The congregation shall approve the position at the time the budget is approved at a regular or called business meeting (see Article IV.C.2 of Bylaws).

Termination of Pastoral Staff shall be possible only after good and kindly efforts have been made to heal the breach or difficulty. This effort shall be made through the Elders. A majority recommendation from the Elders (with respect to the Pastor in question, if that Pastor serves as an Elder he shall not vote), with reason for termination, will be presented to the congregation for a vote. This action shall take place at a called business meeting (see Article IV.C.2 of Bylaws).

Dismissal would require a majority vote of church members present and voting.

- b. **EMPLOYEES:** All other paid staff members not called to the gospel ministry shall be considered church employees. The Elders may determine from time to time the need for additional employees. They shall be hired by the Elders without confirmation by the congregation if within the budget.

Employees can be terminated by the Elders.

4. DEACONS:

a. SELECTION, ELECTION, AND ORDINATION:

The Elders shall be guided by the scriptural ideals in I Timothy 3 in selecting Deacon candidates. They shall seek a candidate from among the congregation who has been an active church member for at least six months. Nominations shall be requested from the congregation at least annually.

The candidate shall be interviewed by the Elders and Deacons and shall be presented with the Elders' recommendation for or against approval to the congregation for questioning at a called or regular business meeting.

Deacons shall be asked to serve for a three-year term, unless filling the unexpired term of another Deacon. After their term has been served, they may choose to remain active for another three-year term, or move into an inactive status.

At the time an inactive Deacon requests to return to active status, they will be interviewed by the Elders and Deacons. Upon majority approval from both the Elders and Deacons, the Deacon would return to active status.

Each new Deacon will be ordained at the earliest possible time at a congregational service.

b. RESIGNATION & TERMINATION: Voluntary resignation of a Deacon shall be honored immediately after written notice.

Termination of the Deacon shall be possible only after good and kindly efforts have been made to heal the breach or difficulty. This effort shall be made through the Elders in consultation with formerly active elders. A majority recommendation from the active Elders, with reason for termination, will be presented to the congregation for a vote. This recommendation shall take place at a called business meeting (see Article IV.C.2 of Bylaws). Dismissal would require a majority vote of church members present and voting (see Article VI.A Constitution).

c. DUTIES:

The Pastor-Teacher or his designee shall meet monthly with the Deacons. The Deacons are to consider and formulate plans for the constant effort and progress of the church in all things pertaining to winning the lost, the growth and development of the membership, and the extension of the kingdom of God.

The Deacons will endeavor to promote a spiritual fellowship in the church in accordance with New Testament teachings.

The Deacons shall elect their own chairperson.

5. CHURCH CLERK:

The Elders shall appoint a Clerk as the church's clerical officer. The Clerk shall be responsible for keeping a record of all official actions of the church, except as otherwise herein provided. The Clerk shall be responsible for keeping a register of names of all members by classification (see Article I.E of Bylaws), with dates of admission, dismissal, death, or erasure, together with a record of baptisms. The Clerk shall issue letters of transfer, approved by the Elders, preserve on file all communications and written official reports, and give required notice of all meetings where notice is necessary, as indicated in these bylaws. The Clerk shall be responsible for preparing the annual letter of the church to the association. The Elders may delegate some of the clerical responsibilities to a church secretary who will assist the Clerk. All church records are church property and shall be kept in the church office when an office is maintained.

Every Elder shall have the right at any reasonable time to inspect all church books, records, documents of every kind, and the physical properties of the corporation and also of its subsidiary organizations, if any.

6. MODERATOR: The church shall elect annually a moderator to preside at all business meetings. In the absence of the moderator, the Elders shall appoint an acting moderator.

ARTICLE III - COMMITTEES

A. STANDING COMMITTEES

There shall be seven Standing Committees, namely:

- Christian Education
- Deacons
- Finance
- Missions
- Nominating
- Personnel
- Property/Grounds and Equipment

Standing Committee members shall be elected annually, but some continuity of membership will be of value. A commitment of a minimum of one year will be expected under ordinary circumstances. Election shall be at a regular or called business meeting. Each Standing Committee shall meet at least quarterly.

