

BY-LAWS
of
WEST VALLEY MISSIONARY CHURCH

ARTICLE I - NAME

NAME

This Church shall be known as: the *West Valley Missionary Church of Yakima, Washington 98908.*

ARTICLE II - AFFILIATION

AFFILIATION

This Church is a member of the Missionary Church, Northwest District, Inc., PMB 523, 23632 Why 99 Ste F, Edmonds, WA 98026-9205 and as such is also a member of the Missionary Church, Inc., a denomination, with headquarters at PO Box 9127, Fort Wayne, Indiana 46899 and as such shares the privileges, benefits and responsibilities of that affiliation.

ARTICLE III- STATEMENT OF FAITH

STATEMENT OF FAITH

A complete Statement Of Faith including other matters related to doctrine and practice may be found in the Constitution of the Missionary church, hereinafter referred to as "The Constitution".

ARTICLE IV - PURPOSE AND OBJECTIVES

PURPOSE

The purpose of the West Valley Missionary Church is to: Celebrate the living God; Cultivate personal growth in Christ; Care for the needs of one another in Christ; Communicate Christ to the world. So that in all things God may be glorified. I

OBJECTIVES

The objectives, being designed to fulfill the stated purpose are: To maintain the public worship of Almighty God; To edify and build up the church through Christian fellowship and Bible teaching; To carry on an aggressive program of local evangelization; To propagate the Gospel throughout the world in keeping with the "Great Commission" and the doctrines and practices of the Missionary Church.

ARTICLE V - MEMBERSHIP

MEMBERS

Section 1 - Members are persons who give a clear testimony to and evidence of saving faith in Christ; have been subsequently baptized by immersion and have been examined and publicly received by a local Missionary Church. Candidates who as believers have been baptized in another manner may be admitted to membership if they are willing to be immersed as the Lord may lead.

APPLICATION **Section 2** - Applicants for membership shall attend a membership class and make application through the Pastor using such forms as may be prepared and available that purpose. Application shall be reviewed and applicants interviewed by the Pastor and Board of Deacons.

QUALIFICATIONS **Section 3** - Qualifications for membership shall be in agreement with those set forth in Article XIII - C of the Constitution.

DISCIPLINE **Section 4** - The Discipline of the Church shall be carried out as in agreement with Article XIII - C of the Constitution.

TERMINATION **Section 5** - Members in good standing, moving from one locality to another where there is a Missionary Church, shall at their request, be given letters of transfer to that Church. In case of a Pastor and family moving from one Missionary Church to another, they shall automatically transfer to the new church of which he becomes a member. Persons moving to a locality where there is no Missionary Church may, at their request, be given letters of recommendation to a church of their choice, or they may request to become a member of the Northwest District and be placed on its roster. In no case will open letters of transfer be given. A member failing to share in the fellowship and responsibilities of our Church for a period of one year without just cause will, after due personal counsel, be considered an inactive member or forfeit his/her membership.

ARTICLE VI - CHURCH BUSINESS MEETINGS

MEMBERSHIP **Section 1** - Only active members of this Church who are sixteen (16) years of age or over and who are in good standing shall be eligible to vote in the Church Business Meetings.

FISCAL YEAR **Section 2** - The Fiscal Year shall be the calendar year.

BUSINESS MEETING **Section 3** - The Annual Business Meeting, unless otherwise specified by the Church Board, shall be held the second (2nd) Sunday of November. Special meetings may be called by the District superintendent or the Church Board. Public announcement of these meetings shall be made in the Sunday morning worship service of the two (2) Sundays immediately preceding the meeting date.

QUORUM and ELIGIBILITY **Section 4** - A Quorum shall be twenty-five percent (25%) of all eligible voting members. No provision shall be made for absentee or proxy voting.

CHAIRMAN and **Section 5** - The Chairman and Secretary of the Church shall act in their

SECRETARY

respective capacities at all Business Meetings. If the Pastor is the Chairman, the Vice Chairman shall preside at all times when the congregation is considering pastoral relationships or calling a pastor.

ARTICLE VII - SENIOR PASTOR

SELECTION

Section 1 - The Senior Pastor shall be chosen from among ministers recognized and approved by the Missionary Church. The District Superintendent shall present a list of approved, available pastors. The Church Board, exclusive of the Pastor, shall present to the Church the name of the candidate they consider advisable. The first call of a pastor is to be for a term of two years with at least a seventy-five percent (75%) favorable vote required. After that time a call for two (2) to five (5) years may be given.

