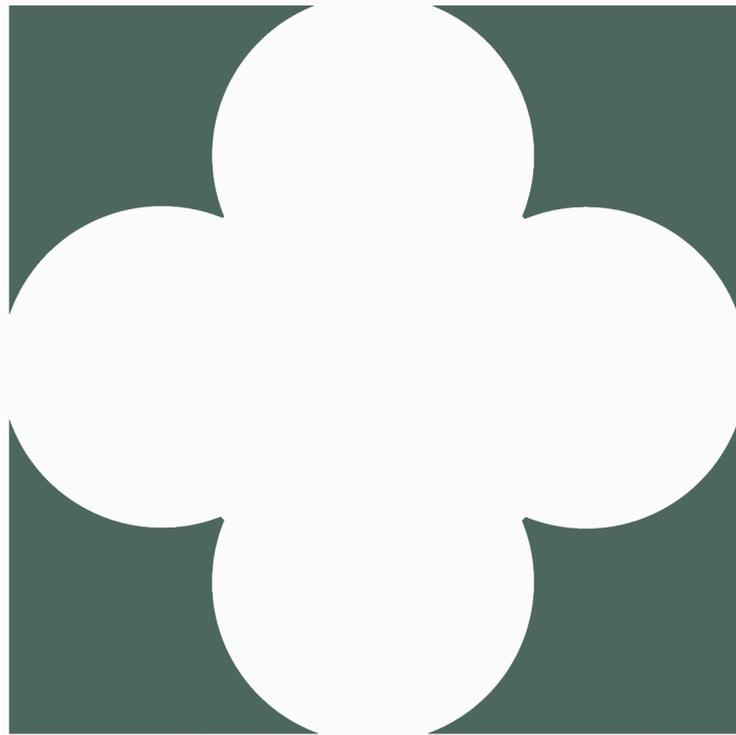


BYLAWS
of the



seattle first baptist church

Amended January 27, 2013

ARTICLE I – NAME

The church is duly incorporated under the laws of the State of Washington under the corporate name of Seattle First Baptist Church. The term “Church” shall include the corporate as well as the ecclesiastical body, and the term “Corporation” shall include the term “Church.”

ARTICLE II – PURPOSE

Section 1 – Purpose: The purpose of this church shall be the furtherance of the understanding of the true and loving nature of God, as exemplified and taught by Jesus Christ, and to practice and promote the spread of the good news of Christianity in all aspects of life.

Section 2 – Statement of Faith: This church accepts the Bible and the life of Christ as its guide in matters of faith and practice. It is understood and acknowledged that each individual is a “priest” in his or her own right with full freedom to interpret scripture and its application in everyday life. This church is in essential accord with other member churches of the American Baptist Churches/USA, but it has no creed other than the New Testament and the life of Christ.

Section 3 – Statement of Mission: We are a community of faith united in exploring what it means to follow the way of Jesus Christ, to be a people of God and to love and care for our neighbors. As a church we will know no circles of exclusion, no boundaries we will not cross, and no loyalties above those which we owe to God.

ARTICLE III – ORGANIZATION AND GOVERNMENT

Section 1 – Government: The government of this church is vested in the body of believers who compose its membership.

Section 2 – Relationships: The Church seeks to cooperate and maintain fellowship with the Evergreen Baptist Association; American Baptist Churches/USA; the Baptist World Alliance; the local Council of Churches; the National Council of Churches; the World Council of Churches; the Association of Welcoming and Affirming Baptists (AWAB), and seeks cooperation with all God’s people around the world.

Section 3 – Administration: The management of the Church shall be subject to the supervision and direction of one board of directors, which is subject to the

authority of the members of the Church as expressed, generally, in Section 1 above. The board of directors, hereinafter called the “Diaconate” shall, as far as possible, implement the work of the Church through the Commissions. The Diaconate shall be deemed to have been elected individually and collectively as the trustees of the Corporation.

Section 4 – Limits of Authority: Recommendations by the Diaconate which modify policies of the Church as outlined in these Bylaws and the Article of Incorporation must be approved by the Church before becoming effective. No real property shall be purchased, sold, nor any mortgage placed thereon without vote of the Church.

