

# SUNSET VIEW BAPTIST CHURCH BYLAWS

## Revision 2

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### ARTICLE I MEMBERSHIP

#### *Section 1.01 – Qualification for Membership*

Persons who profess a personal faith and belief in the Lord Jesus Christ, have received baptism by immersion according to the New Testament, actively follow the Lord Jesus Christ in discipleship, and who agree with our statement of faith and church covenant found in the church constitution and who are received in accordance with Section 1.02 shall be admitted as a member of the church.

#### *Section 1.02 – Reception*

A person shall be considered a member upon approval by the church membership and completion of the new member's class as developed and implemented by the church staff. A person may be received for membership by any of the following ways:

- A. ***By profession of faith.*** A person publicly confessing personal faith in the Lord Jesus Christ, giving evidences of a regenerate heart and adopting the covenant and the articles of faith and practices held by the church, may, upon baptism by immersion, be admitted as a member of the church.
- B. ***By statement.*** Any person presented for membership who has been baptized by immersion in a church of like faith and order may be received by statement.
- C. ***By letter.*** Any person from another church of like faith and order may be received into membership upon receipt of letter and transfer from the respective church. If a letter is not available, section 1.02(B) shall apply.
- D. ***By baptism from another denomination.*** Any person who professes a personal faith and belief in the Lord Jesus Christ and actively follows the Lord Jesus Christ in discipleship, but has been baptized by any method other than immersion in another church, must be baptized by immersion to become a member of this body.

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### *Section 1.03 – Voting Rights of Members*

Every member of the church eighteen years and older is entitled to vote at all elections and on all questions submitted to the church Family Meeting. Members must be present to vote. Proxy voting is prohibited.

### *Section 1.04 – Rights of Members*

- A. Every member of the church is eligible for consideration by the membership as candidates for the elective offices in the church, unless they are under church discipline or specific qualifications stated for the office exclude them. Every member of the church may participate in the ordinances of the church as administered by the church.
- B. Membership in this church does not afford the members with any property, contractual, or civil rights based on principles of democratic government. Although the general public is invited to all of the church's worship services, the church property remains private property. The pastor (or in his absence, an individual designated by the active deacons of the church) has the authority to suspend or revoke the right of any person, including a member, to enter or remain on church property. If after being notified of such a suspension or revocation, the person enters or remains on church property, the person may, in the discretion of the pastor (or in his absence, an individual designated by the active deacons of the church), be treated as a trespasser,"
- C. A member may inspect or copy the prepared financial statements of the church and the minutes of the proceedings of church meetings and of leadership meetings, provided he shall have made a written request upon the church and the church has received the written request at least five business days before the requested inspection date.
  - 1. A member may not, under any circumstances, inspect or copy any record relating to individual contributions to the church, the list of names and addresses of the church members.
  - 2. The church may impose a reasonable charge, covering the costs of labor and material, for copies of any documents provided to the member before releasing the copies to the member.
  - 3. Members may examine the accounting and/or financial records of the church for the current year only and only in the presence of the church

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treasurer, the financial secretary or a member of the pastoral staff.

### **Section 1.05– Discipline**

- A. Church discipline is the process of discipline and restoration of a Christian who is sinning against God. The motivation behind this process must be to restore a sinning Christian brother or sister to a right relationship with God, his/her family and the church.
- B. There shall be a discipline committee consisting of the pastor, worship pastor and the active deacons of the church. These men shall have sole authority in determining heretical deviations from the Statement of Faith and violations of the church covenant. If a pastor or one of his family members or a deacon or one of his family members is the subject of a disciplinary matter, he shall not sit as a member of the discipline committee. Pastors and deacons shall be entitled to the same steps as other church members and be subject to the same discipline.
- C. Members are expected to demonstrate special loyalty and concern for one another. When a member becomes aware of an offense of such magnitude that it hinders spiritual growth and testimony, he is to go alone to the offending party and seek to restore his brother. Before he goes, he should first examine himself. When he goes, he should go with a spirit of humility and have the goal of restoration.
- D. If reconciliation is not reached, a second member, a deacon, a pastor or a designee by a pastor, is to accompany the one seeking to resolve the matter. This second step also should be preceded by self-examination and exercised in a spirit of humility with the goal of restoration. Both sides of the story should be heard by the second member before any further action is taken. The second member shall prepare scripture references to share with the offending Christian that are directly related to the sinful behavior in question.
- E. If the matter is still unresolved after the steps outlined in *Subsections (B) and (C)* have been taken, the discipline committee, as the church representatives biblically responsible for putting down murmuring, shall hear the matter. Both sides of the story should be heard by the discipline committee before any further action is taken. The Pastor shall prepare scripture references to share with the offending Christian that are directly related to the sinful behavior in question.
- F. If the matter is not resolved during the hearing before the discipline committee, the committee shall recommend to the members of the church that they, after self-examination, make an effort personally to go to the offending member and seek that member's restoration.

