

## BY-LAWS

SUNSET COMMUNITY CHURCH, formally known as Calvary Baptist Church,  
RENTON, WASHINGTON

That all things may be done decently and in order, and that we may more readily help each other, as members of Sunset Community Church, Renton, Washington, we hereby adopt the following by-laws as our method of work. Such by-laws are immediately effective and shall continue in force and effect until amended in accordance with the term hereof.

### **ARTICLE I: NAME AND PRIVILEGES**

#### Section 1

This church shall be known as Sunset Community Church of Renton, Washington.

#### Section 2

On all matters that require church action, each member is entitled to one vote.

#### Section 3

For the transaction of business, ten percent of the Active roll of members shall constitute a quorum, except that in calling or dismissing a pastor; in matters pertaining to acquisition, sale or undesignated use of property; or in matters involving assumption of financial obligation, then fifteen percent of the resident and active roll shall constitute a quorum.

### **ARTICLE II: MEMBERSHIP**

#### Section 1

Membership in Sunset Community Church shall be open to all who request membership, provided they have:

- a. Publicly acknowledged receiving Jesus Christ as personal savior.
- b. Received counseling concerning their decision.
- c. Submitted to believer's baptism

#### Section 2

Membership shall be granted as follows:

- a. Attend a Membership Orientation.
- b. After attending a Membership Orientation, member candidates will then meet with a church leader to share how they came to faith in Jesus, ask any relevant questions about the beliefs and practices of the church, and affirm their desire to commit to Sunset Community Church.
- c. Candidates' names will then be brought to the Leadership Team for feedback and affirmation.
- d. Candidates will then be introduced to the church as new members.

### Section 3

#### Types of membership:

- a. Active – an individual who has participated in the life of the church within the past 12 months. Only active members have full voting rights and are eligible to serve as a church officer or sit on a church committee.
- b. Non-Resident – an individual who has temporarily moved out of the area and is not able to physically attend. These individuals expect to return as active members at a later date and will be moved to Active member status upon their return.
- c. Associate – an individual who attends on a temporary basis but retains membership in a home church to which he/she expects to return.

### Section 4

#### Active membership may be withdrawn:

- a. By a transfer of letter granted at the request of a sister church.
- b. By removal from the roll upon death.
- c. By erasure when:
  1. He/she departs from the Baptist faith to follow another. Such erasure shall be confirmed by church action in a regular business meeting.
  2. Upon written request of a member.
- d. Due to non-participation in the life of the church in the past 12 months. Such withdrawal shall be confirmed by church action in a business meeting following review by the Pastor and deacon body.
- e. When a member becomes an offense to the church and its good name by reason of immorality, unchristian conduct, persistent breach of covenant or by advocating doctrines out of harmony with those held by the church, the church may terminate his membership by vote in a regular or special called business meeting but only after due notice and hearing, and after faithful efforts have been made to bring such a member to repentance and amendment as described in Matt. 18:15-17.

An individual from whom Active membership has been withdrawn for any reason may again become a candidate for Active membership following the steps outlined in Section 2.

## **ARTICLE III: ORGANIZATION AND MEETINGS**

### Section 1

Meetings for public worship shall be held on each Lord's Day and during the week as may be provided for under the direction of the Pastor and in cooperation with the church.

Sunset Community Church

Renton, WA

By-Laws 2019

## Section 2

The Lords Supper shall be observed no less than quarterly as part of public worship under the direction of Pastor.

## Section 3

A Regular Business Meeting shall be held at least twice per year. The pastor, or his designee, shall serve as moderator. Notice of the business meeting will be provided at least seven days prior to the meeting and may be sent by email, regular mail or announced in the bulletin.

## Section 4

Special Business Meetings may be held upon call of the Pastor or majority of the Leadership Team members. Notice for Special Business Meetings will be as that for Regular Business Meetings.

## Section 5

Matters brought before the Church for action shall be settled by a majority vote of those present and voting, except as otherwise provided in these by-laws. The Church body will act on, but not limited to, adoption of the annual budget, calling or dismissing the Senior Pastor, real estate transactions, withdrawal of funds from the NW Baptist Foundation as stated in Article V Section 5, revision/adoption of these bylaws, or encumbering debt.

## Section 6

Should a question of misconduct or other similar issues be raised against a church or staff member, the Deacons will initiate an investigation and to bring a recommendation to the Leadership Team.

## Section 7

All questions of procedure not provided for in these by-laws shall be determined according to Roberts Rule of Order Revised.

