

**CONSTITUTION  
AVONDALE BIBLE CHURCH**

**ARTICLE 1 - NAME AND LOCATION**

- A. The church shall be known as Avondale Bible Church.
- B. The location of the church is 17010 Avondale Road NE, Woodinville, WA. 98077

**ARTICLE 2 –PURPOSE**

The purpose of Avondale Bible Church shall be to glorify God in all things, strive for the advancement of Christ’s church in knowledge, holiness and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline and doctrine; to give relief to the poor; and to spread the Gospel through all nations in obedience to His Word.

**ARTICLE 3 – DOCTRINE**

The doctrine of Avondale Bible Church shall accept the Scriptures as the only rule of faith and practice and as further stated in the Articles of Faith.

**ARTICLE 4 – AFFILIATION**

- A. Avondale Bible Church shall be an independent church.
- B. Avondale Bible Church shall not formally join any other denomination but may declare itself in fellowship with other churches of like faith and practice.

**ARTICLE 5 – MEMBERSHIP**

**A. QUALIFICATIONS FOR MEMBERSHIP AND MANNER OF RECEIVING MEMBERS**

- 1. Any person may become a member of Avondale Bible Church upon recommendation of the Board of Elders, hereafter referred to as the Board.
- 2. A candidate for membership shall give testimony of faith in Jesus Christ as personal Lord and Savior.
- 3. A candidate for membership must have been baptized by immersion
- 4. A candidate for membership shall be in support of the Avondale Bible Church Constitution and Articles of Faith.
- 5. A candidate for membership shall be recommended for acceptance by two-thirds (2/3) affirmative vote of the membership present at any business meeting.

**B. PRIVILEGES OF MEMBERSHIP**

- 1. Members of Avondale Bible Church will be given the opportunity at regular business meetings to demonstrate unity and commitment to the direction the Board has established for the church.
- 2. Members will be given the authority to affirm or reject the selection of Elders and Senior Pastor.
- 3. Members will be given the authority to affirm or reject the Annual Budget or necessary changes to the budget as recommended by the Board.
- 4. Members will be given the authority to affirm or reject other business and financial matters as recommended by the Board.
- 5. Members shall seek to exercise their spiritual gifts for the mutual benefit of all the church body and shall submit to the loving rule of the Board.

**C. TERMINATION OF MEMBERSHIP**

1. A member not under church discipline may request to be voluntarily removed from membership in the church.
2. A member who persists in serious misconduct, heresy, or behavior contrary to the Scriptures may be removed from church membership by direction of the Board. The procedure to be followed in such discipline shall be in accordance to principles as described in Matthew 18:15-17.and further explained in the church Policy Handbook.
3. Members who have not attended a worship service-at Avondale Bible Church for a period of six months may be removed from the membership rolls at the discretion of the Board.

**ARTICLE 6 – ORDINANCES**

**A. BAPTISM:**

1. Baptism by immersion in water shall be the method of baptism conducted by Avondale Bible Church.
2. Candidates for baptism shall be those people, regardless of age, professing faith in Jesus Christ as personal Lord and Savior and desiring to express their faith in Christ through baptism in obedience to Christ’s command.
3. The Ordinance of Baptism will be administered by a Pastor or one authorized by the Senior Pastor or Board.

**B. COMMUNION:**

1. This ordinance from the Lord Jesus Christ, to be observed-in memory of His death, burial and resurrection, shall be conducted at times determined by the Board, preferably on the first Sunday worship service of each month.
2. Communion is for the fellowship of believers in attendance at the time of the observance. The elements are to be served by a Pastor and/or Deacons or ones selected by a Pastor and/or Deacons.

**ARTICLE 7 – ORGANIZATION**

**A. THE DIRECTORS**

1. The Directors of Avondale Bible Church, a non-profit corporation, shall be the Senior Pastor and the Elders. They are referred to as the Board.
2. The Senior Pastor shall serve as the President of the Corporation.
3. Two other members of the Board shall be designated to serve as corporate officers. They shall satisfy the requirements of the Washington State Nonprofit Corporation Articles of Incorporation. The Board may sign legal documents on behalf of Avondale Bible Church.