EVALUATION

Section 2 - Annually, during the month of January, the Pastor shall be evaluated by the Church Board. Evaluation sheets shall be distributed to Church Board members in November and returned in December.

TENURE

Section 3 - The Pastor or the Church Board may request a vote of the congregation. Such a vote shall be taken the last Sunday of March. Voting shall be announced two (2) Sundays in advance. An acceptable vote shall be no less than seventy-five percent (75%) of the vote cast at such a meeting. However, if a favorable vote of less than seventy-five percent (75%) is taken, the Church Board shall request consultation with the District Superintendent and the Pastor.

DUTIES

Section 4 - The Pastor shall be an example to the flock of God by keeping himself free from all worldly entanglements and above reproach in all matters of conduct and finance. It shall be his duty to preach the Word; To exercise prayerful and diligent oversight of the Church; Watching for the souls thereof as one that must give account; Seek earnestly the salvation of the lost, that in all things he may be approved unto God; The Pastor shall be recognized as Head of the local Church and shall be responsible for the public services and the general promotion of the church activities; He shall be an ex-officio member of all committees; It shall be his prerogative, with the approval of the Church Board, to arrange for all special meetings and to engage the necessary help for the same.

GOALS

Section 5 - The Pastor and Church Board shall meet annually in the fall, at a retreat setting, to review the past year's goals and accomplishments and to project mutual goals and direction for the coming year.

MINISTRY STAFF

Section 6 - Full or part-time staff may be hired provided the person has been approved as a minister in the Missionary Church or has been approved by the District Executive Board for the ministry position.

ARTICLE VIII - OFFICERS

OFFICERS

Section 1 - The officers of the church shall be: Treasurer, Christian Education Director, Worship Chairman, Head Deacon, Missions Chairman, Grounds and Building Chairman, Board Members-at-Large and any officers as may be needed. The officers shall be members of the church, have a Christian testimony and faithfully attend and support the church; No two (2) members belonging to the same immediate family (i.e.: Parent, Child, Spouse, In-Law) may be members of the Church Board at the same time; After serving two (2), three (3) year terms consecutively, any officer shall not be eligible to serve again until after one (1) year from the time of election. If a qualified person cannot be found to fill that office, the Nomination Committee may nominate that person again.

ARTICLE IX - ELECTION OF OFFICERS

NOMINATION COMMITTEE

Section 1 - If it all possible, all nominations shall be made through the Nominating Committee. Nominations made from the floor shall meet the following requirements: The nominator shall have the approval of the nominee in writing with both the nominator and the nominee's signature; The written nominations shall be in the hand of the Chairman at the beginning of the Business Meeting.

TIME OF ELECTIONS

Section 2 - Elections shall be held annually at the Annual Business Meeting.

VACANCIES

Section 3 - A vacancy in an elected office shall be filled by the appointment of the Church Board and such appointee shall hold office until the term expires.

TERM OF OFFICE

Section 4 - All elected officers are for a term of three (3) years. Two (2) or more years on the Church Board shall be deemed a full term.

ELECTIONS

Section 5 - A simple majority of votes cast shall be required for election to an office.

ROTATION

Section 6 - A rotating three (3) year cycle is as follows: Worship Committee Chairman, Church Treasurer and Member-At-Large; Christian Education Chairman and two Members-At-Large; Head Deacon - Grounds and Building Chairman - Missions Chairman.

ARTICLE X - DUTIES OF OFFICERS

Chairmen of all Boards, Standing Committees, and the Church Treasurer shall give a written report at the Annual Business Meeting.

DUTIES OF CHAIRMAN

Section 1 - Chairman:

1. Shall preside at all meetings of the local Church. The Vice Chairman shall act in his absence.
2. Lead the Church Board in the performance of its duties.
3. Be certain that every point of view is given an opportunity for expression.
4. Dispense all items of business in accordance with the law of parliamentary governs the Board.
5. Be as impartial as possible in all decisions.
6. Be well informed regarding the Missionary Church Constitution, By-Laws and policies.
7. Be certain accurate records are kept of all business.
8. Be aware of the goals of the Church, both short and long-range.
9. Aid in coordination of Board decisions.
10. Supervise the compiling and distribution of minutes, reports, etc. to the Board, various offices and/or congregation as needed.
11. Work closely and cooperatively with the Pastor.