The members of each Standing Committee shall elect their Chairperson from the members of their committee.

The Chairperson of each Standing Committee shall:

- i) serve on the Advisory Council.
- ii) serve as the Coordinating Committee.

B. ADVISORY COMMITTEE

The Advisory Council shall be made up of the Standing Committees' Chairpersons and the various Ministry Heads of the church.

The Advisory Council may meet as often as needed, but shall meet at least quarterly as a committee of the whole. Minutes of each meeting shall be posted in a conspicuous place for the congregation to read.

Any member of the church is welcome at the Advisory Council and may speak at any Advisory Council meeting by requesting time to speak from any Ministry Head or Standing Committee Chairperson.

Policy manuals for each Standing Committee shall be maintained by the respective committees. A definition of and or description of each Ministry shall be maintained by the respective Ministry Head. All definitions, policies and any addenda or amendments shall be approved by the Elders before being distributed. A current copy with all addenda and amendments shall be given to the Advisory Council and the Elders whenever any changes are made.

Budget recommendations for the coming year will be generated through the Advisory Council and presented to the Coordinating Committee.

C. COORDINATING COMMITTEE

The Coordinating Committee shall consist of the Chairpersons from each Standing Committee. They shall meet at least quarterly to coordinate all information from the various committees and the Ministry Heads, and shall then report to the Elders at the next scheduled meeting with the Pastoral Staff.

D. NOMINATING COMMITTEE

The Nominating Committee shall consist of seven members who shall be annually selected by the Elders and elected by the church. They shall serve to fill all church elected leadership positions, except the Elders, Deacons, and Pastoral Staff. They shall nominate special committees as assigned by the Elders. They shall be responsible to make the church body aware of open positions.

The Nominating Committee shall present their recommendations to the Elders for consideration and approval. Those approved by the Elders shall be presented to the church for election by the congregation at a regular or called business meeting by a majority of the quorum present.

E. CHRISTIAN EDUCATION COMMITTEE

The church shall maintain a Bible teaching program to teach Biblical revelation and reach persons for Christ and church membership. They shall also make available leadership training programs for all age groups.

This Bible teaching program shall be in accordance with the purpose of the church and shall be organized by departments and/or classes as appropriate for all age groups. Leaders from these various departments and classes shall cooperate with the Christian Education Committee in all matters, including curriculum.

The Christian Education Committee shall consist minimally of the following persons: Preschool Director; Children's Director; Youth Director; Adult Education Director. Other directors may be added as needed, upon approval by the Coordinating Committee and subsequent election by the congregation.

F. FINANCE COMMITTEE

The Finance Committee shall be responsible for the proper accounting of all finances of the church. All records shall be kept in accordance with generally accepted accounting procedures. They shall account for all assets and liabilities of the church, and shall present to the Elders (for presentation at any called or regular meeting) a full accounting of the financial condition of the church.

The financial condition of the church shall be presented to the congregation at least four times a year.

The finances of the church shall be planned, promoted and effected through an annual budget for the church fiscal year. A unified budget plan will be used. All gifts and offerings not otherwise designated will go into a single general fund, and the church in general business session will vote to approve or disapprove the budget showing the amounts to be pro-rated to each purpose, organization, current need, or mission.

The church shall not solicit income from other than members or attendees to support the unified budget. All income received from any source that is not designated shall be applied to the general fund of the unified budget.

The Finance Committee shall have a minimum of four members.

Budget recommendations for the coming year will be generated through the Advisory Council and presented to the Coordinating Committee. The Chairperson of the Finance Committee will present the proposed budget to the Elders at least two weeks before the November general business meeting.

