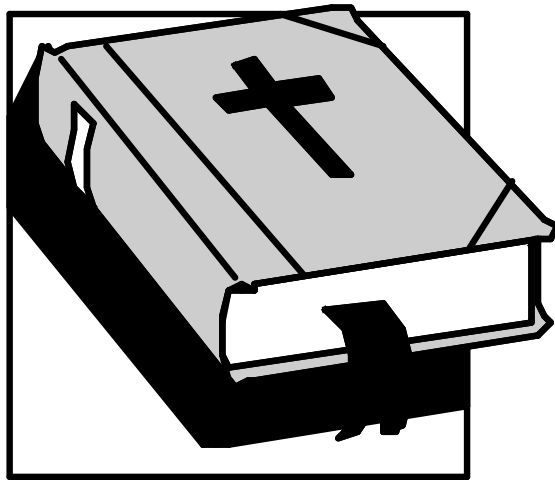


Constitution of Columbia Bible Church



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TABLE OF CONTENTS

ARTICLES OF INCORPORATION

Article I - Name	1
Article II - Purpose	1
Article III - Tenets	1
Article IV - Government	2
Article V - Membership	2
A. Qualifications	2
B. Rights and Privileges	2
C. Membership Roll	3
D. Dismissal of Members	3
Article VI - Business Meetings	3
A. Place and Announcement	3
B. Annual Business Meeting	3
C. Special Business Meeting	4
D. Quorum and Conduct of Business	4
E. Voting	4-5
Article VII - Statement of faith	5
A. Plenary and Verbal Inspiration of Scripture	5
B. Salvation by Faith Alone	5
C. Substitutionary Death of Jesus Christ	5
D. The Godhead	5-6
E. Deity of Jesus Christ	6
F. Resurrection of Jesus Christ	6
G. Spirituality	6
H. Responsibility of the Believer	6
I. Satan	7
J. Eternal State	7
K. Rapture and Resurrection	7
L. The Holy Spirit	7
M. Eternal Security	8
N. Great Tribulation	8
O. Man Created and Fallen	8
P. The Church - Universal and Local	8
Q. Spiritual Gifts	9
R. Dispensational Viewpoint	9
S. Death of Christ	9
T. Marriage, Sexuality, and the Family	9-10
U. Evolution vs. Creationism	10
Article VIII – Amendments	10
A. Time and Method of Adoption	10
B. Requirements	10
Article IX – Dissolution	11

BYLAWS

Preamble	11
Article I - Pastor	11
Article II - Assistant Pastor	12
Article III - Deacons	12
A. Nomination	12
B. Election	13
C. Removal	13
Article IV - Board of Deacons	13-14
A. Meetings	13-14
B. Officers	14
C. General Responsibilities	15
Article V - Missionaries	15
Article VI - Church Property	15
Article VII - Amendments	15

“Let all things be done decently and in order”. (1 Cor.14:40)

“Let all your things be done with love”. (1 Cor.16:14)

“Let all things be done unto edifying”. (1 Cor.14:26)

“Do all in the name of the Lord Jesus”. (Col.3:17)

“Do all things for the glory of God”. (1 Cor. 10:31)

ARTICLES OF INCORPORATION

ARTICLE I - NAME

The name of this Church shall be Columbia Bible Church, a Washington State Corporation, having its principal place of worship in Tri-Cities, Washington, Counties of Benton and Franklin, State of Washington, herein after referred to as this Church.

ARTICLE II - PURPOSE

The purpose of this Church is to stand unequivocally for the fundamentals of the Faith as contained in the Holy Scriptures; 2 Tim 3:16

To present the Gospel of the Lord Jesus Christ at home and abroad to those who have not believed in Him as their personal Savior; Matt 28:19

To teach the Holy Scriptures for the edification of those who have believed in the Lord Jesus Christ as their personal Savior; and to equip the saints for ministry, to encourage use of their spiritual gifts and build families and relationships that follow the Lord. 2 Pet 3:18; Eph. 2:10, 4:12

To do all things decently and in order, with love, unto edifying in the name of and for the honor and glory of our Savior Jesus Christ, the King of kings and Lord of lords. 1 Cor. 10:31, 14:26, 40, 16:14, Col 3:17-23

ARTICLE III - TENETS

1. The Government of this Church, under the leadership of the Holy Spirit, is not and shall not be subject to any external ecclesiastical authority. This Church may establish relations and maintain fellowship with other organizations of like belief. No financial support shall be given through this Church to any organization or worker when the doctrinal position of that organization or worker contradicts any portion of sections A through F of the Statement of Faith of this Church's Constitution.
2. This Church shall not coerce anyone to become a member. Nonmembers are welcome to participate in the fellowship. Those who desire to affiliate with this Church as a member may do so by complying with the provisions of Article V of this Constitution.
3. This Church shall not solicit gifts from unbelievers nor coerce funds or pledges from believers.

