

WARRENTON BIBLE FELLOWSHIP CHURCH BYLAWS

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Introduction

These Bylaws are not intended to limit God’s work, but to provide Biblical guidelines and restrictions so that the Church’s ministry to the members, non-members, visitors, and the community at large follow godly principals and demonstrate compassion. These Bylaws will be followed by the Church; however, in times of unusual difficulty, such as a pandemic, flexibility in applying the Bylaws may be necessary so that the activities of the Church may continue without interruption. When deviations are necessary due to unforeseen circumstances (such as the past pandemic need for meetings to include electronic attendance when the Bylaws stated in-person only), at the prayerful discretion of the Board of Elders and upon unanimous approval, temporary measure(s) will be implemented which cleave as closely to the Bylaws as is permitted and possible until the Bylaws can be amended or changed, or when at least two elders determine that the circumstances have reverted and the deviations are no longer necessary.

Article I: NAME

The name of this organization is Warrenton Bible Fellowship (hereinafter also referred to as “WBF” or the “Church”).

Article II: PURPOSE and AUTHORITY

Section 1: Purpose

These Bylaws are self-imposed rules, resulting from an agreement or covenant between the Board of Elders and Church members to conduct WBF’s business in alignment with the essentials of Scripture as defined in the EFCA Statement of Faith (SOF).

As an elder-led church, the purpose of WBF shall be to glorify God. It shall seek to attain this end through the public worship of God, the preaching of the Scriptures, consistent pursuit of Christian living by its members, personal evangelism, missionary endeavor, and Christian education (Ephesians 1:5-14; Colossians 1:9-10; Matthew 5:16; 1 Peter 2:9-12, Phil.3:12-14).

Section 2: Authority

The Board of Elders is the governing body of this church working transparently with the congregation, within the constraints set forth in these bylaws.

Article III: AFFILIATION

Warrenton Bible Fellowship is affiliated with the Evangelical Free Church of America (EFCA). The EFCA is an association of autonomous churches united around the world (www.efca.org).

Article IV: KEY MATTERS:

WBF holds the following positions and beliefs:

Section 1: Baptism

Following Jesus' command recorded in Matthew 28:19, all Christians should be identified as believers in Jesus Christ through baptism. The biblical example followed at WBF is baptism by immersion in the name of the Father, Son, and Holy Spirit. Pastors and elders may administer this ordinance of the church. While baptism is a commandment that should be obeyed, it is not necessary for salvation.

Section 2: Communion

During the Last Supper described in Matthew 26, Jesus commanded the church to celebrate Communion, regularly sharing the bread and wine (or grape juice) as an act of remembrance/participation of the sacrifice He made to atone for our sins and save us. Membership is not required to participate in this celebration. However, individuals who do not recognize Jesus Christ as their Lord and Savior should refrain from participating.

Section 3: Gender, Marriage, AND Sexuality

God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

The term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). WBF will only conduct a marriage ceremony and recognize the marriage between a biological man and a biological woman.

God intends sexual intimacy to occur only between a man and a woman who are married to each other in a legal civil or church ceremony (1 Corinthians 6:18; 7:2-5; Hebrews 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage which is only between a man and a woman.

While any form of sexual immorality is sinful and offensive to God (Matthew 15:18-20, 28; 1 Corinthians 6:9-10), all sexual immorality can be forgiven by God through repentance for restoration (1 Jn. 1:9).

Section 4: Attitudes Toward Sin

A holy and righteous God cannot ignore the sinful nature of fallen man. Man must come to recognize that he is helpless to overcome this nature through his own power.

Fortunately, God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11).

Every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated, but peaceful attempts to explain the Biblical definitions of sin do not constitute such behavior.

Section 5: Standard for Employees/Volunteers

To preserve the function and integrity of WBF as the local Body of Christ, and to provide a biblical role model to WBF members and the community, it is imperative that all persons employed by WBF in any capacity, or who serve as volunteers, agree to abide by the Scriptures and the doctrines of WBF.

Article V: MEMBERS

Members shall be individuals who are professed believers in the Lord Jesus Christ as the Son of God and His atoning work for their salvation, and who, having accepted Him as their Savior and Lord, give evidence by their confession and their conduct that they are living in real fellowship with the Lord Jesus Christ.

Section 1: Membership Process

Members shall be received by the Board of Elders after reaching the age of sixteen (16) upon giving assurance of their faith in Jesus Christ and their willingness to abide by the governing documents and serve Him through this church. Members express their faith by participating in the life of the church; by exercising their spiritual gifts; by attending church services regularly; by giving of their time, talents, and treasure; and by participating in congregational meetings.

Membership shall be granted after the following process is completed:

- a) Prospective members shall have attended WBF for at least six (6) months.
- b) Prospective members will apply to the Elders using the current Application of Membership form.
- c) Prospective members will submit an oral or written testimony to the Elders.
- d) Prospective members shall attend a required membership orientation class.

Prospective members shall complete a membership interview with an elder after the membership orientation is complete. The purpose of this interview is to discern a credible profession of faith and to ensure that the candidate is in agreement with WBF's statements of faith, church covenant, and practices.

Names of prospective members who satisfactorily complete membership orientation and the Elder interview shall be presented to the Board of Elders in their regular meeting for approval to be added as members of WBF and shall be added to the Roll of Members.

Section 2: Non-Members

The church, being primarily a fellowship of the saints with Christ the Head, welcomes the fellowship and service of non-members in all areas with the exception that non-members shall not lead a WBF-sponsored ministry, hold elected office, or vote at congregational meetings, but they are encouraged to attend the congregational meetings in a non-participatory manner.

Individuals attending any of the activities will be treated with love and respect by members of the church. In like fashion, non-members are expected to reciprocate. Anyone whose actions are deemed to be disruptive, harmful, or not in conformance with the Word of God will be asked to leave the facility by any elder or a ministry leader as necessary in the absence of an elder.

Section 3: Responsibilities of Membership:

- a) Members shall consider it their responsibility and privilege to regularly attend services, to attend congregational meetings for church decisions, town hall meetings for informational purposes, and to serve in the Church.
- b) Members are urged to pledge themselves to systematic contributions from their income for the support of the Church.

