

BY LAWS
of
Life Pointe Church of
Olympia

Ratified by the Elders: February 26, 2019

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ARTICLES:

| | |
|--|-----------|
| BY LAWS | 1 |
| OF LIFE POINTE CHURCH OF OLYMPIA BY LAWS | 1 |
| I. PARTNERS AND OFFICERS QUALIFICATIONS AND DUTIES..... | 4 |
| 1. QUALIFICATIONS | 4 |
| 2. DUTIES | 5 |
| 3. TERM OF OFFICE | 8 |
| II. ELDER BOARD..... | 8 |
| 1. NUMBER OF ELDER BOARD MEMBERS | 8 |
| 2. REMOVAL OF ELDER BOARD MEMBERS | 8 |
| III COMMITTEES..... | 8 |
| 1. TERM | 8 |
| 2. MEMBERSHIP | 8 |
| 3. GOVERNANCE | 8 |
| IV. ELDER SELECTION..... | 9 |
| 4. PROCEDURE..... | 9 |
| V. PARTNERSHIP PROCEDURES..... | 9 |
| 1. STEPS TO BECOMING A CHURCH PARTNER..... | 9 |
| VI. PASTORAL EMPLOYEES..... | 9 |
| 1. ESTABLISHING/DISSOLVING PASTORAL POSITIONS | 9 |
| 2. HIRING..... | 9 |
| 3. COMPENSATION..... | 10 |
| 4. JOB DESCRIPTION..... | 10 |
| 5. WORK HOURS | 10 |
| 6. SEPARATION..... | 10 |
| VII. LAY EMPLOYEES..... | 11 |
| 1. ESTABLISHING/DISSOLVING POSITIONS..... | 11 |
| 2. HIRING..... | 11 |
| 3. COMPENSATION..... | 11 |
| 4. JOB DESCRIPTIONS..... | 11 |
| 5. WORK HOURS | 11 |
| 6. DISMISSAL..... | 11 |
| VIII. FINANCES | 11 |

IX. AFFILIATIONS AND DISSOLUTIONS..... 11
X. RULES OF ORDER 12
XI. CONFLICT OF TERMS 12
XII. BY-LAW AMENDMENTS..... 12

ARTICLES

I. Partners and Officers Qualifications and Duties

1. Qualifications

A. Partners

Partners shall have professed belief in Jesus Christ as Lord and Savior. They shall have been baptized upon confession of personal faith in Jesus Christ for their salvation. They shall personally affirm the mission, vision and values of Life Pointe Church (Church). They shall have demonstrated or professed the intent of commitment to this local body of believers by the consistent investment of time, spiritual gifts, and personal resources in the furtherance of the Kingdom of God and the mission of Life Pointe Church.

B. Lead Pastor/Senior Elder

The Lead Pastor shall be a man who meets the personal qualifications of an Elder as described in scripture (Acts 20:28; I Timothy 3:1-7; Titus 1:5-9; I Peter 5:1-4). He shall demonstrate giftedness and effectiveness in visionary leadership, preaching/teaching and shepherding.

C. Associate Pastors

The Associate Pastor shall be a man or woman who meets the character qualifications of an Elder as described in scripture (Acts 20:28; I Timothy 3:1-7; Titus 1:5-9; I Peter 5:1-4) and shall have been recognized for their demonstration of character, giftedness, and effective leadership appropriate to their area of oversight.

D. Elders

Elders shall be men who have the demonstrated character and spiritual gifting to serve God by leading His people. Candidates for this role will have been Partners for at least one year, and will be selected on the basis of their qualifications according to the scriptural requirements set forth in I Timothy 3:1-7 and Titus 1:5-9. Elders must be personally supportive of Life Pointe's Pastors, accountable to the Lead Pastor, and responsible ultimately to God for the conduct of their personal lives and their leadership (I Timothy 5:17-22). Elders must have personally committed to the accountability of tithing, serving as a model to the congregation of faith and generosity in financial stewardship (Malachi 3:10-12; Matthew 6:19-21; Luke 12:34; 2 Corinthians 8:1-7).