**B. SENIOR PASTOR**

1. The Senior Pastor is recognized as an under shepherd of Avondale Bible Church as set forth in the Scriptures. He shall be a man with the qualifications as stated in 1 Timothy 3 and Titus 1.
2. The Senior Pastor shall be the Chief Executive Officer of the corporation. He shall preach the Word of God, administer the ordinances, shepherd the congregation and lead it in the fulfillment of her sacred task. He shall tenderly watch over the membership and lead in the spiritual interests of the church. Furthermore, he shall be an ex-officio member of all boards, committees of the church, and auxiliary organizations of Avondale Bible Church and have other responsibilities as set forth in the Policy Handbook.
3. The Senior Pastor shall arrange for and conduct all regular public services of the church and shall be responsible for general oversight of the spiritual welfare of the church.
4. At such a time as the church is without the services of a Senior Pastor, one may be called to serve Avondale Bible Church by a vote of the congregation membership. Notice of such a vote shall be given from the pulpit on two consecutive Sunday services prior to the vote.

Voting shall be by ballot and three-fourths (3/4) of the votes cast in the affirmative shall be required to call a Senior Pastor. The Senior Pastor is called for an indefinite term of office.

5. The Senior Pastor shall give the church a notice in writing not less than 30 days of intention to resign.

### **C. ELDERS**

1. An Elder is recognized as an under shepherd of the local church, as set forth in the Scriptures. He shall be a man with the qualifications as stated in 1 Timothy 3 and Titus 1.
2. The calling of an Elder will be under the recommendation of the Board and Deacons and by a vote of the membership. Notice of such a vote shall be given from the pulpit on two consecutive Sundays prior to the vote. Voting shall be by ballot and three-fourths (3/4) of the votes cast in the affirmative shall be required to call an Elder.
3. An Elder is called for an indefinite term of office, but is encouraged to serve a minimum of 3 years.
4. An Elder may step off the board for any reason.
5. A paid staff member of Avondale Bible Church, other than the Senior Pastor, may not serve as an Elder.

### **D. DISMISSAL OF SENIOR PASTOR AND ELDERS**

1. The Senior Pastor or an Elder may be removed from his office at any meeting of the Board if he is found to be physically or mentally incapacitated or spiritually unqualified according to pertinent Scripture, including Matthew 18:15-18, 1 Timothy 5:19, I Tim 3:1-7, Titus 1, Eph. 4:1-3
2. If he is removed because of sin that is deemed sufficient to disqualify him from shepherding, and if he refuses to repent from that sin, the removal shall be accompanied by a public rebuke at a regularly scheduled worship service as prescribed in 1 Timothy 5:20.
3. As a precaution in the event of disunity, a vote of confidence for the Senior Pastor may be initiated by a 2/3 majority of either the Elders, or Deacons. The church may dismiss the Senior Pastor by a majority vote of no confidence of the membership present at a business meeting, announced from the pulpit and in writing to the congregation two weeks prior to the meeting.
4. The Senior Pastor shall be given sixty (60) days of severance pay with responsibilities ending at the time of dismissal.

### **E. DUTIES OF THE BOARD**

1. The Board will be composed of the Senior Pastor and Elders. The Senior Pastor shall serve as Chairman of the Board. The Board will seek to make unanimous decisions.
2. The Board shall elect a Vice Chairman who shall serve in the absence of the Senior Pastor. The Vice Chairman shall also serve as Moderator of the church in the absence of the Senior Pastor.
3. The Board shall be responsible to create and maintain a Policy Handbook. The Board shall have the authority to select, appoint, or remove any associate pastor, officer, staff, agent, or employee of the church in according to the due process described in the Policy Handbook. The Board shall also prescribe duties for them consistent with the Scriptures and applicable law, and fix the terms of their employment and compensation. Pastoral staff and support staff shall report to the Senior Pastor as directed by the Board.
4. The Board shall appoint the Deacons and Directors of Ministries needed for the conduct of the ministry of Avondale Bible Church.
5. The Board shall work with the Senior Pastor in the supervision of the ministry of the church. Among those areas of responsibility shall be responsible-to create and maintain the Articles of Faith; examine the qualifications of potential new members and recommend same to the church for membership; and serve with the Senior Pastor in all matters of church discipline of members.

