

BYLAWS OF
CASCADES BIBLE CHURCH
Potomac Falls, Virginia

PREAMBLE

These By-Laws are adopted, ordained, and established for this Church's government and plan of worship and service. No By-Law shall be affected that is contrary to the Constitution of this Church.

ARTICLE I – Officers

The scriptural officers of the Church shall be Pastors, Elders and Deacons. Other leadership positions are described in the church manual of job descriptions. All officers shall be appointed from the membership by the Board of Elders. They shall assume their duties at the time of appointment. Before appointment, Elders, with the exception of the Senior Pastor, shall have been members for at least six months; Deacons shall have been members for a period of three months.

SECTION A - Pastor(s)

1. The Senior Pastor (Pastor/Teacher/Elder) is recognized as the under-shepherd of Christ's local Church and its chief officer. He shall preach the Word of God, administer the Ordinances of the New Testament, arrange for and conduct all public and regular services of the church, and be responsible for general oversight of the spiritual welfare of the church. He shall be an ex officio member and counselor of all committees. He shall maintain at all times a godly deportment, so that no reproach may come through him upon the Body of Christ.
2. Assistant Pastors and other Pastoral Staff positions that may be established by the Board of Elders shall come under the authority of the Senior Pastor for supervision and direction.
3. The Pastor(s) shall be appointed by the process outlined in Article II of the By-Laws. The Pastor(s) shall be responsible to the Board of Elders. He shall remain in office for an indefinite period of time. The Board of Elders reserve the right to dismiss the Pastor(s) upon giving him one month's written notice of its intention to dismiss. The Pastor(s) must give one month's notice if he intends to resign.

SECTION B – Elders

1. Qualifications - Each member of the Board of Elders must be an active member of this church and possess the qualifications described in I Timothy 3:1-7 and Titus 1:6-9.
2. The process of appointment of Elders and their tenure of office is outlined in Article II of these By-Laws.
3. Duties - The Board of Elders shall be the governing body of this Church. The specific responsibilities of the Elders shall include:

- a. Provide spiritual direction and oversight of the Church; oversee all ministries and programs of the Church; and communicate regularly what God has done and is doing through the church body.
 - b. Hold an annual congregational meeting of the church for the purpose of giving a report of the affairs of the church. At such meeting, the Elders will render a written report of the affairs of the Church and transact other business as determined by the Elders, including affirmations of appointments made by the Elders.
 - c. Assist the Senior Pastor in the administration of the ordinances of Baptism and Communion.
 - d. Make provision for the supply of the pulpit in the absence of the Senior Pastor and take full charge of all services not conducted by the Pastor(s).
 - e. Cooperate with the Pastor(s) in the shepherding of the Church body; "Strive to present every man perfect in Christ Jesus;" reconcile as far as possible all differences; give counsel and comfort to the poor, the sick and afflicted; and keep order in the assemblies of the Church.
 - f. Supervise all ways and means of raising funds; receive and disburse the funds of the Church; authorize salaries and missionary allowances; acquire or dispose of real property or its fixtures or contract for any loans on behalf of this Church; take all necessary measures for the protection, management and upkeep of all property; and determine the use of the facilities of this Church.
 - g. Appoint and remove officers, agents, pastors, teachers, ministry leaders, staff, and employees; prescribe duties for them, fix terms of their offices and compensation; and admit and dismiss members of the church.
 - h. Address errors in conduct or doctrine which is inconsistent with biblical Christianity or the CBC Articles of Faith on the part of employees of CBC, employees of any ministry of CBC, members or regular attenders of CBC, and volunteer workers in any ministry of CBC. Actions taken shall follow the disciplinary process outlined in Article IX of these By-Laws and may include removal from a position or termination of employment.
 - i. Settle disputes arising between church members, pastors, or staff pertaining to any matters of spiritual teaching or practices, church finances or title to property purchased with church contributions.
 - j. Interpret the Constitution and By-Laws of this Church.
 - k. Adopt policies and practices that are necessary for the orderly administration of the affairs of this Church and are not in conflict with the Constitution, the By-Laws, the Articles of Faith, or the Holy Scriptures.
1. Operating Procedures
 - a. Regular meetings of the Board of Elders may be held without call or notice on the second Wednesday of every month, unless otherwise modified by the Board. Regular meetings may be open to church members upon request. Special meetings of the Board of Elders may be called at any time by any elder upon 2/3 majority vote.
 - b. Decisions of the Board of Elders shall be reached after prayerful consideration by unanimous vote. For decisions involving major issues, three-fourths of the Board of Elders shall constitute a quorum. Major issues shall include but not be

limited to dismissal of a Pastor, Elder, or Deacon; conferring ordination; annual budget approval; and changes to the Constitution or By-Laws. For other decisions, two-thirds of the Board of Elders shall constitute a quorum. For decisions involving major issues, the Board of Elders will communicate regularly with the church body in order to receive specific input to these decisions and to solicit prayer.

