

HIS PLACE CHURCH BYLAWS

ARTICLE I GENERAL

Section 1

Name and Address

His Place Church, located at 3079 E 16th Avenue, Post Falls, Idaho, 83854.

Section 2

Purpose of Bylaws

The following bylaws will govern the internal administration, operation, and membership of the organization formally known as His Place Church.

Section 3

Church Mission

His Place Church exists to move individuals, both believers and non-believers, from wherever they are to become fully devoted followers of Jesus Christ.

“Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age.”
(Matthew 28:19-20 ESV)

In practical terms, our desire is to personally experience growing intimacy in our families and our friendships as we grow in the knowledge of God through the study of His Word and involvement in enduring relationships. We also strive to make Him known in our relationships with others outside of the church family. Our priorities can be summed up by saying, "We want to know God and make Him known."

Section 4

Statement of Faith

God

1. We believe in one God, Creator of all things, holy, infinitely perfect, and eternally existing in a loving unity of three equally divine Persons: The Father, the Son, and the Holy Spirit. Having limitless knowledge and sovereign power, God has graciously purposed from eternity to redeem a people for Himself and to make all things new for His own glory.

The Bible

2. We believe that God has spoken in the Scriptures, both Old and New Testaments, through the words of human authors. As the verbally inspired Word of God, the Bible is without error in the original writings, the complete revelation of His will for salvation, and the ultimate authority by which every realm of human knowledge and endeavor should be judged. Therefore, it is to be believed in all that it teaches, obeyed in all that it requires, and trusted in all that it promises.

The Human Condition

3. We believe that God created Adam and Eve in His image, but they sinned when tempted by Satan. In union with Adam, human beings are sinners by nature and by choice, alienated from God, and under His wrath. Only through God's saving work in Jesus Christ can we be rescued, reconciled, and renewed.

Jesus Christ

4. We believe that Jesus Christ is God incarnate, fully God and fully man, one Person in two natures. Jesus - Israel's promised Messiah - was conceived through the Holy Spirit and born of the virgin Mary. He lived a sinless life, was crucified under Pontius Pilate, arose bodily from the dead, ascended into heaven, and sits at the right hand of God the Father as our High Priest and Advocate.

The Work of Christ

5. We believe that Jesus Christ, as our representative and substitute, shed His blood on the cross as the perfect, all-sufficient sacrifice for our sins. His atoning death and victorious resurrection constitute the only ground for salvation.

The Holy Spirit

6. We believe that the Holy Spirit, in all that He does, glorifies the Lord Jesus Christ. He convicts the world of its guilt. He regenerates sinners, and in Him they are baptized into union with Christ and adopted as heirs in the family of God. He also indwells, illuminates, guides, equips, and empowers believers for Christ-like living and service.

The Church

7. We believe that the true church comprises all who have been justified by God's grace through faith alone in Christ alone. They are united by the Holy Spirit in the body of Christ, of which He is the Head. The true church is manifest in local churches, whose membership should be composed only of believers. The Lord Jesus mandated two ordinances, baptism and the Lord's Supper, which visibly and tangibly express the gospel. Though they are not the means of salvation, when celebrated by the church in genuine faith, these ordinances confirm and nourish the believer.

Christian Living

8. We believe that God's justifying grace must not be separated from His sanctifying power and purpose. God commands us to love Him supremely and others sacrificially, and to live out our faith with care for one another, compassion toward the poor, and justice for the oppressed. With God's Word, the Spirit's power, and fervent prayer in Christ's name, we are to combat the spiritual forces of evil. In obedience to Christ's commission, we are to make disciples among all people, always bearing witness to the gospel in word and deed.

Christ's Return

9. We believe in the personal, bodily, and premillennial return of our Lord Jesus Christ. The coming of Christ, at a time known only to God, demands constant expectancy and, as our blessed hope, motivates the believer to godly living, sacrificial service, and energetic mission.

Response and Eternal Destiny

10. We believe that God commands everyone everywhere to believe the gospel by turning to Him in repentance and receiving the Lord Jesus Christ. We believe that God will raise the dead bodily and judge the world, assigning the unbeliever to condemnation and eternal conscious punishment, and the believer to eternal blessedness and joy with the Lord in the new heaven and the new earth, to the praise of His glorious grace. Amen.

