

## BYLAWS

### I. OFFICE

#### A. PRINCIPAL OFFICE

The principal office of the congregation in the State of Washington shall be located in the County of King. The congregation may have such other offices either within or without the State of Washington as may be directed by the Board of Trustees from time to time.

#### B. REGISTERED OFFICE

The registered office of the congregation required by law to be maintained in the State of Washington may be, but need not be, identical with the principal office.

#### C. TRUST AGREEMENT

Apart from these Bylaws, Lake Washington Christian Church shall maintain its Trust Agreement with the Northwest Regional Christian Church, or its surviving entity. This Trust Agreement is intended to ensure that if the members of Lake Washington Christian Church elect to disassociate themselves from formal affiliation with the Christian Church (Disciples of Christ), all current and future real property owned by Lake Washington Christian Church will revert to the Northwest Regional Christian Church or its surviving entity.

### II. TRUSTEES OF THE CONGREGATION

#### A. OVERVIEW

The Board of Trustees shall be made up of the minister(s), officers of the corporation, chairs of the congregational committees, head elder, and head deacon.

The minister(s) shall at all times hold a position on the Board of Trustees. The remaining trustees shall each serve a term of two years and may not serve more than two consecutive terms.

#### B. AUTHORITY

The Board of Trustees shall perform its duties according to the authority granted in the Constitution or otherwise delegated to it by the congregation.

In keeping with the traditions of the Christian Church (Disciples of Christ), the ultimate authority of the congregation shall rest with the congregation. All organizations within the congregation shall be responsible to the Board of Trustees and through it, to the congregation.

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All meetings of the Board of Trustees shall be governed by *Sturgis Standard Code of Parliamentary Procedure* (second edition).

A majority of the trustees shall constitute a quorum for the transaction of business at any meeting of the board, but if less than such majority were present at a meeting, a majority of the trustees present may adjourn the meeting without notice.

## C. RESPONSIBILITIES

The Board of Trustees shall conduct its affairs in harmony with the Constitution and the Bylaws of the congregation.

The Board of Trustees shall be responsible for conducting the business affairs of the congregation and providing for the planning, coordination, resourcing, evaluation, and implementation of the work and activities of the congregation.

The Board of Trustees shall establish, when necessary, a ministerial search committee for the purpose of securing minister(s) for the congregation. Membership and responsibilities shall be as described in the Bylaws, Article III, Section B.

The Board of Trustees shall establish a Pastoral Relations Committee for the purposes as set forth in the Bylaws, Article VII, Section B.

The Board of Trustees shall establish other committees or task forces as needed for the conduct of its work.

The Board of Trustees shall receive regular reports from its members and from other organizations both within and from without the congregation; and it shall act upon such reports with approval, disapproval, modification, or referral back to the respective member or organization.

The Board of Trustees shall receive the proposed annual budget from the treasurer and shall serve as budget review committee. It shall recommend approval of the budget to the congregation at its annual meeting. Subsequent over expenditure or requests for additional funds from organizations within the congregation shall be approved or disapproved by the Board of Trustees.

The Board of Trustees shall recommend to the congregation the calling of the minister(s) and the employment of other staff as it deems necessary for the efficient administration of the Church's mission.

## D. NOMINATION PROCESS

Each year, at the regular meeting during the month of September, the Board of Trustees shall appoint up to five members of the congregation, in accordance with these Bylaws, who shall serve as a Nomination Task Force.

Neither current members of the Board of Trustees, nor Elders may serve on the Nomination Task Force.

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The Nomination Task Force shall seek qualified members of the congregation to serve as its officers, chairs, elders, and deacons, and shall prepare a report and submit it to the Board of Trustees during the month of October of the same year in which they are appointed. This report shall contain the names of persons to be nominated for each of the offices, chairs, eldership and diaconate of the congregation to be elected at the annual membership meeting in that year.

All nominees shall give their approval prior to having their names placed in nomination. However, nominations to any office, chair, eldership, or to the diaconate may be made by any member from the floor at the annual meeting of the membership. Such nominations from the floor shall require, however, the verbal approval of the nominee prior to being accepted by the president.

