

**First Baptist Church of Granada Hills, California  
11011 Hayvenhurst Avenue**

**By-Laws - Adopted 5/15/2002  
Last Revised- 10/15/2008**

**ARTICLE I: OFFICES**

**Section 1: Principal Office**

The principal office of the corporation (First Baptist Church of Granada Hills) for the transaction of its business is located in Los Angeles County, California, at 11011 Hayvenhurst Avenue, Granada Hills, California, 91344.

**Section 2: Change of Address**

A change of address may be made by amending the Articles of Incorporation.

**Section 3: Serving of Process**

The individual for service of process is the Senior Pastor.

Principal Office: 11011 Hayvenhurst Avenue  
Granada Hills, CA 91344

Telephone: (818) 363-3376

**ARTICLE II: MEMBERSHIP**

**Section 1: Methods by which membership may be granted**

1. Criteria: All applicants must have been born again in the Lord Jesus Christ and be baptized in accordance with the Scriptures.
2. Specific methods:
  - (a) Profession of faith in Christ and baptism.
  - (b) Letter from another Southern Baptist Church of like faith and order.
  - (c) Statement of applicant that he or she has been born again and baptized in accordance with the Scriptures.

- (d) Baptism: If the applicant has genuinely received Jesus Christ as his/her Savior and Lord and comes from another denomination that differs in teaching as to the meaning and/or mode of baptism then, at the deacon body's discretion, the applicant may be required to stand as a candidate for baptism.
  - (e) Restoration: Any person whose membership has been terminated for any offense may be restored by vote of the church, upon evidence of his or her repentance and reformation; or if terminated on account of continued absence, upon satisfactory explanation.
3. The procedure for church approval of new members will be as follows:
- (a) The individual will present himself or herself in person before the congregation at any worship service, indicating which of the above ways he or she desires to join this church.
  - (b) It will be the duty of the Senior Pastor, Deacons, or a Membership Committee approved by the church to evaluate the application for membership and schedule a Membership/Orientation class for each candidate.
  - (c) Upon the recommendation of the Senior Pastor, Deacons or Membership Committee, the Church will vote to accept the candidate for membership in the church. Once membership is approved it will become effective after the baptism of the person making a profession of faith, or after receiving a letter of recommendation from a Southern Baptist Church of like faith and order, or after a satisfactory review of the candidate's statement of faith and baptism.
  - (d) After these matters have been satisfied, the Senior Pastor will schedule the baptism of the candidate, or the Church Clerk will be instructed to send for the church letter. In the case of one joining by statement, the Membership Committee will notify the Church Clerk to add his or her name to the church roll.
  - (e) If a person desiring to join the church by letter or statement is physically unable to attend the worship service, he or she may be approved for membership in absentia, after being recommended by the Membership Committee, or the Senior Pastor or the Deacons.

## **Section 2: Rights**

Such members as are in full and regular standing may act and vote in the business transactions of the church. In order to vote, a member must be present at the business meeting.

### **Section 3: Termination of Membership**

Membership may cease as follows:

1. By letter of recommendation to a church of like faith and order. The letter of recommendation must be requested by a church of like faith and order and will be sent only and directly to said church. Letters of recommendation may be granted at any scheduled business meeting.
2. By dropping from the membership roll, when joining a church of another denomination.
3. By exclusion.
  - (a) The church may, after due notice and hearing and kindly effort to make such action unnecessary, terminate the membership of persons becoming non-resident for the period of one year, or for not worshiping with the church for a period of one year.
  - (b) Should a member become an offense to the church and to its good name by reason of immoral or unchristian conduct, or by persistent breach of his covenant vows, the church may terminate his membership. Termination will be effective only after due notice and hearing, and after faithful efforts have been made to bring such member to repentance and amendment.
  - (c) In the event church discipline becomes necessary, such shall be conducted by the deacons in compliance with Article III, Section 2, Item 5, Sub-Item (d).