Section 5 – Behavioral Norms: As a community of faith, we seek to follow the way of Jesus Christ. This includes how we interact with each other, and how leaders among us behave. Following are behavioral norms that all leaders, staff, and members of SFBC strive to achieve:

- Our goal is to serve first and foremost. We lead as a way to serve our congregation and community.
- We seek to trust, to have foresight, to listen, to maintain confidentiality, and to use power and empowerment ethically.
- We insist on collaboration rather than competition, and value truthfulness and admitting mistakes.
- We hold each other accountable, but do not blame. Blame is covering up. Accountability offers the possibility of growth.
- We are willing to compromise with others when appropriate, and do not need to always be in control.
- By letting go of control and trusting and validating others, we make it possible to be of good cheer - to be joyful. Joy and cheer come from not always having to be right or do it right.
- We seek enhancement of the individual and community as the outcome over productivity.
- We use power for participation, not for domination - power with, rather than power over.
- We succeed when we value and validate our members and tell the truth. We fail when we exploit our members and hide or conceal.
- We put ourselves at risk, with humility and clarity.

We seek to act so that those we lead grow as persons and become healthier, wiser, freer, more autonomous, and more like the leaders we seek to be. We seek to act in ways that do not deprive the least privileged. In all this, we seek to follow Jesus.

ARTICLE IV – FINANCIAL POLICY

Section 1 – Policy: The financial policy of this church and of all its auxiliary organizations is predicated upon personal, voluntary giving as an act of worship. Annual pledges toward the budget of the Church and its charitable causes shall be solicited on this basis. However, additional free-will offerings may be taken by permission of the Diaconate.

Section 2 – Solicitation: No solicitation of funds for any purpose shall be made, except upon recommendation approved by the Diaconate.

Section 3 – Budget: A unified budget, prepared by the Commission on Stewardship and approved by the Diaconate, shall be adopted for the ensuing fiscal (calendar) year by the Church at the annual meeting in the month of January.

a. The budget shall include all expenditures of the Church and the sum of all appropriations shall not exceed the income which is to be reasonably expected.

b. The budget shall be prepared in appropriate general classifications and shall include funds to be used for worthy projects generally within the Central Area of the city of Seattle and funds to support the mission enterprises of the American Baptist Churches/USA.

Section 4 – Expenditures: Appropriations are to be expended under supervision as directed by the Diaconate. Monies shall not be expended, nor liabilities incurred, beyond the amount appropriated in the budget, without specific authorization of the Church.

Section 5 – Fellowship Fund: The Church in the exercise of its religious and charitable purposes, will establish a fellowship fund.

a. The administration of the fund, including all disbursements, is subject to the exclusive control and discretion of the Diaconate. The Diaconate may consider suggested designations, but in no event is it bound in any way to honor them.

b. Monies for this fund shall come from contributions made at the Communion services and/or other offerings which the Diaconate may designate publicly for use by this fund.

ARTICLE V – AUXILIARY ORGANIZATIONS

Section 1 – Member: The church regards as integral parts of itself all organizations formed for the purpose of carrying out any of the Church activities. Such organizations may function under constitutions or bylaws which have been approved by the Diaconate and any future amendments thereto shall be approved by the Diaconate to assure that provisions thereof are in harmony with the bylaws of the Church.

Section 2 – Disbanding: Failure to work in harmony with the Church shall be cause for disbanding such auxiliary organization when so ordered by a majority vote of members attending a special business meeting called to consider the matter.

ARTICLE VI – MEMBERSHIP

Section 1 – Qualifications: Any person professing faith in Jesus Christ as Lord and Savior, who is in accord with the faith and practice held by this church, and who assents to its purpose may be admitted to membership.

Section 2 – Reception of Members: Persons may be received into full membership by one of three methods, as may be appropriate upon recommendation by the Commission on Membership:

- a. **By Baptism:** Any person professing faith in Jesus Christ may be received into this church upon baptism by immersion.
- b. **By Letter:** A person may be received into this church by letter of dismissal from another church.
- c. **By Christian Experience:** Any believer having been previously baptized may be received into membership upon a satisfactory statement of Christian faith and experience.

Section 3 – Duties of Members: Members are expected to be faithful in all spiritual duties essential to the Christian life, to attend regularly the services of this church, to give for its support and mission and to share in its organized work.

Section 4 – Dismissal of Members: Membership in the church may be terminated by the Diaconate upon recommendation of the Commission on Membership in any of the following ways:

- a. **By Letter:** Members in good standing, upon application, may be dismissed to unite with some other church designated in the application. All letters

of dismissal shall be sent by the secretary of this church to the pastor or secretary of the church designated. A letter of dismissal shall also be granted for members whose names are on the inactive membership list.

