

# **CPBC Constitution & By-laws**

## **CASCADE PARK BAPTIST CHURCH A WASHINGTON RELIGIOUS CORPORATION**

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### **SECTION 1 – NAME AND LOCATION**

The name of the organization is Cascade Park Baptist Church located at 1201 Southeast 136th Avenue Vancouver, WA 98683, incorporated under the laws of the State of Washington, October 6, 1982.

### **SECTION 2 – AUTHORITY AND STATEMENT OF FAITH**

Cascade Park Baptist Church (CPBC) will be committed to the historic orthodoxy of Christian faith and the final authority of Holy Scripture. This faith includes:

1. The doctrine of the Trinity.
2. The sovereign plan of the loving Father.
3. The deity and humanity of Jesus Christ.
4. The substitutionary and sacrificial nature of Jesus Christ's life, death and resurrection.
5. The empowering presence and evidence of the Holy Spirit and the gospel of salvation by grace through faith in Christ alone.

As a Church within the North American Baptist Conference, Cascade Park Baptist Church affirms the Statement of Faith of the North American Baptist Conference.

### **SECTION 3 – MISSION OF THE CPBC**

In accordance with the Great Commission recorded in Matthew 28:18-20, CPBC shall be committed to an outward focus by placing the needs of those who are not yet followers of Christ as a priority of the Church. While congregational care of regular participants shall not be neglected, outreach to others who are outside or new to CPBC shall also be a priority in the budgeting, staffing, and scheduling of CPBC activities. Thus, the mission of CPBC is to make true disciples of the living Lord, Jesus Christ, help them grow in spiritual maturity, and welcome them into a congregation that is healthy, growing, and multiplying while striving to follow the Holy Spirit's lead in expanding the Kingdom locally and abroad.

### **SECTION 4 – DENOMINATIONAL AFFILIATION**

It is the intent of the CPBC body to be affiliated with and to be a voluntary and cooperating member of the North American Baptist Conference (NAB) and North American Baptist Northwest (NABNW) Churches. CPBC will voluntarily participate in NAB missions and programs. The relationship with the NAB will be a voluntary, covenant relationship among likeminded congregations that remains legally autonomous while interdependent in mission. In the event of the dissolution of this corporation remaining properties and assets will be distributed to representatives of the North American Baptist Northwest.

### **SECTION 5 – ORGANIZATIONAL STRUCTURE**

It is the purpose of these Bylaws to provide a stable and effective organizational structure to aid CPBC in accomplishing its mission. The sections that follow specify a model that keeps the roles of Senior Pastor (also referred to simply as the Pastor), Elder Board, Staff, and Congregation distinct and effective for CPBC health, growth, and multiplication. These Bylaws shall be reviewed annually for any changes to the structure that may increase the effectiveness of the Pastor and Congregation.

1. The role of the Congregation is to serve as the primary ministers of the Kingdom.
2. The role of the Board is to establish Guiding Principles for the Pastor's leadership.
3. The role of the Pastor is to lead CPBC to accomplish its mission.
4. The role of the Staff is to manage the ministries of CPBC, directed by the Pastor.

### **SECTION 6 – CONGREGATIONAL MEMBERSHIP**

The membership of Cascade Park Baptist Church for purposes of these Bylaws shall consist of baptized believers in Jesus Christ who are at least 16 years of age and who meet the following qualifications:

1. They participate regularly in worship and training of CPBC to grow in their faith.
2. They agree to serve faithfully in the ministries and outreach activities of CPBC.
3. They support and defend the mission, vision, and pastoral leadership of CPBC.



4. They endeavor to tithe and generously support the financial costs of achieving the mission of CPBC.

**Persons desiring membership at Cascade Park Baptist Church will be required to:**

1. Profess faith in Jesus Christ as their Savior and Lord.
2. Undergone believer's baptism following a profession of faith. For persons baptized at CPBC, the mode of baptism to be practiced will be immersion.
3. Attended membership class under the direction of the Pastor or other Pastor - appointed staff member. To assure full understanding and open support of all church doctrine and ministries.
4. Promised to fulfill the commitments of membership above.
5. Been interviewed by the Pastor or Pastor-appointed person and be formally approved for membership by the Elders/Deacons.

The Congregation shall be considered CPBC Members as defined in these Bylaws and shall entail no definitions, rights, or responsibilities other than those explicitly stated in these Bylaws.

The Pastor shall provide and publicize a process and covenant for recruiting, receiving, and removing CPBC Members within the Guiding Principles of the Board.