E. Directors

Directors are Partners who have the spiritual gifts, capacity, leadership ability and calling to direct specific ministries within Life Pointe Church under the direction of

one of the Pastors. The Director shall meet the personal qualifications of a Deacon (Acts 6:3; 1 Timothy 3:8-13). A Director shall have been a Life Pointe Partner for at least a year, or for a period of time sufficient for the Pastors and Elders to have observed and assessed his/her character, giftedness and effectiveness in leadership of the ministry area to which he/she is called.

F. Church Treasurer

The Church Treasurer is a Partner with a high degree of honesty, accountability, and confidentiality who possesses the experience, knowledge, and skills to accurately process the fiscal resources and financial records of the Church. The Church Treasurer must be willing to sign a confidentiality agreement, able to pass a background check, and be a model that has demonstrated personal financial responsibility.

G. Other Officers

Other officers shall be Partners in good standing.

2. Duties

A. Partners

Duties of Partners are to:

- Faithfully pursue their personal spiritual growth through worship, fellowship, ministry and mission;
- Faithfully model a Godly lifestyle to their family and to contribute to their spiritual growth;
- Faithfully pursues fellowship with other Christ-followers in the Life Pointe Church community;
- Faithfully serve in a responsible place of ministry within the Church;
- Faithfully advance the mission of Life Pointe Church by striving, as enabled by God, to see people come to personal faith in Jesus Christ;
- Generously steward their spiritual gifts and material and financial resources to glorify God and strengthen the Church to fulfill its mission; and
- Diligently protect the unity of Life Pointe Church by following its leaders in a spirit of respect and humility, acting in love toward others in the Church, and obediently pursuing forgiveness and reconciliation when in conflict with others, according to God's word.

B. Lead Pastor/Senior Elder

The Lead Pastor is the Senior Elder of the Church. The Lead Pastor will shepherd the flock under the authority of Jesus Christ. He will be the primary preacher/teacher and vision-leader for the Church. Organizationally, he serves in an executive capacity,

overseeing the work of the Associate Pastor(s) and other staff. He will have voting authority on the Elder Board except with regard to budgetary decisions regarding pastoral and staff salary and benefits. He will make appointments of new Elders with the concurrence of the Elder Board. The Lead Pastor will also recommend the selection of Pastors, Directors, the Church Treasurer, and other officers for consideration by the Elder Board.

C. Associate Pastors

The primary purpose of an Associate Pastor is to support, enhance and extend the ministry of Life Pointe Church by giving effective pastoral leadership to a specific ministry area as determined by the Lead Pastor and approved by the Board of Elders. The Associate Pastor may lead and be a voting member of church committees. The Associate Pastor may serve as an Ex-Officio non-voting member of the Elder Board and may recommend the selection of Pastors, Directors, the Church Treasurer, and other officers for Elder Board consideration.

D. Elders

i. Duties of Individual Elders

- There shall be one Senior Elder (Lead Pastor) to whom the Church and all other Elders look for leadership. This is in accordance with the Biblical models of the singular headship of Christ over the church, and the pattern established by the position of James in the church at Jerusalem (Acts 12:17, 15:13, 21:18; I Corinthians 11:3; Ephesians 1:22-23).
- All Elders function in the same capacity but all do not have the same responsibilities. The Elders shall advise, encourage and support the Pastors, shepherd the flock, establish policy and oversee its implementation, and guide the mission and ministries of the Church.
- Elders shall actively listen to needs, concerns, and ideas expressed by Partners and shall apply discernment and appropriate vetting to respond for the benefit of the individual and the Church.
- Elders shall encourage and counsel any within the Church with spiritual needs and assist in the work of visitation.
- Elders shall faithfully lead or participate in a small group(s).
- The Senior Elder shall be an ex-officio member of all committees and shall be an advisor to all leaders and ministries of the Church.
- The decision-making process of the Elders shall be based upon careful collection and consideration of facts pertinent to matter(s) at hand, and active pursuit of the Holy Spirit's direction individually and corporately through prayer, searching the scriptures, seeking the mind of the congregation, and soliciting the counsel of other wise and knowledgeable individuals. The Elders must diligently pursue the mind of Christ before deciding on a matter.