2. Elders Serving as Trustees
 - a. Three Elders will serve as "Trustees," representing Cascades Bible Church in its legal responsibilities to all Federal, State and County agencies. In the event that there are less than three Elders representing the Church, the Board of Elders shall temporarily elect a Deacon who shall act as a Trustee.
 - b. Any and all Board action that requires signatures of the Trustees may be considered a major issue and require a quorum of three-fourths of the entire Board. The Board resolution authorizing the Trustees' signatures will be signed by all of the Elders that constitute the quorum.

SECTION C – Deacons

1. Qualifications of Deacons - The Deacons shall consist of members possessing the qualifications described in I Timothy 3:8-13.
2. The process of appointment of Deacons and their tenure of office is outlined in Article II of these By-Laws.
3. The duties of a Deacon shall include:
 - a. Assisting the Elders in the shepherding of the saints and in the general spiritual care of the church body by:
 - i. Assisting in the visitation ministries of the Church, both routine and special needs (e.g., sick, incarceration of a family member, aged, divorce or separation, single parents, job loss, catastrophic events, discipline problem, etc.)
 - ii. Assisting in maintaining contact with the Church body.
 - b. Administering the Benevolent Fund.
 - c. Assisting the Pastor in the communion and baptismal services.
 - d. Assisting in the administration of other ministries and performing other duties as assigned by the Board of Elders.
4. Regular meetings of the Deacons shall be held once each month.

ARTICLE II - Appointment, Tenure, and Removal of Pastor(s), Elders and Deacons

SECTION A - Appointment

1. Throughout the year, the Board of Elders shall prayerfully seek whom God is calling to minister as Elder or Deacon and shall select candidates for these offices. They shall seek a man whose doctrinal position is in keeping with the faith and practice of this church. A written notice of a candidate being considered for office shall be published in the regular church bulletin for two (2) consecutive Sundays.

2. When the Board of Elders believe that God has called a particular man to minister as a Pastor, they shall select him as a candidate for the particular office. Once selected, the Board of Elders will present the candidate for Pastor to the Church at two (2) consecutive Sunday services. The Board of Elders shall present only one candidate to the church at a time. The Board of Elders shall be responsible for providing speakers during the interim between Senior Pastors.
3. During the time of deliberation, the church members will deliberate the candidate's qualifications. Any member's knowledge of a biblical reason that would disqualify the candidate should be presented to the Board of Elders for their consideration.
4. Appointment to the Office of Pastor. After the deliberation process, the Board of Elders shall convene a meeting of the church membership to vote upon the appointment of the candidate to the office of Pastor. A written notice of the meeting shall be published in the regular church bulletin for two (2) consecutive Sundays.
 - a. A quorum sufficient to conduct business shall consist of the following: a two-thirds majority of the Board of Elders; a two-thirds majority of the Deacons, and at least one-half of the voting church members, inclusive of the Board of Elders and Deacons.
 - b. Any member of Christ's body is welcome to attend the church meeting. Only members in good-standing of Cascades Bible Church will be allowed to participate in the church meeting.
 - c. The members shall provide a written vote of affirmation to appoint the candidate to the office of Pastor. A two-thirds majority vote of the members voting shall be required for appointment.
5. Appointment to the Office of Deacon. After the deliberation process, the Board of Elders will appoint the person to the office of Deacon.

SECTION B - Tenure of Office

1. An Elder or Deacon shall serve for a term of one (1) year.
2. If, after the initial one-year term, the officer believes that God is calling him to serve for another term and is willing and eager to serve, not under compulsion, the Elders will reevaluate the person as candidate for the next one-year term. The candidate will be announced, deliberated, and then appointed according to the process described in Article II, A (3) above.

SECTION C - Removal from Office

1. The Board of Elders reserve the right to dismiss the Pastor(s) upon giving him written notice of its intention to dismiss. The Pastor(s) must give one month's notice if he intends to resign.
2. Any Elder or Deacon may resign upon giving written notice to the Board of Elders. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein.

3. Any Elder or Deacon may be removed from office if he becomes physically incapacitated, spiritually unqualified, or his inability to serve is established in the minds of the remainder of the Board of Elders.

ARTICLE III – Committees

Committees shall be created or dissolved for purposes as determined by the Board of Elders. Committees shall execute only such policy, procedure or authority as is approved or delegated by the Board of Elders.

ARTICLE IV - Financial Year

The Financial Year of this Church shall close with the last Sunday in December, and full financial reports shall be made as soon thereafter as is practical.

ARTICLE V – Meetings

Meetings shall be held for public worship each Sunday morning. The Senior Pastor or Elders may arrange the date, place, or time of any other meetings. The ordinances of the Lord's Supper shall be observed once per month. The ordinances of baptism shall be observed as needed.