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- G. If the matter is still unresolved after the steps outlined in *Subsections (B), (C), and (D)* have been taken, such members who refuse to repent and be restored are to be removed from the membership of the church upon a majority vote of the membership present at a meeting called for the purpose of considering disciplinary action."
- H. No matter may be heard by the discipline committee or the church unless the steps outlined in *Subsections (B) and (C)* have been taken, except in the case of a public offense whether statutorily or spiritual.
- I. If an unrepentant offending party is removed from the church membership, all contact with him from that point forward (except by family members) must be for the sake of restoration.
- J. The procedures provided in this section are based on Prov. 18:13, 18:17; Matt.18:15-20; Rom. 16:17-18; 1 Cor. 5:1-13; 2 Cor. 2:1-11; Gal. 6:1; 1 Thess. 5:14; 2 Thess. 3:6, 10-15; 1 Tim. 5:19-20; and Titus 3:10-11.

### ***Section 1.06 – Termination of Membership***

Membership shall be terminated in the following ways:

1. Death
2. Transfer by letter to another Southern Baptist church of like faith and order
3. Acknowledgement when a member has joined a church of another faith and order and requested such action
4. Exclusion by action of this church
5. The membership of any individual member shall automatically terminate without notice if the member in question has not attended a regular worship service of the church in the preceding six months. Upon good cause being shown to the pastor, this provision for termination may be waived in the case of any individual member at the discretion of the pastor.
6. The membership of any individual member shall automatically terminate without notice if the member states that he or she is actively involved in any conduct described as things that Christians should oppose in Article XV, THE CHRISTIAN AND SOCIAL ORDER, found in the *Baptist Faith and Message (2000)* as incorporated into Section 3.02 or files a lawsuit in violation of Section 3.02 (F) of our constitution.
7. No provision contained in this section shall be subject to or governed by the procedures regarding discipline of members set forth in Section 7.
8. A member may resign at any time, but no letter of transfer or written statement of good standing will be issued upon such resignation, except at the discretion of the

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pastor.

### **Section 1.07 – Transfer of Membership**

Members not under the disciplinary process of Section 1.05 may request that letters of transfer be sent to another church.

## **ARTICLE II CHURCH STAFF AND OFFICERS**

All church officers and staff, excluding non-elected staff, must be members of the church and be a tither. The officers of this church shall be as follows:

### ***Section 2.01 – Pastor***

- ***Qualifications:*** The pastor shall be a male who has evidenced a call by God to the gospel ministry, who is in agreement with the covenant and the articles of faith and the practices held by the church.
- ***Principle function:*** The Pastor is responsible to the church to proclaim the gospel of Jesus Christ, to teach the biblical revelation, to engage in pastoral care ministries, to equip the church for ministry, to provide administrative leadership in all area of church life, and to act as the administrator of the paid staff.
- ***Duties:***
  - Plan and conduct the worship services, prepare and deliver sermons, lead in observance of ordinances
  - Lead the church in an effective program of witnessing and in a caring ministry for persons in the church and community
  - Visit members and prospects as necessary
  - Conduct counseling sessions, perform wedding ceremonies, and conduct funeral services
  - Serves as chairman of the Leadership Team to lead in planning, organizing, directing, coordinating, and evaluating the total program of the church
  - Work with deacons, church officers, and ministry teams as they perform their assigned responsibilities
  - Train and lead the deacons in a program of family ministries
  - Act as Moderator at church Family Meetings
  - Serve as chief administrator of the paid church staff and supervise the work of assigned staff workers

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### *Section 2.02 – Church Ministerial Staff*

The church ministerial staff shall be called and employed as the church determines the need of such office. A job description shall be written when the need for a staff member is determined. Those staff members to be employed by the church shall show evidence of a personal call of God to minister and shall be called by the Leadership Team. If a member of the ministerial staff shall decide to leave the staff, at least a two week notice shall be given to the church. The Leadership Team may vote to vacate positions, such termination being immediate with no compensation unless compensation is recommended by the Leadership Team or governed by state law.