- c) Toward the world and each other, members are expected to be an example in speech, conduct, in love, in faith, and in purity.
- d) Every person must be afforded compassion, love, kindness, respect and dignity.
- e) All members are expected to treat everyone as a fellow sinner in need of the same divine and unmerited mercy that we have received.
- f) Members should mutually support and accept each other as part of the Body of Christ at WBF.

Section 4: Member Privileges

- a) Members of WBF may vote in the congregational meetings of the Church.
- b) Members of WBF are under the shepherding care of the pastors and elders.
- c) Members are part of the local manifestation of the universal body of believers and therefore making a visible commitment to the unbelieving world.
- d) Members are surrounded by a loving community of their neighbors who encourage, support, hold them accountable, and discipline them in Christ-like love.
- e) Members have the ability to consistently join with their believing neighbors to pray for and financially support missionary activities, locally and around the world.
- f) Members enjoy like-minded but still diverse Christian fellowship in corporate worship, various learning opportunities, and specialized activities.
- g) Members have a special place to exercise their spiritual gift(s) and refine them through service to others.
- h) Members have a launching platform, from people who know them and have contributed to their growth, as they fulfill the great commission to make disciples of all nations.
- i) Members have a special place with special people to aid them as they grow in spiritual maturity, finish well in this earthly race and transition on to heavenly eternity with God.
- j) Members have a safe place to “work out your salvation with fear and trembling” as they grow in the grace and knowledge of our Lord and Savior Jesus Christ.
- k) Members have a place of loving discipline, when needed, by caring, trained leaders familiar with their personal situation and background.

Section 5: Roll (List) of Members

A roll of members’ names shall be maintained by the Board of Elders through the Church office. The roll shall indicate active or inactive status as determined by the Business Committee and the Board of Elders.

If any member of the Church leaves in good standing and desires a letter of commendation for an evangelical church, the letter shall be written by an elder upon request.

A member may be considered by the Board of Elders to be removed from the roll if he or she has been absent from all services for three (3) months (provided he or she is not hindered by sickness, disability or some other impairment preventing them from attending).

Church membership will be considered for termination when the Board of Elders has determined that a member has joined another church or otherwise has stopped participating and supporting the Church for more than three (3) months, showing no interest, and giving no response to contacts from the Board of Elders.

A member, however, may submit a verbal or written request to the Board of Elders that their membership be temporarily extended because their absence is temporary (e.g., due to school,

temporary job assignments, health issues, family responsibilities, military duties, or at the Elders' discretion). Upon the approval of the Board of Elders, their membership may be extended for up to one year. Members may submit additional requests if the temporary absence continues past one year.

Membership may also be terminated as an act of church discipline by the Board of Elders according to the biblical principles.

Individuals whose membership has been revoked may reapply for membership. The membership will be reinstated provided they still meet the membership qualifications and upon the approval of the Elders.

Section 6: General Powers

The general powers of members, shall be:

- a) To affirm the purchase, selling, receiving, or giving of real or other property and any indebtedness.
- b) To authorize mortgage, rental, and/or use by any third-party entity of the real property of the Church.
- c) To affirm elders and deacons.
- d) To affirm changes to the Constitution, Bylaws, Philosophy of Ministry, and/or Statement of Faith.
- e) To call a senior pastor and affirm the membership of a search committee for a senior pastor.
- f) To terminate the service of a trustee.
- g) To terminate the service of the senior pastor or an elder at a regular or special meeting by a 75% vote when recommended by the elders (Article VIII, Section 3b and Article X, Section 7).
- h) To affirm the annual budget (or to subsequently affirm an amended budget that exceeds the already-affirmed annual budget by more than 3%).
- i) To merge or dissolve the Church.
- j) To sell all or substantially all the Church's assets.
- k) To approve any other major event or decision as proposed by the Board of Elders.
- l) To approve any proposed change to these Bylaws and the Constitution.

Article VI: CHURCH DISCIPLINE

Section 1: Agreement

Members, upon joining the Church, agree to work and worship together in harmony, settling conflicts within the fellowship according to Scripture. In accordance with these Bylaws, members agree not to pursue legal action against or sue in civil court, the pastors, officers, church staff or other members in connection with the performance of their official duties.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11). We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated. Differing opinions about theology are not to be considered hateful and harassing.

Section 2: Procedure

Christians are admonished not to "continue to sin" but to confess and forsake sinful acts and attitudes. In the event of persistent, unrepentant sin, as witnessed and verified by two or more members and

verified by the elders, it may become necessary to correct sinning church members. The ultimate goal of any disciplinary action is to restore the Christian to full fellowship with God and the Church. As such:

- a) All church discipline shall be conducted with love, in privacy. Only after unsuccessful private attempts, according to the Scriptures, shall offenses be referred to the Board of Elders and exclusion from church office or membership be considered.
- b) In the event of unrepentant sin or unresolved differences between individual members, reconciliation and repentance shall be sought in private. Should such attempts fail, the matter shall be referred to the Board of Elders who shall carefully investigate the allegations. If necessary, after efforts to promote restoration and reconciliation, the Board of Elders shall affect final disposition of the case, which may include dismissal from any leadership position, role, office, and/or membership, if required.
- c) If a member is disciplined by the Board of Elders, it may be announced to the congregation to carry out the biblical admonitions to bring about repentance and restoration.
- d) Elders, as leaders, are subject to stricter standards of discipline. In the event of unrepentant sin of an elder and the failure of attempts to resolve the matter in private or within the Board of Elders, the Board of Elders shall consider public correction as an example, according to the Scriptures. (1 Timothy 5:17-20)

Section 3: Reinstatement

If the dismissed member repents, and if possible, makes restitution, he will be restored to the body by the Board of Elders.