DUTIES OF SECRETARY

Section 2 - Secretary:

It shall be the duty of the Board Secretary to keep a faithful record of all business proceedings of the Church Board or local Church; Notify all concerned, of Board or local conference meetings.

DUTIES OF TREASURER

Section 3 - Treasurer:

It shall be the duty of the Treasurer to help prepare, adopt, subscribe to and operate the budget; Record each individual's giving for tax purposes and sign checks. The Church Secretary will assist the Treasurer; The Treasurer will keep an accurate and complete set of books; Pay all bills promptly by check as authorized. The Board shall appoint a Financial Secretary annually to assist the Treasurer in counting the money and verify the same. The Treasurer, plus three (3) members of the Church Board, shall be designated annually to co-sign checks; Work with the Church Board and keep them informed of the financial status of the Church at monthly Board Meetings.

SELECTION OF DEACONS

Section 4 - Deacons:

Membership: The Board of Deacons shall be elected at the Annual Business Meeting with staggered terms of office. One shall be elected as the Head Deacon.

DUTIES OF DEACONS

Duties: They shall assist the Pastor in the spiritual duties of the Church which shall include the following:

1. Assist in administering the Lord's Supper.

2. Administer the Benevolence Ministry of the Church
3. Oversee the Baptismal Service and interview the candidates for baptism.
4. Handle all matters concerning membership.
 - a. Interview the candidates.
 - b. Periodically revise the Church membership roll.
 - c. Provide for Church discipline.
5. Develop and promote the prayer life of the Church.
6. Assist with the counseling needs in the Church.
7. Visit those who have special needs.
8. Be actively involved in discipling others for future leadership in the Church.
9. Serve as the Church's Nominating Committee.
10. Serve as the Committee on Evangelism.

***SELECTION
GROUNDS and
BUILDING***

Section 5 - Grounds and Building:

Membership: The Grounds and Building chairman shall be elected at the Annual Business Meeting and at least three (3) others to be approved by the Church Board.

***DUTIES OF
GROUNDS and
BUILDING***

Duties:

1. Meet at least quarterly.
2. Be responsible for the care and maintenance and see that all properties, including all furnishings, are kept in good repair.
3. Make at least an annual inspection of all properties and make necessary recommendations regarding maintenance and improvements.
4. Provide the Church with supplies, including: lights, fuel, lawn care, snow removal, and etc. in its operation.
5. Oversight of the Custodian and his duties:
 - a. Seeing he is doing his job at the Church. Seeing that he is keeping the custodian house neat and clean both inside and out.
6. Arrange for adequate insurance on the property.
7. Appoint a secretary to keep an accurate record of all meetings.
8. The Chairman will keep the Church Board informed of its activities, at least quarterly.
9. Present a budget annually for improvements and maintenance.

***SELECTION OF
WORSHIP
COMMITTEE***

Section 6 - Worship Committee:

A. Membership: The Worship Chairman, who shall be elected at the Annual Business Meeting, and at least three (3) members of the congregation approved by the Church Board

B. Meetings: The Worship Committee shall meet at least once (1) a month.

***DUTIES OF
WORSHIP
COMMITTEE***

Duties:

1. To provide music for morning worship services, Sunday evening, evangelistic services, Mission Conference, or any other special service

- needing to be arranged for.
2. In keeping with the West Valley Missionary Church Statement of Purpose, the Worship Committee shall seek to celebrate the living God:
 - a. Through the awareness of His presence.
 - b. Through Communion and Commitment to Jesus Christ
 - c. Through oneness and praise of the Holy Spirit.
 3. The Worship Committee shall endeavor to be aware to keep a worshipful attitude in a physical sense as well as a spiritual reverence in the services
 4. The Worship Committee shall be responsible to the Church Board. The Chairman shall report to the Church Board at least once (1) a quarter.
 5. They shall oversee the sound system of the Church.

***SELECTION OF
CHRISTIAN
EDUCATION
COMMITTEE***

Section 7 - Christian Education Committee:
 Membership: The Chairman shall be elected at the Annual Business Meeting plus three (3) or more who have been approved by the Church Board

***DUTIES OF
CHRISTIAN
EDUCATION
COMMITTEE***

Duties:

1. They shall meet at least once (1) a month.
2. The Christian Education Committee shall determine objectives in accordance with the West Valley Missionary Church's Statement of Purpose.

***SELECTION OF
MISSIONS
COMMITTEE***

Section 8 - Missions Committee:
 Membership: The Chairman shall be elected at the Annual Business Meeting and at least (3) three more who have been approved by the Church Board.