ARTICLE IV – GOVERNMENT

The government of this Church, under the leadership of the Holy Spirit, is vested in its members, herein after referred to as Members.

The authority of the Pastor, Deacons, Officers, and Committees is derived from the Articles of this Constitution, or by resolution of the Members decided in accordance with this Constitution at a duly called Business Meeting. Any authority not so granted is specifically reserved in the Members.

ARTICLE V - MEMBERSHIP

A. A PERSON SHALL QUALIFY FOR MEMBERSHIP WHO:

1. Confesses the Lord Jesus Christ as personal Savior;
2. Is at least eighteen (18) years of age;
3. Accepts conscientiously without reservation Sections A through J of Article VII of this Constitution, the Statement of Faith;
4. Agrees to be governed in church affiliation by this Constitution and its duly adopted amendments;
5. Recognizes and accepts the authority of the Pastor-Teacher in this Church;
6. Applies for membership and, upon due examination by at least two members of the Deacon Board, is approved for membership by the Deacon Board. The Deacon Board shall not be obligated to accept any person as a member.

B. RIGHTS AND PRIVILEGES OF MEMBERSHIP

1. Any person who meets the qualifications of this Article, shall be received as a Member into the fellowship of this Church.
2. Members have the right to attend and vote at any duly called Business Meeting of this Church and to submit petitions as provided in this Constitution.
3. Members have the privilege of holding elected or appointed office in this Church for which they are qualified in accordance with this Constitution.
4. Members have the responsibility to see that the Church functions in a way that glorifies God and to help with Church operation and ministry.

C. MEMBERSHIP ROLL

1. It shall be the duty of the Deacon Board to examine the membership roll at least annually. Any Member who has been absent for a period of three consecutive months or longer, and who fails to give satisfactory reason for such absence to the Deacon Board, may be removed from membership.
2. Any Member may be voluntarily removed from membership by submitting a written request to the Deacon Board or making a verbal request to at least two members of the Deacon Board.
3. A former Member may be reinstated by a vote of at least two-thirds (2/3) of the Deacon Board.
4. All changes to the membership role shall be made at a regularly scheduled meeting of the Deacon Board and recorded in the minutes thereof.

D. DISMISSAL OF MEMBERS

1. Any Member who fails to meet the Membership qualifications in Article V, Section A, of this Constitution, or gives just cause in conduct contrary to Biblical principles, may be subject to dismissal.
2. All charges recommending dismissal shall be submitted to the Deacon Board in writing and signed by the accuser(s). "At such time, the Deacon Board will consider applying Matthew 18:15-17 and implement if appropriate."
3. A Member shall be dismissed by the vote of at least two-thirds (2/3) of the Deacon Board in a duly called meeting at which he or she may be represented by two other Members, introduce evidence, present and cross-examine witnesses. The accused Member shall be presented with the written charges at least thirty (30) days prior to such meeting.

ARTICLE VI - BUSINESS MEETINGS

A. PLACE AND ANNOUNCEMENT

1. All business meetings of the Members shall be held at the principal place of worship of this Church, unless otherwise specified in the notice of the meeting.
2. Announcement of a business meeting shall be given from the pulpit on two (2) Sundays immediately preceding the meeting, and the notice and agenda of the meeting shall be posted on the church bulletin board on the two (2) Sundays immediately prior to the meeting. Announcement and posting may be reduced to the Sunday prior to the meeting by unanimous consent of the Deacon Board.

B. ANNUAL BUSINESS MEETING

There shall be an Annual Business Meeting of the Members before April 1st of each calendar year, the exact date to be determined by the Deacon Board.

C. SPECIAL BUSINESS MEETINGS

Special business meetings of the Members shall be called by the Secretary of the Deacon Board upon request from the Pastor, a majority of the Deacons, or upon written request of at least twenty percent (20%) of the Members.