Contemporary Issues

11. We believe that marriage is an intimate, complementary, and exclusive union between a man and a woman in which the two become one in all aspects of life.

12. We believe that physical life is a gift of God and begins at conception.

13. We believe that gender is the sexual identity of a person at birth and which is permanently embedded in their DNA.

14. We believe it is sinful to engage in sexual relations outside of marriage, as defined in Article I, section 11.

Section 5

Church Affiliation

His Place Church is a member of the Evangelical Free Church of America.

ARTICLE II MEMBERSHIP

Section 1

Definitions

As used in these bylaws, the following definitions will apply:

- 1.1 **Attendee:** A person, member or nonmember, who presents himself at congregational services and/or functions.
- 1.2 **Church:** The institution, which is His Place Church (HPC).
- 1.3 **Congregation:** The collective attendance, members and nonmembers, at His Place Church services and/or functions.
- 1.4 **Elder Team** (or Elder Board): Those elders in the congregation who are specifically designated to govern the church.
- 1.5 **Executive Team:** The Lead Pastor, Executive Pastor, and the Chairman of the Elder Team.
- 1.6 **Member:** A person who is an officially enrolled participant in the corporation, which is His Place Church, and who is legally authorized to vote on corporate matters.

Section 2

Eligibility for Membership

Any person who professes faith in Jesus Christ and is in accord with the Statement of Faith articulated in Article I, Section 4, shall be eligible for membership in this local assembly.

Section 3

Admission to Membership

The following procedure shall be used to admit new members:

- 3.1 A membership class shall be offered for all those who are interested in membership.
- 3.2 Those who desire membership shall attend a membership class and then indicate their desire for membership to an elder.
- 3.3 The individual desiring membership shall be provided with copies of the HPC membership application, constitution, and bylaws. The applicant shall become familiar with the constitution and bylaws of the church and then sign a document that acknowledges their understanding of these documents and their willingness to abide by them. They should then complete the application for membership and turn it in to the church office.
- 3.4 Selected elders or those whom the elders designate shall hear the applicant's personal testimony of faith in Christ and of their present relationship with Him.

- 3.5 Those who have interviewed the applicant shall make a recommendation to the Elder Board regarding the applicant's prospective membership. The elders shall then decide on the admission of the applicant to membership.
- 3.6 After elder approval is granted, the new member is presented to and welcomed into the congregation.
- 3.7 If the applicant is not approved for membership, they shall be apprised in writing of the reason for the denial and provided any counsel or instruction that might assist them in overcoming their ineligibility for membership.

Section 4

Responsibilities of Members

In addition to supporting the church and its missions through prayer and financial giving, accepting membership implies that the believer voluntarily submits to the authority of the Word of God and to these church bylaws.

Further, it shall be the responsibility of the enrolled membership of the church to participate in the governance of the legal entity, which is His Place Church. Such participation includes, but is not limited to:

- 4.1 Faithfully attending and taking part in membership meetings.
- 4.2 Reviewing the annual church budget proposal for approval or rejection.
- 4.3 Reviewing major church expenditure proposals for approval or rejection.
- 4.4 Supporting the mission of the church. This implies regular attendance/participation at such church functions as worship services, growth groups, ministry teams, etc., where fellowship and interaction with other Christians serves as a platform for spiritual growth, which is our purpose.
- 4.5 Providing feedback to the elders regarding the needs and leadership of the congregation.

Section 5

Rights of Members

Every member of the church is entitled to vote at all elections and on all questions referred to the church membership by the elders provided that the member is present for the balloting.

Absentee ballots may be approved by the Elder Team. Absentee ballots will not be counted unless a quorum is achieved without the absentee voter and unless the marked absentee ballot is available to be counted with the other ballots.

Every member of the church is eligible for consideration by the membership as a candidate for the elective office in the church provided that the member meets applicable Scriptural requirements.

Section 6

Classes of Membership

Memberships are not placed at various levels. All enrolled members of the church have equal balloting influence under these bylaws.