## **ARTICLE III: CHURCH OFFICERS**

### **Section 1: Pastors** (1 Timothy 3:1-7)

1. The number shall be determined by the needs of the church and all Pastors will report directly to the Senior Pastor.
2. They shall be called to office with an indefinite call to serve at the will of the church.
3. The Pastor(s) shall serve under the conditions of their call. Changes thereto shall be mutually agreed to between the church and the officer.
4. Pastor. A Pastor shall be chosen and called by the church whenever a need is established. Any member of the church may recommend to the Personnel Committee any name. The Personnel Committee shall seek out a suitable Pastor, and their recommendation will constitute a nomination. His election shall take place at a meeting called for that purpose, of which at least one week's notice shall be given. The committee shall bring to the consideration of the church only one man at a time. Election shall be by secret ballot, an

affirmative vote of three-fourths of those present being necessary to extend a call of service to the nominee

5. When the Senior Pastor resigns or the pulpit is vacant the church shall elect a Pastor Search Committee consisting of six members plus the Chairman of Deacons, who shall be a standing member of the committee. The selection of the six shall be as follows:

The Deacons and the Church Council shall select three. During a Sunday worship service, the church membership shall nominate other members for the remaining three slots. The Wednesday service immediately following shall serve as a forum for voting on these three committee members. This vote shall be by written ballot. The committee shall elect its own chairman. The Pastor Search Committee will be responsible for getting pulpit speakers until a Senior Pastor is secured.

The Pastor Search Committee shall seek out a suitable Pastor and their recommendation will constitute a nomination. His election shall take place at a meeting called for that purpose, of which at least one week's notice shall be given. The Committee shall bring to the consideration of the church only one man at a time. The Pastor Search Committee, in conference with the candidate and the Finance Committee will recommend the initial remuneration package for the proposed candidate. Election shall be by secret ballot, an affirmative vote of three-fourths of those present being necessary to extend a call of service to the nominee.

6. The Senior Pastor shall have in his charge the welfare and oversight of the church. He shall preside at all meetings of the church, except here in after provided.
7. The Senior Pastor, with church approval, shall secure evangelists for all revival meetings.
8. The Senior Pastor shall be ex-officio member of all organizations and committees of the church.
9. The Senior Pastor shall serve as moderator of the church, except when asked to relinquish this position by majority vote. The moderator pro tem will be selected as specified in ARTICLE III, Section 3.
10. A Senior Pastor or Pastor shall serve until he resigns, having given at least seven days notice. The position may be declared vacant by a three-fourths majority vote of those present in a Special Business Meeting that is conducted in compliance with Article IV, Section 5, item 2 and held solely for that purpose.

## **Section 2: Deacons** (1 Timothy 3:8-13)

1. Number. There will be as many active deacons as the church deems necessary.
2. Selection. At a suitable time every year, forms for nominating deacons shall be given to the members of the church. The Senior Pastor and active deacons shall review the nominees to

assure those men receiving nominations are qualified to serve as Deacons according to the scriptures. A list of those so qualified shall be published and distributed to the church congregation by June 1 with instructions to review said list. The list of qualified men will be presented to the church body for discussion and affirmation at a worship service selected by the Senior Pastor or Deacons during the month of June. Upon the congregation's affirmation of those presented, those who are already ordained will begin serving as active Deacons July 1. Those who are not yet ordained will become Associate Deacons in Training and will begin a training period. Ordination and service as active Deacons will take place upon successful completion of the Deacon training process.

3. Tenure of Office.

- (a) Deacons shall be elected to serve for a period of three (3) years in rotating order.
- (b) When the three-year term is finished, a Deacon shall not be eligible for re-election for a period of one year.
- (c) A Deacon elected to serve the remainder of an nonexpired term of more than 18 months shall not be eligible for re-election for one year following the expiration of his partial term.

4. Ordination. The Deacons thus elected shall be ordained by the church except when already ordained by a church of like faith and order.

5. Duties. In accordance with the meaning of the Word, and practice of the New Testament, Deacons are to be servants of the church.