D. QUORUM AND CONDUCT OF BUSINESS

1. A quorum for the transaction of any business shall be fifty percent (50%) of the Members. The quorum may be reduced to forty percent (40%) of the Members by a vote of at least three fourths (3/4) of the Members present. The quorum may also be reduced to thirty percent (30%) of the Members by a vote of at least (90%) of the Members present.
2. The agenda of all business meetings of the Members shall include at least the following: opening and closing prayer, proof of notice of meeting and quorum, description of the business for which meeting was called, and reports and elections as required by this Constitution. Items of business for the agenda shall be determined by the Deacon Board or by written request of at least twenty percent (20%) of the Members.
3. The President of the Deacon Board, or other member of the Deacon Board chosen by the Deacon Board shall act as Chairman at all business meetings.
4. In the transaction of business, protocol shall be determined by the Chairman based on courtesy, respect, and Article II last sentence of this Constitution, under the guidance of the Holy Spirit. The latest edition of Robert's Rules of Order, Revised, shall be used as guidance at the discretion of the Chairman.
5. In case of dispute in the conduct of the meeting, the meeting may be adjourned by a vote of at least two thirds (2/3) of the Members present and voting. All prior votes at such meeting shall be nullified, In the case of such adjournment, all Business meetings held within the next three months shall be governed by Roberts' Rules of Order, Revised, "unless otherwise provided" in all points not prescribed by this Constitution.
6. The minutes of all business meetings of the Members shall be posted on the Church bulletin board within two (2) weeks following the meeting. Additions and corrections to the minutes shall be submitted in writing to the Deacon Board within the two (2) following weeks for consideration at the next regular meeting of the Deacon Board and shall be reported in the minutes of said meeting.

E. VOTING

1. The Chairman shall determine the method of voting, except that the following shall be by secret ballot: the election or removal of Deacons; purchase, sale, or transfer of real or personal property, and the calling or dismissal of a Pastor or Assistant Pastor.
2. Only Members present when the vote is called for may vote. Absentee or proxy votes shall not be counted.

3. Except in the election of a Deacon, the vote of a majority of Members present and voting shall prevail unless the vote of a greater number is required by law, this Constitution, or within the motion itself. A supermajority required by this Constitution may also be increased within the motion. Election of Deacons is covered in the Bylaws, Article III, Section B.
4. Advisory polls may be taken at any meeting, but no motion may be voted upon unless the specific topic is stated in the agenda of the meeting.

ARTICLE VII - STATEMENT OF FAITH

refer to belief section

ARTICLE VIII - AMENDMENTS

A. TIME AND METHOD OF ADOPTION

These Articles of Incorporation may be amended by a vote of at least three-fourths (3/4) of the Members present and voting at any Annual Business Meeting. Proposed amendments to the Articles of Incorporation shall not be amended.

B. REQUIREMENTS

No amendment shall be voted upon unless:

1. a detailed description of the amendment has been submitted to each Member at least four (4) weeks prior to the Annual Business Meeting (one submittal per family unit shall suffice);
2. the vote on the amendment is announced from the pulpit on at least four (4) Sundays prior to the Annual Business Meeting;
3. it has been approved by at least 3/4 of the Deacon Board or submitted by a petition signed by not less than fifty percent (50%) of the Members.

ARTICLE IX - DISSOLUTION

This Church shall be dissolved as a corporation of the State of Washington upon a vote of at least three-fourths (3/4) of the Members present and voting at a duly called Business Meeting. A four (4) week prior notice in writing to all members must be given prior to a vote for dissolution.

The method of disbursement of funds after satisfying all outstanding financial obligations shall be included in the notice and may be amended during the meeting by a vote of a majority of Members present and voting prior to the vote on the dissolution motion itself. Upon dissolving, any funds remaining after satisfying any outstanding financial obligations shall be disbursed as specified. Specified funds will be disbursed to a non-profit tax-exempt organization(s).

BYLAWS

PREAMBLE

These Bylaws are adopted for the Church government. No bylaws shall be effective that are contrary to the Articles of Incorporation of this Church.