- b. By Request: If a member wishes to withdraw from church membership, his or her name shall be removed by vote of the Diaconate on recommendation of the Commission on Membership.
- c. By Removal: If a member has been listed on the inactive membership list for three years, the Diaconate may, upon recommendation of the Commission on Membership, order the name dropped from the Church roll.

Section 5 – Inactive Membership: When a member has been inactive for more than one year, without manifesting any interest therein by attending services, communicating with the Church, or contributing to its support, the Diaconate may, upon recommendation by the Commission on Membership, transfer his or her name to the “inactive membership list.” Consideration for such action shall be made only after a reasonable number of calls have been made to encourage and assist in a renewal of the covenant relationship. This procedure shall have no application if the inactivity is excused for a reasonable cause by the Commission on Membership.

- a. Inactive Membership List: Persons whose name are on the inactive membership list shall not be counted or reported as members, may not vote in church business meetings, and may not hold elective office.
- b. Restoration: Any person whose name has been placed on the inactive membership list, or whose name has been removed from the Church roll, who renews his or her commitment with the church and the fulfillment of the covenant obligations, may be restored to active membership by vote of the Diaconate upon recommendation of the Commission on Membership.

ARTICLE VII – MEETINGS/QUORUM/FISCAL YEAR

Section 1 – Worship Services: Worship services shall be held each Sunday and at such other times as the Pastors and/or Diaconate may direct. The ordinance of the Lord’s Supper shall be observed on the first Sunday of each month unless otherwise arranged by the Diaconate.

Section 2 – Annual Business Meeting: The annual business meetings shall be held at the church each year during January at such time as the Diaconate shall

designate. Notice thereof shall be given from the pulpit and in the Church paper during each of the two weeks prior to the meeting.

- a. The annual business meeting shall be for the purpose of electing church officers and commission members, adopting the proposed budget for the following fiscal year, and receiving reports from the Pastors, affiliated organizations, commissions and officers of the Church, covering activities of the previous program year.
- b. The report of nominations shall be published in the Church paper at least two weeks prior to the annual meeting. All elections shall be by ballot unless there is only one nominee for an office when a voice vote may be ordered.

Section 3 – Special Meetings: Special business meetings may be convened at any time on recommendation of the Diaconate or on written calls signed by at least twenty-five (25) active members.

- a. Notice must be published in the Church paper at least two weeks prior, stating time and place of the meeting and the nature of the business to be acted upon. No other business shall be acted upon at such special meeting.
- b. Information regarding the item of business shall also be publicized in the Church paper enabling members to be informed on all sides of the matter before voting. The Diaconate shall provide ballots to be distributed to members at the meeting.

Section 4 – Regular Business Meeting: Any ordinary matters of business requiring action by the Church before the next regular annual business meeting may be presented and acted upon at any stated meeting of the congregation without requiring the call of a special meeting. A stated meeting shall mean any regular Sunday service, or any regular mid-week service.

Section 5 – Quorum: The quorum required for transaction of business shall be based on the number of active members of Seattle First Baptist Church.

- a. Ten percent of the active members shall constitute a quorum for the transaction on any ordinary matter of business.
- b. Fifteen percent of the active members shall constitute a quorum for action on matters concerning 1) Bylaw revision, 2) Purchase or sale of property, other than the church building, and land located at 1111 Harvard, 3) Indebtedness.

- c. Twenty five percent of the active members shall constitute a quorum for action on matters affecting pastoral relations and sale of the church building and land at 1111 Harvard.
- d. Seventy five percent of the active members shall constitute a quorum for action on matters of denominational affiliation change.

Section 6 – Voting: All votes shall be taken by members present and voting. Proxy and absentee voting shall not be allowed.

Section 7 – Fiscal and Program year: The fiscal and program year of the Church shall be from January 1 through December 31.

Section 8 – Parliamentary Authority: The rules of Robert’s rules of Order, Newly Revised shall govern.

ARTICLE VIII – PASTORS, ADMINISTRATOR, PROGRAM STAFF, AND SUPPORT STAFF

Section 1 – Team Norms: The Church seeks to operate in a collaborative manner. The Staff is expected to function as a team. All staff members must strive to follow the Behavioral Norms contained in these bylaws.

Section 2 – Pastors: The Church will employ a team of Pastors to care for the congregation, conduct or arrange services of the church, and minister to the community at large. The Lead Pastor will be called by a vote of the Congregation and shall facilitate the activities of the pastoral team. Pastors shall be ordained ministers of the Christian clergy or otherwise professionally trained for their positions.