Article VII: QUALIFICATION of CHURCH LEADERS

All persons who hold any position of leadership (including but not limited to teachers, ministry and committee members, church staff, church workers and volunteers) must meet and maintain the following spiritual qualifications for leadership:

- a) Has accepted Jesus Christ as personal Savior and Lord.
- b) Is a member of WBF (Non-members may be invited to teach or preach on a temporary basis after being vetted by the Board of Elders).
- c) Teaches no doctrine contrary to the "Statement of Faith" as put forth in the Constitution of WBF.
- d) Provides systematic spiritual, financial, and physical support to WBF ministries.
- e) Is known for a dedicated Christian life according to the standards of God's Word, and will purpose to put any sin, including doubtful conduct and conversation, out of his/her life so that the resulting influence is helpful rather than a hindrance.
- f) Fulfills such specific biblical requirements as may apply to the position of responsibility.

To preserve the function and integrity of WBF as the local Body of Christ, and to provide a biblical role model to WBF members and the community, it is imperative that all persons employed by WBF in any capacity, or who serve as volunteers, agree to and abide by the Scriptures and the doctrines of WBF. This does not imply a demand for sinless perfection, but a direction of the life which demonstrates a purposeful pursuit of holiness with confession and repentance when failing to do so.

Article VIII: PASTORS

Section 1: Qualifications

Pastors, by virtue of their office, shall automatically be voting members of WBF. They shall be men totally committed to Jesus Christ as Lord, filled with the Holy Spirit, with a burden for world evangelism, and be committed to the discipleship of Christians to maturity in Jesus Christ. They shall be personally active in winning the lost, binding up the broken-hearted, able to teach the Word accurately and effectively and to counsel believers spiritually. Most of all, they must be men of God, aspiring to holiness of attitude and life, who can lead WBF to fulfill its calling and to maintain its unity in the bond of peace.

Associate pastors called to functional areas of ministry, by virtue of their offices, shall automatically be members of WBF. They shall be totally committed to Jesus Christ as Lord, filled with the Holy Spirit, with a burden for evangelism, and be committed to the discipleship of Christians to maturity in Jesus Christ. They shall be people of God aspiring to holiness of attitude and life. Gifts, training, and experience appropriate to the functional areas to which they are called shall qualify them.

At the discretion of the Board of Elders, the Senior Pastor may become an elder and serve on the Board of Elders.

No pastoral staff member serving on the Board of Elders shall have a vote in the issue of dismissing or disciplining another member of the pastoral staff.

The Senior Pastor, in concert with the Board of Elders and other vocational pastors, shall teach the congregation biblical truths, exercise watchful and responsible care over the total ministry, shepherd the congregation, provide spiritual leadership, train the elders and other pastoral staff to share pastoral and support duties, and disciple, direct, and monitor the ministries of the other pastors.

The senior pastor shall report directly to the Board of Elders. All other pastors and associate pastors shall report to the Senior Pastor or his pastoral designee.

Associate pastors called to functional areas of ministry shall have those areas of ministry defined by the Board of Elders. Their ministries shall be reviewed annually by the Senior Pastor or his designee with a view toward adjusting assignments in light of their needs and gifts and the needs of the ministries of WBF.

Section 2: Call of Pastor(s)

For Senior Pastor, the Board of Elders shall announce the need for a search committee and the date for a meeting to be held in three weeks to address this issue. During the next two weeks the Board of Elders shall receive names in nomination for this search committee. One week before the meeting, the Board of Elders shall prayerfully choose a list of members to be on this search committee. The membership shall ratify or reject the list by their vote at the meeting.

The Search Committee shall prayerfully investigate prospects for senior pastor, using the guidelines stated in the Qualifications listed above and direction from the Board of Elders. They shall submit the names of one or more qualified persons to the Board of Elders.

The Board of Elders shall consider the search committee's recommendation, and in coordination with the search committee, shall conduct any additional investigation or interviews deemed necessary, and shall recommend a single candidate to the congregation during a town hall meeting.

At a duly called special meeting, an affirmative vote of at least seventy-five percent (75%) of those members present and voting shall constitute a call for the Senior Pastor. The Search Committee shall inform the candidate of the voting results as soon as possible.

For pastors other than the Senior Pastor, the Board of Elders shall be the final hiring authority and set, conduct, or delegate any investigation or interviews deemed necessary in support of the hiring process.

Section 3: Removal from office

A pastor may be removed from his position under the following circumstances.

a) Resignation

The question of removing the vocational call of a pastor shall be considered at any time by the Board of Elders upon the presentation of the pastor's resignation. The pastor will be released from membership upon leaving pastoral duties with this congregation unless otherwise determined by the Board of Elders.

b) Grievance

When a grievance exists against a pastor, either due to his preaching or teaching contrary to the beliefs of the Church as set forth in WBFs Constitution and Bylaws or to alleged conduct on his part unfitting a pastor/elder, such grievance may be brought before the Board of Elders by any two members of the Church. If the Board of Elders, after thorough investigation and consideration, believes the grievance to be true and substantial, then the Board of Elders may recommend to the members of the Church that the pastor be removed from office. A thorough investigation and consideration of a grievance must include a reasonable opportunity for the accused pastor to present facts and/or arguments in defense. Removal is possible when the Board of Elders recommends removal, and the recommendation is supported by a seventy-five percent (75%) ballot of a majority of those members of the Church present and voting at any regular or special meeting. Notice of any such meeting, stating its purpose, shall be given from the pulpit on the two successive Sundays preceding the meeting.

Article IX: CHURCH STAFF

Section 1: Composition and General Powers

The church staff shall consist of all vocational pastors and associate pastors, the church administrator, and other church office personnel. The church staff shall oversee the day-to-day care of church facilities, property, and equipment and monitor the financial performance of the Church.

Section 2: Leadership of the Church Staff

The senior pastor shall lead the church staff.

Section 3: Operation of the Church Office

The senior pastor, or his designee, as agreed upon by the elders, shall establish standard operating procedures to ensure that the church staff operates in an efficient and effective manner. The church office will serve as the central point for all matters concerning the operation of WBF. Issues or concerns should be submitted to the church staff for resolution. The office staff will either take action to remedy

the situation or pass the situation on to a ministry team with instructions to either act to resolve the situation or study the issue and make a recommendation to the church staff or Board of Elders, as deemed appropriate by the Senior Pastor. Issues involving the Senior Pastor will be addressed to him first, and if his resolution is not acceptable to the member raising the issue, the issue may then be referred to the Board of Elders for action.

