

**BY-LAWS**  
OF  
LAKEVIEW BIBLE CHURCH  
NAMPA, IDAHO  
Affirmed May 7, 2023

THE FOLLOWING BY-LAWS duly adopted by the congregation as the further communication of operating structure and procedures consistent with and secondary to the Constitution.

## **Article 1 – Vision & Core Values**

### **Section 1– Vision Statement**

- a. We envision our church family being equipped, trained, and involved in sharing Jesus with others. (Ephesians 4:11-13; 1 Peter 3:15)
- b. We envision a membership involved in well-established, biblically based curriculum and discipleship ministries. (John 17:17, Matthew 28:19)
- c. We envision the majority of the congregation participating in small groups and biblical teachings to help achieve Christian community, accountability, and outreach.
- d. We envision our congregation being actively involved in local and worldwide missions. (Acts 1:8)

### **Section 2 – Core Values Statement**

- a. We acknowledge God is a Sovereign God and all creation comes under His authority. (Psalms 103:19; Ephesians 4:6-7; 1 Corinthians 8:6)
- b. We believe in a Triune God, and it is only through Jesus Christ that we can have a relationship with God. (John 1:1, 1:14; Romans 3:23; 6:23; John 14:6; Acts 4:12)
- c. We believe a devoted relationship with Jesus Christ is maintained through the study of the Bible, prayerful life and fellowship with other believers. (Ephesians 6:18; Philippians 4:6; 1 Thessalonians 5:17; 1 Timothy 2:1)
- d. The Great commission inspires us in our actions to share the Gospel of Jesus Christ. (Matthew 28:18-20)
- e. God's Word is our final authority in all matters (2 Timothy 3:16; 2 Peter 1:20-21)
- f. Every believer has the same access to and power from the Holy Spirit. (Acts 1:8, 2:38)

## **Article 2 – Membership**

### **Section 1 – Service by Membership**

- a. Members as gifted and qualified may hold position(s) in the church as affirmed by leadership and the congregation as applicable.
- b. Active Members are eligible and should vote for church leaders, officers and all other church matters determined by vote of the members of the congregation.

## **Section 2 – Responsibilities of Membership**

Knowing each member is growing in their walk in Christ, each member is responsible to:

- a. Live in all areas of life as a disciple of Christ.
- b. Live, with the aid of the Holy Spirit, a life of consecration and obedience to God, separate from the sinful nature and practices of the world.
- c. Attend and participate in the services and ministries of the church.
- d. Support the work of the church's ministries with their time, talent, and treasure.
- e. Nurture and exercise their talents and spiritual gifts for the building up of the congregation and the ministry of the church body.
- f. Give, as well as receive, counsel from fellow members and leadership about the spiritual, organizational, and operational well-being of the congregation.
- g. Protect the unity of the congregation and promote love and forgiveness.

## **Section 3 – Inactive Membership**

As determined by the board of elders, any member may be considered inactive and ineligible to hold office, or vote who has not actively participated in the Responsibilities listed in Section 2. The change of status from inactive to active is at the discretion of the board of elders. Any person who has been on inactive membership status for a period of at least twelve months may be removed from the membership roll.

## **Section 4 – Church Discipline of Members**

Church discipline is for the restoration of a member to fellowship. Church discipline, then, should be contemplated after individual private admonition has failed. Any member consistently neglectful of their walk in Christ or involved in conduct by which the name of our Lord Jesus Christ may be dishonored, and so opposing the well-being of the congregation and body of Christ, may be subject to the admonition of the board of elders and the discipline of the church. Admonition by the board of elders or congregation may include suspension from communion, suspension from office, and if necessary, suspension from membership. Every effort is to be made to restore the person to full fellowship. (Matthew 18:15-17; Galatians 6:1a; 1 Corinthians 5:1-5; 1 Corinthians 11:27-29).

## **Section 5 – Termination of Membership**

- a. Termination of membership shall be recognized by the church leadership following the voluntary resignation of any church member, written request of transfer to the board of elders or upon the death of a member.
- b. Membership may be terminated for inactive members as described in Article 2, Section 3.
- c. Membership may be terminated for unrepentant members who through church discipline are not restored to full fellowship as described in Article 2, Section 4.

## **Section 6 – Property Rights of Membership**

No member shall have any individual interest, ownership or right to any property or asset owned or managed by the church. Each member shall promote the stewardship, maintenance, and upkeep of all church property. Any gift either cash or property given to the church and accepted by the church shall be church property with no right of recourse.

