

*VENICE BIBLE  
CHURCH*

*BY-LAWS*

As amended January 2014

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# Venice Bible Church By-Laws

## Article I - Name

The name of this organization shall be “The Venice Bible Church of Venice, Florida, Inc.”

## Article II - Term

The term shall be perpetual.

## Article III - Status and Doctrine

### Section 1.

This organization shall remain non-denominationally related; shall be strictly independent in nature; and can never be affiliated with any other organization, except by vote of three fourths (3/4) of the entire church membership eligible to vote. This restriction shall not interfere with fellowship with similar groups which are doctrinally sound.

### Section 2 - Statement of Faith

#### **1. THE HOLY SCRIPTURES (Bibliology)**

We believe in the unique, plenary, verbal, inerrant inspiration of the original writings of the sixty-six books of the Bible, the Word of GOD, wholly infallible in all its parts including scientific and historical accuracy; and that the Bible is the full and complete revelation of GOD’S will for man, as well as the sole, supreme and final authority in all matters of faith and practice. We believe the Scriptures to be a unified unfolding of GOD’s redemptive plan through the vicarious sacrifice of the Lord Jesus Christ on the cross of Calvary. (Ps. 119:89; Isa. 8:20; 40:8; Ezek. 1:3; Matt. 5:18; 24:35; I Thess. 2:13; 2 Tim. 3:15-17; I Pet. 1:23; 2 Pet. 1:15-21; Jude 3)

#### **2. THE ETERNAL GODHEAD (Theology)**

We believe in one GOD - spirit, holy, eternal, infinite - Creator of all things, eternally existing in three Persons, Father, Son, and Holy Spirit; co-eternal in being, co-equal in power and glory, and having the same attributes and perfections. (Gen. 1:26,27; Deut. 4:35; 6:4; Psa. 102:24-27; Isa. 43:10,11; 44:6-8; Matt. 3:16,17; 28:18; John 4:24; 14:16, 17; 2 Cor. 13:14; I Tim 2:5, Rev. 1:8)

#### **3. THE FATHER (Theology - continued)**

We believe that GOD the Father, omnipresent (all-present), omniscient (all-knowing), and omnipotent (all-powerful), planned our salvation, and sent His Son to perform the work of redemption. We believe that believers are given to the Son by the Father, and are kept by His power. (I Kings 8:27; Job 42:2; Psa. 33:13-15; 89:8-13; 139:1-12;

147:3-5; Isa. 66:1; Jer. 10:10-13; 23:23,24; 32:17; Dan 4:34, 35; John 10:27-30; 17:1-5; I Pet. 1:2)

**4. THE LORD JESUS CHRIST (Christology)**

We believe that the Lord Jesus Christ, the eternal Son of GOD, became man, without ceasing to be GOD, having been conceived by the Holy Spirit and born of the virgin Mary, that He might reveal GOD to sinful men and redeem them. (Isa. 7:14; 9:6,7; Matt. 1:18-25; Luke 1:26-38; John 1:1-3, 14, 17, 18; 17:5; Phil. 2:5-8; I Tim 2:5,6; Heb. 1:3,8,10)

- a. We believe that the Lord Jesus Christ accomplished our complete redemption through the shedding of His blood and death on the cross as a representative, propitiatory and substitutionary sacrifice - a redemption made sure to us by His literal, physical resurrection from the dead. (Ps. 22:1, Isa. 53:1-12; Matt. 27:33-50; 28:5-7; John 1:29; 10:10,11,17,18; 20:1-31; Acts 20:28; Rom 3:19-28; 5:6-11; 8:32-34; I Cor. 15:1-8, 19-21; Eph. 1:6,7; Col. 1:12-14; Heb. 1:1-3; 9:25-28; 10:11-13; I Pet. 2:24; 3:18)
- b. We believe that the Lord Jesus Christ ascended bodily into heaven and is now exalted at the right hand of GOD the Father, where, as our High Priest, He fulfills the ministry of Representative, Intercessor and Advocate. (Ps. 110:1; Acts 1:7-11; Rom. 8:34; I Tim 2:5; Heb. 1:3,13; 4:14-16; 6:19-20; 7:24-28; 9:23,24; 10:12-14; I John 1:9; 2:1,2)