## E. ELECTION AND TERM OF OFFICE

The congregation, at its annual meeting, shall elect officers and chairs for terms of two years.

## F. QUALIFICATIONS

Officers and chairs must be members of the congregation.

Officers and chairs must be active in the congregation's life and give evidence of seeking to grow in their own understanding and practice of the Christian life. Such evidence should include, but not be limited to, the following:

- Conduct of one's life in light of the teachings of Jesus Christ.
- Promotion of good will and Christian fellowship in the congregation and community.
- Regular attendance at the worship services and stated meetings of the congregation.
- Regular and faithful contributions to the support of the congregation and its outreach programs.
- Willingness to fulfill assignments in behalf of the congregation
- Demonstrated gifts and skill or evident potential in carrying out responsibilities for the particular office.

## G. OFFICERS

### 1. *PRESIDENT OF THE CONGREGATION*

The President of the congregation shall:

- serve as president of the Board of Trustees
- preside at all stated and specially-called meetings of the congregation and of the Board of Trustees
- have signatory power for all legal documents pertaining to the functioning of the church as well as the financial accounts
- perform such other duties normally associated with the office of the president.

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The President shall serve two years and be elected in even numbered years.

## 2. *VICE PRESIDENT OF FINANCE*

The Vice President of Finance shall:

- be responsible for receiving all funds and securities of the congregation
- keep accurate records of the source and amount of such funds and securities received
- deposit all of such funds in the name of the congregation in such banks, trust companies, or other depositories as selected in accordance with these bylaws and as directed by resolution of the Board of Trustees
- provide to the Board of Trustees regular weekly and monthly reports of all the funds and securities received
- if required by the Board, give a bond for the faithful discharge of his/her duties in such sum and with such surety or sureties as the Board of Trustees shall determine
- have signatory power for all financial accounts of the church
- be responsible with the treasurer, minister, and president for developing general fund and capital stewardship campaigns
- perform such other duties as from time to time may be assigned by the President or by the Board of Trustees.

The VP of Finance shall serve two years and be elected in odd-numbered years.

## 3. *SECRETARY*

The Secretary shall:

- keep accurate minutes of all congregational and Board of Trustees meetings
- maintain a current list of the names and addresses of all active members of the congregation
- see that all notices are duly given in accordance with these Bylaws or as required by law
- perform such other duties as from time to time as may be assigned by the President or by the Board of Trustees.

The Secretary shall serve two years and be elected in odd numbered years.

## 4. *TREASURER*

The Treasurer shall:

- give receipts for all funds due and payable to the congregation from any source whatsoever
- present a report of the current financial status of the congregation to the Board of Trustees on a regular basis as provided by Board of Trustee's resolution
- prepare an annual financial report for the annual congregational meeting

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- with the advice of the Board of Trustees, prepare a preliminary budget for the following fiscal year
- On approval of the Board of Trustees, acting as budget review committee, the treasurer shall prepare the final budget for publication to the congregation two weeks prior to its annual meeting
- be responsible with the VP of Finance, minister, and president for developing general fund and capital stewardship campaigns
- At the annual meeting the treasurer shall present the final budget for approval and ratification by the congregation
- If required by the Board, give a bond for the faithful discharge of his/her duties in such sum and with such surety or sureties as the Board of Trustees shall determine
- have signatory power for all financial accounts of the church
- perform such other duties as from time to time may be assigned by the president or by the Board of Trustees

The Treasurer shall serve two years and be elected in even numbered years.

## H. CHAIRS

### 1. *CHAIR OF SOCIAL/FELLOWSHIP MINISTRY*

The Chair of Social/Fellowship Ministry shall:

- work in cooperation with the elders to ensure hospitality to guests, incorporation of new members into the life of the congregation, and outreach to inactive members
- be responsible for developing fellowship events for the congregation as a means of fostering and sustaining a unified community of faith and witness to the church and community
- ensure that members receive appropriate care and concern during special occasions such as marriage, death, birth, illness, etc.
- perform such other duties as from time to time may be associated with Social/Fellowship Ministry and as may be assigned by the president or by the Board of Trustees

The Chair of Social Ministry shall serve a two-year term and be elected in even-numbered years.