### **Section 2.03 – Deacons**

- ***Principle function:*** Deacons free the Pastor to devote himself to prayer and ministry of the Word. The deacons are to minister to the needs of the congregation.
- ***Method of Election:*** Deacons shall be recommended by the Deacon Body and elected by the church. Church members may nominate any male of their choice from the church body by advising members of the Deacon Body or pastoral staff. The deacon body shall compile a list of nominees. Nominees shall be contacted to determine their qualifications, eligibility and willingness to serve. The resulting list shall be submitted to the leadership team for consideration. If approved, the potential deacons will be presented to the church body for a vote by secret ballot.
- ***Term of Office:*** The Deacon Body shall be established on a three (3) year rotation system when there are an adequate number of deacons to meet the needs of the church, as determined by the deacons. At that time, one third of the deacon body will rotate each year. Those rotating off shall become active only upon re-nomination.
- ***Duties:***
  - Serve with the pastor in performing pastoral ministries
  - Proclaim the gospel to believers and non-believers
  - Care for the church membership and other persons in the community
  - Lead the church to engage in a fellowship of worship, witness, education, ministry, and application
  - Serve as member of the Leadership Team
  - Prepare all things needed for the conduct of the Lord's Supper and Baptism
  - Assist the Pastor with administration of the Church Discipline Policy
  - Assist the Pastor during funeral services of church members or any funeral services held at the church

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- The Chairman of the Deacon Body has overall responsibility to ensure these duties are carried out

### **Section 2.04 – Moderator**

The Pastor shall preside as Moderator over all Family Meetings of the church and the Leadership Team excepting such meetings as may cause personal embarrassment to him. In the absence of the Pastor, The Worship Pastor shall serve as the moderator. In the absence of the Pastor and the Worship Pastor, the Chairman of the Deacon Body shall serves as Moderator, or, in the absence of the Pastor, the Worship Pastor and the Chairman of the Deacon Body, a Moderator may be elected by the church for that meeting only.

- ***Principle function:*** The role of the Moderator is to facilitate the work of the church through the most harmonious route.
- ***Duties:***
  - Develop an agenda for church Family Meetings
  - Conduct orderly church business
  - Execute church business in a timely manner
  - Clarify church business for later action

### **Section 2.05 – Church Clerk**

- ***Principle function:*** The Church Clerk shall be responsible for the accurate recording and processing of all business transactions approved in church Family Meetings. The Clerk is responsible for all official church communications. The Clerk is responsible for keeping a register of names of members, with dates of admission, dismissal, death, or erasure, together with a record of baptisms.
- ***Method of Election:*** The Church Clerk shall be recommended by the Nominating Team and elected by the church.
- ***Term of Office:*** The term of office shall be one (1) year.
- ***Duties:***
  - Record minutes at Family Meetings
  - Preserve records, including all legal documents
  - Correspond with other churches regarding membership changes
  - Prepare the Annual Church Profile

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### *Section 2.06 – Trustees*

The church shall elect three (3) Trustees who will serve on a rotational basis with a new Trustee elected each year.

- ***Principle Function:*** Trustees serve as the legal representatives for the church in all transactions of the church in accordance with state regulatory requirements. They hold, in trust, legal title to the church property and sign all documents related to the purchase, sale, mortgaging, or rental of church property only after approval by the church in a regular or special Family Meeting.
- ***Method of Election:*** Trustees shall be recommended by the Nominating Team and elected by the church.
- ***Term of Office:*** The term of office shall be three (3) years with a new Trustee elected each year. This requirement may be waived by a majority vote at any properly called family meeting.
- ***Duties:***
  - Act as legal agents as directed by the church
  - Maintain inventory of all church property
  - Counsel with other Teams or organizations concerning legal matters

### **Section 2.07 – Treasurer**

- ***Principle Function:*** It shall be the duty of the Church Treasurer to receive, preserve, and pay out, upon receipts by authorized personnel, all money, or things of value paid or given to the church, keeping at all times an itemized account for all receipts and disbursements, in accordance with church policies and procedure.
- ***Method of Election:*** The Church Treasurer shall be recommended by the Nominating Team and elected by the church.
- ***Term of Office:*** The term of office shall be three (3) years with no one eligible to serve two consecutive terms. The term limit provision may be waived by a majority vote at any properly called family meeting.
- ***Duties:***

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- Sign checks {and/or initiate and complete electronic payments} in accordance with the church policies and procedures. Examine supporting data for all check requests and issue checks.
- Supervise or assist in the supervision of an accounting system that provides adequate internal controls to protect all funds and workers.
- Renew registration and provided reports to the corporation commission or any other governmental body as required by law.

