

**CONSTITUTION**

**OF**

**LIVING HOPE CHURCH  
OF WESTPORT**

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## **PREAMBLE**

Trusting in the Lord Jesus Christ for our salvation, and looking to the Bible as our sole and perfect rule of faith and practice, we, therefore, voluntarily band ourselves together as a body of baptized believers to know, love and serve the Triune God for a more certain preservation and security of the principles of our faith. To the end that this body may be governed in an orderly manner consistent with the eternal Word of God, we adopt this Constitution for our government and plan of worship and service.

## **MISSION STATEMENT**

We exist to worship God – teach the scriptures – love one another and proclaim Jesus Christ as Lord and Savior.

## **Article 1 - NAME, ORGANIZATION & AFFILIATION**

### **NAME**

The name of this organization shall be:  
Living Hope Church of Westport  
Westport, Washington

### **ORGANZATION**

This church was incorporated under the laws of the State of Washington and organized on April 23, 1972 as Twin Harbor Baptist Church and incorporated under the new name of Living Hope Church of Westport effective January 1<sup>st</sup>, 2011.

### **AFFILIATION**

This church shall maintain fellowship with Converge Northwest (the Columbia Baptist Conference/CBC) in accordance with Article 2 of this Constitution.

### **MEETINGS**

This organization shall hold two meetings annually as called by the board, giving at least two weeks' notice at regularly scheduled meetings to the membership.

## **Article 2 - OUR AFFIRMATION OF FAITH**

We stand doctrinally within the conservative evangelical expression of the creeds of the early church, and in harmony with what was historically known as a Baptist confessional perspective.

### **Foundational Affirmations**

We believe that the Scriptures, consisting of the sixty-six books of the Old and New Testaments, are the verbally and plenary inspired Word of God, inerrant in the original writings, able to be understood sufficiently by all, and the final authority in all matters of faith and life.

We believe that there is one true God who is the infinite, eternal, living, unchanging, personal spirit. He created and sustains the universe and all that is in it, possessing complete knowledge of all things, whether actual or potential. He is the sovereign ruler over all creation and works out His purposes both providentially and miraculously. He is worthy of all love, honor, trust, and obedience. God exists eternally in three persons: Father, Son, and Holy Spirit. Each person shares the whole of the one divine essence co-equally and co-extensively.

We believe that Jesus Christ is true God and true man, possessing two natures joined in one person without confusion of the natures or division of the person. Eternally God, He added a human nature to his person being conceived by the Holy Spirit and born of the virgin Mary. He died for the sins of humanity on the cross, was buried, rose again, seen by many witnesses. In the same body with which he was crucified, Jesus Christ was glorified and ascended into heaven where he now intercedes on behalf of His people. All will see him return in glory.

We believe that the Holy Spirit is a divine person who is co-equal with the Father and Son. He shared in the creation of all things and superintended the writing of Scripture. He convicts the world of sin and regenerates and sanctifies believers. At their conversion he places believers into the body of Christ, seals them as God's possession, indwells them, and gives them gifts for ministry.

We believe that angels are personal spirit beings, created to serve and worship God. Their ministries include rendering assistance to believers as God directs. Though all angels were created holy, a large number of them followed Satan in his rebellion against God and continue to oppose him. Christ's work on the cross defeated Satan and his demons, making certain their judgment and eternal punishment.

We believe that God specially and directly created human beings in his image. Therefore human life is sacred, beginning at conception. Because God created humans male and female and ordained their union, marriage is a heterosexual union between one man and one woman. All other sexual unions are sinful.

We believe that the entire human race became depraved, alienated from God, and subject to death as a result of the disobedience of Adam the first human. Salvation from sin and its penalty is entirely by the grace of God through faith alone in the crucified and risen Christ, wholly apart from any human merit or works.

We believe that the universal church, called the Body of Christ, is under the sovereign authority of its head, Jesus Christ, and is visibly expressed primarily through local churches. The purposes of local churches include corporate worship of God, spiritual maturation of believers, evangelization of the lost throughout the world, and observance of baptism and the Lord's Supper.