#### **SECTION 7 – CONGREGATIONAL ROLE**

The primary role of the Members shall be to serve as the ministers of the Kingdom: reaching out to unchurched people first and also caring for the needs of one another within CPBC. The following decisions of CPBC shall require the approval of the Congregation by a simple majority of those Members present and voting:

1. Calling or dismissing the Senior Pastor.
2. Amending the Articles of Incorporation or the Bylaws.
3. Selecting the Elder Board.
4. Ratifying the annual budget in broad categories.
5. Purchasing or selling of property valued at more than five percent of the annual budget.
6. Dissolving the corporation.

The Congregation shall be given at least two weeks' notice of any vote by announcement at regular services and by electronic or postal mail. A vote may be taken either in a meeting or else by written or electronic means. If taken in a meeting, votes may be cast by verbal, visual, or written sign. If there is no meeting and votes are collected by written or electronic means, the "presence" of the Members shall be defined as the direct receipt of their vote within a time period set by the Board, no shorter than twenty-four hours and no longer than seven days. Twenty percent of the current Members shall constitute a quorum. No abstentions or votes by proxy shall be counted. The Pastor or the Board may also bring to the Congregation decisions

not listed above for a nonbinding vote or a less formal expression of support, as they deem appropriate. Meetings of the Congregation for voting shall occur annually and at special times as needed when called by the Pastor or the Board.

### **SECTION 8 – ELDER BOARD SELECTION**

The Board shall consist of at least five Elders (equivalent to Directors in state law), including the Senior Pastor, who shall be the only Staff person on the Board. The other Elders shall be active CPBC Members selected by the following process below:

1. Any active Member of CPBC may submit a signed letter to recommend a potential Elder of good character and commitment to the mission of CPBC.
2. Potential Elders must uphold the highest standards of participation, service, supportiveness, and tithing with regard to CPBC.
3. The Senior Pastor shall present to the Congregation for approval a selection of candidates who have been certified by the Board as qualified to serve as Elders.

Each Elder may serve no more than two consecutive terms. Each term is three years. Former Elders may be asked to serve again after a break of one year or more. Due process of election will be followed. Immediate family members of the Pastor, of the Staff, or of other Elders shall not serve on the Board. The term of an Elder may be vacated by resignation, by removal as a CPBC Member, or by action of the Board and/or Congregation. The remainder of a vacated term shall be filled by recommendation of the Pastor and approval of the Board and shall not be counted toward the limit of two consecutive terms.

### **SECTION 9 – ELDER BOARD ROLE**

Recognizing the Lord Jesus Christ as the only Head of the Church, the primary role of the Board shall be to oversee, shepherd, and lead His Flock by both example and instruction. Elders are to work as co-laborers with the Senior Pastor to edify believers in Christ, so that they will grow in worship, faith, obedience to God's Word and Christ-likeness. In conjunction with the Senior Pastor, Elders are also ultimately responsible for decisions of church doctrine, policy and practice.

The Board shall:

1. Provide support, and work in unison with, the Senior Pastor to achieve the Mission of CPBC.
2. Have mutual accountability to, and with, the Senior Pastor.
3. Influence all operating and financial decisions through the *Financial Policies and Procedure Handbook*.
4. Determine the compensation of the Senior Pastor.
5. Be responsible for protecting the church, including church discipline, by following the three-step approach outlined in Matthew 18:15-19.



6. Discuss potential members for Eldership on a semi-annual basis.
7. Give the authority for management of the staff to the Senior Pastor.
8. All Elders shall be sent notice of every meeting at least 24 hours' prior by electronic, verbal, or written means. However, such notice may be waived by unanimous consent.
9. Board meetings shall occur regularly (a minimum of quarterly) and as needed when called by the Pastor or the Chairman.
10. Action of the Board shall be by simple majority of all Elders, whether or not present and voting.

#### **SECTION 10 – ELDER BOARD OFFICERS**

Each year the Board shall appoint a Chairman and Secretary. To fulfill state law, the Chairman of the Elders shall routinely be designated as President of the corporation and the Board Secretary shall routinely be designated as Secretary and Chief Financial Officer of the corporation; these designations shall in no way alter the functioning of the Board as defined in these Bylaws. The Chairman shall set the agenda and for, and lead, the Board meetings and discussions. The Secretary shall maintain and distribute the current edition of the Guiding Principles and other Board documents, along with maintaining the minutes of each Board meeting.

If the majority of the Board is in agreement, any current Elder may sign legal documents on behalf of the corporation in compliance with Section 7 and the Guiding Principles of the Board. Signing authority may also be designated to an individual for any special project authorized by the Board.