ARTICLE I - PASTOR

1. The Pastor shall watch over the spiritual life of this Church, preach and teach the Word, administer the ordinances and have charge of the worship services. He will have final authority, under the guidance of the Holy Spirit, in all matters relating in any way to Bible Doctrine, except in those concerning the Statement of Faith.
The Church Membership guided by the Holy Spirit has final authority to interpret and or amend the Statement of Faith. He shall be a voting member of the Deacon Board, Church Membership, and all committees.
2. He shall conscientiously and without reservation accept the Constitution of this Church, as amended, in its entirety.
3. A candidate for Pastor shall be considered only after he has subscribed in writing to the Constitution of this Church. He shall be recommended to the Members by a vote of at least two-thirds (2/3) of the total number of Deacons in a duly called meeting of the Deacons, or by written petition signed by at least one half (1/2) of the Members. A candidate for Pastor so recommended shall be called to serve by a vote of at least two-thirds (2/3) of the Members present and voting at a duly called Business Meeting.
4. The Pastor may be recommended for dismissal by a vote of at least two-thirds (2/3) of the total number of Deacons in a duly called meeting of the Deacons, or by written petition signed by at least one half (1/2) of the Members. If so recommended for dismissal, the services of the Pastor shall be terminated by a vote of at least two thirds (2/3) of the Members present and voting in a duly called Business Meeting. At least thirty (30) days prior to such meeting, the Pastor shall be notified in writing of the reason(s) for the recommended dismissal, and at his election may be represented by two Members, introduce evidence, present and cross-examine witnesses.

ARTICLE II - ASSISTANT PASTOR

1. The Assistant Pastor(s) shall have duties and responsibilities as defined by the Pastor. Unless the Deacon Board disapproves.
2. He shall conscientiously and without reservation accept the Constitution of this Church, as amended, in its entirety.
3. The Assistant Pastor(s) shall be called in the same manner as the Pastor.
4. The Assistant Pastor(s) shall be dismissed in the same manner as the Pastor or upon written request by the Pastor approved by a vote of 2/3 of the Deacons at a duly called meeting.

ARTICLE III - DEACONS

A. NOMINATION

1. The nominating committee for Deacons shall consist of the elected Deacons and the Pastor. The proceedings of the nominating committee shall be unrecorded and confidential.
2. Two candidates for Deacon shall be nominated by the nominating committee. The two candidates so nominated, who have accepted such nomination, shall be announced at least 30 days prior to the Business meeting at which Deacons are to be elected. When electing two Deacons, four candidates shall be nominated, and when three, then six.
3. An exception to paragraph two above is that one additional candidate may be nominated per position by a written petition signed by at least one fourth (1/4) of the Members and submitted to the Deacon Board not less than ten (10) days prior to the Business meeting at which Deacons are to be elected.
4. Names of persons nominated, who have accepted such nomination, shall be included in the agenda for the Business meeting at which the election is to be held.
5. A Deacon must conscientiously accept the Constitution of this Church, as amended, in its entirety and shall conform to the Biblical qualifications for that office as stated in the following passages:
 - a. 1Tim 3:1-13
 - b. Col 3:1-17
 - c. 2Cor 10:17,18
 - d. Gal 6:9-16
 - e. Rom 12:1,2; 9-16

B. ELECTION

1. The Deacon shall be elected who receives the largest number of votes of the Members present and voting at the Annual Business Meeting or a duly called Special Business Meeting of the Members.
 - a. Votes may be cast for one, or if more than one, in order of preference for as many candidates as positions being filled on one ballot of the duly nominated candidates. No write-ins or absentee votes, except for nursery and Sunday school staff present in the building, shall be counted.
 - b. A tie vote between candidates shall be decided on a coin toss by the Chairman.
2. Each Deacon shall be elected for a term not exceeding three (3) years, or until his successor is elected. A Deacon who has served a three (3) year term shall be eligible for immediate reelection. The term of approximately one-third (1/3) of the Deacons shall expire each year.

If more than one Deacon is being elected, then votes shall be cast sequentially for each position.

3. The number of Deacons shall be not less than three (3), and not more than seven (7). The vote of at least two-thirds (2/3) of the Members present and voting at a duly called Business Meeting shall be required to change the number between three (3) and seven (7) from the existing number of Deacons.

C. REMOVAL

1. A Deacon or any officer of this Church may be removed from office by the vote of at least two-thirds (2/3) of the Members present and voting at a duly called Business Meeting.
2. A Deacon may voluntarily remove himself from office by submitting his resignation in writing or stating his resignation verbally to at least two members of the Deacon Board.
3. The office of Deacon shall be considered vacant upon the occurrence of any one of the following: Death, resignation, refusal to serve, removal from office, or absence from three (3) consecutive meetings of the Deacon Board without satisfactory excuse.
4. A vacancy shall be filled by election of a Deacon by the Members at a duly called Business Meeting. A Deacon so elected shall serve the unexpired term of his predecessor.