We believe in the personal, bodily return of Jesus Christ to establish his kingdom upon earth and in the bodily resurrection of all the dead, both saved and unsaved; the saved to eternal life with God and the unsaved to everlasting, conscious punishment from God.

## **Distinguishing Affirmations**

In addition to the foundational affirmations of conservative evangelicalism, we also affirm the following beliefs:

We believe, before the creation of the universe, God sovereignly chose some from among sinful humanity to be recipients of His grace in Christ. These are enabled by the Holy Spirit to believe the gospel and will be kept by him in faith. The death of Jesus Christ on the cross was a substitutionary sacrifice for all humanity. Although this provision is for the benefit of all, not all will believe and be saved.

We believe that the church is a new community of God's people, which began at Pentecost and is distinct from the ethnic nation of Israel. It is composed of all who believe the gospel, are regenerated, and are placed into the Body of Christ by the Holy Spirit. The local church is an autonomous congregation of immersed believers who are organized together on the basis of individual professions of faith in Jesus Christ and who observe two ordinances, baptism and the Lord's Supper. We believe in the priesthood of believers, soul liberty, and separation of church and state.

We believe that the Holy Spirit empowers believers to serve with a variety of spiritual gifts. Certain of these gifts, involving miraculous manifestations, evidently were intended only for the help and authentication of the apostolic generation and are not normative for today.

We believe in the personal return of Jesus Christ to gather his church prior to the tribulation period. At that time all church saints will be raised, glorified, and rewarded. At the close of the tribulation, Christ will return bodily as messianic king to establish his millennial kingdom and to rule over Israel and the nations.

We believe that the genders were made to complement one another. Both are brought to salvation in the same manner but not with the same roles. It is normative for qualified males only to hold the office of Elder/Overseer (Pastor) and to teach men in the church. Men should be the spiritual heads of their families. These roles will not be applicable in the new creation.

We believe that God created the heavens and the earth in six literal days about 6000 years ago (as counted on this earth).

We believe that God's people, both individually and corporately, are to behave wisely with respect to personal practices and institutional relationships. Believers' behavior and relationships must exhibit moral and doctrinal purity in accordance with God's word.

## **Article 3 - MEMBERSHIP**

### **RECOGNITION OF THE UNIVERSAL BODY OF CHRIST**

Every person who comes to a saving knowledge of Jesus Christ is a member of his church – his universal Body. All who practice submission to the Lordship of Jesus Christ are welcome to share in the services at Living Hope Church of Westport (LHC). However we believe it is paramount for all believers to join in a local expression of Christ’s church (Hebrews 10:24-25). We have formed, according to the laws of this state and country, a corporation to assist in carrying out the work of Christ. Those who wish to share with us in this work of God’s may become members of this organization as outlined below.

### **STEPS TO ADMISSION TO MEMBERSHIP**

A person must confess faith in and demonstrate submission to Jesus Christ as Savior and Lord, and have a willingness to adhere to this constitution (in particular our Affirmation of Faith), and accept the leadership as defined herein to be accepted by this church as a candidate for membership.

#### **1. INITIATION OF REQUEST FOR MEMBERSHIP**

Any person meeting the above criteria may make a request for membership to a Living Hope Church pastor or a person designated by the Elder Board for this purpose (designee). Public demonstration of their faith in and submission to Jesus Christ as Savior and Lord should be met in one of these ways:

- a) Believer’s baptism at this church
- b) By testimony to the Pastor or designee of their faith and previous believer’s baptism with others confessing Biblical Christianity.
- c) By a letter of recommendation for transfer of membership from another church of like faith.

#### **2. COMPLETION OF MEMBERSHIP CLASS**

LHC has a course titled “Becoming God’s Family” that will prepare the potential member for becoming a responsible and productive member to this expression of the Church Family known as Living Hope Church. This course may be taken in a class setting or individually under the guidance of an elder or designee but in either case one of these leaders must recognize the proper completion of the study. This may be done before or after the request for membership consideration is made.

#### **3. ACCEPTANCE INTO THE MEMBERSHIP**

When a candidate for membership to this church has met the above requirements an elder or designee may submit their name for consideration of membership to the congregation. A majority vote of the membership present at a congregational meeting is required for the candidate to become a member.