They shall be assisted by the following:

- 1) Counters (a minimum of four)
- 2) Recorders (a minimum of one)
- 3) Accounting (a minimum of two)
- 4) Advisory Council (Budget)

G. MISSIONS COMMITTEE

The Missions Committee shall be the mission education, mission action, and mission support arm of the church. They shall be responsible for the teaching of missions and shall encourage the church to engage in mission projects and support world missions through prayer and giving.

They shall promote church participation in the denomination's special emphasis on behalf of Foreign, Home and State Missions.

They shall have a minimum of three members.

H. PERSONNEL COMMITTEE

The Personnel Committee shall assist the church in matters related to employed personnel, both pastoral and staff.

They shall work closely with the Elders, Pastoral Staff and Finance Committee to help in determining staff needs, salaries, benefits, policies, job descriptions, and shall assist with personnel problems.

They shall have a minimum of three members.

I. PROPERTY/GROUNDS AND EQUIPMENT COMMITTEE

The Property/Grounds and Equipment Committee shall be responsible for maintaining all buildings, facilities, grounds and equipment of the church. It is the responsibility of this committee to keep the church facilities, grounds and equipment safe, fully operational, and well maintained.

It shall also be responsible for coordinating and recommending the purchase of all new equipment in excess of \$100. Church equipment consists of all business equipment (e.g., computers, typewriters, copy machines, etc.), furniture, media equipment (e.g., televisions, VCRs, sound, light, and video equipment, etc.), and any other equipment utilized for the operation of the church or its facilities (e.g., stoves, refrigerators, heaters, etc.). They shall coordinate with the appropriate ministry heads.

The Committee shall have a minimum of four members.

They shall be assisted by the following sub-committees:

- 1) Buildings (property)
- 2) Grounds
- 3) Equipment

ARTICLE IV - MEETINGS

- A. **WORSHIP:** Services for worship and for the preaching of the Word shall be held every Sunday morning and at other times as decided by the Elders. Mid-week services shall be held every Wednesday evening. These worship services shall be at the facilities of Western Hills Church, San Mateo, unless decided otherwise by the Elders.
- B. **ORDINANCES:** The ordinances of the church are Baptism and the Lord's Supper.
1. The ordinance of Baptism shall be by immersion in water of the professed believer in obedience to the command of Christ and shall be administered on authority of and in the presence of the church.
 2. The ordinance of the Lord's Supper shall be observed at a worship service at least quarterly. All believers are eligible to partake.
- C. **BUSINESS:**
1. **REGULAR BUSINESS MEETING:** The church shall convene for regular business meetings semi-annually the second Wednesday in May and November for the consideration and transaction of business. The date may be adjusted by the Elders.
 2. **CALLED BUSINESS MEETING:** The Elders may call a special business meeting with three announcements, two of which shall be given at all scheduled services on the two Sundays preceding the meeting. The third announcement must be given in writing through the mail to all active church members at least six days before the meeting. Each of the three announcements shall clearly state the purpose of the called business meeting.
 3. **QUORUM:** Ten percent of the resident active roll of the membership of the church shall constitute a quorum for a regular or a called business meeting, except that twenty-five percent shall be necessary for the call of a Pastor-Teacher.
 4. **PROCEDURE:** The moderator shall conduct all business in a spirit of Christian love and according to Robert's Rules of Order, the latest revised edition. The moderator shall not call a meeting to order unless there is a quorum present. The moderator shall follow a prepared agenda in the conduct of regular or called business meetings. The moderator shall limit the agenda of called business meetings to the purpose stated in the call from the pulpit.
 5. **REPORTS:** The annual church letter and report to the association shall be given in writing during the month of October.
 6. **VOTING:** A majority vote shall carry all issues requiring a vote unless specified otherwise in these bylaws.
 7. **CHURCH YEAR:** The church business year shall be from 1 October to 30 September. The church fiscal year shall be from 1 January to 31 December.

ARTICLE V - FINANCES

A. UNIFIED BUDGET:

The finances of the church will be under the direction of the Elders.