### Section 2.08 – Financial Secretary

- **Principle Function:** It shall be the duty of the Financial Secretary to assist the church Treasurer to preserve, and pay out, upon receipts by authorized personnel, all money, or things of value paid or given to the church, keeping at all times an itemized account for all receipts and disbursements, in accordance with church policies and procedure.
- **Method of Election:** The Financial Secretary shall be recommended by the Nominating Team and elected by the church.
- **Term of Office:** The term of office shall be three (3) years. The Financial Secretary may be renominated for one additional three year term. If the Financial secretary serves two consecutive terms, he/she must vacate the position for one three year term.
- **Duties:**
  - Maintain adequate records of all church funds received and disbursed
  - Record individual contributions to the church and provide annual statements back to the contributor
  - Make monthly and annual financial reports for review as follows:
    - Monthly at Leadership Team Meetings
    - Quarterly at Family Meetings
  - Oversee/supervise Money Counters
  - Prepare the necessary policies and procedures for inclusion in the Church Policies and Procedures Manual.

## ARTICLE III CHURCH MEETINGS

### Section 3.01 – Worship Services

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The church shall meet regularly Sunday morning and Wednesday evening for preaching, prayer, instruction, evangelism and the worship of almighty God. These meetings will be open to everyone and shall be conducted under the direction of the Pastor or designee.

### *Section 3.02 – Special Services*

All church services which are essential to the promotion of the objectives of the church shall be placed on the church calendar, published in the church bulletin at least once prior to the meeting being held and announced at all services prior to the special service being held.

### *Section 3.03 – Regular Family Meetings*

Regular Family Meetings shall be held quarterly. Matters of significant nature must be publicized as in *Section 3.04*.

### *Section 3.04 – Special Family Meetings*

A specially called Family Meeting may be held to consider matters of a significant nature. Notice of the subject, date, and location must be published in the church bulletin and posted on the church web site for the specially called Family Meeting at least one week before the meeting and announced at all services on the Sunday prior to the special Family Meeting. Only the subject of the specially called meeting is to be discussed.

### **Section 3.05 – Quorum**

A quorum consists of those who attend the Family Meeting, provided it is a regular meeting or a properly called special meeting.

### **Section 3.06 – Family Meeting Procedures**

- A. The moderator shall determine the rules of procedure according to his sense of fairness and common sense, giving all members a reasonable opportunity to be heard on a matter. The moderator is the final authority on questions of procedure, and his decision is final and controlling. The following order shall be observed at the regular church Family Meetings:
1. Call to Order
  2. Opening Prayer
  3. Reading of minutes
  4. Old or Unfinished Business

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5. Treasurer's Report
6. New Business
7. Special Announcements
8. Announcement of next Family Meeting
9. Closing Prayer
10. Adjournment

- B. For any meeting under this article, the moderator, in his sole discretion, shall have full and unilateral authority to require nonmembers to leave the meeting room and to order the immediate removal of any member or other person present who is deemed by the moderator to be disruptive to the proceedings by act or presence. The moderator shall have full authority to order the removal of all children (ages to be determined by the moderator) if the moderator determines, in his sole discretion, that circumstances so warrant. If the moderator determines that compliance with his order of removal is unsatisfactory, the moderator may, in his sole discretion, revoke the disruptive person's right to remain on the premises in accordance with, Section 1.04(B) and treat the person as a trespasser.

## ARTICLE IV ORDINANCES

### *Section 4.01 – Baptism*

Baptism is a symbolic act of obedience. A person who receives Jesus Christ as Savior by personal faith, who professes Him publicly at any worship service, and who indicates a commitment to follow Christ as Lord, shall be received for baptism.

- Baptism shall be by immersion in water
- Baptism may be administered by the Pastor, Worship Pastor or whomever the church shall authorize
- Baptism shall be administered as an act of worship during any worship service
- Baptism shall be as soon as practicable after the public profession of faith
- Baptism will only be administered after an interview with the Pastor or someone whom he designates.

### *Section 4.02 – The Lord's Supper*

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and fruit of the vine, commemorate the death of Jesus Christ and anticipate His second coming.

- Celebration of the Lord's Supper is open to all professing believers in Jesus Christ

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- The Lord's Supper shall be observed at least quarterly, and always observed on Maundy Thursday
- The Pastor, church staff, and Deacons shall be responsible for administration of the Lord's Supper
- The Deacons shall be responsible for preparing the elements

## ARTICLE V PROGRAMS ORGANIZATIONS

All program organizations of the church shall be under church control, all Leaders, Coordinators and Commanders being elected by the church and reporting regularly to the Leadership Team.