#### **SECTION 11 – SENIOR PASTOR CALL, AFFIRMATION, AND DISMISSAL**

In the event of a vacancy in the position of Senior Pastor, the Elder Chairman shall guide the Board in the process of searching for a new Senior Pastor who demonstrates the ability to effectively lead CPBC in its mission. The Board may commission a Search Committee consisting of CPBC members including at least one Elder and one Deacon. The NABNW may be invited to assist. An Interim Pastor to fulfill the role of Senior Pastor may be considered in this process. Affirmation of a new Senior Pastor shall require a majority vote by the Board to propose the candidate, and a seventy-five percent quorum vote of active church members in good standing to affirm the candidate.

Dismissing a Senior Pastor shall require majority vote by the Board to propose the action and final affirmation by seventy-five percent quorum vote of active church members in good standing. When a Senior Pastor is dismissed or resigns, the Board will determine the severance package based on the outgoing Pastor's past service and reason for leaving.

## **SECTION 12 – SENIOR PASTOR ROLE**

The role of the Senior Pastor is to lead CPBC to accomplish its mission. He is to work as a co-laborer with the Elders to edify believers in Christ, so that they will grow in worship, faith, obedience to God's Word and Christ-likeness.

1. Lead the Congregation by teaching biblical truth, casting vision, and advancing the mission.
2. Lead the direction and development of lay leaders.
3. Assist the Board by guiding its discussion of Mission and Boundary Principles.
4. Lead the Staff by directing them in their management of all CPBC operations.
5. Hire, direct, compensate, and fire any and all CPBC Staff in compliance with the Guiding Principles established by the Board.
6. Keep the Board informed of any staff changes and/or needs.
7. Have mutual accountability to, and with, the Elder Board.
8. Encourage individual Board members in their role as Elder.

## **SECTION 13 – CPBC MINISTRIES**

The Senior Pastor and Elder Board shall be responsible for oversight of all CPBC ministries. They shall commission and decommission all ministries. They shall appoint the chair.

## **SECTION 14 – LIMITATION OF LIABILITY**

1. Elders shall not be personally liable for the debts, liabilities, or other obligations of CPBC.
2. To the extent that a person who is, or was, an Elder, officer, employee or other agent of CPBC has been successful on the merits in defense of any civil, criminal, administrative or investigative proceeding brought to procure a judgment against such person by reason of the fact that he or she is, or was, an agent of CPBC, or has been successful in defense of any claim, issue or matter, therein, such person shall be indemnified against expenses actually and reasonably incurred by the person in connection with such proceeding.
3. If such person either settles any such claim or sustains a judgment against him or her, then indemnification against expenses, judgments, fines, settlements and other amounts reasonably incurred in connection with such proceedings shall be provided by CPBC but only to the extent allowed by, and in accordance with state law.
4. The Board may adopt a policy in the Guiding Principles authorizing the purchase and maintenance of insurance on behalf of any agent of CPBC against any liability other than for violating provisions of law relating to self-dealing asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not CPBC would have the power to indemnify the agent against such liability under the provisions of state law.



## SECTION 15 – AMENDMENTS TO THE BYLAWS OR ARTICLES OF INCORPORATION

The Bylaws or the Articles of Incorporation may be amended in whole or in part if the following requirements are met:

1. The amendment is proposed by the Senior Pastor, the Elder Board, or a petition signed by one-third of the Members in Good-Standing.
2. The Congregation is given at least two weeks' notice of the vote by announcement at regular services and by electronic or postal mail.
3. The NABNW is given the opportunity to offer its non-binding recommendation to the Congregation in person and in writing.

The Congregation votes to approve the amendment in accordance with normal voting procedures described in Section 7 of these Bylaws.

### WRITTEN CONSENT OF DIRECTORS ADOPTING BYLAWS

We, the undersigned, are all of the persons named as the initial directors in the Articles of Incorporation of CASCADE PARK BAPTIST CHURCH, a WASHINGTON nonprofit corporation, and, pursuant to the authority granted to the directors by these Bylaws to take action by unanimous written consent without a meeting, consent to, and hereby do, adopt the foregoing Bylaws, consisting of seven (7) pages, as the Bylaws of this corporation.

*Signatures omitted for  
privacy*

### CERTIFICATE

This is to certify that the foregoing is a true and correct copy of the Bylaws of the corporation named in the title thereto and that such Bylaws were adopted after due process by the Board of Elders of said corporation on the date set forth below.