Section 7

Discipline of Members

- 7.1 The purpose of disciplinary action within the Church is the restoration of healthy and fruitful fellowship within the body. Galatians 6:1 gives this instruction: “Brothers, if anyone is caught in any transgression, you who are spiritual should restore him in a spirit of gentleness. Keep watch on yourself, lest you too be tempted” (ESV)
- 7.2 The restoration of an offending member should always begin with the person who has been offended. The offended person should follow the specific instruction provided in Matthew 18:15-17. “If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector” (ESV).

If the offended person does not follow the above instruction, it becomes the obligation of the offender to seek reconciliation. “So, if you are offering your gift at the altar and there remember that your brother has something against you, leave your gift there before the altar and go. First be reconciled to your brother, and then come and offer your gift.” (Matthew 5:23-24 ESV).

In cases involving the actual removal of a person from fellowship, the congregation must be made aware of the reason for the discipline/termination. Even so, care should be taken to divulge only such information as necessary to establish that sinful behavior was confirmed, that Scriptural principles were followed in the attempted resolution of the problem, and that the offender refused to repent from the sinful behavior. Specific details are not necessary and should not be made public.

- 7.3 Regarding any member whose sin has been appropriately established and who has been subjected to the restorative measures listed above, if that person persists in that same sinful posture, this resolve shall be interpreted to mean that the offender has willingly chosen to be removed from the fellowship and covering of the church. The church will follow the instruction provided in 1 Corinthians 5:11. The person shall be removed from the fellowship of the church and their membership terminated pursuant to 8.2 of this Article.

A nonmember becomes ineligible for membership consideration if they are engaged in an ongoing pattern of sinful behavior that, if committed by a member, would be cause for disciplinary action. The elders will gently and lovingly assist them in their understanding of God's Word and its practical impact on the lives of believers. The objective of such assistance will be to ultimately bring this person to repentance through this understanding (2 Timothy 2:25-26).

- 7.4 In all cases involving discipline of an enrolled member of HPC or censure of an unenrolled attendee, any existing documentation of investigations, actions, and communications shall be retained indefinitely.

Section 8

Termination of Membership

- 8.1 Absence: Any member who indicates a lack of interest in the ministry of the church for a period of 6 months and does not respond to written inquiry from the elders may have their membership terminated by the elders. Written notice of member termination shall be sent to the individual.
- 8.2 Discipline: Any member who is removed from the church pursuant to Article II, Section 7, subsection 3 shall have their membership terminated. Such termination shall be decided by the elders after due consideration and prayer. Notice of the termination and the specific reason for the action shall be stated in a letter from the elders to the terminated member.

When this person repents from their sinful posture, they will be warmly welcomed back into fellowship and will be eligible to have their membership reinstated.

- 8.3 Voluntary Termination: Any member may voluntarily withdraw their membership by making written request to the church office.
- 8.4 In all cases involving termination of an enrolled member of HPC, the complete record of investigations, actions, and communications shall be retained indefinitely.

ARTICLE III BUSINESS MEETINGS

Section 1

Regular Business Meetings

The annual business meeting shall be held in January each year. The time and place shall be determined by the elders and notice shall be given according to Article III, Section 3.

Section 2

Special Business Meetings

Special Business Meetings may be called at any time by the elders for any reason regarding church business.

Section 3

Notice of Business Meetings

All business meetings shall be set by announcement in two consecutive weeks during the regularly scheduled services or by written notice to the church accompanied by an announcement during at least one regularly scheduled service. Such announcements shall specify the date, time, and location for the meeting.

Section 4

Business Meeting Protocol

A record (minutes) of all business meetings shall be created by the secretary of the Elder Team or by another member appointed by the chairman of the Elder team. Such minutes will be submitted to the Elder Team for review and filing. When reviewed for accuracy and corrected as necessary, the minutes will be retained by the Executive Pastor indefinitely.

Unless otherwise specified herein, all matters in regular and special business meetings shall be decided by a vote of two-thirds of voting members present at any duly-called regular or special business meeting at which the quorum has been met. Assessment of elders, amendments to the constitution and bylaws, budget approval, and the calling or dismissal of the Lead Pastor shall be decided by written ballot.