## RESPONSIBILITIES OF MEMBERS

Each member of Living Hope Church agrees, as the Lord shall empower them and lead them, to serve the body of Christ to the extent of their empowerment by the Spirit of God. That unity in submission to Christ shall be of paramount concern. It is the expressed belief that God has given His Spirit, in the measure that He shall determine. This is to clarify for the entire body of Christ, to teach and enable us to live according to His will.

### RESPONSIBILITY AND RIGHTS

1. Every member of the church is expected to attend its meetings, to work for its growth, to fittingly represent his Lord and church in the community and to serve accordingly to his ability for its work, both local and in its outreach ministry.  
(Acts 2:41-47; Romans 12:13, I Corinthians 16:1-2, II Corinthians 9:7-15; Hebrews 10:24-25; 1 John 1:6-7; 1 John 3:14-16)
2. Members shall strive, with God's help, to keep their biblical obligations. They shall hold their pastor/elders in esteem and pray for them, as well as others that hold office in the church and assist them in properly carrying out the ministry and outreach of the church.  
(Hebrews 13:17; 1 John 3:14-16)
3. Members shall endeavor to preserve the unity of the church and if at any time they find themselves opposed to the fundamental doctrine of this church and Baptist denomination to which we belong, they shall not seek to disrupt its fellowship but shall quietly withdraw from its membership. (Romans 14:19; I Corinthians 12:14; Ephesians 4; Philippians 2:3, 1 John 3:14-16)
4. All "resident members in good standing" shall have equal rights, except that those under 18 years of age shall be ineligible to vote on corporate matters. Members of this church have no property rights. Upon termination of membership, they shall not be entitled to any interest in the assets.

### STATUS

1. "Resident members in good standing" shall include all members regularly received into the membership who have not been dismissed or placed on the inactive list.
2. "Non-resident members" are members in good standing who are living too far away to attend regularly, but who maintain contact with the church, such as students, personnel in the armed forces, missionaries, retirement home residents, etc.
3. "Inactive members" are those who have been absent from the church for a period of one year without manifesting interest and have been placed on the "inactive roll" through recommendation of the Elder Board. Those on the "inactive roll" have no rights of membership and shall be removed from the church membership by a vote of the Board after one year of inactive status. Before one is placed on the "inactive roll" he or she is to be contacted by a representative of the Board if at all possible.

4. Withdrawal from Membership
  - a. Any member desiring to withdraw his membership shall be so allowed upon request. Such withdrawal, if so requested, may be accompanied by a letter of transfer to any other Converge Worldwide church, or letter or transfer and recommendation to any Christian church of another denomination. This withdrawal shall be reviewed by the Board.
5. A list of the membership shall be maintained by a person appointed by the Board of Trustees.

## GRIEVANCES

In cases of grievances between members, the offenders shall be dealt with in accordance with the principles laid down on the 18<sup>th</sup> chapter of Matthew, and no public complaint or charges shall be made until this has been done. Charges, when made, shall be written and shall be submitted to the Board for further action. (Matthew 18:15-17; 1 Corinthians 6:1-8; Galatians 6:1-2)

## Article 4 - RESPONSIBILITY FOR SUPPORT

1. The responsibility for the support of the ministry of this church rests on its members. God desires our faithfulness in time, talent and finances. (I Corinthians 16:2; II Corinthians 9:6-8)
2. The Scriptural guidelines for our stewardship are as follows:
  - a. The believer must first give himself to God (II Corinthians 8:5)
  - b. The measure of our financial stewardship (how much) should be:
    1. Proportionate (I Corinthians 16:2; II Corinthians 8:12)
    2. Sacrificial – Christ is our pattern  
(II Samuel 24:24; John 12:3, II Corinthians 8:2-3, 9)
  - c. Our giving should be done:
    1. Systematically (I Corinthians 16:2)
    2. Willingly (II Corinthians 8:2-3, 12, 9:7)
    3. Cheerfully (II Corinthians 9:7)
    4. Wisely (Ephesians 5:15)
  - d. The first fruits belong to the Lord. (Exodus 22:29, 23:16; Proverbs 3:9-10; Matthew 6:33)
  - e. God rewards those who invest in Him (Malachi 3:10-11; II Corinthians 9:6-8)