### *Section 5.01 – Sunday Bible Study*

The Sunday Bible Study shall be the basic organization for the Bible teaching program. Its tasks shall be to teach biblical revelation, reach persons for Christ and church membership and provide biblical teaching to help members grow more mature and to live a Christ-like life. The Sunday Bible Study shall be organized as appropriate for all ages and shall be under the direction of the Sunday Bible Study Leader elected by the church.

## ARTICLE VI MINISTRIES

The church shall evaluate, plan, organize and implement such ministries as the church deems necessary.

## ARTICLE VII TEAMS

The church shall elect such Teams as the church deems necessary. Team members must be members of the church who are not under the discipline procedure in Section 1.06.

## ARTICLE VIII LEADERSHIP TEAM

The Leadership Team shall be comprised of:

- Pastor, Chairman
- Worship Pastor
- Treasurer
- Director of Evangelism
- Director of Children's Ministry
- Financial Secretary

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- Chairman of the Trustees

The Leadership Team shall meet monthly or as necessary and serves as the administrative body of the church. The responsibilities are as follows:

- Review and approval of the church budget submitted by the Treasurer before submittal to the church membership.
- Preparation of a Church Strategic Plan
- Any and all personnel decisions
- Administration of church business practices
- Review of church business ministries and programs for effectiveness on a yearly basis
- Review and approval of Church Policies, Procedures, and Methods
- Assuring ministry reports are prepared and submitted as required

## ARTICLE IX CHURCH FINANCES

### *Section 9.01 – Budget*

The Leadership Team shall prepare and submit to the church for approval an inclusive budget, indicating by the amount needed and sought for expenses. The budget is to be submitted for approval no later than November of each year.

It is understood that the financial support of this church is truly dependent upon regular and proportionate gifts of its members for the ongoing work and ministry of our Lord and Savior Jesus Christ.

### *Section 9.02 – Accounting Procedures*

All funds received for any and all purposes shall pass through the hands of the Church Treasurer or designees, and be properly recorded on the books of the church.

A system of accounting that will adequately provide for the handling of all funds shall be in accordance with the Financial Policies and Procedure.

### *Section 9.03 – Fiscal Year*

The fiscal year of the church shall run concurrently with the calendar year, which begins on January 1 and ends on December 31.

### *Section 9.04 – Designated Contributions*

From time to time the church, in the exercise of its religious, educational, and charitable purposes, may establish various funds to accomplish specific goals. Contributors may

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suggest uses for their contributions, but all suggestions shall be deemed advisory rather than mandatory in nature. All contributions made to specific funds or otherwise designated shall remain subject to the exclusive control and discretion of the pastor and the leadership Team. No fiduciary obligation shall be created by any designated contribution made to the church other than to use the contribution for the general furtherance of any of the purposes stated in organizational statement of the church constitution.

## **ARTICLE X CHURCH POLICIES AND PROCEDURES MANUAL**

The Leadership Team shall develop a Church Policies and Procedures Manual to include church policies, procedures and responsibilities in the administration of the church. The Manual shall be kept in the church office and made available for use by any member of the church. The Leadership Team shall review the Manual on a yearly basis and make recommendations to the church for consideration. A church member or church organization may initiate suggested changes to the manual. Addition, revision, or deletion of church policies and procedures requires the recommendation of the director of the organization to whose areas or assignment the policy relates and approval by the Leadership Team.

## **ARTICLE XI INDEMNIFICATION**

### **SECTION 11.01-ACTIONS SUBJECT TO INDEMNIFICATION**

The church may indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative, including all appeals (other than an action by or in the right of the church) by reason of the fact that the person is or was a pastor, deacon, officer, employee, or agent of the church, against expenses, including attorneys' fees, judgments, fines, and amounts paid in settlement actually and reasonably incurred by him in connection with the action, suit, or proceeding; and if that person acted in good faith and in a manner he reasonably believed to be in or not opposed to the best interests of the church and, with respect to any criminal action or proceeding, had no reasonable cause to believe his conduct was unlawful. The termination of any action, suit, or proceeding by judgment, order, settlement, conviction, or on a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner that he reasonably believed to be in or not opposed to the best interests of the church and, with respect to any criminal action or proceeding, had no reasonable cause to believe that his or her conduct was unlawful.