The Church will reserve employment for men and women who believe and confess essential biblical convictions and act in accordance with such. Additionally, the Church reserves the right to terminate the employment of any existing employee who fails to meet this general standard of faith and practice.

Section 4: Church Administrator

The church administrator manages the business operations of the Church. Duties include but are not limited to office management, communicating with the congregation, managing volunteers, assisting with financial management of the Church, and organizing events.

a) Office Management

The church administrator runs the day-to-day operations at WBF. Duties include but are not limited to maintaining church records, ordering and stocking office supplies, ensuring that necessary documents are backed up in the cloud, and maintaining office equipment. The church administrator also takes on a supervisory and training role in ministries that have office assistants or volunteers. Other tasks include overseeing the creation and distribution of church communications.

b) Financial Responsibilities

The church administrator works closely with the Church's treasurer and Business Committee regarding the Church's financial operations. As part of the Business Committee, the church administrator helps to prepare and implement the Church's budget, helps to track and record WBF income from donations, prepares bills for payment and forwards to bookkeeper for payment.

c) Manage Church Facilities

The church administrator's property management duties include overseeing the maintenance and security operations of Church facilities. The church administrator schedules meetings and events and enforces Church policies for facility use. In addition, the church administrator evaluates the Church's insurance needs and ensures that policies remain current.

d) Maintain Relationships

The church administrator is one of the Church's leaders and liaisons and should believe in and demonstrate the Church's teachings in his or her life and work. The administrator regularly coordinates with the pastor, Church volunteers, ministry and committee members, wedding and funeral coordinators and other staff members. He/she must also maintain communication with the congregation and the local community both in person and through assisting with the Church's website and social media pages.

Article X: ELDERS

Section 1: Qualifications

Elders are those men who are responsible for shepherding the congregation at WBF, to which the Holy Spirit has made them overseers. The Board of Elders includes men appointed by the congregation and may include members of the pastoral or ministerial staff, as deemed appropriate by the Board of Elders and affirmed by the congregation.

Section 2: Purpose

To be a church, certain ministry functions are essential. Without them, we would not be a church. The Board of Elders will ensure that the following ministry functions are always operational at WBF:

- a) Worshipping God.
- b) Equipping the saints for the work of the ministry.
- c) Outreach to Warrenton, Fauquier County, and the uttermost parts of the earth.
- d) Caring for the internal needs of our church body.

Of the pastors, only the senior pastor may act in serving as elder as well as representative of the staff and pastors on the Board of Elders in matters requiring voting. He will be allotted a single vote as such. He may choose a designee from the staff to vote in his absence. However, this voting privilege is null and void in matters regarding termination and suspension of any member of the pastoral staff.

The Elders are responsible for determining the Church's official doctrinal positions and for ensuring that the teaching presented to the congregation is biblically sound and accurate. They will guard the congregation from false teachers, dangerous doctrines, and other influences that could harm the congregation that God has placed in their charge.

The Elders are to pray for, and to provide spiritual oversight, pastoral care, and counsel to the congregation.

Executive authority to administer, guide, protect and direct the Church and its ministries is vested in the Board of Elders.

Section 3: Officers

The officers of the Board of Elders shall be the Chairman, the Secretary and such other officers as the Board of Elders may from time to time appoint or elect.

- a) Chairman

The Board of Elders shall appoint an elder from their number to serve as chairman (usually the elder with most tenure). The chairman shall not be a pastor or other paid employee of the Church. In addition to presiding at all meetings of the Board of Elders, the chairman or his designee shall preside as moderator at all congregational meetings.

- b) Secretary of the Board of Elders

The Elders shall appoint a secretary for keeping of the minutes. The secretary shall be charged with the duty of giving proper notice to the Board of Elders and the congregation of all congregational meetings.

Section 4: Meetings

Regular meetings of the Board of Elders will be held at least once each month.

Special meetings of the Board of Elders may be called upon request of any two or more elders.

A quorum of seventy-five percent (75%) of the serving elders shall be required for the transaction of business in any meeting of the Board of Elders.

No decision by the Board of Elders shall be approved if there is more than one dissenting elder, though the chairman has the prerogative to require unanimity among all the elders who are present in cases he deems appropriate.

All meetings of the Board of Elders shall be open to observation by any member of the Church; the only exception being executive style meetings specifically closed by seventy-five percent (75%) vote of Elders attending to discuss sensitive matters.

Any member of the Church or designated representative of any organization of the Church can petition the Board of Elders for the purpose of appearing before the Board of Elders on any matter by scheduling such an appearance through the Board of Elders secretary.

Some or all elders may gather together for fellowship, training, or work sessions without calling an official meeting. Discussions on any topic and prayer may be conducted at these gatherings provided no decisions are made.

Members of the Board of Elders may participate in a meeting by means of a conference call/telephone, a video teleconference medium, or similar communications equipment whereby all persons participating in the meeting can hear each other. Participation by such means shall constitute presence in person at such meeting. When such a meeting is conducted by any of the above means, a written record shall be made of the action taken at such meeting, noting participation of those who were present by means of such communications equipment.

The Board of Elders secretary shall duly record any actions taken by the Board of Elders in the minutes. The minutes of Board of Elders' meetings shall be available to any member of the congregation. In addition, the Board of Elders secretary shall notify all persons specifically affected by Board of Elders action in a timely manner.

Section 5: Specific Duties and Responsibilities

Without prejudice to the general powers outlined above, and subject to the same limitations, the Board of Elders shall have the responsibilities and authorities as follows but not limited to:

- a) Ensure that the Purpose of WBF, as set forth in Article II of its Constitution, is being fulfilled.
- b) Approve and maintain statements outlining major doctrine and policy, minutes of Board of Elders' meetings and other appropriate governance records.
- c) Continually encourage, support, and pray for each ministry of the Church, their respective ministry teams, and the pastoral staff, individually and collectively.
- d) Provide general supervision and assume final authority over all ministries of the Church, the respective ministry and committee teams, their staff, and volunteers.
- e) Review job descriptions, including duties and responsibilities of pastoral staff and their performance.
- f) Review and approve the goals, direction, organization and accomplishments of all programs and ministries of the Church, including, but not limited to, the statements of purpose, operating procedures, bylaws, and budget prior to the year-end congregational business meeting.
- g) Set compensation packages for the staff subject to the congregation's affirmation of the Church budget.
- h) Recommend senior pastor candidates to the congregation.
- i) Establish the need for additional staff and volunteer positions including pastoral and other ministerial positions and determine the requirements for these positions (e.g., qualifications, background checks, etc.). Based on their interpretation of scripture, the Elders may determine that some positions must be limited to males only.