## **Article 5 – GOVERNING STRUCTURE**

of Living Hope Church of Westport (LHC): A Corporation and a Spiritual Body

### **ORGANIZATION**

#### **SECTION 1. DIRECTOR/ELDERS**

Washington Corporations Law for Nonprofit Religious Corporations requires every corporation to have a minimum of one director for legal and fiduciary purposes. [The term fiduciary means a person to whom property or power is entrusted for the benefit of another.] The corporate duties of Directors are described more fully in Article xxxxxx, which follows, but include duties concerning the financial matters of the church, salaries and other compensation of pastors and all employees, and such other duties as the Washington Corporations Law and this constitution shall impose upon them.

The persons who serve as Directors for Living Hope Church of Westport must meet the scriptural qualifications for an elder, and they are referred to as Elders (rather than Directors). However, for purposes of clarity, such persons shall be referred to in this constitution as “Director/Elders.” Director/Elders shall function in two roles: 1) as members of the Board of Elders, the spiritual governing board of LHC as set forth in this constitution, and 2) as the Directors, hereafter referred to as “Director/Elders” fulfilling the legal corporate functions of this non-profit religious corporation as set forth in this constitution.

#### **SECTION 2. PASTOR/ELDERS**

The qualifications for a pastor to become an elder are set forth in Article xxxxx, Section 5 of this constitution. Such persons who qualify shall, for purposes of clarity, be referred to as Pastor/Elders in this constitution. Pastor/Elders shall function in two roles: 1) as members of the Board of Elders, the spiritual governing board of LHC and within the provisions of this constitution, and 2) as employees of this church. (See Article xxxxx.).

#### **SECTION 3. BOARD OF ELDERS**

The Board of Elders shall consist of all Director/Elders and all Pastor/Elders of Living Hope Church of Westport. The Board of Elders shall be the spiritual governing board of LHC and shall be responsible for the oversight and care of the church. Article xxxx contains a more complete description of the duties of the Board of Elders.

## **ARTICLE 6 – SPIRITUAL GOVERNING BOARD OF THE CHURCH: THE BOARD OF ELDERS**

### **SECTION 1. PLURALITY OF LEADERSHIP**

Living Hope Church of Westport follows the biblical example of plurality of leadership. Thus, the Board of Elders shall share the responsibility for all matters concerning the spiritual oversight of the church.

### **SECTION 2. DEFINITION OF THE BOARD OF ELDERS**

The Board of Elders shall be composed of the following persons:

- a. All the Director/Elders of this church.
- b. All the Pastor/Elders of this church.

### **SECTION 3. QUALIFICATION FOR ALL ELDERS**

All elders shall meet the requirements for elders as outlined in Titus 1:6-9 and I Timothy 3:2-7. Every elder shall be a member of the church in good standing and shall have served in the church in functions requiring responsible leadership. Members of the pastoral staff (paid or unpaid) shall have served Living Hope Church of Westport as a pastor for a minimum of one year so that the Board of Elders and the membership of the church can observe and affirm the qualities of an elder in their life. Upon the recommendation of the Board of Elders, they shall be confirmed as an elder by a majority vote of the members.

### **SECTION 4. NUMBER**

Living Hope Church of Westport shall have not less than one and not more than twelve (12) elders and collectively they shall be known as the Board of Elders. The number of elders may be changed by amendment of this constitution, or by repeal of this constitution and adoption of a new constitution, as provided in this constitution.

### **SECTION 5. TERM OF OFFICE**

The term of office for all Director/Elders and Pastor/Elders shall be one year. Each elder shall be considered confirmed or reconfirmed for another term by a majority vote of the members. Subject to other provisions in this constitution, there shall be no limit to the number of years an elder may serve.