### **SECTION 11.02-EXPENSES SUBJECT TO INDEMNIFICATION**

To the extent that a pastor, deacon, officer, employee, or agent has been successful on

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the merits or otherwise in defense of any action, suit, or proceeding referred to in this Article, or in defense of any claim, issue, or matter in that action, suit, or proceeding, he or she may be indemnified against expenses, including attorneys' fees, actually and reasonably incurred by him or her in connection with the action, suit, or proceeding."

#### **SECTION 11.03-LIMITATIONS OF INDEMNIFICATION**

Any indemnification made under this Article, may be made by the church only as authorized in the specific case on a determination that indemnification of the pastor, deacon, officer, employee, or agent is proper in the circumstances because he has met the applicable standard of conduct set forth in *Section 11.01*. The determination shall be made (a) by a majority vote of a quorum consisting of the pastor and deacons who were not and are not parties to or threatened with the action, suit, or proceeding; (b) if the described quorum is not obtainable or if a majority vote of a quorum of interested deacons so directs, by independent legal counsel in a written opinion; or (c) by a majority vote of the members of the church.

#### **SECTION 11.04-TIMING OF INDEMNIFICATION**

Expenses of each person seeking indemnification under this Article, may be paid by the church as they are incurred, in advance of the final disposition of the action, suit, or proceeding, as authorized by the deacons in the specific case, on receipt of an undertaking by or on behalf of the pastor, deacon, officer, employee, or agent to repay the amount if it is ultimately determined that he or she is not qualified to be indemnified by the church.

#### **SECTION 11.05-EXTENT OF INDEMNIFICATION**

The indemnification provided by this Article shall be deemed to be discretionary unless otherwise required as a matter of law or under any agreement or provided by insurance purchased by the church, both as to action of each person seeking indemnification under this Article in his official capacity and as to action in another capacity while holding that office, and may continue as to a person who has ceased to be a pastor, deacon, officer, employee' or agent and may inure to the benefit of the heirs, executors, and administrators of that person.

#### **SECTION 11.06-INSURANCE**

The church may purchase and maintain insurance on behalf of any person who is or

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was a pastor, deacon, officer, employee, or agent of the church against any liability asserted against him and incurred by him in that capacity, or arising out of his status in that capacity, whether or not the church would have the power to indemnify him against liability under the provisions of this Article.

## ARTICLE XII BINDING ARBITRATION

### SECTION 12.01-SUBMISSION TO ARBITRATION

Believing that lawsuits between believers are prohibited by Scripture, all members of this church agree to submit to binding arbitration any matters which cannot otherwise be resolved, and expressly waive any and all rights in law and equity to bringing any civil disagreement before a court of law, except that judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

### SECTION 12.02-NOTICE OF ARBITRATION

In the event of any dispute, claim, question, or disagreement arising out of or relating to these bylaws or any other church matter, the parties shall use their best efforts to settle such disputes, claims, questions, or disagreement as befits Christians. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests not to disgrace the name of Christ, seek to reach a just and equitable solution. If they do not reach such solution within a period of sixty (60) days, then upon notice by either party to the other, disputes, claims, questions, or differences shall be finally settled by arbitration as described in *Section 12.01*, above, and such Procedures for Arbitration as are adopted pursuant to *Section 12.04*, below.

### SECTION 12.03-LIMITATIONS ON ARBITRATION DECISIONS

Should any dispute involve matters of church discipline, the arbitrators shall be limited to determining whether the procedures for church discipline as outlined under *Section 1.05*, were followed.

### SECTION 12.04-ARBITRATION PROCEDURES

The Procedures for Arbitration shall be as adopted by the leadership Team.

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**ARTICLE XIII AMENDMENTS**

Any member not under the discipline process found in Section 1.05 may suggest amendments for consideration by the leadership team. Changes to these bylaws shall be made at any Family Meeting of the church, provided each amendment shall have been presented in writing at the previous regular Family Meeting and that written copies of the proposed amendment be furnished to each member present. Amendments to these bylaws shall be ratified by two-thirds vote of all members present at the family meeting.

**ARTICLE XIV ADOPTION**

These bylaws will be adopted when two-thirds of the members vote in favor at the Family Meeting at which the vote is taken. These bylaws shall become effective on the date indicated as Effective Date.

**APPROVED AT FAMILY MEETING OF:**

\_\_\_\_\_

**Moderator/Date**

\_\_\_\_\_

**Church Clerk/Date**

**EFFECTIVE DATE:**