The number and nature of pastoral positions will be determined by the Diaconate, and approved by vote of the Congregation.

When a pastoral vacancy exists, the Diaconate will nominate and the congregation will elect a Search Committee, representative of all major areas of Church Life, and exclusive of the pastors and other full time staff. A search committee will have a minimum of 7 members. This committee will seek qualified individuals, and recommend a candidate to the Congregation. The committee will consult with Church leadership, the remaining Church pastors and staff to enhance teamwork and collaboration. The committee will consult with the Personnel Commission to determine compensation. Pastors must be elected by three-fourths of the members of the Congregation present at a business meeting called for this purpose. The meeting must be announced in writing and from the pulpit for at least two consecutive weeks prior to occurrence.

A job description for each pastoral position shall be created and maintained by the pastors and the Personnel Commission, approved by the Diaconate, and made available to the Congregation.

Pastors shall report to the Diaconate and Personnel Commission, as specified in these bylaws. The Personnel Commission will perform an annual evaluation of each pastor. Pastors will be evaluated based on their job descriptions and the Behavioral Norms. These evaluations will be a dialog - covering how the pastor is performing as well as how the Church is supporting the pastor. A written record of the evaluation will be produced.

A pastor's relationship with the Church may be terminated as follows:

- By resignation of the pastor.
- By a majority vote of the members of the Congregation present at a business meeting called specifically for this purpose. The meeting must be announced in writing and from the pulpit for at least two weeks prior to occurrence.

Section 3 – Program Staff: The church will employ musicians and other program staff to meet the needs of the congregation. These staff will be selected by search committees appointed by the Diaconate. Each program staff member will report to a pastor, as assigned by the pastoral team. Each staff member will be evaluated annually by the pastoral team and representatives of commissions that work with the staff member. Evaluations will be based on written job descriptions and the Behavioral Norms. Personnel decisions for program staff, including terminations, will be recommended by the pastoral team and approved by the Personnel Commission.

Section 4 – Administrator: The Church will employ an administrator. Except under extraordinary conditions, the administrator shall not hold the position of pastor at the Church while serving as administrator. The administrator will report to the Diaconate and Personnel Commission as specified in these bylaws. The Personnel Commission will make all personnel decisions relating to the administrator, including hiring and termination. The Administrator will collaborate with the pastoral team and lay leadership of the Church on a routine basis. The administrator will be responsible for the daily operation of the church office and building. The administrator will be evaluated annually by the Personnel Commission. The evaluation will be based on a written job description and the Behavioral Norms.

Section 5 – Support Staff: The church will employ other support staff as appropriate. These staff members will report to the administrator. The administrator will make all personnel decisions relating to support staff, including hiring and termination. The administrator will consult with the Personnel Commission on these

decisions. Support staff will be evaluated annually by the administrator. The evaluations will be based on written job descriptions and the Behavioral Norms.

ARTICLE IX – OFFICERS AND DUTIES

Section 1 – Officers: The officers of the Church shall be the President, Vice-president, Secretary, Treasurer and Lead Pastor. Church officers shall be regular in attendance at public services of the Church and shall be givers of record.

Section 2 – Duties: The duties of the Lead Pastor are described in Article VIII, Sec. 2.

Section 3 – President: The President shall be the President of this Corporation, its registered legal agent and the moderator of the Church. He or she shall preside at meetings of the Diaconate and all business meetings of the Church and shall perform such other duties as are appropriate to this office, and is elected for a term of one year and may serve three consecutive years.

Section 4 – Vice-President: The Vice-president of the Corporation shall perform all the duties of the President in his or her absence, and shall perform such other duties as the Diaconate or President may direct, and is elected for a term of one year and may serve three consecutive years.

Section 5 – Secretary: The Secretary shall keep or cause to be kept and maintained a careful and correct record of all official acts of the Church, minutes of Church business meetings, minutes of the Diaconate meetings, and official reports filed by other organizations.

The Secretary shall also keep or cause to be kept a complete list of all Church letters of dismissal and shall perform such other duties as the Diaconate or President may direct. The Secretary shall be a member of the Diaconate ex-officio and shall be elected for a term of one year and may serve three consecutive years.

Section 6 – Treasurer: The Treasurer shall keep or cause to be kept itemized and systematic accounts of all receipts and disbursements according to standard generally accepted accounting practices, and shall render a summary report in writing of all receipts and disbursements of Church monies during the preceding month at the regular meeting of the Diaconate.