### **SECTION 6. DUTIES OF THE BOARD OF ELDERS**

In the power of and cooperation with the Holy Spirit, the Board of Elders shall:

- a. Serve as model disciples of Christ in their relationship with God, family and others, and through their involvement with the church and community.
- b. Serve as overseers of the church.
- c. Give themselves to prayer and study of the Bible so that they might exercise spiritual discernment and guidance within the church.
- d. Minister and provide for ministry to the spiritual and physical needs of the community and the church. They shall pray for the sick and personally minister in whatever manner may be required.
- e. Provide leadership for the membership of the church.
- f. Help provide vision, communicate that vision to all members, and empower, motivate and encourage the members in carrying out the vision through the various ministries of the church.

- g. Provide encouragement and direction for the deacons and other leaders of the ministries of the church.
- h. Provide periodic evaluation of pastoral staff and give spiritual direction, encouragement and/or correction as needed.
- i. Carry out the process of church discipline of members.
- j. Establish policies for efficient and effective operation of the church.
- k. Serve one another in areas of personal spiritual growth and accountability.

### **SECTION 7. QUORUM**

The presence at a meeting of the Board of Elders of at least fifty per cent (50%) of all the elders shall constitute a quorum.

### **SECTION 8. ACTION BY CONSENSUS OF THE BOARD OF ELDERS**

- a. Definitions: Use of the phrase “all of the elders” as referred to in Item “b” shall mean the total number of persons serving as an elder at the time of the action. “A quorum of elders” as referred to in Item “c” shall mean a quorum as defined in Section 7, preceding.
- b. A consensus of all of the elders shall be earnestly sought through prayer, study of the Bible, discussion and consultation before making any resolution which shall have a major impact on the future of the church, the members of the church, or the members of the Elder Board. This requirement shall exist in order to ensure that all elders be fully informed and participatory in decisions of major impact to the church.
- c. The consensus of a quorum of elders shall be sought for resolutions and matters of decision involving the regular day-to-day business of the church or regular duties of the elders as set forth in this constitution.
- d. A consensus shall be considered to be no less than 75% of all of the elders in Item “b” and no less than 75% of a quorum of elders in Item “c”.
- e. Any resolution for which a consensus is reached shall be the Act of the Board of Elders.

### **SECTION 9. ACTION BY UNANIMOUS WRITTEN CONSENT WITHOUT MEETING**

Any action required or taken by the Board of Elders under any provision of law may be taken without a meeting if all members of the Board shall individually or collectively consent in writing to such action. Such written consent or consents shall be filed with the minutes of the proceedings of the Board. Such action by written consent shall have the same force and effect as the unanimous vote of the Directors.

## **ARTICLE 7 – GOVERNMENT OF THIS CHURCH AS A NON-PROFIT CORPORATION**

### **SECTION 1. CORPORATE POWERS OF DIRECTOR/ELDERS**

Subject to the provisions of the Washington Nonprofit Corporation Law, the Articles of Incorporation, and this constitution, the corporate business and affairs of Living Hope Church of Westport shall be managed, and all corporate powers shall be exercised, by or under the direction of the Director/Elders. Such powers shall include, but not be limited to, selection and removal of the officers of this corporation or their duties, change of location of the principal offices of the corporation, establishment of branch offices, adoption and use of a corporate seal, and the executing of deeds of trust, mortgages, leases, bonds, and other evidences of debt and securities on behalf of the corporation.

### **SECTION 2. CORPORATE DUTIES OF DIRECTOR/ELDERS**

Subject to the provisions of the Washington Nonprofit Corporation Law, the Articles of Incorporation, and this constitution, it shall be the duty of the Director/Elders to:

- a. Perform any and all duties imposed on them collectively or individually by law, Articles of Incorporation, or this constitution;
- b. Appoint and remove, employ and discharge, and, except as otherwise provided in this constitution, prescribe the duties and fix the compensation, if any, of all officers, agents and employees of the corporation;
- c. Supervise all officers, agents and employees of the corporation to assure that their duties are performed properly;
- d. Meet at such times and places as required by this constitution; and
- e. Register their addresses and other pertinent contact information with the Secretary of the Board so that notices of meetings mailed or sent to them at such addresses shall be valid notices thereof.

### **SECTION 3. QUORUM**

The presence at a meeting of the Director/Elders of at least fifty per cent (50%) of all the Director/Elders shall constitute a quorum.