- (a) They are to be zealous to guard the unity of the Spirit within the church in the bonds of peace.
- (b) They shall serve as a council of advice and conference with the Pastor(s) in matters pertaining to the spiritual and physical welfare of the members of the church.
- (c) By proper organization and method among themselves, they are to establish and maintain personal fraternal relations with, and inspiring oversight of, all the membership of the church. Especially are they to seek to know the physical needs and the moral and spiritual struggles of the brothers and sisters, and to serve the whole church in relieving encouraging, and developing all who are in need.
- (d) In counsel with the Senior Pastor, and by such methods as the Holy Spirit may direct in accordance with the New Testament teachings, they are to have oversight of the discipline of the church, in administering which they are to be guided always by the principles set forth in Matthew 18:15-17; 1 Corinthians 5:13; 1 Thessalonians 5:12-14. The Deacons shall be free to call upon any member of the church to aid in disciplinary action.

- (e) Each Deacon shall freely confer with the Senior Pastor about all matters and cases of discipline which in his judgement would be most wisely and spiritually handled in private.
- (f) In case of absence or inability of the Senior Pastor, subject to advice from and conference with him, they will provide for pulpit speakers.

6. The Deacons will meet as often as they deem necessary.

### **Section 3: Moderator**

The moderator shall be the Senior Pastor. In the absence of the Senior Pastor, the Chairman of the Deacons shall preside; or, in the absence of both, the church clerk shall call the church to order and a moderator pro tem from the membership of the church shall be elected.

## **ARTICLE IV: CHURCH COMMITTEES**

### **Section 1: Church Council**

The Church Council will consist of the Senior Pastor, who serves as chairman, Associate Pastors, Church Secretary/Office Manager, Church Treasurer, Youth Director, Sunday School Director, Men's Ministry Director, Women's Ministry Director, Chairman of the Finance Committee, Chairman of the Building and Grounds Committee, Chairman of the Fellowship Committee and Chairman of the Deacons. Other key leaders may be elected by the Church to serve on the Church Council without changing the Church by Laws.

The purpose of the Church Council is to assist the Pastor and the Church in planning, Coordinating and evaluating the ministry activities of the church in a harmonious way. The Church Council will present a proposed Church Calendar to the Church prior to the beginning of each new Church Year.

### **Section 2: Nominating Committee**

The Senior Pastor shall appoint the Nominating Committee. The first work of the Nominating Committee is to select the Sunday School Director who shall serve on the Nominating Committee for the rest of the church year.

### **Section 3: Administrative Committees**

#### **1. Personnel Committee**

The Senior Pastor in conjunction with the Nominating Committee shall nominate the Personnel Committee to the Church for election. This committee shall work with the Senior Pastor in helping to develop job descriptions for all paid staff other than the Senior

Pastor. The Personnel Committee working closely with the Senior Pastor shall make recommendations to the Church concerning the employment of paid staff. The Personnel Committee shall make recommendations to the Finance Committee each year concerning financial remuneration for all paid staff.

## 2. Facilities Committee

The Facilities Committee will consist of at least five members and will oversee the facilities and grounds upkeep and repair. The Facilities Committee will be responsible for preparing and submitting an annual budget of anticipated expenses to the Church Council. Members of the Facilities Committee will be responsible for unlocking and locking all buildings for the public services of the church. Members will also be responsible for overseeing the security needs of the church.

## 3. Finance Committee

The Finance Committee will consist of five members and will oversee the financial affairs of the church. The Finance Committee shall recommend the annual budget of the church. They shall seek the counsel of the Senior Pastor and receive and review budget requests from the various ministry divisions of the church. The Finance Committee shall have the authority to authorize expenditures outside the adopted annual budget up to \$3,500.00. The Church must approve all non-budgetary items above \$3,500.00 at any regular scheduled business meeting. The Finance Committee shall review and recommend the senior Pastor's remuneration within each year's proposed Budget.