### 2. *CHAIR OF PROPERTY MINISTRY*

The Chair of Property Ministry shall:

- maintain the facilities of the church building
- maintain the grounds around the church
- be responsible for recruiting/training/being the church sexton (volunteer position) or custodian (paid position) if needed
- perform such other duties as from time to time may be associated with Property Ministry, and as may be assigned by the president or by the Board of Trustees

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The Chair of Property Ministry shall serve a two-year term and be elected in even-numbered years.

### 3. *CHAIR OF OUTREACH MINISTRY*

The Chair of Outreach Ministry shall:

- be responsible for developing and overseeing ministries that engage LWCC members and friends in sharing the Good News of Jesus Christ through witness, love and service from our doorstep to the ends of the earth
- work on projects that provide humanitarian relief to the local community in partnership with General, Regional, ecumenical and local community outreach programs such as:
  - Kirkland Interfaith Transitions in Housing (KITH)
  - Habitat for Humanity
  - Greater Kirkland Ecumenical Parish (GKEP)
  - Kirkland Interfaith Network (KIN)
  - Coordinate bi-monthly assistance for Community Supper.
  - Provide continuous support to Church World Service for disaster relief.
  - Work with the pastor to provide support to the Disciples Mission Fund (DMF)
- perform such other duties as from time to time may be associated with Outreach Ministry and as may be assigned by the president or by the Board of Trustees

The Chair of Outreach Ministry shall serve a two-year term and be elected in odd-numbered years.

### 4. *CHAIR OF EVANGELISM MINISTRY*

The Evangelism ministry shall be responsible for calling the congregation to proclaim God's love in word and action through encouraging and nurturing the development of Christ-like relationships with others, and equipping every member to be and share the Good News of God's love.

The Chair of Evangelism shall:

- develop ministries, programs, and activities that reach out to meet the physical, spiritual, emotional, and felt needs of our neighbors
- be responsible for programs that invite the un-churched into LWCC as well as send LWCC forth to share faith in word and deed
- encourage the cultivation of relationships with prospective members
- be responsible for the church sign, website, and other advertising as deemed appropriate
- perform such other duties as from time to time may be associated with Evangelism Ministry and as may be assigned by the president or by the Board of Trustees

The Chair of Evangelism Ministry shall serve a two-year term and be elected in odd-numbered years.

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## I. VACANCIES

Any vacancy occurring on the Board of Trustees may be filled by the affirmative vote of the majority of the remaining trustees though less than a quorum of the Board of Trustees is available. A trustee elected to fill a vacancy shall be elected for the unexpired term of his or her predecessor in that office. Any trusteeship to be filled by reason of an increase in the number of trustees shall be filled by election at an annual meeting or at a special meeting of the congregation called for that purpose.

## J. TERMINATION

At a meeting of the membership called expressly for that purpose by a vote of 2/3 of the board or the majority of the membership, one or more members of the Board of Trustees (including the entire Board of Trustees) may be removed for just cause by a vote of a majority of the membership then entitled to vote on election of trustees. Just cause shall consist of the failure to: (a) live up to the purposes of the congregation; or (b) use the gifts to the congregation in accordance with the powers of the congregation as set forth in the Articles of Incorporation/Constitution.

## III. MINISTER(S)

### A. RESPONSIBILITIES

The Minister(s) shall perform the duties usually associated with the role of ordained ministry, such as preaching, teaching, providing pastoral care, and administrative tasks. As spiritual advisor(s) of the Church, the minister(s) shall be member(s) of all organized groups, task forces, and committees with the exception of the Permanent Funds Committee. The Minister(s) shall be in good standing with the Northwest Region of the Christian Church (Disciples of Christ), and will maintain his or her position in good standing. A Senior Minister shall be so designated by the Board of Trustees only when such position shall be deemed necessary for the efficient functioning of the administration of the Church and then only after consultation with the Elders and Pastoral Relations Committee. Additional Ministers, ordained, licensed or lay, full-time, part-time, student or volunteer, shall work in cooperation with the Minister(s) and Senior Minister, shall be in good standing with the Northwest Region of the Christian Church (Disciples of Christ), and will maintain their position in good standing.