### **SECTION 4. ACTION BY DIRECTOR/ELDERS**

If a quorum is present, as defined in Section 3, the affirmative vote of the majority of the Director/Elders shall be the act of the Director/Elders, unless the Articles of Incorporation, Constitutions of Living Hope Church of Westport, or provisions of the Washington Nonprofit Corporation Law, particularly those provisions relating to appointment of committees, approval of contracts or transactions in which an elder has a material financial interest, or the indemnification of Director/Elders, require a greater percentage or different voting rules for approval of a matter by the Board.

### **SECTION 5. ACTION BY UNANIMOUS WRITTEN CONSENT WITHOUT MEETING**

Any action required or taken by the Director/Elders under any provision of law may be taken without a meeting if all Director/Elders shall individually or collectively consent in writing to such action. Such written consent or consents shall be filed with the minutes of the proceedings of the Board of Elders. Such action by written consent shall have the same force and effect as the unanimous vote of the Director/Elders.

**SECTION 6. COMPENSATION OF DIRECTOR/ELDERS**

Non employee Director/Elders shall serve without compensation except that they shall be allowed and paid necessary expenses incurred in attending elders' meetings and shall be advanced or reimbursed for out-of-pocket expenses incurred in the performance of their regular duties as specified in this constitution. They may not be compensated for rendering services to the church in any capacity other than Director/Elders unless such other compensation is reasonable and approved by a majority of disinterested Director/Elders prior to the rendering of the services.

**SECTION 7. REMOVAL OF DIRECTOR/ELDERS**

Any Director/Elder who is removed from the Board of Elders, for any cause, will automatically be ineligible to hold office as Director/Elder, and his term as Director/Elder will end simultaneously with his removal or resignation from the Board of Elders.

**SECTION 8. VACANCIES**

- a. Vacancies on the Board of Directors shall exist (1) on the death, resignation or removal of any Director/Elder, and (2) whenever the number of authorized Director/Elders is increased.
- b. The Board of Directors may remove a Director/Elder with or without cause by a consensus of no less than 75% of all the Director/Elders.
- c. Any Director/Elder who misses three consecutive regular Board of Elder meetings without prior leave of the President may be deemed to have resigned by a consensus of no less than 75% of all the Director/Elders. Such Director/Elder may or may not be replaced as provided for in this constitution.
- d. Any Director/Elder may resign effective upon giving written notice to either the President or the Board of Directors, unless the notice specifies a later time for the effectiveness of such resignation. No Director/Elder may resign if the church would then be left without a duly elected Director/Elder in charge of its affairs, except upon notice to the Attorney General.
- e. Vacancies on the Board of Elders may be filled by a person who meets the qualifications for an elder, is approved by the Board of Elders and is confirmed by a majority of the members at a regular or special meeting of the members of the church.
- f. A person elected or confirmed to fill a vacancy as provided in this Section shall hold office until the completion of that term, or until his death, resignation or removal from office.

## **ARTICLE 8 – MEETINGS OF THE BOARD OF ELDERS**

### **SECTION 1. QUORUM FOR MEETINGS**

The presence at a meeting of at least fifty per cent (50%) of the Elders shall constitute a quorum. No business shall be considered by the Board of Elders at any meeting at which a quorum is not present.

### **SECTION 2. PLACE OF MEETINGS**

Meetings shall be held at the church, unless otherwise provided by the Board of Elders, or at such place which has been designated from time to time by resolution of the Board of Elders. In the absence of such designation by the Board or this constitution, any meeting not held at one of the places designated above shall be valid only if held on the written consent of all elders given either before or after the meeting and filed with the Secretary of the Board or after all Board members have been given written notice of the meeting as hereinafter provided for special meetings of the board.

### **SECTION 3. REGULAR MEETINGS**

Regular meetings of the Board of Elders shall be held once a month as designated by the board.

### **SECTION 4. SPECIAL MEETINGS**

Any two elders may call a special meeting of the Board of Elders, and such meetings shall be held at the place, within or without the State of Washington, designated by the persons calling the meeting.