# Article 3 – Organizational Structure

## **Section 1 – Leadership**

- a. **Board of Elders.** The board of elders shall oversee the direction of the ministries of the church (Ephesians 4:7-16; I Peter 5:1-7). In accordance with Article 5 of the constitution, the board of elders shall be composed of the pastors and lay elders which shall be comprised of a majority plus one of lay elders. The board of elders shall annually select and affirm a chairman. The chairman shall moderate all meetings of the board of elders, the congregation and fill other duties as provided for in the constitution or these by-laws. In the chairman's absence, the remaining board members shall appoint a temporary chairman, if needed.
- b. **Lay Elders.** The responsibility of the lay elders is to care for the spiritual needs of the congregation, and have the sole responsibility to recommend calling, oversight, and performance evaluations of the pastors and administrative staff.
- c. **Additional Officers.** The church shall elect the following:
  1. **Secretary.** The secretary shall serve as an officer of the corporation. The secretary or their designee shall record the actions taken at all regular and special members' meetings of the church, to preserve an accurate roll of the membership, and to perform such other related duties as requested by the board of elders.
  2. **Treasurer.** The treasurer shall serve as an officer of the corporation. The treasurer shall ensure that all funds and securities of the church are properly secured in such banks, financial institutions, or depositories as appropriate; account for all receipted funds and paid expenditures as appropriate and issue the financial records of the church, all in accordance with established church operation procedures.
- d. **Pastoral Staff.**
  1. **Pastor.** Those designated as Pastors shall oversee and coordinate the ministries in mutual direction with the board of elders. As designated either specifically or generally, Pastors shall be the leaders of worship services, teaching and preaching, and care for the spiritual needs of the congregation. Further, pastors shall oversee and be actively involved in their designated area of ministry. Pastors shall, as mutually determined with the Lay Elders, oversee or be responsible for any other areas of ministry. Pastors shall serve on the board of elders; however, not serve in the capacity of elder board chairman, corporate secretary, or treasurer.
  2. **Administration Staff.** Administration staff shall be responsible for specific areas of work as designated and may assist as determined more than one pastor. Administrative Staff shall work with designated pastor(s) as approved by the lay elders with input from the Pastors. Approval shall be by simple majority of the lay elders.
- e. **Non-Pastoral Staff.** Non-pastoral staff employed by the church shall report to the designated elder, officer, or pastoral staff member or ministry leader as established and approved by the lay elders with input from the pastors. Approval shall be by simple majority of the lay elders.
- f. **Deacons.** The board of elders may appoint deacons as deemed appropriate to oversee, serve, or teach various ministries or needs of the church. Deacons shall be members of the church.
- g. **Standing Committees & Councils.** Committees and councils may be set up and organized under the direction of the board of elders. The congregation at an annual or special meeting may also request or appoint a standing committee or council. Any committee or

council should have guidelines of organization, purpose and responsibility outlined as established by the board of elders.

## **Section 2 – Leadership Selection and Termination**

- a. Lay Elders. In order to accomplish their duties, the lay elders must be men who are above reproach in relation to the qualities of maturity given in 1 Timothy 3:1-7, Titus 1:5-9, and 1 Peter 5:1-4. New lay elder candidates shall be nominated by the congregation after a period of prayer. The board of elders shall review the nominated candidates. After a period of prayer and deliberation the board of elders shall submit the recommended nominee(s), from the list of nominated candidates, to the congregation for a vote of affirmation. Affirmation shall be by at least seventy-five percent majority of the members voting.
- b. Pastors. Pastors shall be men based on the same qualifications of lay elder, trained in the specific area of ministry, and selected based on role and responsibility needs. Pastors shall be accredited through the church's conference affiliation, if applicable.

When needed, the lay elders may propose to the congregation to add pastoral staff. They are not required, but may appoint a search committee for the purpose of conducting interviews, selecting a candidate and presenting the candidate to the board of elders. After receiving input from the pastors, the lay elders, by at least a seventy-five percent majority approval, shall present one candidate to the congregation to meet, interview, and affirm. The congregation shall be given two weeks' notice of a vote and affirmation shall be by at least seventy-five percent majority of the members voting.

- c. Secretary & Treasurer. The secretary and treasurer shall be members in good standing (Article 2, Section 2), be recommended by the board of elders, and affirmed by the congregation by at least a seventy-five percent majority of members voting. The secretary and treasurer are not elders by position; however, an elder may serve in the position of secretary or treasurer.
- d. Deacons. Any appointment will take into consideration a person's gifting and qualification for the assignment in light of 1 Timothy 3:8-13, Titus 1:10-16, 2:1-10, Romans 12:6-8, 1 Corinthians 12:4-11 along with the scope of these by-laws.
- e. Appointed Committees and Councils. Members or non-members appointed to any new or existing committee or council shall be approved by the board of elders or congregation as may be applicable. Qualifications for serving on any committee or council shall be established and made known at the time of formation and purpose established for each respective committee or council.
- f. Term of Service.
  1. Pastor. A called/hired pastor shall be considered at-will unless a definitive term is otherwise established and documented by the lay elders. The lay elders shall perform an evaluation of each pastor on a regular basis as determined by the lay elders. If a respective pastor is to be retained as a result of the evaluation, no further action shall be required. Termination of a pastor shall be governed by Article 3, Section 2, items g.2. or g.3., below.
  2. Lay Elders. The term of lay elder shall be for a three-year term unless ended by either the individual or the church. An individual may be considered for succeeding terms. Terms shall be on a staggered basis so no more than one third of the members are replaced in any given year unless there are extenuating circumstances.
  3. Secretary and Treasurer. The term of secretary and treasurer shall be for two years

unless ended by either the individual or the church. An individual may be considered for succeeding terms. Such consideration requires affirmation by the congregation.