6. The Board shall serve as the Nomination Committee of the church. It shall be the duty of the Board to secure the service of pulpit supply in the absence of the Senior Pastor. They shall be empowered to investigate and interview any possible candidate for the pulpit of the church. They shall recommend candidates to the church for Pastor if the church is without a Pastor. They shall recommend one candidate at a time to the church for consideration.
7. The Board shall serve as the Finance Committee of Avondale Bible Church. They shall assist the Senior Pastor in the preparation of the annual church budget which they shall prepare and present in writing to the membership at least two weeks prior to the Annual Business Meeting.
8. The Board shall promote the missionary spirit and outreach of the church. They shall develop and sponsor missionary programs. They shall make recommendations to the church regarding financial support for missionaries and projects and shall maintain contact with the missionaries who are supported by the church. It shall be the policy of the church to support only missions, missionaries and missions projects in agreement with the Articles of Faith of this church.

## **F. ASSOCIATE PASTORS**

1. An Associate Pastor is recognized as an under shepherd of the local church, as set forth in the Scriptures. He shall be a man with the qualifications as stated in 1 Timothy 3 and Titus 1 and will function as a leader in the church.
2. Associate Pastors will be appointed by the Board to shepherd designated ministries approved in the Annual budget. Their selection will follow the guide lines set forth in the Policy Handbook.
3. They will be commissioned to the church in any regularly scheduled worship service and may be removed at the discretion of the Board.

## **G. DEACONS**

1. Deacons will be men who have the qualifications as stated in 1 Timothy 3:8-13.
2. Deacons will be appointed by the Board as they are needed for the maintenance of ministries desired under the direction of the Board. They will be commissioned to the church in any regularly scheduled worship service and may be removed at the discretion of the Board.
3. A Deacon is called for an indefinite period of time but is encouraged to serve a minimum of 3 years.
4. He may step out of his office for any reason.
5. The Deacons will select one of their members to serve as Chairman.
6. The Deacons are leaders in the church but not of it. They are the service core of the leadership. Each Deacon shall be responsible for an assigned area of ministry within the organizational structure of the church. They will recruit for and oversee their area of ministry. They will serve by giving counsel and support within the ministry, provide budget recommendations to the Board and give leadership in the maintenance of that ministry.
7. Deacons will be required to schedule regular meetings and to insure coordination among all ministries within the congregation. An Elder will participate in Deacon Committee meetings and will act as a liaison reporting to the Board.
8. The Deacons shall supervise the counting of all offerings at any church service or function and keep a record of those funds. They shall turn over any duly counted and recorded funds to the church Treasurer for deposit.
9. The Deacons will seek to minister in the area of physical and material needs of the congregation and facilities. They shall be responsible for the maintenance of the church building and grounds and any improvements authorized by the Board.
10. The Deacons will be responsible for the preparations for Communion and will assist a Pastor in serving the elements.

## **H. TREASURER**

1. The Board shall appoint a church Treasurer to serve for an indefinite period of time.
2. The Treasurer shall not be responsible for the counting of any funds or offerings of the church.
3. The Treasurer shall insure all funds are promptly deposited in a bank designated by the Board.
4. The Treasurer shall insure that all bills are paid, that all accounts and records of the church are kept accurately. A quarterly financial report of the receipts and expenditures shall be made to the membership at the quarterly business meeting.
5. The Treasurer shall keep, file, and preserve all records and legal documents pertaining to the church and report such records at any business meeting of the church.