### **SECTION 5. NOTICE OF MEETINGS**

- a. Regular meetings of the Board of Elders may be held without notice.
- b. Special meetings of the Board shall be held upon at least four (4) days notice by first-class mail or forty-eight (48) hours notice delivered personally or by telephone, facsimile, or other communication technology. A notice, or waiver of notice, need not specify the purpose of any regular or special meeting of the Board.
- c. Such notices shall be addressed to each elder at the address as shown on the books of the church, and any notice mailed, faxed, or otherwise sent to such address shall not be invalidated for failure to use the proper address.
- d. Notice need not be given to an elder who signed a waiver of notice or a written consent to holding the meeting or an approval of the minutes thereof, whether before or after the meeting, or who attends the meeting without protesting, prior thereto or at its commencement, the lack of notice. These waivers, consents and approvals shall be filed with the minutes of the meetings.

### **SECTION 6. CONDUCT OF MEETINGS**

Board meetings shall be presided over by a Chairman chosen by the majority of the elders present at the meeting. The Secretary of the Board shall act as Secretary of all meetings of the Board, provided that in his or her absence, the presiding elder shall appoint another person to act as Secretary of the meeting.

### **SECTION 7. PARTICIPATION IN MEETINGS THROUGH COMMUNICATIONS EQUIPMENT**

Members of the Board of Elders may participate in a meeting through use of conference telephone, video screen communication, or other communications equipment. Participation in a meeting through use of conference telephone constitutes presence in person at that meeting as long as all members participating in the meeting are able to hear one another. Participation in a meeting through use of video screen communication or other communications equipment constitutes presence in person at that meeting, if all of the following apply:

- a. Each member participating in the meeting can communicate with all other members concurrently,
- b. Each member is provided the means of participating in all matters before the Board, including, without limitation, the capacity to propose, or to interpose an objection to, a specific action to be taken by the Board of Elders,
- c. The church implements some means of verifying that: the person participating in the meeting is an elder or other person entitled to participate in the meeting, and all actions of or votes by the Board of Elders are taken or cast only by the elders and not by persons who are not elders.

## **ARTICLE 9 – COMMITTEES**

### **SECTION 1. COMMITTEES OF ELDERS**

The Board of Elders may, by resolution, designate one or more committees, each consisting of two or more elders, to serve at the pleasure of the Board. Any member of any committee may be removed with or without cause, at any time by the Board. Any committee, to the extent provided in the resolutions of the Board, shall have all or a portion of the authority of the Board, except that no committee may:

- a. Approve of any action which requires the approval of a majority of all of the members;
- b. Fill vacancies on the Board of Elders or on any other committee;
- c. Amend or repeal the Articles of Incorporation of this church, this constitution, or any resolution of the Board of Elders;
- d. Appoint the members of any committee; or
- e. Approve any transaction (1) to which the church is a party and one or more Elder/Directors has a material financial interest; or (2) between the church and any corporation or firm in which one or more of its Elder/Directors has a material financial interest.

### **SECTION 2. OTHER COMMITTEES**

The Board of Elders may, by resolution, appoint an advisory committee to serve a specific function for a limited time. Advisory committees may or may not include one or more elders, and may consist entirely of members of the church. Such committees have no legal authority to act on behalf of the Board of Elders or the church, but shall fulfill their purpose and report their findings and recommendations to the Board.

## **ARTICLE 10 – EXECUTIVE OFFICERS**

### **SECTION 1. NUMBER OF OFFICERS**

The corporate Executive Officers of Living Hope Church of Westport shall be a President who shall be the chief executive officer, a Secretary and a Treasurer who shall be the chief financial officer. LHC may also have other officers as determined by the Board of Elders. The same person may hold more than one office except that neither the secretary nor the treasurer (chief financial officer) may serve concurrently as the president (chief executive officer) unless no other legally, spiritually, and Biblically qualified person is found to hold these positions.

### **SECTION 2. QUALIFICATION, ELECTION, APPOINTMENT AND TERM**

The Board of Elders shall elect the President (chief executive officer) from among the Director/Elders of the church. The Board shall appoint the Secretary of the Board and the Treasurer (chief financial officer) and any other officers it deems necessary. Any member of Living Hope Church of Westport may serve as an officer of this church, except that only a Director/Elder may serve as President. Each officer shall hold office for a period of at least three years, subject to the provisions of this constitution. There shall be no limit to the number of terms an officer may hold office.