# **ARTICLE IV: OFFICERS AND ELECTIONS**

## Section 1

- a. The Church shall have as officers: a pastor, deacons, trustees, clerk, treasurer, leadership of committees and others as need arise. The Church shall also maintain a Nominating Committee, Building and Grounds Committee, Stewardship Committee, and other committees as needed. No person shall serve as Chairman of more than one committee simultaneously.
- b. The Church may have a Leadership Team consisting of, at minimum: all professional staff, Church Clerk, and Chairmen of the following committees: Nominating, Building and Grounds, Stewardship, and Deacons. Any special emphasis leader can be added as recommended by members of the Leadership Team. Leadership Team members are to serve a one-year term with an automatic renewal for a second year unless the member or Leadership Team request removal.
- c. The Pastor and/or ministerial staff shall serve ex-officio in all general church committees and shall advise as far as practical with all officers in the fulfillment of their various duties.

Sunset Community Church

Renton, WA

By-Laws 2019

## Section 2

- a. The pastor shall be called by the church by at least a two-thirds vote upon unanimous recommendation from the pulpit committee. The call shall be for an indefinite period, with the understanding that the services of the pastor may be terminated at any time either upon decision of the pastor to present his resignation or by majority vote of the Church in regular or special business meeting, reasonable notice should be given in either case. When calling a pastor, only one candidate at a time shall be brought before the Church for consideration. Vote will be by ballot.
- b. For the calling of other professional staff similar procedure should be used.

## Section 3

### On Nomination and election of Officers:

- a. **NOMINATING:** New members to the Nominating Committee shall be nominated by the Leadership Team and affirmed by the Church. The committee is to have three members serving a one-year term with an automatic renewal for a second year unless the member or Leadership Team request removal.
- b. **BUILDING AND GROUNDS:** The committee is to have three members including any staff member serving in the role of building maintenance. Non-staff positions are to serve a one-year term with an automatic renewal for a second year unless the member or Leadership Team request removal. The Nominating Committee will solicit new committee members, in consult with the Leadership Team, and will be affirmed by the Church.
- c. **PERSONNEL:** The committee will be assembled as needed and upon direction of the Leadership Team. Terms to be determined when convened.
- d. **STEWARDSHIP:** The committee is to have three members in addition to the Church Treasurer, who is not eligible to serve as Chair of the committee. Committee members are to serve a three-year term and additional years may be approved by a vote of the Church. Nominating Committee will solicit new committee members, in consult with the Leadership Team, and will be affirmed by the Church.
- e. **TRUSTEES:** There are to be three trustees each serving a one-year term with an automatic renewal for a second year unless the member or Leadership Team request removal. The Nominating Committee will solicit new committee members, in consult with the Leadership Team, and will be affirmed by the Church.
- f. **DEACONS:** There shall be a sufficient number of deacons to minister to the spiritual and physical needs of the Church family. The length of service shall be three years. A Deacon who has served a full three-year term shall not be eligible for re-election until a year has elapsed. In case of death or removal or incapacity to serve, the church may elect to fill the unexpired term. Elections shall be held as follows:
  1. The Leadership Team in conjunction with the deacon body will seek out men to serve as deacon who are twenty-one years or older, have been members of the church for at least one year and been regular

Sunset Community Church

Renton, WA

By-Laws 2019

4

participants in the life of the church. Candidates shall meet the Biblical qualifications for deacons given in 1 Timothy 3:8-13 and for church leaders found in Acts 6:3.

2. Upon recommendation from the Leadership Team, deacon candidates shall be interviewed by the Senior Pastor and the Deacon Chairman to determine their qualifications, understanding and commitment to the ministry of the deacon.
3. Screened and qualified candidates shall be presented to the church for confirmation. The number of candidates presented to the church will be the same as the number of vacancies to be filled.

#### Section 4

Any officer and/or committee member may resign by submitting a resignation either in person or in writing. The church may declare vacant any office which has been neglected for a period of five or more meetings without good and sufficient reasons.

#### Section 5

Duties of officers:

- a. Deacons are to be servants of the Lord and of the church according to the principles of the New Testament. They shall:
  1. Be zealous to guard the unity of the Church in bonds of peace.
  2. Advise, counsel, and cooperate with the pastor in all matters of the welfare and work of the church.
  3. Seek to release and strengthen the pastor's hands for the spiritual ministry he is prepared to perform.
  4. Make provisions for the proper observance of the ordinances.
  5. Assume responsibility for the physical and spiritual welfare of the members.
  6. Accept responsibility to call on families assigned to his care.
- b. The Pastor or his designee shall preside over all business meetings of the church. It shall be his duty to keep order and to state and explain propositions which come before the church. He shall not vote except in case of a tie, at which time he may cast a vote.
- c. The Clerk shall keep a record of all actions of the Church, including adequate membership records, and shall be custodian of all minutes.
- d. The Treasurer shall be the custodian of all monetary papers of the Church unless otherwise provided for. He/she shall disburse by check in keeping with the action of the church and as provided in Article V,

Sunset Community Church

Renton, WA

By-Laws 2019

5

Section 3. He/she shall make a detailed monthly statement to the Church of the receipts and disbursements.