The Treasurer shall submit all books and records to the Commission on Stewardship for audit at any time at its request. He or she shall have custody of all monies of the Church and shall maintain bank accounts as directed by the Diaconate.

The Treasurer shall be the custodian of the Endowment Portfolio and shall provide the Commission on Stewardship with an inventory of the Endowment Portfolio accounts at least quarterly. The Treasurer shall make disbursements only on authority of the Commission on Stewardship.

The Treasurer and such other employees or officers of the Church as the Commission on Stewardship may designate, shall, at the expense of the Church, give a fidelity bond in such amount as the Diaconate shall approve.

The Treasurer shall be a member of the Commission on Stewardship and the Diaconate ex-officio, and shall be elected for a term of one year and may serve three consecutive years.

Section 7 – Term of Office: The term for an elected officer or member is one year and he/she is eligible to serve only three (3) consecutive terms. This requirement may, in unusual circumstances, be waived by vote of the church for a designated officer.

Section 8 – Dismissal: Failure of any officer or Commission Chair or Vice-chair to carry out the duties of the office may constitute reason sufficient for the Executive Committee to recommend that the Diaconate request a resignation.

Section 9 – Vacancies: Vacancies occurring in office for any reason are filled by nomination by the Nominating Committee upon approval by the Diaconate and vote of the Church.

ARTICLE X – EXECUTIVE COMMITTEE

Section 1 – Members: The Executive Committee shall consist of the officers of the Church: President, Vice-President, Secretary, and Treasurer and the Lead Pastor.

Section 2 – Meetings and Quorum: The Executive Committee shall meet on call of the President or Lead Pastor. Three members shall constitute a quorum.

Section 3 – Duties: The Executive Committee shall act under direction of the Diaconate and shall carry out any assignment given by the Diaconate.

The Executive Committee may take emergency action between meetings of the Diaconate whenever a special meeting of the Diaconate cannot be called. Any action by the Executive Committee not previously authorized by the Diaconate shall be presented for ratification to the Diaconate at its next meeting.

The Executive Committee shall be responsible for supervising and assisting the Commission Chairs and Vice-chairs in carrying out their duties and responsibilities. When an elected officer or Commission Chair or Vice-chair fails to carry out the duties of the office and the Executive Committee has offered assistance to the officer, the Executive Committee may recommend that the Diaconate request a resignation and declare the office vacant.

ARTICLE XI – DIACONATE

Section 1 – Members: The Diaconate shall consist of the President, Vice-president, Secretary, Treasurer, Chair and Vice-chair from each of the commissions, two members at large and all Pastors. The Diaconate or the Church may designate ex-officio members.

Section 2 – Meetings: The Diaconate shall meet regularly at such time as it shall select and such other times as called by the President, or in his or her absence, the Vice-president, Secretary or Treasurer, in that order, based on availability.

- a. Quorum: A majority of the voting members of the Diaconate shall constitute a quorum.
- b. Members of the Church may attend and observe any meeting of the Diaconate, but may not participate except on explicit invitation of the presiding officer.
- c. The presiding officer may call the Diaconate into executive session at which only members or invitees are included.

Section 3 – Duties: The Diaconate shall be responsible for all the activities of the Church, shall supervise the business affairs of the Church and recommend to the church membership for final action all matters of major importance. It shall develop objectives and procedures for the Church.

- a. It shall assign the work of the Church to Commissions as needed for the accomplishment of the goals and mission of the Church.
- b. It shall approve and recommend a proposed budget to be presented to the Church at the Annual meeting in January.

Section 4 – Appeal: Any member aggrieved by any action of the Diaconate may appeal. Such member shall file written notice with the President and present the matter at an open meeting of the Diaconate. In the absence of satisfaction, the

aggrieved member may, with due written notice to the President, present the matter at either a special meeting or the next business meeting of the Church. The majority vote shall then ratify or rescind the contested action.

ARTICLE XII – NOMINATIONS AND ELECTIONS

Section 1 – Nominating committee: A Nominating Committee of at least eight members shall be elected to two-year terms, four members elected each year at the annual meeting from among four persons nominated by the Diaconate. Additional nominations for the Nominating Committee may be made from the floor with the consent of the nominee. The Nominating Committee shall choose its Chair from among the elected members.