- j) Terminate employment of any member of the pastoral staff, with the exception of the senior pastor (Article VIII, Section 3b).
- k) Terminate employment of any non-pastoral staff member. Note: The Elders may delegate this responsibility to the senior pastor.
- l) Recommend to the congregation for affirmation candidates to the Board of Deacons.
- m) Request the suspension or dismissal of members of the Board of Deacons.
- n) Review and authorize the formation of any ministry and committee teams, boards, or auxiliary organizations of the Church and approve their respective charters, bylaws, membership rosters and leadership.
- o) Act as overseer to teams, boards, ministries, and organizations of the Church and, if necessary, arbitrate the decisions of any particular team or organization.
- p) Consider for approval all recommendations brought before it by the ministries, teams, partnership ministries, auxiliary organizations, or individual members of the Church.
- q) Present the annual budget to the congregation for affirmation.
- r) Provide the Business Committee with guidelines for Church expenditures (adjusting budget line items as appropriate) and oversee compliance with those guidelines.
- s) Inform and submit to the congregation its recommendations for an amended budget that exceeds the already-affirmed total annual budget by more than 3%.
- t) Authorize, approve, and oversee procedures for the raising and collecting of funds.
- u) Oversee those assigned the responsibility for the purchase, rental, use and maintenance of all property and assets of the Church.
- v) Review and make recommendations to the congregation for the purchase, sale, mortgage, acquisition, disposal, or rental of the real property of the Church.
- w) Oversee the preparation of an annual report from the Business Committee for oral or written communication to the congregation at the year-end congregational business meeting.
- x) Choose, oversee, support, and pray for partnership and associate ministries.
- v) Convene, arbitrate, and make final decisions regarding Church discipline.

Section 6: Elections of Elders

Election of elders shall occur in the following manner:

a) Qualifications

The Board of Elders will select men as candidates for the board based on the qualifications for an elder as listed in 1 Timothy 3 and Titus 1, along with the candidate's doctrinal beliefs and demonstrated pastoral and teaching abilities and other factors determined by the Board of Elders. Elders must also be members of the Church. If circumstances leave the Church with no elders, the pastors and deacons shall form a committee to choose candidates for elder.

b) Eligibility

All elders shall be mature, active, male members, of proven faith in Jesus Christ, and both desirous and apt to teach, shepherd, lead, and oversee the congregation (1 Timothy. 3:2-7).

Each recommended candidate will be asked to provide information about his qualifications and, along with his wife (if married), be prepared to come before the Board of Elders for an interview.

The Board of Elders will then make its recommendation to the congregation. This will be done both from the pulpit in all services and in regular church communications.

The congregation shall have a minimum of two weeks prior to a town hall meeting where they may provide input to the Board of Elders on its recommendation. This town hall meeting is a discussion-only meeting with no voting.

After a designated worship service, members will vote on the selected candidate for affirmation.

Section 7: Terms of Office

Once initially confirmed, elders shall continue to serve unless removed by the Board of Elders or until seventy-five percent (75%) of members voting at a special meeting request the elder to resign. Notice of any such meeting, stating its purpose, shall be given from the pulpit on the two successive Sundays preceding the meeting. In recognition that the task of eldership is significant and is accomplished while continuing care of family and work responsibilities, it is understood that individual elders may need to take leave of some of the responsibilities of eldership for periods of time. Such sabbatical times will be arranged through mutual consent of the Elders.

An elder who is not facing termination or suspension may request to be temporarily relieved of his responsibilities on the Board of Elders. He may resume his place on the board upon his request and after favorable consideration of the active members of the Board of Elders.

Section 8: Resignation and Removal

Any elder may at any time deliver a written notice of intent to resign to the Board of Elders, which shall be effective upon acceptance.

If, after prayerful consideration, the other members of the Board of Elders unanimously request the temporary suspension of an elder, he shall immediately submit to the suspension. During the period of suspension, the elder or pastor(?) will be suspended from his duties, the duties that he held will be transferred to another qualifying elder. (In the case of an elder who is a pastoral staff member, continued pay during suspension shall be at the discretion of the Board of Elders). Notification to the congregation will be made at the first Sunday service following such action.

If, after prayerful consideration, the other members of the Board of Elders unanimously request the resignation of an elder, he shall immediately resign. If he fails or refuses to resign, he will be automatically terminated from his position. The duties that he held will be transferred to another qualifying elder.

Any elder who does not fulfill the qualifications or duties of his office, fails to attend three consecutive Board of Elders meetings without good cause, or does not regularly attend the Sunday services of the Church shall, after notice and attempt to restore said member, be asked by the Elders to resign from the Board of Elders, and notification of such action shall be made at the first Sunday service following. If he fails or refuses to resign, he will be automatically terminated from his position. The duties that he held will be transferred to another qualifying elder.

Article XI: DEACONS

Section 1: Qualifications

Candidates for deacon must meet the spiritual qualifications for leadership as stated in Acts 6:3, 1 Timothy 3, and Titus 1. They must also be members of the Church.

Section 2: Purpose

Deacons at WBF exist to serve the household of God by identifying and meeting tangible needs, protecting the Church's mission, and promoting unity within the body, in accordance with Scripture.

Section 2: Appointment

The Board of Deacons will select candidates who meet with their approval and then present the names to the Board of Elders for review.

The Elders will formulate a roster of candidates and present the candidates' names to the congregation during all services two weeks prior to a town hall meeting where the congregation may provide input to the Board of Elders on its recommendation. After a predetermined Sunday worship service the candidates will be introduced and a vote of affirmation will be conducted.