### B. SELECTION

The Board of Trustees shall appoint five qualified members to serve as the Ministerial Search Committee, two of whom shall be trustees at the time of their selection. It shall be this committee's duty to seek qualified person(s) for the position of Minister(s) to the congregation and its members. Its work shall be carried out in closed meetings so as to protect the confidentiality of all applicants. In carrying out its responsibilities, the committee shall consult with the Regional Minister(s) of the Northwest Region of the Christian Church (Disciples of Christ) in seeking qualified applicants. The committee shall review the applicants and, after deliberation, call for a Minister(s) to be voted on by the members at an annual or specific meeting of the membership. Following Board of Trustees

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approval, a two-thirds affirmative vote of members present at an annual or special membership meeting shall be required for approval.

## C. TERMINATION

Voluntary resignation of the Minister(s) shall be submitted to the Board of Trustees in writing and announced to the congregation as soon as practicable. Involuntary resignation of the Minister(s) will be dealt with in closed session between the Board of Trustees and the Minister(s). The Regional Minister may be consulted in matters regarding involuntary resignation. The Board of Trustees shall approve the resignation, voluntary or involuntary, by at least a two-third vote of those present and voting, and recommend approval, in the case of involuntary resignation only, to the congregation. The congregation at an annual or special meeting shall take final action on the involuntary resignation of the Minister(s). A two-third vote of the membership at a special or annual meeting shall be required to terminate the contract of any Minister(s). There shall be a minimum of sixty-days notice upon non-renewal of any Minister(s)'s contract.

## IV. ELDERS

### A. ELECTION AND TERM OF OFFICE

The Elders shall be elected from the membership at the annual meeting of the members. An Elder may not hold any other elected position in the congregation other than as a member of the permanent funds committee. There shall be a minimum of six Elders. The Board of Trustees may, from time to time and by resolution, determine and change the number of additional Elders.

Elders shall be elected to staggered three-year terms. An Elder shall not hold office for more than two consecutive terms.

### B. QUALIFICATIONS

The qualifications for Elders shall be the same as described for the officers of the congregation in the Bylaws, Article II, Section F.

### C. RESPONSIBILITIES

The Elders shall:

- share in the pastoral, church growth, and teaching functions of the ministry such as provide communion to the homebound and serve as shepherds for an assigned "flock" of congregation members and regular visitors
- preside at the communion table as representatives of the congregation
- assist and/or conduct the service in the absence of the Minister(s)
- provide supportive counsel for the Minister(s) regarding the spiritual life and development of the congregation
- oversee the Christian education of the congregation



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## D. HEAD ELDER

The Head Elder is responsible for seeing that the duties of the Elders are carried out. During the month of January each year, the Elders shall select a Head Elder from among themselves. The Head Elder shall hold office for one year, effective from January 1 through December 31. An Elder may not hold the office of Head Elder for more than two consecutive years. The Head Elder is a member of the Board of Trustees and will attend the regular meetings of the Board of Trustees.

## A. REMOVAL OF AN ELDER

A duly constituted quorum may, by the vote of two-thirds of the membership of the congregation, at a regular or special meeting called for that purpose, remove any elder for just cause. Just cause shall consist of: (a) failure to live up to the stated mission of the congregation; or (b) failure to use the gifts of the congregation in accordance with the powers of the congregation as set forth in Article IV of the Constitution.

## B. VACANCIES

Any vacancy created by the withdrawal, death or removal of an elder, shall be filled by resolution of the Board of Trustees for the unexpired portion of the term. In the event that the vacancy is for a Head Elder the Elders shall choose from among themselves a new Head Elder to serve the unexpired portion of the term.