Section 2 – Eligibility for Office: All elected positions shall be filled with active members of Seattle First Baptist Church who are regular in attendance and contributors of record. The Nominating Committee shall seek to identify talents among the Church membership and then seek maximum stewardship of these talents in the work of the Church.

- a. **Nomination of officers:** The Nominating Committee shall acquaint itself with the responsibilities of the elective offices and in consultation with the Pastors prepare a slate of nominees for all elective offices. .
- b. **Nomination of Commission members:** The Nominating Committee, in consultation with the Commission chairs concerned, the Church officers and the Pastors, shall prepare a slate of nominees for members for each Commission to be elected at the Annual Meeting in January.

Section 3 – Election: The election of officers of the Church, Commission Chairs, Vice-chairs and members, and Standing Committee members will be held at the Annual Meeting in January.

Section 4 — Term of Office: The term of office for all elected officers of the Church, Commission Officers and members, and Standing Committee members will begin in January.

The term for an elected officer is one year, and he/she is eligible to serve three (3) consecutive terms in that office

Section 5 – Vacancies in Office: Whenever a vacancy occurs in an elected position for any reason, the Nominating Committee shall recommend, if possible within two weeks of the vacancy, a person to fill the vacancy. This recommendation shall be submitted to the Diaconate for approval.

Section 6 – Notification: The slate of nominees shall be communicated to the membership at least two weeks prior to the election.

Section 7 – Nominations from the Floor: It shall be the privilege of any member of the Church to nominate any eligible member with his/her consent for any office.

Section 8 – Staff Members: No support staff member may be nominated or elected to any office, Commission or Committee of the Church but may serve as ex-officio member without vote.

Section 9 – Restrictions: No person may be nominated or elected to more than one Commission at one time.

Section 10 – Ballot: All elections shall be by ballot; if there is only one nominee for an office, a voice vote may be ordered.

ARTICLE XIII – COMMISSIONS

The major work of the Church will be assigned to nine Commissions. These Commissions shall carry out the mission of the Church and shall have authority to make decisions and take action within the policies of the Church on matters of its jurisdiction subject to the general direction of the Diaconate.

To administer more effectively the many duties with which it is charged, the Diaconate, without abrogating any of its own authority, extends the right to each Commission to make decisions and take all reasonable actions necessary to carry out the mission with which such Commission is charged.

The Diaconate will expect, from time to time, recommendations on program changes and periodic reports to assure itself that the missions, as charged, are being carried out.

Section 1 – Commission on Worship:

- a. **Members:** This Commission shall consist of a Chair, Vice-chair and sufficient elected members to conduct the business of the commission, and may appoint individuals to serve on committees as needed.

- b. Duties: The Commission on Worship shall provide feedback, evaluation, and suggestions regarding worship to the ministerial staff who are involved in planning the worship experiences for the ordinances of communion and baptism; organize and direct the ushering of congregants into the sanctuary; monitor the aids to worship (i.e., lighting, sound, etc.); and collaborate with the Commission on Music regarding their leadership in the worship of the congregation.
- c. It shall submit to the Commission on Stewardship a detailed account of budget needs in preparation of the annual budget.

Section 2 – Commission on Music:

- a. Members: This Commission shall consist of a Chair, Vice-chair and sufficient elected members to conduct the business of the commission, and may appoint individuals to serve on committees as needed. The Choir Director, Organist, and Choir President shall be members ex-officio.
- b. Duties: The Commission on Music shall be responsible for the coordination and implementation of music activities in the Church including Sanctuary Choir, instrumental groups, special purpose choirs or groups, etc. It shall work with the Commission on Worship to assist the Pastors in planning the music for regularly scheduled and special worship services.
- c. It shall submit to the Commission on Stewardship a detailed account of budget needs in preparation of the annual budget.

Section 3 – Commission on Membership and Engagement:

- a. Members: This Commission shall consist of a Chair, Vice-chair and sufficient elected members to conduct the business of the commission, and may appoint individuals to serve on committees as needed.
- b. Duties: The Commission on Membership and Engagement shall promote concern and caring for all members as well as the greater Church family; ensure hospitality and fellowship for all who attend the Church; have as its concern the welfare of the membership and friends of the Church; and plan and implement a process and activities for the assimilation of new members, as well as opportunities for engagement and a sense of ownership in the life of the Church by member and non-member participants alike.
- c. It shall submit to the Commission on Stewardship a detailed account of budget needs in preparation of the annual budget.