Section 3: Meetings

The Board of Deacons meetings shall be held as needed, when called by the Chairman of the Deacons, the Board of Elders or at the request of any two or more board members

Section 4: Term of Office

Once confirmed, a deacon shall continue to serve unless removed by the Board of Elders or until he resigns.

Section 5: Duties

The Board of Deacons shall recommend its own chairman, secretary, and treasurer whose names shall be submitted to Board of Elders for approval.

Deacon Responsibilities include but are not limited to:

- a) Maintenance and care of the building and grounds, as well as other Church property.
- b) Supporting Sunday morning activities such as security, serving communion and greeting.
- c) Disbursement of benevolence fund for internal needs and community social action. The Deacons will submit a monthly report of all benevolence expenditures, including receipts, to the treasurer.
- d) Assistance to the Business Committee with planning for building maintenance programs, equipment replacement, budgeting and financial planning, and special projects.
- e) Visitation as requested by the pastoral staff.
- f) Other duties as assigned by the Board of Elders.

Section 6: Discipline and Dismissal

The chairman of the Board of Deacons must attempt to restore any deacon who does not fulfill the qualifications or duties of his office, fails to attend three consecutive Board of Deacon meetings or functions without good cause, or does not regularly attend the Sunday services of the Church.

If these efforts are not successful, the chairman of the Board of Deacons will make a recommendation to the Board of Elders requesting the suspension or dismissal of the offending deacon.

If the Board of Elders requests the temporary suspension of a deacon, he shall immediately submit to the suspension. During the period of suspension, another deacon shall cover the position and duties associated with the suspended deacon.

If the Board of Elders requests the resignation of a deacon, he shall immediately resign. If he fails or refuses to resign, he shall be automatically terminated from his position. Notification to the congregation will be made at the first Sunday service following such action.

Article XII: CHURCH OFFICERS

Section 1: Treasurer

The treasurer shall be appointed by the Board of Elders from among the membership and shall be responsible for overseeing the financial operations of the Church and shall make financial reports to the Board of Elders.

The treasurer may recommend to the Elders and Business Committee others to serve as assistant treasurer, bookkeeper, or other helpers the treasurer deems necessary.

The treasurer will also assist the Elders in the selection of someone to audit the records to ensure:

- a) The correct and timely payment of bills and salaries to staff,
- b) The orderly and accurate maintenance of records and reports of disbursements and income, and provision of accurate accounting and tax advice.
- c) Proper records and books concerning incoming and outgoing funds shall be kept, and such records and books shall be available for auditing or inspection by the Board of Elders and those they designate.
- d) As part of the Business Committee, the Treasurer helps to prepare and implement the Church's budget.
- e) The Treasurer prepares financial statements, deposits funds into Church accounts, and maintains sufficient cash flow for the Church.

The treasurer shall ensure that a financial report is made available for members at the annual congregational meeting and such other congregational meetings wherein a financial report is deemed necessary. A copy of the financial reports shall likewise be made available to the congregation on an as-needed basis.

The treasurer (or designee) shall also prepare or make available in an online system individual giving reports to the congregation by the end of January for tax purposes.

The treasurer oversees the expenditures of all church activities, to ensure that they are in accordance with the approved budget. If it is anticipated that total expenditures will exceed 3% of the approved total annual budget, the treasurer will inform the Elders so that a special meeting can be held to submit for approval to the membership.

The treasurer shall continue to serve until he/she resigns or may be removed at any time with or without cause when, in the sole judgement and discretion of the Board of Elders, by a 75% vote of the Elders it is agreed that such individual should no longer serve as treasurer.

Section 2: Trustees

There shall be at least three Trustees to serve in a fiduciary capacity for all Church assets and to perform such duties as are prescribed by the Statutes of the Commonwealth of Virginia governing religious corporations and duties pertaining to trusteeship. Only elders, deacons, or members of the Business Committee may serve as a Trustee. One of the three must be the Church Treasurer. Pastoral and ministerial staff shall not serve as Trustees.

The Board of Elders will select and appoint Trustees based on their qualifications and church roles. The Board of Elders will notify the congregation once the Trustee has been appointed.

Trustees will continue to serve in that capacity until:

- a) They resign as a Trustee or resign their church role,
- b) The congregation votes for their resignation, or
- c) The Board of Elders determines the Trustee can no longer perform the duties of a Trustee.

Application shall be made to a court of jurisdiction for the judicial appointment of those Trustees to serve as juristic representatives of WBF in financial and property concerns of the Church.

The Trustees shall have the authority to buy, sell, mortgage, lease, or transfer any real or personal property as authorized by congregational vote and may execute any legal documents required for that sale, mortgage, purchase, or rental of that real or personal property.

The Trustees have the authority to execute any legal documents required to hold in trust all savings, investments, or accounts where assets must be held in trust.

Trustees also have the authority to sign, execute, or otherwise authenticate all documents required by state or federal law to be executed by Trustees on behalf of the Church.

The private property of the Trustees of this Church shall be exempt from corporate debt.

Article XIII: MINISTRIES, COMMITTEES, and TEAMS

The Board of Elders may establish ministries, committees (Standing and Special) and/or other church teams as needed to assist them in the performance of their responsibilities. These entities shall function under the oversight of the Board of Elders but shall continue to pursue their delegated responsibilities as defined by the Church and those tasks specifically delegated to them by the Board of Elders.

Section 1: Leadership of Ministries, Committees, and Teams

A member of WBF who has a passion and a gift to conduct the specific ministry shall lead the ministry/committee team(s).

These leaders are expected to support the Church vision and Statement of Faith.

The chairperson(s) of each respective entity shall be affirmed by the Board of Elders.

Each entity shall submit for the Board of Elders' approval job descriptions for their chairpersons and the team's mission and vision statement.

Section 2: Composition of Ministries, Committees, and Teams

Unless otherwise stated, these entities are composed of the members and non-members of WBF who together assume responsibility for a ministry area.

Participation is open and encouraged to any member or non-member of the Church who shall actively participate.

Section 3: Operation of Ministries, Committees, and Teams

These entities shall address all substantive matters in convened meetings. Executive actions of the leader(s) may be made only in extreme emergency when no other action is possible.