The finances of the church shall be planned, promoted and effected through an annual budget for the church fiscal year. A unified budget plan will be used. All gifts and offerings not otherwise designated will go into a single general fund. The church in business session will vote to approve or disapprove the budget showing the amounts to be pro-rated to each purpose, organization, current need, or mission.

B. GIFTS AND OFFERINGS:

1. **FOR GENERAL FUND:** Offerings in support of the unified budget may be received during Sunday Worship Services, Sunday School, Revival Services, Vacation Bible School Parents' Night and other appropriate church services.
2. **DESIGNATED:** Designated gifts may be received at any time. These may be reviewed by the Elders and a possible alternate disposition recommended to the designee(s).
3. **MEMORIALS:** Memorial gifts may be received at any time. Memorial gifts become the property of the church, and the Elders reserve the right to confer with the donor to re-direct the gifts.
4. **ORGANIZATIONS:** All funds allocated for church activities or church sponsored activities shall be budgeted. Unbudgeted funds in excess of \$300.00 shall not be solicited without prior approval by the Elders. All funds solicited shall be accounted for to the Finance Committee.

C. **SOURCES OF INCOME:** The church shall not solicit income from other than members or attendees to support the unified budget. All income received from any source that is not designated shall be applied to the general fund of the unified budget. Payments for the use of church property shall be handled as designated monies and shall be only in the amount necessary to defray the expense of the upkeep and use of the property and equipment.

D. **EXPENDITURES:** All budgeted expenditures will be made by a church check. The approved budget will constitute authorization for expenditure without further approval to the extent of each budgeted item provided funds are available. Any expenditures not budgeted or over budget must be approved by the Finance Committee. An accounting to the congregation shall be published a minimum of four times a year.

E. **BANK ACCOUNTS AND BOOKKEEPING:** Receipts of all monies and checks from all sources shall be deposited and kept in one bank checking account but shall be recorded in accordance with generally accepted accounting procedures in separate bookkeeping accounts as appropriate, that is, a general fund and designated fund accounts. A separate checking account may be established where there is a special need upon approval by the Elders. Surplus funds shall be placed in a savings instrument or used to liquidate indebtedness. Savings instrument withdrawals shall require the signature of two persons authorized by the Elders.

ARTICLE VI - LICENSING AND ORDINATION

- A. **LICENSING:** A license is issued by unanimous approval of the church Elders. The license, so issued, is recognized by the state of California. The license is issued in recognition of a brother's call to the Gospel ministry. Its aim is to allow a man to perform all the ecclesiastical duties and functions of the church and indicates he meets the qualifications of being a "clergyman" in the eyes of the state. The licensee shall then be presented to the church.
- B. **ORDINATION:** Ordination for a person other than Elder or Deacon, upon unanimous approval of the Elders, shall be presented to the church.
- C. **REVOCATIONS:** The Elders may, by majority consent, revoke the ordination and/or license of a member who becomes an offense to the church or Christ for moral or scriptural reasons. If in respect to an Elder in question, that Elder shall not vote.

ARTICLE VII - USE OF CHURCH FACILITIES

The facilities of Western Hills Church belong to the Lord; but the members are responsible for the stewardship of those facilities. Policies governing the use of church facilities by groups or individuals, members or non-members, will be determined by the Elders.

ARTICLE VIII - AMENDING THE BYLAWS

These bylaws may be amended by a majority vote of the members present and voting at a regular or called business meeting, provided the proposed amendment shall have been offered in writing with at least thirty days between offering and adoption. Each proposed amendment shall be announced to the church body during the Sunday services on the first Sunday following the offering of the amendment.

DISTRIBUTION OF THE CONSTITUTION AND BYLAWS

One copy shall be kept in the church office where it is readily accessible for all members to use. One copy shall be kept in the church Clerk's current record and shall be available at regular and called business meetings. Each church member or family shall be provided a copy. Each subsequent new church member or family shall be provided a copy.

NOTICE

This constitution and bylaws supersedes and makes void all previous action of the church not in agreement with them prior to July 20, 1994. All future amendments shall be dated on the appropriate pages where changes are approved.