**5. THE HOLY SPIRIT (Pneumatology)**

We believe that the Holy Spirit is a divine person, possessing all of the attributes of deity; and, that in essence He is equally GOD. (Gen. 1:2,26; Job 33:4; Ps. 139:7; Luke 1:35; John 14:26; 16:13; Acts 5:3,4; Rom. 15:19; I Cor. 2:10,11; 2 Cor. 13:14; Heb. 9:14)

- a. We believe that the Holy Spirit is the Author of the Sacred Scriptures. (Acts 28:25; Eph. 6:17; 2 Tim. 3:16,17; I Peter 1:10-12; 2 Peter 1:21)
- b. We believe that the Holy Spirit is the Supernatural Agent in regeneration and sanctification, baptizing all believers into the body of Christ, indwelling equally and permanently every believer, and sealing them unto the day of redemption. (John 3:3-8; 14:16,17; Rom 8:9-11; I Cor. 6:11; 12:12-14; 2 Cor. 1:22; Eph. 1:13,14; 4:30)
- c. We believe that the moment any unregenerated person exercises faith in Christ as Savior, he is immediately indwelt by the Holy Spirit. (Rom. 8:9-11; I Cor. 3:16,17; 6:19; Gal. 4:6; I Thes. 4:8)
- d. We believe that the only indispensable evidence of the filling of the Spirit is a consistent consecrated life and walk. (John 7:38,39; 2 Cor. 3:18; Gal. 5:16, 17, 22, 23, 25; Eph. 3:16-21; 5:18-20)
- e. We believe the ministry of the Holy Spirit today includes glorifying Jesus Christ (not Himself); leading, comforting and guiding the believer; and convicting the world of sin, righteousness, and of judgment. (John 14:16-18, 26; 15:26; 16:7-11; 13-15; Rom. 8:14,26)

**6. THE TOTAL DEPRAVITY OF MAN (Anthropology)**

We believe that man was created in the image and likeness of GOD, but through Adam's sin the whole race fell, became alienated from GOD, inherited a sin nature, is totally

depraved, possesses no spark of divine life, and of himself, man is utterly helpless to remedy his lost condition apart from the grace of GOD. (Gen. 1:25-27; 3:1-20; Rom. 3:23; 5:6, 8, 12-14; 6:23; Eph. 2:1-3, 8-12)

**7. SALVATION (Soteriology)**

We believe that salvation is the gift of GOD brought to sinful man by grace, and received solely by personal faith in the Lord Jesus Christ, who accomplished completed redemption by His substitutionary death and the shedding of His own precious blood on the cross of Calvary. (John 3:16-18; 14:6; 20:30,31; Rom. 1:16; 6:23; 10:9, 10; 2 Cor. 5:21; Gal. 2:16; Eph. 1:6,7; 2:8-10; Phil. 2:5-8; 3:4-9; Titus 2: 11-14; 3:5-7; I Pet. 1:18, 19; 3:18; I John 5:11-13; Rev. 1:5,6)

**8. REGENERATION (Soteriology - continued)**

We believe that all who receive the Lord Jesus Christ by faith are born of the Holy Spirit instantaneously into the family of GOD, thereby becoming children of the omnipotent GOD; and that those who are thus born from above are kept eternally by the unlimited power of GOD, the unbounded love of Christ, and the unbreakable seal of the Holy Spirit. (John 1:12,13; 3:3-8; 10:27-30; Rom. 8:35-39; Eph. 1:13; 4:30; 2 Tim 1:12; I Pet. 1:23; I John 3:1,2; Jude 24,25)