ARTICLE VI – Ordination

A Christian man who is in the process of entering the Lord's full-time service, or who is presently engaged in full-time service and desires ordination by the Church, may submit his request to the Elders. Should the Elders believe that he possesses the scriptural qualifications to be considered for ordination, they may call a council to examine the qualifications of the candidate, to which council the propriety of ordaining shall be referred. After receiving a recommendation from the said council, the Board of Elders shall vote on the candidate; a 3/4 vote of the Elders present is required for ordination. After such vote, the Board of Elders shall consider a time and place for an ordination service.

ARTICLE VII - Discipline/Restoration

SECTION A - Introduction

The following is a statement of the Church Discipline/Restoration Policy at Cascades Bible Church. It serves as a guideline for church discipline with regard to any believer in Jesus Christ who chooses to identify with Cascades Bible Church either by formal membership, as provided in Article VI of the Constitution, or simply by regular attendance at corporate worship, participation in ministries, regular financial support, or any other means that would indicate to a reasonable observer that Cascades Bible Church is the home church of that believer.

SECTION B - The Purpose of Church Discipline/Restoration

The purpose of church discipline is to bring about repentance from sin, personal reconciliation, and restoration to fellowship. Church discipline is prescribed in the Scriptures and is essential for four basic reasons:

1. for the glorification and honor of God (Ephesians 1:11,12; I Corinthians 6:18-20; II Timothy 2:19-22)
2. for the sake of the individual who is sinning (Matthew 18:15-20; Psalm 32:3,4; Genesis 4:7; Hebrews 3:12,13, Titus 3:10,11)
3. as a warning to others who are sinning (I Corinthians 10:1-11; I Corinthians 11:28-32)
4. to maintain the purity of the church (I Corinthians 5:6,7; Hebrews 12:14,15; Revelation 2:5).

SECTION C - The Policy

The Church Discipline Policy is derived from the teaching of the Old and New Testaments. The process begins whenever it is clear that a believer is persisting unrepentantly in overt sinful behavior contrary to the teaching of Scripture in spite of repeated warnings.

The steps of the process are delineated below. Each step has as its primary goal the restoration of the sinning believer back to fellowship. If the goal of restoration is accomplished in Step 1, then no other steps are taken. If that goal is accomplished in Step 2, then no other steps are taken. The same kind of pattern continues in reference to Steps 3 and 4. Even after Step 5, the goal is still restoration. When restoration takes place, it will be made known.

Throughout the steps of church discipline/restoration those involved are to examine (judge) themselves in a biblical manner and to take appropriate biblical steps to overcome any sin in their own lives before approaching the sinning believer. The steps are to be taken with a spirit of gentleness and with a readiness, at all times, to grant forgiveness when there is repentance. It is recognized that in some cases, a sinning believer will not cooperate in the steps of discipline. In such cases, the matter will be brought to the Elders and the process will continue from there.

It is clear from the Scriptures that all cases of church discipline do not require these steps. Passages like I Corinthians 5:1-13; I Timothy 5:19,20; and Titus 3:10,11 indicate that immediate action may be taken without the necessity of going through a set number of steps.

Step 1

One person goes to the sinning believer to privately point out the sin or sins that need to be forsaken, and to direct him or her to the portion of God's Word that shows the action or actions in question to be sin. Matthew 18:15.

Step 2

Two or three people go to the sinning believer. Matthew 18:16. The reason for this step is so that "by the mouth of two or three witnesses every fact may be confirmed."

Step 3

The matter is brought before the Elders of the Church. Matthew 18:17. In each of the first three steps, the sinning believer is given an opportunity to speak on his or her behalf. In this third step, such explanation is given to the Elders. As spiritual leaders of the Church, the Elders act as a review and evaluation group. They coordinate continuing efforts to bring about repentance and reconciliation. The Elders also seek to get others close to the individual to reach out in love and admonition.

Step 4

The matter is presented to the church, i.e., believers in Jesus Christ, appealing for their help in encouraging the sinning believer to repent. This step involves a public meeting of the believers who have identified themselves with Cascades Bible Church. It involves only members of Cascades Bible Church. The meeting will be announced at a regular Sunday morning service. The goal of this meeting is to make known the existence of sinful behavior so that those in the assembly will be moved to pray and seek out the person to encourage him/her to repent.

Step 5

Announcement to the church that the individual is under church discipline and is removed from the Church. This step also involves a public meeting and takes place under the same guidelines as Step 4. The goal of the announcement will be to remind the church that restoration has not taken place and that fellow believers are to discontinue any close fellowship with the person. The sinning believer will be notified by letter that he/she is under church discipline and is removed from the Church.

Step 6

When it is clear that repentance has taken place, the sinning believer will be restored to fellowship. The repentant person will be asked to appear before two or more Elders to confirm repentance. Upon satisfactory response of the Elders to the person, a public announcement will be made to the congregation that said individual was removed from church discipline and has been restored to fellowship in the Church.

Adopted by Cascades Bible Church on May 1, 2007

Amended by Cascades Bible Church on October 1, 2010

Amended by Cascades Bible Church on 1/23/2017

Signed by Elder Jeffrey Casali and Pastor and Elder Brent J. Small as representatives of the body of Cascades Bible Church