Section 5

Quorum

A quorum at any church business meeting shall consist of 40% of the voting membership existing at the time the meeting is called. At any meeting which will involve formal balloting by the membership, the chairman of the Elder Team shall cause a count to be made of members present.

If a quorum is not met, those members present shall discuss the issues that were to be voted on at that meeting and a consensus taken. This consensus, along with any discussion notes or meeting minutes, shall be forwarded to the elders as a recommendation. The elders may then make a final decision on those matters.

Section 6

Voting Rights

His Place Church is a legal corporation. Therefore, only the votes of members may be counted regarding legal corporate decisions. However, the church has a considerable number of non-members who attend regularly, are involved in fruitful ministry, and whose opinions are valued. Therefore, for non-corporate decisions, the elders will receive votes and/or comments from all those in attendance at church business meetings, irrespective of membership status.

ARTICLE IV THE ELDERS

Section 1

Role and Purpose

The elders have the responsibility of the spiritual oversight of the church. This involves spiritual feeding the flock of God, refuting error, administration of discipline, assessing the needs of the body, and initiating actions to address those needs. They shall oversee the entire ministry of the church and, collectively, are the ultimate authority regarding the interpretation of Scripture (Acts 20:28, I Peter 5:2-3).

Section 2

Qualifications

The elders shall be mature, godly men who manifest the qualifications stipulated by the Scriptures (1 Timothy 3:1-7, Titus 1:5-9). Included in these qualifications is the requirement that an elder be above reproach. As used in this section, a man who is “above reproach” means one who conducts himself with integrity: he is disposed to deal honestly with God, with himself, and with others. Although not perfect, he readily hears correction and responds to it in an attitude of humble repentance.

All elders shall be members of His Place Church.

Section 3

Selection

It is the Holy Spirit Who must select men for leadership (Acts 20:28). Only He knows the hearts and motives of men. His choices, however, must be expressed through human agency. The following process will be used:

Selection will be made solely based on Biblical qualifications. The Elder Team will recommend prospective elders to the congregation for consideration and comment. Although the final selection of elders is accomplished by the Elder Team, the congregation will have the ability to make recommendations or to voice objections regarding elder selection. The Elder Team will rely heavily on this feedback.

Annually, the congregation will be formally polled to assess their support for each elder candidate, including sitting elders seeking reappointment to the governing Elder Team. This polling will take the form of balloting at any regular or special business meeting, pursuant to Article III, Section 4.

Although such polling is by secret ballot, each ballot will provide a voter identification option which will allow the voter to request personal contact with members of the Elder Team to make further comment. Dissenting voters need not identify themselves, however the removal of a sitting elder requires “evidence of two or three witnesses” (1 Timothy 5:19-21). Therefore, a voter who believes they have evidence that would provide sufficient cause to remove an elder must be prepared to provide their name and evidence.

Section 4

Number of Elders

The number of men serving as elders shall be annually determined by the elders based on the needs of the church and the number of qualified men available to serve.

Section 5

Term of Service

There shall be no limit to the number of years an elder may serve, if he serves well and does not Biblically disqualify himself. He may opt to or be asked to step away from participation as a voting member of the Elder Board for a time as the Spirit may lead. His ministry as an elder will not be changed because of his exercise of this option other than that he will no longer serve as a member of the governing body of the Church.

Section 6

Evaluation and Discipline

In addition to the annual congregational assessment provided by Article IV, section 3, the elders shall evaluate themselves corporately each year. The elders shall also be self-disciplining in accordance with Matthew 18:15-20. If an accusation is brought against an elder within the requirements of 1 Timothy 5:19-21 the matter shall be investigated and resolved by the Elder Team. Any decision regarding discipline of an elder shall be by a unanimous vote of the remaining elders. Their decision shall consider the reputation of Christ, the welfare of the body, and the spiritual health of the elder in question.

Section 7

Removal

Elders may be removed pursuant to the requirements of Scripture as outlined in Article IV, Section 6. They may also remove themselves by tendering a written resignation to the Elder Team specifying the effective date of the resignation.