Section 4 – The Commission on Christian Outreach:

- a. **Members:** This Commission shall consist of a Chair, Vice-chair, and sufficient elected members to conduct the business of the commission, and may appoint individuals to serve on committees as needed.
- b. **Duties:** The Commission on Christian Outreach shall oversee, coordinate and provide support to those activities which extend the personal and fiscal resources of the Church in loving response to local, regional and global human need. It shall seek to identify those needs to which the Church may respond, to educate the congregation about those needs, and to facilitate opportunities for Church members and friends to respond in ways that are personally meaningful and expressive of their desire to serve.
- c. **Primary Responsibilities:**
 - 1. Raise awareness of local and global missions of the American Baptist Churches/USA, and promote special mission offerings.
 - 2. Promote the concept of peacemaking between and within countries.
 - 3. Recognize that the Church is situated in the central core of Seattle, and while members come from all parts of the greater Seattle area, responsibility exists to the Church's primary neighborhood and distribute funds which are contributed and budgeted for the Central Area particularly needy and worthy individuals and/or to organizations which serve people in need within the Central Area of the city of Seattle.
 - 4. Develop strategies and be responsible for the operations of those ministries of the Church which enable church members and friends to provide direct service and/or financial support to persons in need in the community.
 - 5. Initiate Church programs in response to demonstrated community need.
 - 6. It shall submit to the Commission on Stewardship a detailed account of Commission budget needs in preparation of the annual budget.

Section 5 – The Commission for Children, Families and Young Adults:

- a. **Members:** This Commission shall consist of a Chair, Vice-chair, sufficient elected members to conduct the business of the commission, and may appoint individuals to serve on committees as needed.

- b. Duties: The Commission for Children, Families and Young Adults, together with the Diaconate, shall plan and implement educational programs and informal activities to serve the needs of the membership shown above and to integrate this group into the life of the greater church family consistent with the mission statement of the church.
- c. It shall submit to the Commission on Stewardship a detailed account of budget needs in preparation of the annual budget.

Section 6 – The Commission on Adult Education:

- a. Members: This Commission shall consist of a Chair, Vice-chair, and sufficient elected members to conduct the business of the commission, and may appoint individuals to serve on committees as needed.
- b. Duties: The Commission on Adult Education, together with the Diaconate, shall guide the adult education ministry of the Church. It shall assess the educational needs of adult persons in the Church and design a program of Christian Education which responds to these needs. It shall enable persons and organizations of the Church to participate as fully as possible in the Church's teaching, learning and witnessing ministry.
- c. It shall submit to the Commission on Stewardship a detailed account of budget needs in preparation of the annual budget.

Section 7 – Commission on Church Operations:

- a. Members: This Commission shall consist of a Chair, Vice-chair and sufficient elected members to conduct the business of the commission, and may appoint individuals to serve on committees as needed.
- b. Duties: This Commission shall be responsible for maintaining a viable physical plant for the ongoing programs of the Church, including the repair and maintenance of the current church buildings and their contents.

This Commission shall, in cooperation with other pertinent Commissions, develop recommendations for altering or supplementing the physical plant to ensure that it meets the needs of the current and projected programs of the Church as they develop. Once such recommendations are approved by the Diaconate or the Church when required, the Commission shall ensure their implementation.

Recommendations that include the expenditure of funds shall be cleared with the Commission on Stewardship prior to presentation to the Diaconate. This Commission shall develop and ensure the implementation of policies for the purchase, maintenance, inventory and use of all supplies and office equipment required for the effective operation of the Church.

In addition this commission shall:

- a. Recommend to the Diaconate an insurance program to protect the Church properties.
- b. Be responsible for supervision and training of the custodial staff.
- c. Recommend to the Diaconate the conditions and terms whereby the Church may be used by outside organizations and ensure that all rules are complied with by all users.
- d. Be responsible for the supervision of the Church food service activities.
- e. Submit to the Commission on Stewardship a detailed account of Commission budget needs in preparation of the annual budget.