ii. Duties of the Elder Board

- The Elder Board shall annually choose from among themselves a Chairman (not a Pastor), a Vice Chairman, and Secretary, for the purpose of facilitating business. These three officers shall function in Board meetings and congregational meetings, and serve as the legal officers of the corporation in accordance with current state requirements.
- The Elder Board shall approve annual operating and capital budgets for the Church and the establishment of all compensated positions.
- The Elder Board shall annually approve the Policies and Procedures Manual and consider amendments recommended by the Pastors, Elders, or Directors on an as-needed basis.
- The Elder Board shall approve expenditures that exceed an annually approved amount.
- The Chairman of the Elder Board shall serve as the President of Life Pointe Church and shall preside over Board meetings.
- The Vice Chairman shall serve as the Vice President of Life Pointe Church and shall preside over Board meetings when the Chairman is absent.
- The Secretary shall keep the minutes of the Elder Board and will file approved minutes with the Church Administrative Assistant.
- Approve the affirmation of Partners, Pastors, Directors, Treasurer, and other officers of the Church.

E. Directors

The primary purpose of a Director is to support, enhance and extend the ministry of Life Pointe Church by giving effective leadership to a specific ministry area as determined by the Pastors. The Director is responsible to the Lead Pastor or Associate Pastor under whose supervision he/she is serving.

F. Church Treasurer

The Church Treasurer shall keep an accurate, confidential account of funds received by the Church and deposit the funds in the Church's account in financial institutions designated in advance by the Elder Board. The Church Treasurer shall oversee the payment of budgeted financial obligations or unbudgeted obligations approved by the Elder Board. The Church Treasurer shall also prepare financial statements and reports as directed by the Pastors or Elder Board and shall oversee the work of accounting and/or bookkeeping services employed by the Church.

G. Other Officers

The duties of other officers will be approved by the Elder Board.

3. Term of Office

All Pastors, Elders, and Officers shall serve for an indeterminate term at the pleasure of the Elder Board.

II. Elder Board

1. Number of Elder Board Members

The number of Elder Board members is not fixed, but will be dictated by the qualifications and calling of individual Pastors and Partners, the needs of the Church, and effective decision-making.

2. Removal of Elder Board Members

An Elder Board member shall be presumed to have vacated his office if he ceases to be an active member of the Elder Board. An Elder Board member may be removed from office for any reason by approval of a majority of the Elder Board, with the concurrence by the Lead Elder following a prayerful and deliberative process.

III COMMITTEES

Committees may be appointed by the Lead Pastor or designee, or by the Elder Board (Appointing Authority) as established in Article VI(2)A to carry out specific activities and investigations to further the mission and objectives of the Church.

1. Term

The term of each Committee is dependent on its mission. Standing Committees may continue until retired by the Appointing Authority. Other Committees will serve for a limited duration purpose.

2. Membership

Committees will be made up of a Chair and Committee Members selected from the Partners and individuals with specific knowledge or skills that will benefit the mission of the Committee. The Lead Pastor or his designee is an Ex-Officio non-voting member of each Committee.

3. Governance

Committees are led by the Chair, who is appointed by the Lead Pastor or his designee. Each Committee will develop a charter in consultation with the Lead Pastor or his designee that describes the goals, objectives and activities of the Committee. Committees are not decision-making bodies but provide reports and/or recommendations to the Appointing Authority.

IV. ELDER SELECTION

4. Procedure

A candidate for the Elder Board must be an adult male at least 21 years old or older and have been a Partner in the Church for at least one year. Candidates wishing to become Elders must complete an application and provide references. The Lead Pastor will make final selection with concurrence by the Elder Board.

V. PARTNERSHIP PROCEDURES

1. Steps to becoming a Church Partner

Complete the partnership process, which includes:

- Affirmation of the Mission, Vision, Values, and Beliefs of Life Pointe Church
- Giving public testimony of faith in Jesus Christ with a Pastor or Elder
- Being baptized by immersion if one has not been baptized since he or she believed
- Signing the Partnership Promise
- Choosing a place of responsible service within the Church
- Being affirmed by the Elders

VI. PASTORAL EMPLOYEES

1. Establishing/Dissolving Pastoral Positions

Pastoral positions shall be established or dissolved by the Lead Pastor with approval by a majority of the Elder Board.