### **SECTION 3. REMOVAL AND RESIGNATION**

The Board of Elders at any time may remove any officer, either with or without cause. Any officer may resign at any time by giving written notice to the Board of Elders. Any such resignation shall take effect upon the date of the receipt of such notice or upon any later date specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

### **SECTION 4. VACANCIES**

Any vacancy caused by the death, resignation, removal, disqualification, or otherwise, of any officer shall be filled by the Board of Elders as specified in Section 2.



## **ARTICLE 11 – DUTIES OF EXECUTIVE OFFICERS**

### **SECTION 1. DUTIES OF THE PRESIDENT**

The President shall be the chief executive officer of Living Hope Church of Westport as a Washington nonprofit corporation, and shall, subject to the control of the Board of Elders, have general supervision, direction and control of the business affairs of the church and its officers, employees and agents. The President shall perform all duties required by law or by this constitution, or which the Board of Elders may prescribe. Unless another person is specifically appointed as Chairperson, he shall preside at all meetings of the Board of Elders. Except as otherwise or additionally expressly provided by law or by resolution of the Board, he shall, in the name of the corporation, execute such deeds, mortgages, leases, bonds, contracts, checks or other instruments which may be authorized by the Board of Elders.

### **SECTION 2. DUTIES OF THE SECRETARY OF THE BOARD**

The Secretary of the Board shall:

- a. Certify and keep at the principal office of the church the original, or a copy, of this constitution as amended or otherwise altered to date.
- b. Keep, or cause to be kept, at the principal office of the church a book of minutes of all meetings of the Board of Elders, including date, place, those attending, notices, consents, waivers, resolutions and all other such documents required by the law or this constitution.
- c. Sign in the name of the church, either alone or with one or more other officers, all documents authorized to be signed by the Secretary of the Board.
- d. Be custodian of the church seal (if any) and see that it is affixed to all duly executed documents.
- e. Keep, or cause to be kept, at the principal office of the church membership records containing the name and address of each member, and the membership book, and, in the case where any membership has been terminated, he or she shall record such fact in the church records.
- f. Exhibit, or cause to be exhibited, at all reasonable times to any Elder/Director of LHC, or to his agent or attorney, on request thereof, the Constitutions, the membership records, the membership book, and the minutes of the proceedings of the Board of Elders.
- g. The Board of Elders may by resolution authorize one or more assistant secretaries to perform, under the direction of the Secretary, these duties and such other duties as may be required by law or which may be assigned to him or her from time to time by the Board of Elders.

### **SECTION 3. DUTIES OF THE TREASURER**

Subject to the provisions of this constitution relating to the “Execution of Instruments, Deposits and Funds,” the Treasurer, as chief financial officer of the church shall:

- a. Have charge and custody of, and be responsible for, all funds and securities of the church, and all records of contributions by members of the church.
- b. Receive, deposit, maintain and disburse the church’s funds as directed by the Board of Elders.
- c. Keep and maintain correct accounts of the church’s properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses.
- d. Exhibit at all reasonable times the books of account and financial records to any elder or officer of the church, or to his or her agent or attorney, on request thereof.
- e. Render to the President and the Board of Elders, whenever requested, an account of any or all financial transactions of the church and give report of the financial condition of the church, and

shall render or cause to be rendered to the Deacons or other leaders of the church, an account of their respective ministry budgets.

- f. Prepare or cause to be prepared annually, or more often if so directed by the Board of Elders, financial statements of the church, and all required tax forms.
- g. The Board of Elders may by resolution authorize the Stewardship ministry or other persons to perform, under the direction of the Treasurer, these duties and such other duties as may be required by law or which may be assigned to him or her from time to time by the Board of Elders.

## **ARTICLE 12 – AMENDMENTS OR CHANGES TO THIS CONSTITUTION**

Amendments to this constitution may be adopted at any meeting of the Elder/Director board by a 75% majority vote of a quorum of the full board. Amendment proposals shall be presented to the Board for acceptance at any duly scheduled meeting but must be made available to the members of the board at least two weeks prior to that meeting.