Section 8 – Commission on Stewardship

- a. **Members:** This Commission shall consist of a Chair, Vice-chair and sufficient elected members to conduct the business of the commission, and may appoint individuals to serve on committees as needed. The Church Treasurer shall be a member of the Commission ex-officio.
- b. This Commission shall:
 1. Be responsible for developing and implementing fiscal programs to ensure the effective accomplishment of the Church's mission.
 2. Prepare and present to the Diaconate a series of budgets setting forth an estimate of income and expenses for the ensuing fiscal year.
 3. Be responsible for supervision and audit of income and expenditures to ensure compliance with the budget. The budget shall be reviewed semi-annually and any suggested changes reported to the Diaconate.
- c. **Investment Responsibilities: The investment responsibilities shall include:**

1. A Foundation program for the purpose of developing and maintaining an innovative effort to encourage and obtain various forms of gifts that will provide an endowment for the Church. Such endowment shall be for the purpose of serving as a source of funding for the ongoing program of the Church, and for the purchase of real or personal properties that might be required by the Church in the future.
2. The appointment of a Foundation Committee whose responsibility will be the management and investment of endowment funds and properties to ensure an investment program which conforms to the social concerns of the Church, balancing optimum return and safety.
3. The maintenance of the principal of the Endowment Fund and its investment for the long term financial security of the Church; however, in the case of need the Diaconate may recommend to the congregation for its approval, use of the principal fund. The interest income from the fund may be expended for special projects or capital expenditures as would not normally be included in the operating budget of the Church or may be used for ongoing expenses.
4. The Endowment Portfolio and Account: All deeds, bills of sale, certificates, account books, bonds or other documents representing gifts or contributions to the Seattle First Baptist Church Endowment (as so directed by the donor or contributor or if there be no direction then as determined by the Diaconate) shall be held in the Endowment Portfolio Endowment Account and recorded in the Endowment Account record. The Church treasurer shall be the physical custodian of the Portfolio.

All funds representing gifts or contributions to the Endowment shall be deposited in accounts designated "Seattle First Baptist Church Endowment Funds."

5. After approval, funds may be withdrawn over the signatures of any two of the following church officers: (a) President, (b) Vice-president, (c) Treasurer. The Church Treasurer will provide the Commission with an inventory of the Endowment Portfolio and accounts at least quarterly.

d. Other Duties include:

1. To ensure that all fiscal records of the Church are maintained in accordance with practices generally considered adequate for church cash accounting systems, including the use of an independent financial accounting review at least triennially.
2. To be responsible for the development and implementation of policies for the acceptance, acknowledgment and use of Memorial Funds and Special Gifts to the Church. These policies shall be reviewed by the Diaconate annually.
3. To establish and implement a process by which the Sunday offerings and any special collections are safely handled.

Section 9 – Commission on Personnel:

- a. **Members:** This Commission shall consist of a Chair, Vice-chair, and sufficient elected members to conduct the business of the commission, and may appoint individuals to serve on committees as needed.
- b. This Commission shall:
 1. Maintain job descriptions for all pastors and the administrator, with input from the Diaconate, pastors, and administrator.
 2. Perform annual reviews of all pastors and the administrator. The Commission will gather input for these reviews from the Diaconate, Congregation, and other staff members.
 3. Recommend to the Diaconate for approval of all matters of policy relating to the staff, including type and level of benefits, and compensation including use of sabbaticals, compensatory time and bonuses.
 4. Serve as a Grievance Committee for the staff, addressing disputes between staff members, staff and lay leadership, and staff and the congregation.
 5. Consult with Search Committees when hiring Pastors and Program Staff.

6. Assist the administrator in hiring support staff.
7. Recommend to the Commission on Stewardship for its approval the salary for each of the staff for the following year prior to the meeting of the Budget Committee and the preparation of the proposed budget for the ensuing year.

ARTICLE XIV – SPECIAL AND STANDING COMMITTEES

Tasks which are not appropriately assigned to any Commission may be assigned to a Standing or a Special Committee. The President with the approval of the Diaconate may appoint a Special Committee to complete a specific task in a specific period of time or a Standing committee which has a specific purpose that is ongoing in nature.

Ongoing Standing Committees with duties outlined in these bylaws are:

Section 1 – Nominating Committee: (see Article XII, Section 1)

Section 2 – Pastoral Relations Committee: (see Article VIII, Section 8)

Section 3 – Pastoral Search Committee: (see Article VIII, Section 2)

ARTICLE XV – AMENDMENTS

These Bylaws may be amended, rescinded or revised at any Church business meeting by a two-thirds vote of members present and voting, provided that the requirements of due notice of time, place and purpose for special meetings as designated in Article VII, Section 3 have been satisfied, and that the proposed amendment shall have been posted for a period of thirty days in advance.

Original Bylaws proposed, 1988

Amended September, 1992

Amended January 22, 1997

Amended April 21, 2002

Amended October 29, 2003

Amended January 13, 2008

Amended January 30, 2011

Amended January 27, 2013