2. Hiring

A. Lead Pastor

- a. A Pastoral Search Committee shall be established by the Elder Board under Article III to recommend a candidate for consideration by the Board.
- b. The Elder Board will evaluate the candidates and seek feedback from the Partners in making a final decision.
- c. The Elder Board may assign Lead Pastor duties to an Associate Pastor or Elder on an interim basis and/or consult with Converge Northwest on the call of an Intentional Interim Pastor

B. Associate Pastor

- a. A Pastoral Search Committee shall be established by the Lead Pastor under Article III to recommend a candidate for consideration by the Board.
- b. The Lead Pastor will evaluate the candidates and seek feedback from the Partners on candidate selection. The Lead Pastor will seek approval from a majority of the Elder Board on candidate selection and the terms of employment before a formal offer of employment is tendered.

3. Compensation

Compensation including salaries, housing allowances, benefits, time off, and opportunities for professional growth shall be established at the time of calling and shall be reviewed annually. The Elder Board may adjust compensation at any time.

4. Job Description

The Elder Board corporately entrusts the Lead Pastor with the authority to be the primary leader of the Church and its ministries in order to fulfill the Church's Mission, Vision, and Values. The Lead Pastor has authority over individual Elder Board members, except when they act corporately as the Elder Board. The Lead Pastor directs the affairs of the Church within written policies approved by the Elder Board.

The Lead Pastor shall provide a written description of duties and responsibilities to each Associate Pastor.

5. Work Hours

Pastoral positions are generally classified as exempt. However, pastoral positions receiving less than the Washington State minimum compensation for exempt positions will be classified as hourly.

6. Separation

A. Pastoral Resignation

A pastor intending to leave his/her office at Life Pointe Church shall provide written notice to the Elder Board. The date of dissolution will be mutually established but normally not less than 30 days from receipt of the written notice by the Board Chair.

B. Pastoral Dismissal

Any proposal to dismiss a Pastor shall be referred to the Elder Board for consideration. If the grievances are deemed justified, the Elder Board shall counsel the Pastor to redress the grievances. If the grievances cannot be corrected, the Pastoral Relationship may be discontinued by approval of a majority of the Elder Board.

VII. LAY EMPLOYEES

1. *Establishing/Dissolving Positions*

Paid positions of employment in Life Pointe shall be established or dissolved by the Lead Pastor with approval by a majority of the Elder Board.

2. *Hiring*

The Lead Pastor or designee will hire all lay employees of the Church. Employees will be designated as either hourly or salaried at the time of employment. All lay employees shall be hired on an “at will” basis unless prior approval is obtained from the Elder Board.

3. *Compensation*

Compensation including salaries or hourly wages, benefits, time off, and opportunities for professional growth shall be established at the time of employment and shall be reviewed annually. They may be changed upon approval of the Elder Board.

4. *Job Descriptions*

The Lead Pastor or designee shall give each employee a written description of his/her duties and responsibilities.

5. *Work Hours*

The Lead Pastor or designee shall establish the work schedule for each employee and ensure time is accurately recorded for hourly employees.

6. *Dismissal*

If termination of an employee becomes necessary, the dismissal will be communicated by the Lead Pastor or designee.

VIII. FINANCES

The Church and its missions shall be financed through voluntary tithes, gifts, and freewill offerings. Special funds having a dedicated purpose may be established or abolished by the Elder Board as needed.

IX. AFFILIATIONS AND DISSOLUTIONS

Life Pointe Church shall be affiliated with Converge Worldwide and Converge Northwest. If for any reason conditions should arise as a result of which the Church cannot continue, any real property, financial resources, and other assets owned by the Church shall be transferred to other ministries within Converge Northwest at the direction of the Elder Board.

X. RULES OF ORDER

The rules set forth in “Robert’s Rules of Order” shall govern the business proceedings whenever they are not covered by the By-Laws.

XI. CONFLICT OF TERMS

If any provision contained in these By-Laws conflict with any provision in the Constitution of Life Pointe Church of Olympia, the provision contained in the Constitution shall govern and control.

XII. BY-LAW AMENDMENTS

The By-Laws of Life Pointe Church of Olympia may be added to, changed, or corrected by approval of a majority of the Elder Board.