#### **I. CLERK**

1. The Board shall appoint a Clerk to serve for an indefinite period of time.
2. The Clerk shall keep an accurate record of all meetings of the church and be responsible to create an “Official Church Minutes” notebook to be stored in the church office and open for public review. The Clerk shall maintain a membership list in such notebook, including any dates relating to a member’s affiliation with the church. The Clerk shall keep a record of all those baptized as part of the ministry of Avondale Bible Church and also include such records in the Official Church Minutes notebook.
3. The Clerk shall maintain adequate records of all business and properties of the church. All such books, and records, shall be kept at its principal place of business, as determined by the Board.
4. The Clerk shall issue letters of recommendation upon request from other churches regarding transfer of church membership as authorized by the Board.

### **ARTICLE 8 – FINANCES**

- A. The fiscal year of the church shall begin on July 1 and end on June 30.
- B. Except for free-will offerings, unless otherwise allowed for non-profit corporations, no funds shall be raised by Avondale Bible Church or any auxiliary organizations.
- C. There shall be no financial obligation placed upon the church either as a mortgage, note, or lease or charge account unless the obligation has been approved by the membership.
- D. The Board shall not have authority to buy, sell, lease or dispose of church property that exceeds 2% of the annual budget, nor encumber the church in any debt or mortgage-in excess of 2% of the annual budget unless approved by a vote of the membership as result of action at a church business meeting.
- E. An annual internal audit of the church's financial records shall be conducted under the direction of the Board and reported at the Annual Business Meeting.
- F. Every Elder shall have the absolute right at any reasonable time to inspect all books, records, documents of every kind, and the physical properties of the Corporation, and also of its subsidiary organizations, if any. Members may request at any time a review of the church income and expense reports.

### **ARTICLE 9 - MEETINGS AND ORGANIZATION**

#### **A. WORSHIP SERVICES**

1. The church body shall meet Sunday morning for worship and the preaching of God’s Word.
2. Other meetings will be scheduled to adequately fulfill the mission of the church.
3. Worship, prayer and Bible studies may be scheduled during the week by the Pastor(s) and the Board.

#### **B. BUSINESS MEETINGS**

1. All business meetings shall be opened and closed with prayer and follow parliamentary procedures according to *Robert's Rules of Order*. Motions made by the Board, shall, when requested, be presented in writing.

2. The Annual Business Meeting of the church shall be held on the second Sunday in July, unless otherwise determined by the Board. Its main purpose is to affirm the annual church budget.
3. A quarterly business meeting shall be held on the second Sunday of January, April, and October, unless otherwise determined by the Board, following a regular Sunday service for the purpose of ministry updates, ministry appointments, voting on membership, gathering feedback, and financial reporting.
4. Special business meetings may be conducted at any time at the call of the Senior Pastor or the Board. Such meetings shall be announced from the pulpit at least one week in advance.

**C. QUORUM**

The quorum at any business meeting of the church shall be twenty percent (20%) of the active membership present. Each member of the church, 18 years of age and older, shall be entitled to vote.

**ARTICLE 10 - AUXILIARY ORGANIZATIONS**

- A. The Board may recognize organizations whose primary purpose is to promote the ministries of Avondale Bible Church.
- B. The Constitution of any auxiliary organization shall not be in conflict with the Constitution of Avondale Bible Church.
- C. The meeting schedule of any auxiliary organization shall not conflict with meetings of Avondale Bible Church

**ARTICLE 11 – AMENDMENTS**

- A. Changes to the Avondale Bible Church Constitution or Articles of Faith must be recommended by the Board. Titus 1:9
- B. The Constitution or Articles of Faith may be amended or revised by three fourths (3/4) affirmative vote of the membership present at any business meeting. Such amendments or revisions shall have been presented in writing at a church business meeting held at least two weeks prior to the vote.

**ARTICLE 12 – DISSOLUTION**

It is confidently expected that the ministry of Avondale Bible Church will continue until the return of Jesus Christ. In the unlikely event Avondale Bible Church would be dissolved, none of the assets of the church remaining after meeting all responsibilities and financial obligations shall incur to the benefit of any individual, church member, Board member or employee. All such remaining assets, if any, shall be directed to an organization or organizations which is, or are, in harmony with the objectives of this church and are in agreement with the Statement of Faith of Avondale Bible Church.