***DUTIES OF THE
MISSIONS
COMMITTEE***

Duties:

1. They are to meet once (1) a month.
2. Plan and coordinate the Annual Missions Conference, using the Women's Ministries and M.M.I. wherever possible.
3. Promote knowledge of Missions:
 - a. The knowledge of Missions, its workers and needs.
 - b. The knowledge of the MAC Program, Missions Encounter and work teams.

***SELECTION OF
STEWARDSHIP
COMMITTEE***

Section 9 - Stewardship Committee:
 Membership: The Church Treasurer shall be the Chairman. At least three (3) other members shall be approved by the Church Board.

***DUTIES OF
STEWARDSHIP
COMMITTEE***

Duties:

1. Lead in Stewardship promotion throughout the year, i.e.:
 - a. Develop and recommend to the Church Board an overall plan for

- sharing Stewardship information.
 - b. Provide information of budget receipts and disbursements.
 - 2. Lead in budget planing work.
 - a. Study trends of giving by the Church.
 - b. Analyze current budget strengths and weaknesses.
 - c. Prepare and present to the Church Board the Annual Budget.
- Initiate, plan and direct the Church's Stewardship program.
- a. Secure and study latest information on Stewardship.
 - b. Work with the Pastor for the Church Stewardship promotion program
- Oversee the receipts and disbursements of funds.
 Submit a monthly financial report to the Church Board
 Have an Annual Audit of the Church financial records.

ARTICLE XI - THE CHURCH BOARD

MEMBERSHIP

Section 1 - The Church Board shall be composed of the *Senior Pastor, Treasurer, Head Deacon, Chairmen* of the following Committees: *Grounds and Building, Worship, Christian Education, Missions, plus three (3) Members At Large* Members of the Church Board shall be members of the local Church. Exceptions to this rule may be made with the approval of the District Superintendent.

MEETINGS

Section 2 - The Church Board will meet the first (1st) Tuesday of each month, subject to change by Board action. A quorum at any regularly called Board meeting will be necessary to transact business. A quorum is sixty percent (60%).

ORGANIZATION

Section 3 - The Church Board shall elect a Chairman, Vice Chairman, and Secretary annually.

DUTIES OF THE CHURCH BOARD

Section 4 - In addition to those duties outlined in the Constitution, it shall be the duty of the Church Board to: Arrange for all regular and special meetings of the Church; Engage necessary workers for the same; Approve the Church budget; Arrange for support of the Pastor and such other workers as may be engaged by the Board; Approve budgets of auxiliary organizations which would be of a continuing nature; Have prayerful and diligent oversight of the Church and its various ministries; Make such recommendations to the Church as may affect its general welfare; Delegate as it may deem wise and necessary its authority to carry out any of the above outlined duties; Appoint such subcommittees as may be needed to facilitate its functions.

CHOOSING A PASTOR

Section 5 - The Church Board, exclusive of the Pastor, shall represent the Church in negotiating for a Pastor in keeping with the Constitution and the District By-Laws dealing with pastoral relations.

***ACTING AS
TRUSTEES***

Section 6 - They shall act for the Church in connection with all legal matters. Where title to property is held by the Church they shall act as the power to mortgage, encumber, sell and convey any real or personal property of the Church and enter into all lawful contracts, in the name of and in behalf of the Church when so directed and authorized by the local Church.

ARTICLE XII - AUXILIARY ORGANIZATIONS

***AUXILIARY
ORGANIZATIONS***

Section 1 - Inasmuch as the Missionary Church through its departments and auxiliary organizations on the denominational level provide guidance to districts and local Churches for the organization of their counterparts on district and local Church levels, it is recommended that in all cases the Constitution be used as a guide in formulating by-laws for local Church units.

ARTICLE XIII - AMENDMENTS

AMMENDMENTS

Section 1 - These By-Laws may be amended by a two-third (2/3) majority vote at any Church Business meeting providing announcement has been made in advance of the vote and a copy of any proposed changes shall be posted.

ARTICLE XIV - AMENDMENTS

DISSOLUTION

Section 1 - In the event of the dissolution of the West Valley Missionary Church the assets of the church will become the property of the Missionary Church, Inc., a non-profit organization.

ADOPTED

April 24, 1988

AMENDED

January 27, 1991; January 1992; November 17, 1994; May 17, 1998;
November 10, 2002; November 9, 2003