The Finance Committee shall be responsible for the conduct of periodic audits of the Treasurer's books. When conducted, the results of these audits will be presented during a regularly scheduled church business meeting. The Finance Committee may recommend to the Church Council a person to be elected by the church as Treasurer. This committee will also be responsible for choosing, training, and overseeing tellers to count any monies received by the church.

## 4. Treasurer

The church shall elect annually a church treasurer. It shall be the duty of the Treasurer to receive, preserve, and pay out all money, or things of value paid or given to the church, keeping at all times an itemized account of all receipts and disbursements. Payment of bills for local work and expenses shall be made promptly by check, and all funds received for denominational or other causes shall be remitted at least monthly by check. It shall be the duty of the Treasurer to render at each monthly business meeting an itemized report of disbursements for the preceding month and year to date. The Treasurer will be an ex-officio member of the Finance Committee.

All books, records, and accounts kept by the Treasurer shall be considered the property of the church. The books shall be open to inspection at all times by any member of the church. (An individual member may see his own record of giving, but he may not see another member's

record of giving. The Senior Pastor and/or Chairman of Deacons may see these records at any time). Financial records shall be kept seven (7) years.

#### 5. Trustees

The Trustees will consist of three members with each serving a three-year term. Each year a new trustee will be elected to replace a departing trustee. The Trustees will be the legal representatives of the church and shall see that all church property is adequately insured. The Trustees may recommend to the Church Council a person to fill the position of Church Clerk on an annual basis.

#### 6. Clerk

The Clerk of the church shall keep in a suitable format a record of all actions of all business meetings of the church. The Clerk shall keep a register of the names of members, with dates of admission, dismissal, or death, together with a record of baptisms. The Clerk shall issue letters of recommendation and/or dismissal as voted by the church, and preserve on file all documents related thereto.

### **Section 4: Other Committees**

This church shall have such other organizations and committees as wisdom and the Holy Spirit may direct as necessary to the accomplishment of the work of the church.

### **Section 5: Business Meetings**

1. The church shall conduct a quarterly business meeting on Wednesday after the second Sunday of the month during the months of January, April, July, and October.
2. The Senior Pastor, or Deacons, or Church Council may call the church into a Special Business Meeting at any time, provided the membership is given adequate notice (announced in at least three regularly scheduled services preceding the called business meeting).
3. Reasonable parliamentary procedure shall be followed in all church business meetings.
4. The church year shall begin on October 1 of each year. The church financial year shall begin on January 1 of each year.
5. Those members in attendance at a business meeting constitute a quorum.

### **Section 6: Organizations, Methods and Policies**

The church shall evaluate its organization, methods, and policies continually, and shall make any changes in any of these at any time as will bring us into greater harmony with Christ our Lord and His Holy Word, and will result in greater productivity for His kingdom.



## **ARTICLE V: OBSERVANCE OF CHURCH ORDINANCES**

The Senior Pastor and Deacons may arrange for both the schedule of observing the Lord's Supper and the performance of Baptisms.

## **ARTICLE VI: AMENDMENTS**

The by-laws of this church may be amended by a vote of two-thirds of members present and voting at any regular business meeting provided such changes have been publicized for a period of not less than four weeks; and the name and affiliation of this church may be amended by a vote of two-thirds of the members present and voting at any regular business meeting, provided such changes have been publicized for a period of not less than eight weeks.

## **ARTICLE VII: NONPROFIT STATUS, AFFILIATION, AND LIQUIDATION**

### **Section 1: Non-Profit Status**

The church is a nonprofit institution.

### **Section 2: Affiliation**

The church is affiliated with the San Fernando Valley Southern Baptist Association of Churches, the California Southern Baptist Convention, and the Southern Baptist Convention.

### **Section 3: Liquidation**

In the event of the liquidation or dissolution of the church, all assets and property of the church, of every nature and description whatsoever, shall be paid over and transferred at the direction of the trustees to the San Fernando Valley Southern Baptist Association of Churches.