ARTICLE IV - BOARD OF DEACONS

A. MEETINGS

1. The Board of Deacons shall consist of the elected Deacons and the Pastor.
2. A regular meeting of the Deacon Board shall be held not later than thirty (30) days after the annual meeting of Members for the purpose of electing Officers of the Deacon Board. Other regular meetings shall be held at such times and places as the Deacon Board may determine but at least once a month.
3. A special meeting of the Deacon Board may be called any time at the request of the Pastor, the President of the Deacon Board, or the majority of the Deacons.
4. A quorum for conduct of business at a meeting of the Deacon Board shall be two-thirds (2/3) of the total number of Deacons. The quorum may be reduced to fifty percent (50%) of the total number of Deacons with a unanimous vote.
The acts of the majority present and voting shall be the act of the Deacon Board unless otherwise specifically required by law, by this Constitution, or within the motion itself. No member of the Deacon Board shall vote on any motion deciding his own salary, reimbursement, or any other compensation.
5. All meetings of the Deacon Board shall be held at the principal place of worship of this Church unless otherwise specified in the notice of the meeting.

6. Notice of a regular or special meeting of the Deacon Board shall be given at least three (3) days prior to such meeting. Notice may be waived by unanimous consent of the Deacons. The purpose of the meeting need not be stated in such notice.
7. The minutes of all meetings of the Deacon Board shall be posted on the Church bulletin board within two (2) weeks following the meeting.

B. OFFICERS

1. The Board of Deacons shall elect one of their number (except the Pastor) to be President, one to be Secretary, and one to be Treasurer.
2. The President shall be responsible for the convening of all Deacon Board meetings; special and annual church business meetings; presiding over these meetings as Chairman, and preparation of the order of business for these meetings.
3. The Secretary shall be responsible for keeping the minutes of the business meetings of the Members and the Deacon Board; issuing notice of all business meetings of the Members and the Deacon Board; acting as custodian of the Corporate records; keeping current a roster of all Members with addresses; maintaining a record of attendance at the Deacon Board meetings; preparing and signing instruments authorized by the Deacon Board or Members, and preparing the agenda of all business meetings of the Members.
4. The Treasurer shall be responsible for the handling of all church funds; payment and disbursement of all church debts, including payroll; preparation and presentation of all financial reports or documents and proper keeping of books of account. He shall annually disclose an income and expense account verified by at least one other Member who is not a member of the Deacon Board and was not a member of the Deacon Board during the period that the accounts being verified were recorded.
5. The responsibilities of a Deacon who is absent shall be assumed by those present.

C. GENERAL RESPONSIBILITIES

General responsibilities of the Board of Deacons in addition to the above shall include; coordination and use of all physical facilities for church services or meetings; selection of church ushers and attendants; overall administration of the Sunday School, youth programs and nursery; church publicity; forming committees; hire and discharge of employees (except the Pastor); determination of salaries; authorizing the use of church facilities for any spiritual or secular purposes; and execute all instructions by the Members adopted in a duly called Business Meeting.

ARTICLE V - MISSIONARIES

1. Support of missions or missionaries for more than three months by this Church, and termination of such support, shall be decided by a vote of at least three-fourths (3/4) of the Members present and voting at a duly called Business Meeting.
2. The money amount of support and schedule of payment shall be determined by the Deacon Board.
3. No mission or missionary shall be supported unless the Deacon Board confirms that the doctrinal position of such mission or missionary conforms with the Articles of Incorporation, Article VII, the Statement of Faith, Sections A-F.

ARTICLE VI - CHURCH PROPERTY

The following transactions by the Deacon Board acting on behalf of the Corporation shall require specific instruction and authority given by a vote of at least two-thirds (2/3) of the Members present and voting at a duly called Business Meeting:

1. Contracting for loans;
2. Contracting for leases longer than one year;
3. Purchase of real or personal property at a cost of more than twenty-five percent (25%) of the previous year's total annual income;
4. Sale of real property;
5. Sale of personal property which has a market value more than twenty-five percent (25%) of the previous year's total annual income.

ARTICLE VII - AMENDMENTS

These Bylaws may be amended with the same procedure and requirements as amendments to the Articles of Incorporation.