## V. DEACONS

### A. ELECTION AND TERM OF OFFICE

The Deacons shall be elected from the membership at the annual meeting of the members. There shall be a minimum of eight Deacons. The Board of Trustees may, from time to time and by resolution, determine and change the number of additional Deacons.

Deacons shall be elected to staggered two-year terms. A Deacon shall not hold office for more than two consecutive terms.

### B. QUALIFICATIONS

The qualifications for Deacons shall be the same as described for the officers of the congregation in the Bylaws Article II, Section F.

### C. RESPONSIBILITIES

The Deacons are responsible for assisting in worship. Their duties include but are not limited to:

- setting up the church for worship services
- arranging furniture
- preparing audio/visual equipment (sound levels, hearing impaired equipment, projector, etc.)

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- assisting during worship with offerings and communion
- assisting with greeting people and helping them find seating
- whatever else the Minister(s) and serving Elder may request
- other duties as may be assigned by the President or the Board of Trustees

## D. HEAD DEACON

The Head Deacon is responsible for seeing that the duties of the Deacons are carried out. During the month of January each year, the Deacons shall select a Head Deacon from among themselves. The Head Deacon shall hold office for one year, effective from January 1 through December 31. A Deacon may not hold the office of Head Deacon for more than two consecutive years. The Head Deacon is a member of the Board of Trustees and will attend the regular meetings of the Board of Trustees.

## E. REMOVAL OF A DEACON

A duly constituted quorum may, by the vote of two-thirds of the membership of the congregation, at a regular or special meeting called for that purpose, remove any deacon for just cause. Just cause shall consist of: (a) failure to live up to the stated mission of the congregation; or (b) failure to use the gifts of the congregation in accordance with the powers of the congregation as set forth in Article IV of the Constitution.

## F. VACANCIES

Any vacancy created by the withdrawal, death, or removal of a deacon shall be filled by resolution of the Board of Trustees for the unexpired portion of the term. In the event that the vacancy is for a Head Deacon the members of the Diaconate shall choose from among themselves a new Head Deacon to serve the unexpired portion of the term.

# VI. COMMITTEES AND DELEGATES

## A. STANDING COMMITTEES

When deemed necessary by a Chair, the Board of Trustees shall designate members of the congregation in accordance with these Bylaws to a committee to assist the Chair. The Chair of the committee will act as the Board representative for the committee's actions.

The committee shall stay active until no longer deemed necessary or until the Chair of the committee retires from the Board of Trustees.

Committee members may not participate in a committee longer than 4 years.

## B. CONGREGATIONAL DELEGATES

Any delegates who will be representing the congregation and its members on any boards, assemblies, conferences, conventions, etc., shall be appointed by the Board of Trustees.

## VII. PASTORAL RELATIONS COMMITTEE

### A. SELECTION AND TERM OF SERVICE

Members of the Pastoral Relations Committee shall be selected by the Minister(s) and the President and approved by the Board of Trustees.

There shall be no fewer than three and no more than seven members on the Committee. This Committee shall be chosen to represent a cross-section of the congregation's demographics.

The President, Head Elder, and Head Deacon shall not serve on the Pastoral Relations Committee.

Members shall serve no more than three years.

### B. PURPOSE AND RESPONSIBILITIES

The PRC shall meet periodically with the minister(s) to provide positive support, counsel, encouragement, and care for the Minister(s) and their family.

The PRC will model open communication and a positive style of conflict resolution in the congregation.

The PRC acts as an advocate for the Minister(s) with the congregation and the Board of Trustees in matters of compensation including: salary, days off, continuing education, sabbatical plans, business expenses, and compensatory time.

## VIII. HUMAN RESOURCES/PERSONNEL

When deemed necessary by the Board of Trustees, a committee shall be appointed to perform various human resource and personnel functions.

The committee shall consist of at least 3 congregation members appointed by the President and approved by the Board of Trustees.