Section 8

Meeting

The elders shall meet as a group as often as necessary to adequately govern the church. They shall also meet with members of the congregation, collectively and individually, as often as necessary to maintain effective and timely communication and interaction. Elders will meet at a regular interval and may schedule additional meetings as may be necessary to conduct the business of the church. A meeting of elders will be considered duly called if it occurs at a regularly scheduled interval or whenever the chairman notifies every member of the Elder Team, by common communication means, the date, time, and place of a meeting.

A quorum for an Elder Team meeting shall be those in attendance for a duly called meeting.

Section 9

Accountability

The elders are directly accountable to Jesus Christ for all their actions (Hebrews 13:17). They are also indirectly accountable to the church. Individual elders are accountable to each other.

Section 10

Organization

The elders shall be self-organizing. That is, the various functions which are the responsibility of the elders shall be shared. The chairman and secretary of the team of elders shall be appointed by the elders. The chairman shall be deemed the president of the corporation, and the secretary of the Elder Team shall be deemed the secretary of the corporation. Their term of office is one year. They may succeed themselves in the same post if they are reappointed by the Elder Team.

ARTICLE V
DEACONS

Section 1

Qualifications for Deacons

The deacons shall be mature and godly persons who manifest the qualifications stipulated by the Scriptures (1 Timothy 3:8-13). All deacons shall be members. The one appointed to serve as Deacon Coordinator must be an elder or deacon.

Section 2

Selection of Deacons

The elders will identify prospective deacons within the congregation. Candidates for this position of servanthood will be interviewed by a team of two or more elders. The purpose of this interview will be to assess the candidate's eligibility, qualifications, and history of service. A recommendation will then be presented to the elders regarding the candidate's fitness for appointment as deacon.

Section 3

Number of Deacons

The number of members serving as deacons shall be determined by the elders, based on the number of qualified persons available to discharge the practical needs of the church.

Section 4

Term of Service for Deacons

There shall be no limit to the number of years a deacon may serve, if they continue to serve well and do not become Biblically disqualified.

Section 5

Evaluation and Discipline of Deacons

Deacons will be evaluated by the Deacon Coordinator. Informal evaluation of deacons should be an ongoing endeavor. Formal evaluations should be accomplished at least once each year. A record of such evaluations shall be maintained in the official church files and be made available to the eldership upon request.

A deacon may be subjected to discipline if they are found to be in violation of the Biblical standards for deacons. Any decision regarding discipline of a deacon shall be by a unanimous vote of the eldership.

Section 6

Function of Deacons

The deacons have the responsibility of assisting the elders by meeting administrative and practical needs within the body.

Section 7

Meeting of Deacons

The deacons shall meet as a group or as subgroups as often as necessary to adequately coordinate the accomplishment of administrative and practical needs the church. Such meetings will be scheduled at the discretion of the Deacon Coordinator.

Section 8

Accountability of Deacons

The deacons are ultimately accountable to Jesus Christ for all their actions. They are accountable to the Executive Pastor through the Deacon Coordinator who will direct and assess their service efforts. They are also indirectly accountable to individual members of the congregation whom they serve.

Section 9

Organization of Deacons

The deacons will be organized under the leadership of the Deacon Coordinator who will be responsible to the Executive Pastor. It will be the responsibility of the Deacon Coordinator to ensure that responsibilities are defined, establish policy, and communicate to those designated as deacons.

ARTICLE VI STAFF

Section 1

Employment Standards

It shall be the policy of the church to employ pastoral and non-pastoral staff members without regard to gender, race, color, or national origin. Notwithstanding the foregoing policy, the church will limit employment opportunities to persons who have accepted Jesus Christ as Lord and Savior; who ascribe to the Statement of Faith as set forth in Article I, section 4; and who become members of the church.

Any person employed or detailed as a volunteer to work in any area of Youth or Children's Ministries or who represents the church in any function in which youth or children are or may be involved shall be subjected to such security screening and background investigation as may be defined by the Executive Pastor. The purpose of such inquiries will be to prevent sexual predators and violent offenders from working in these sensitive areas.

Volunteers who serve in any capacity are expected to become members of the church.

The membership requirements articulated above do not preclude the hiring of non-members for short-term or specialized contract services.