- e. The Nominating Committee will take full charge of selecting and asking people to serve in various offices in the church after consultation with various directors of work.
- f. The Trustees shall be legal custodians and representatives of the Church. They shall meet with Finance Committee for the consideration of matters pertaining to property and legal procedures. All legal transactions shall be upon the authority of the Church.
- g. The Financial Secretary shall keep record of all individual receipts as indicated on offering envelopes. An annual report of individual giving records shall be provided by the end of January following each calendar year. Quarterly reports shall be available only upon request.
- h. The Personnel Committee shall assist the church and staff in matters related to the employed personnel administration.
- i. The Building and Grounds Committee oversees all activities associated with the operation, maintenance, safety and security of the buildings, grounds, furnishings and equipment owned by the church.
- j. The Stewardship Committee shall:
  - 1. Develop a suggested budget after reviewing budget request and justification for allocation for Program Organization Directors and Committee Chairman. The requests shall be analyzed by the Stewardship committee and either accepted or modified, with modifications reviewed by the one making the request. The proposed budget is to be presented for Church consideration not later than the December business meeting.
  - 2. Regularly review the church budget and financial conditions.
  - 3. Make recommendations to the Church about needed re-allocations of funds to cover unusual or unexpected expenses or events and about alternatives available to the church to raise additional monies, if needed.
  - 4. Periodic review of the Church's financial policies, counting, and accounting procedures of determine their adequacy and appropriateness and bring recommendations to the Leadership Team for any needed changes in financial policy. Should concerns be found, the Stewardship Committee will notify the Leadership Team and provide recommendation on actions to be taken.
  - 5. Act as advisors and resource persons to the financial officers and committees of any mission sponsored by Sunset.

6. Any other responsibilities not specifically mentioned in this section, but which may arise and be related to responsible stewardship of the Church's financial resources, shall be assumed by the Stewardship Committee.

## **ARTICLE V: FINANCIAL PRACTICES**

### **Section 1**

Treasurer, , Financial Secretary, Chairman of Trustees, members of the Counting Committee and any others whose position require the handling of church funds shall be covered by a blanket fidelity bond. Trustees shall recommend additions as necessary.

### **Section 2**

All checks written on the church checking account, shall be signed by the Treasurer, Financial Secretary, or designated member as authorized by the Church.

### **Section 3**

The financial records of the church (but not individual contribution records) shall be made available for inspection by any member of the Church.

An audit of these records by a Certified Public Accountant, or other qualified persons, may be called at any time by action of the Church.

### **Section 4**

If necessary, the Leadership Team may approve changes to the church budget of \$2,000 or less. The changes will be reflected in the current church budget. The Church will be notified of the changes at the next regular Church business meeting.

### **Section 5**

The Church must approve the withdrawals of funds from the NWBF. This does not include withdrawals from the Scholarship Fund which are authorized by a vote of the elected members of the Scholarship Committee.

### **Section 6**

The Church must approve the annual budget.

## **Article VI**

A copy of these By-Laws shall be kept in the Clerk's records at all times and shall be available to each member upon request.

## **ARTICLE VII**

Sunset Community Church

Renton, WA

By-Laws 2019

These by-laws may be amended by a two-thirds vote of the members present and voting at any regular stated business meeting, provided notice and explanation of the proposed change of By-Laws shall have been given at the previous regular stated business meeting, and announced in at least one regular service.

These By-Laws make void any previous action of Church which is not in agreement.

Adopted by Action of CALVARY BAPTIST CHURCH, Renton, Washington this third day of April, 1960. As amended March 21, 1962; May 19, 1971; January 15, 1975; March 15, 1978; June 18, 1980; June 17, 1981; March 23, 1983; January 21, 1987; February 17, 1988; February 21, 1990; April 17, 1991, March 24, 1993; October 16, 2002 and December 20, 2006.

Adopted by Action of the church to change the name from Calvary Baptist Church to Sunset Community Church on November 12, 2017

Adopted by Action of SUNSET COMMUNITY CHURCH, Renton Washington on XXX, 2019.

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Pastor

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Church Clerk