4. Deacons. The term of deacon shall be for one year unless ended by either the individual or the church. An individual may be considered for succeeding terms.
- g. Removal/Replacement
  1. Removal of a lay elder or officer shall be per item 2 below as applicable. A vacancy of a lay elder or officer shall be filled following the standard selection format of Article 3, Section 2.a. or 2.c., respectively, but the actual affirmation will not need to wait until the regularly scheduled annual time.
  2. Confirmed misconduct of a lay elder or officer, as determined by the lay elders, shall be reviewed and handled per Article 2, Section 4. If the lay elders determine for the well-being of the lay elder or officer and/or the congregation the lay elder or officer should resign, the lay elders may request the lay elder's or officer's resignation. If the lay elder or officer does not resign, the matter shall be placed before the congregation upon two weeks' notice and a members' vote of simple majority shall be required to terminate the lay elder or officer.
  3. The termination of a pastor for reasons other than misconduct shall require a two-thirds majority vote of the lay elders to present to the congregation, and upon two week notice of special meeting, the congregation shall meet and vote upon the request or recommendation. A two-thirds majority vote by the members shall be necessary for dismissal.
  4. Confirmed misconduct of a pastor, as determined by the lay elders, shall be reviewed and handled per Article 2, Section 4. If the lay elders determine for the well-being of the pastor and/or the congregation the pastor should resign, the lay elders may request the pastor's resignation. If the pastor does not resign, the matter shall be placed before the congregation upon two weeks' notice and a members vote of simple majority shall be required to terminate the pastor. The hire of a new pastor shall be per Article 3, Section 2.c.
  5. The termination of administrative staff or non-pastoral staff shall require at least a seventy-five percent majority of the lay elders after input from the pastors and handled as the situation or circumstance warrants. The lay elders may hire an individual meeting the qualifications respective to the position.
  6. Removal of an individual from an appointed position shall be per the discretion of the lay elders. If applicable, guidance from Article 2, Section 4 should be used in the removal process. The lay elders may appoint an individual meeting the qualifications respective to the appointment to fill any non-elder vacancy.

## **Article 4 – Operations**

### **Section 1 - Congregational Meetings**

- a. Annual Meeting. The church shall meet annually to review the budget, affirm, as necessary, lay elder nominations, officer nominations, and other general business that may be before the congregation. Meeting time and date shall be published at least two weeks prior to the meeting and for the purpose of votes taken may be held as two separate meetings provided notice is given for both meetings.
- b. Special Meetings. A special meeting of the congregation may be called with at least two weeks' notice of the time, date, and purpose of the meeting.
- c. Board, Council and Committees Meetings. Meeting frequencies shall be as prescribed

herein before or as needed to meet the responsibilities of the particular board, council, or committee.

- d. Affirmation or Approvals. The approval of actions shall be by vote as specified or simple majority when not specified. Board and committees may be by consensus or acknowledged affirmation without formalized votes.

## **Section 2 – Fiscal Year**

The fiscal year shall be January 1- December 31.

## **Section 3 – Church Operation Procedures**

Administrative policies and procedures, committee assignments and tasks, and other general guidelines may be documented as church operation which shall be developed and maintained by the board of elders. Such procedures shall be kept in the church office and available to anyone to read and review. A copy shall be given to appropriate ministry leaders, as needed.

## **Section 4 – Facility Use Policy**

The church seeks to exercise wise stewardship over all aspects of the facility and property. The facility use form should be picked up and returned to the church office. Requests will be taken into consideration by the pastoral staff and approval/non-approval will be decided. All events must be consistent with the Belief Statements in the constitution of the church. The church office will then communicate the decision to the appropriate party. Appeals to the decision may be taken to the board of elders.

## **Section 5 – Ordination & Licensing**

Ordination and licensing will be per guidelines of the church's conference affiliation, if applicable.

## **Article 5 – Amendments**

These by-laws may be amended by a two-thirds vote of the membership either by presence or proxy voting at a duly called and published congregational meeting, provided the amendment shall have been offered in writing, and shall have been announced two weeks prior to such a vote. The revised version and any subsequent amendments of these by-laws shall be made available to all church members by the secretary.