The committee shall remain in existence until the end of the year or until the Board deems it no longer necessary.

This committee shall:

- be responsible for hiring of non-ministerial staff as deemed necessary by the Board
- establish and administer employment policies and practices for all non-ministerial paid staff. These include but are not limited to the hiring of non-ministerial staff as deemed necessary by the Board; i.e., musician, choir director, office administrator.
- be responsible for the development of job descriptions, negotiating employment contracts within budget constraints approved by the Board, and making recommendations to the Board on salary and other benefits for paid staff

## IX. PERMANENT FUNDS COMMITTEE

### A. SELECTION AND TERM OF SERVICE

Members of the Permanent Funds Committee (PFC) trustees shall be selected by the Nominating Committee and elected by the congregation at its annual meeting. The PFC trustees shall consist of at least five and no more than seven trustees. The total number of PFC trustees shall always be an odd number.

The term of office shall be four years and shall be staggered with either two or three PFC trustees being elected in even years and three or four trustees being elected on odd numbered years (depending on whether the Committee is to consist of five or seven members). No PFC trustee may serve more than two consecutive terms.

A minister, president of the congregation, and vice president of finance shall be ex-officio members without vote.

### B. PERMANENT FUNDS TRUSTEE QUALIFICATIONS

The qualifications for PFC trustees shall be the same as described for the officers of the congregation in the Bylaws, Article II, Section F.

### C. PERMANENT FUNDS COMMITTEE RESPONSIBILITIES

The PFC trustees shall meet at least quarterly. They shall elect their officers each year (President, Vice-President, Secretary/Treasurer) from the PFC trustees as needed.

They shall publicize the Funds to the congregation, sponsor "planned giving seminars," contact prospective donors, and promote other activities which will bring growth in the Permanent Funds.

They shall provide a written annual report to the Board of Trustees and congregation which shall include a list of new gifts received, income received, and the total value of the Permanent Funds.

They shall not have the responsibility for the expenditure of "income" from the Permanent Funds. PFC trustees will provide the "income" from the funds to the Board of Trustees annually at the board's request for expenditure according to guidelines the Permanent Funds Trustees shall establish and shall be agreed to by vote of the Board of Trustees.

PFC trustees shall have responsibility for investing the corpus of the Permanent Funds, subject to the confirmation of the Board of Trustees. It is recommended that an agency of the Christian Church (Disciples of Christ), such as the Christian Church Foundation, Inc. or the Board of Church Extension be considered to manage all or part of the Permanent Funds of Lake Washington Christian Church.

Although it is not required, PFC trustees are encouraged to make provisions in their own financial planning to provide a gift to the Permanent Funds of Lake Washington Christian Church.

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## D. VACANCIES

Any vacancy created by the withdrawal, death, or removal of a PFC trustee shall be filled by resolution of the Board of Trustees for the unexpired portion of the term.

## X. REVIEW AND AMENDMENTS

### A. REVIEW

In an effort to insure the ongoing viability of the Constitution and Bylaws, each shall be reviewed every four years by a task force to be appointed by the Board of Trustees. The purpose of such a review will be to determine the need for any changes, corrections, revisions, or amendments to either or both documents.

### B. AMENDMENTS

These Bylaws may be altered, amended, or repealed, and new Bylaws may be adopted by the Board of Trustees at any regular or special meeting of the Board of Trustees. The congregation at its next annual or special congregational meeting, at which a quorum of the members of the congregation are present, must ratify any such amendment in order to remain in effect.

These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by the affirmative vote of a majority of the members present at an annual or special meeting of the members at which a quorum of the members of the congregation are present.

Amendments to the Articles of Incorporation/Constitution shall be made by the vote of a majority of the Board of Trustees and ratified by a majority of the members present at an annual or special meeting of the members at which a quorum of the members of the congregation are present.

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ADOPTED:

RATIFIED by the membership:

Revised:

Adopted by the Board of Trustees:

Date: May 16, 2010

President: \_\_\_\_\_

Secretary: \_\_\_\_\_