Article XIV: BUSINESS COMMITTEE

Section 1: Members

Members of the Business Committee include:

Elder or Pastor – Advisor

Deacon – Chairman

Treasurer

Church Administrator

Congregational Member(s) – This (These) person(s) shall not be serving as elder, office staff, or pastoral staff.

Section 2: Appointment/Term

Members of the Business Committee are appointed and serve terms as follows:

Elder or Pastor Advisor – Determined by the Board of Elders and shall serve until replaced by another elder or pastor.

Deacon – Is appointed and serves until he resigns or is terminated by the Board of Elders.

Treasurer – Serves on the Business Committee as a responsibility of being Treasurer.

Church Administrator – Serves on the Business Committee as a responsibility of being church administrator.

Congregational Member(s) – Shall be nominated by the Business Committee and approved by the Board of Elders. The Congregational Member(s) shall serve three (3) years unless removed.

Depending on the project, the Business Committee shall enlist the help of additional congregational members, determined by their gifts and skills, on a temporary basis until that project has been completed.

Section 3: Responsibilities of the Business Committee

The business committee is comprised of the above persons to perform their roles and responsibilities as follows:

- a) To make budget recommendations, handle routine financial operations, and make recommendations on financial matters to the Board of Elders.

- b) To further assist the Treasurer.
- c) To perform feasibility studies.
- d) To oversee the process of keeping the membership list up to date.
- e) To review and provide necessary documentation that is required for the governance of WBF and, in coordination with the Board of Elders, prepare policies to protect WBF from financial and/or legal liability.
- f) To create and maintain building maintenance and equipment replacement activity and planning with the assistance of the Deacons.
- g) To prioritize and make recommendations to the Board of Elders regarding major building renovations.
- h) Other duties as assigned by the Board of Elders.

Article XV: CONGREGATIONAL MEETINGS

Section 1: Public Worship Services

Meetings for public worship, Sunday school and other such services shall be conducted at such times and places as shall be provided for under the direction of the Board of Elders.

Section 2: Business Meetings

Unless otherwise ordered by the Board of Elders for cause, the business meetings of the congregation shall be held at least once per calendar year at such time and place as designated by the Board of Elders. At such meetings, the congregation shall be competent, without special provision or notice, to transact any business of the Church properly coming before it, including, but not limited to:

- a) Affirming the annual budget (or to subsequently affirm an amended budget that exceeds the already-affirmed annual budget by more than 3%).
- b) Affirming elders and deacons.
- c) Affirming the purchase, sale, mortgage, acquisition, disposal, or rental of real property of the Church or additions to the facilities.
- d) Affirming changes to the Constitution or By-Laws.
- e) Calling for the resignation of a trustee.
- f) Calling for the resignation of an elder.
- g) Calling a senior pastor and approve a search committee.
- h) Calling for the resignation of the senior pastor.
- i) Approving any other major event or decision as proposed by the Board of Elders.

Section 2: Special Meetings

Special meetings of the congregation may be called by the Board of Elders at any time, or shall be called when petitioned to do so in writing by not less than twenty-five percent (25%) of the members entitled to vote at such meetings.

If the situation is urgent, this notice requirement may be met by attempting to notify all voting members personally, by E-Mail, or by phone.

No business shall be transacted at any special meeting except that business clearly stated in the notice calling the meeting.

Section 3: Town Hall Meetings

Town Halls are open to all who attend WBF and are a way for the Board of Elders to meet with the congregation to present to and hear from the congregation topics of interest or to discuss specific current and upcoming topics.

Town Halls are for informational purposes only where no voting or decision making is to take place.

Section 4: Quorum

A quorum of twenty-five percent (25%) of members shall be required for the transaction of business at business and special meetings. If, after announcements have been made of a congregational (Business or Special) meeting for two consecutive Sundays and a quorum is not present at the meeting, an announcement shall be made again for two consecutive Sundays for another congregational (Business or Special) meeting. If then a quorum is not present, the quorum percentage shall drop to a requirement of 15% for this one-time meeting or vote.

Section 5: Notices

Notices of business, special, and town hall meetings shall be given to the congregation by public notice from the pulpit or by regular church communications for at least two (2) consecutive weeks before the date of any such meeting and may be given in such additional manner, if any, as may be ordered by the Board of Elders. The agenda for such meetings shall be publicized at least one week in advance in the same manner.

Section 6: Alternative Meeting Means

Should there be a situation where WBF members as a whole cannot meet in person, as in the case of a pandemic or other catastrophic event, the Board of Elders may convene any of the above meetings by means of a video teleconference medium, or similar communications method whereby all persons participating in the meeting can hear each other and are able, if necessary, to vote. Participation by such means shall constitute presence in person at such meeting. When such a meeting is conducted by any of the above means, a written record shall be made of the action taken, noting participation of those who were present by means of such communications.

Section 7: Chairman and Secretary

The chairman of the Board of Elders or his designee shall preside as moderator at the business, special, or town hall meetings.

The chairman of the Board of Elders will designate a person(s) to oversee the Church roll of members and registration at the meetings and to keep minutes of the meetings.

Section 8: Voting in Congregational Meetings

Voting is limited to members. Membership rolls shall be reviewed at least ten (10) days prior to a congregational meeting at which elections are scheduled to determine those eligible to vote in said elections. Those listed who no longer meet the requirements of membership will be removed from the Roll of Members.

As the Elders deem necessary, under standards announced along with the call for the meeting, absentee ballots may be requested and are acceptable. The absentee ballots need to be completed, signed, and delivered to the church administrator prior to the meeting.

Proxy ballots will not be acceptable in any case.

Once a quorum of twenty-five percent (25%) of members are present (or as adjusted to 15% as stated in Section 4 above), a seventy-five percent (75%) majority vote of those present shall decide all matters.

Article XVI: BUILDING USE

WBF's facilities were provided through God's benevolence and by the sacrificial generosity of church members. The Church desires that its facilities be used for the fellowship of the Body of Christ and to bring God glory. Although the facilities are not generally available for public use, facilities may be made available to approved non-members as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

However, facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the Church's faith or moral teachings, nor may Church facilities be used for activities that contradict, or are deemed inconsistent with, the Church's faith or moral teaching. The Board of Elders is the final decision-maker concerning use of Church facilities.