Operational and Administrative procedures are subject to periodic change. These and other variable protocols will be developed, published, and updated as necessary by the Executive Pastor in a handbook for employees and volunteers. Paid and volunteer staff members are subject to the instructions and guidelines contained in this handbook. Accordingly, they should periodically read and be familiar with its contents.

Section 2

Lead Pastor

The Lead Pastor is the primary preaching pastor. He shall be a man of true Christian experience, above reproach, and dedicated to the pursuit of the Great Commission of Jesus Christ for His Church. As a shepherd of the flock, he is an elder. He shall therefore qualify for his office according to the standards of 1 Timothy 3:1-7.

The election of the Lead Pastor may take place at any regular or special business meeting, as per Article III, Section 4.

The salary of the Lead Pastor shall be set by the elders.

No accusation shall be brought against the Lead Pastor, except on the evidence of two or three credible witnesses (1 Timothy 5:19-20). If such evidence is proffered, the matter shall then be taken to the Elder Team for investigation and resolution. If the accusation is not resolved by the elders, either the elders or the Lead Pastor may request it be submitted for consideration by the congregation.

If the elders decide to terminate the employment of the Lead Pastor, and in the absence of a resignation by him, a recommendation for dismissal shall be proposed at a regular or special meeting of the congregation. This recommendation shall be accompanied by a summary of facts that were established by the elders' investigation and which were determined to be sufficient to warrant such dismissal. The dismissal of the Lead Pastor shall be decided by two-thirds of the votes cast by members present at a regular or special meeting.

If the decision is to terminate the Lead Pastor, a letter of dismissal shall be delivered to him by the elders. Such letter shall articulate the reason for the dismissal and identify the effective date of termination. Normal compensation shall be continued for a minimum of two months following the date of his termination unless waived by the elders due to the Lead Pastor's acceptance of other employment.

If the Lead Pastor desires to resign, one month's notice shall be given in writing.

Section 3

Executive Pastor

The Executive Pastor is the operational and administrative overseer of the church staff and facilities. He shall be a man of true Christian experience, above reproach, and dedicated to the pursuit of the Great Commission of Jesus Christ for His Church. Because of his pastoral role, he shall be elder-qualified according to standards of 1 Timothy 3:1-7. After one year, he will be eligible to be appointed to the Elder Team. The Executive Pastor must also possess organizational and administrative skills commensurate with the duties of this position.

The appointment of the Executive Pastor will be made by the Elder Team with the approval of the Lead Pastor.

The salary of the Executive Pastor shall be set by the elders.

No accusation shall be brought against the Executive Pastor, except on the evidence of two or three credible witnesses (1 Timothy 5:19-20). The matter shall then be taken to the elders for investigation and resolution.

If the elders conclude that the investigation has revealed facts that warrant termination of the Executive Pastor, and in the absence of his resignation, a letter of dismissal shall be delivered to him by the elders. Such letter shall articulate the reason for the dismissal and identify the effective date of termination. Normal compensation shall be continued for a minimum of two months following the date of his termination unless waived by the elders due to the Executive Pastor's acceptance of other employment.

If the Executive Pastor desires to resign, one month's notice shall be given in writing.

Section 4

Associate Pastors

To assist in shepherding the flock, Associate Pastors may be called. These will be men of true Christian experience, above reproach, and dedicated to the pursuit of the Great Commission of Jesus Christ for His Church.

The hiring, defining of duties, defining of organizational relationships, and setting terms of service for such pastoral positions will be accomplished by the Executive Pastor in consultation with the Lead Pastor and the elders. The Executive Pastor shall set the salaries of all Associate Pastors in accordance with the personnel provisions of the applicable budget as approved by the elders.

Section 5

Non-Pastoral Staff

To provide leadership and administration for the total ministry of the church, non-pastoral staff may be necessary from time-to-time. These shall be men and women of true Christian experience, established in good character, and dedicated to the pursuit of the Great Commission of Jesus Christ for His Church.

Although the screening and selection process may involve the entire Executive Team; the hiring, defining of duties, defining of organizational relationships, and setting terms of service for such staff positions will be accomplished by the Executive Pastor. The Executive Pastor shall set the salaries of all non-pastoral staff members in accordance with the personnel provisions of the applicable budget as approved by the elders.