This facility use policy is necessary for two important reasons. First, the Church may not in good conscience materially cooperate in activities or beliefs that are contrary to its faith. Allowing its facilities to be used for purposes that contradict the Church's beliefs would be material cooperation with that activity and would be a grave violation of the Church's faith and religious practice (2 Corinthians 6:14; 1 Thessalonians 5:22). Second, it is very important that the Church present a consistent message to the community and that the Church staff and members conscientiously maintain that message as part of their witness to the Gospel of Jesus Christ. Allowing facilities to be used by groups or persons who express beliefs or engage in practices contrary to the Church's faith would have a severe, negative impact on the message that the Church strives to promote. It could also cause confusion and misunderstanding to Church members and the community because they may reasonably perceive that by allowing use of Church facilities, the Church agrees with the beliefs or practices of the persons or groups using its facilities.

Therefore, in no event shall persons or groups, who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict the Church's faith use any Church facility. Nor may Church facilities be used in any way that contradicts the Church's faith. This policy applies to all Church facilities.

Article XVII: INDEMNIFICATION

WBF will indemnify and hold harmless any and all officers, elders, ministers, pastors, teachers, trustees, WBF Staff, and authorized WBF volunteers for any expenses actually and necessarily incurred in connection with any action, suit or proceeding against said individuals listed in this article. This indemnification shall include costs for attorney fees. The indemnification shall occur as the expenses are incurred and in advance of the final disposition of the action, suit or proceeding, on receipt of the promise of the individuals listed in this article: (1) to repay the amount advanced if proved by clear and convincing evidence in court that the conduct of individuals listed in this article involved a

deliberate intent to injure the Church's best interests, (2) to reasonably cooperate with the Church in connection with the action, suit or proceeding.

This indemnification shall be available to any individuals listed in this article which is made or thereafter to be made a part to any action, suit or proceeding because of the person's relationship with WBF. Persons who are individuals listed in this article at the time of being made a party, or threatened with being made a party to any action, suit or proceeding, or were individuals listed in this article shall be allowed indemnification. Indemnification will also be available in criminal actions only if it is found that the elders, pastors, deacons, officers, trustees, and staff had no reasonable cause to believe that the subject acts were unlawful.

The Church may purchase and maintain insurance to indemnify (a) itself for any obligation which it incurs as a result of the indemnification specified above; and (b) its individuals listed in this article.

Article XVIII CONFIDENTIALITY of CHURCH RECORDS:

No member shall have the right to inspect the Church records as to the disciplining of any member, the hiring or firing of any employee, the need or problems of any member or employee, the financial contributions of any member, or any other records which the Board of Elders may determine to be in the best interests of the Church to keep confidential; except that as to latter item of this Article (other records which the Board of Elders may determine to be in the best interests of the Church to keep confidential), the congregation in any business meeting shall have the right, by a majority of those members voting, to inspect any of such other records. This exception is granted to accommodate the need to review records which may help inform decisions of the membership.

Article XIX: DISPUTE RESOLUTION

Believing that the Bible commands Christians to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church (Matthew 18:15–20, I Corinthians 6:1–8), the Church shall require its members to resolve conflicts among themselves according to biblically-based principles, without reliance on the secular courts. Consistent with its call to peacemaking, the Church shall encourage the use of biblically-based principles and the avoidance of suits of law or equity to resolve disputes between itself and those outside the church, whether Christian or secular and whether individuals or corporate entities. The Board of Elders may adopt policies and procedures to effect these requirements and aspirations as deemed necessary.

In the event of a division of this Church, from which may God in His mercy save us, the property of this church shall belong to that group of such division as represents the largest portion of the Church membership before recognizing a division therein provided such group is loyal to these by-laws, constitution, and statements of faith; otherwise it shall belong to the group remaining loyal to these by-laws, constitution, and statements of faith though it may not be the largest group in such division. Should any controversy arise as to whether such loyalty exists, the question shall be submitted to an impartial third party selected by the Board of Elders, and their decision shall be final.

Article XX: ADMINISTRATIVE PROVISIONS

Section 1: Electronic Notice

a) Consent to Electronic Notice

In order to consent to notice via electronic transmission, a member must, in a record, designate in the consent the appropriate electronic format and the address or system to which notices may be electronically transmitted, for example, specify an email address to which such electronic transmission may be sent.

b) Revocation of Consent of Electronic Notice

A member who has consented to receipt of electronically transmitted notices may revoke the consent by delivering a revocation to the Church, in the form of a record (sent to the attention of the church administrator). Additionally, the consent of any member is revoked if the Church is unable to electronically transmit two consecutive notices given by the member in accordance with the consent, and this inability becomes known to the church administrator of WBF or other person responsible for giving the notices. The inadvertent failure by the Church to treat this inability as a revocation does not invalidate any meeting or other action.

Section 2: Effective Date of Delivery

If notice is mailed, it shall be deemed delivered when deposited in the mail properly addressed to the member at his or her address as it appears on the records of the Church with postage thereon prepaid. If the notice is by electronic transmission, it shall be deemed delivered when it is transmitted electronically in accordance with the consent of member. All other notices in tangible medium shall be deemed delivered upon receipt.

Section 3: Amendments

The by-laws of this Church may be amended or altered by a 75% majority of those voting at a regular business or special meeting provided that both the text of such an amendment and the basis for its consideration have been mailed to all members in writing and announced to the congregation at least two (2) Sundays in succession prior to any meeting at which such a proposal will be considered or voted upon, except that no mailing shall be required to those members who have picked up their written notices at WBF in advance of the meeting.

The church administrator is authorized to correct typographical errors to the by-laws in the form that they are offered or printed after passage of said by-laws; and for the sake of uniformity to make minor changes in punctuation, formatting, and nomenclature to the extent that they do not change the content or intended meaning and for the purpose of not encumbering the Board Elders of the congregation with amendments for such purposes. These changes should be reviewed and approved by the Board of Elders before being implemented.