**9. SANCTIFICATION (Soteriology - continued)**

We believe that sanctification, which is separation unto GOD, is: positionally, the believer was sanctified at his conversion by virtue of his union with Christ; progressively, he is continually being sanctified through the Word as he walks in the Spirit; ultimately, he will be completely conformed to the image of Christ when he sees his Savior face to face. (John 17:17; 2 Cor. 3:18; Gal. 5:22,23; Eph. 5:25-27; Col. 3:1-4; Heb. 10:10, 14; I John 3:1-3)

**10. THE CHURCH (Ecclesiology)**

We believe that the Church, which began at Pentecost, is the Body of Christ - a spiritual organism, composed of all who are born again during this age of grace. (Matt. 16:16-18; Acts 1:5; 2:1-41; 10:44; 11:15, 16; I Cor. 12:12-14; Eph. 1:22,23; 2:19-22; 3:1-12; 4:4-6; Col. 1:18; I Thes. 4:16,17)

- a. We believe that the Church is to gather together as local churches or assemblies, after the pattern of New Testament doctrine and practice. (Acts 9:31; 13:1-4; 14:23, 26-28; 15:4,40,41; 16:5; I Cor. 1:1,2; Gal. 1:1,2; I Thes. 1:1; Heb. 10:25; Rev.1:4, 11)
- b. We believe that GOD performs the ministry of His Church through its members to whom He has given, by His Spirit, gifts for the purpose of edifying the Body of Christ. (Acts 13:1-4; Rom. 12:1-8; I Cor. 12:1-14; Eph. 4:7-16)
- c. We believe that our Lord Jesus Christ committed the ordinances of baptism and the Lord's Supper to be observed by His church until He comes, according to Matthew 28:19 and I Corinthians 11:23-27 respectively. We believe that every believer should be encouraged to be baptized in obedience to our Lord's command. The mode of baptism practiced is immersion.

**11. SATAN (Angelology)**

We believe that Satan is a personal being, was created the highest in rank of all angelic creatures; that he sinned through pride, thereby becoming the author of sin and through the temptation of Adam caused the fall of man; that he is the open and declared enemy of GOD and man; that he is the Prince of the powers of darkness; and that he shall be eternally punished in the lake of fire. (Gen. 3:1-9; Job 1:6-12; 2:1-7; Isa. 14:12-17; Ezek. 28:12-19; Zech. 3:1; Matt. 4:1-11; 13:38,39; 25:41; Luke 13:16; John 8:44; 13:2, 27; Rom. 16:20; 2 Cor. 11:3, 13-15; Eph. 6:11-13; I Tim. 3:6,7; Heb. 2:14,15; James 4:7; I Pet. 5:8; I John 3:8; Rev. 12:7-17; 20:2, 3, 7-10)

**12. FUTURE THINGS (Eschatology)**

We believe in "That Blessed Hope", the personal, imminent, and pre-millennial return of our Lord and Savior, Jesus Christ, in the air to receive unto Himself in Heaven, both His own who are alive and remain unto his coming, and also all those who have fallen asleep in Jesus, there to be judged at the Judgment Seat of Christ for the deeds done in the body. (John 14:1-3; Rom. 14:10-12; I Cor. 3:9-15; 15:51-53; 2 Cor. 5:10; I Thes. 4:13-18; 5:1-9; Titus 2:11-15; Heb. 9:28)

- a. We believe that He will return to the earth with His saints after the Great Tribulation, to set up His millennial kingdom on the earth, during which time He will reign in peace, justice and righteousness. (Isa. 11:1-9; Zech. 14:1-4, 16; Matt. 24:27-31; 25:31,32; Rom. 11:25-27; Rev. 19:11-21; 20:1-3)
- b. We believe in the literal, but separate, resurrections of the just and the unjust; the everlasting blessedness of the redeemed; and the everlasting punishment of all who have not accepted Jesus Christ as personal Savior. (John 5:21-29; I Thes. 4:13-18; Rev. 20:10-15)

Article IV - Purpose & Objectives

We see everyone partnering in this ministry of reconciliation and transformation through disciple making for Christ beginning in Venice to impact the world.

Venice Bible Church exists to glorify God:

1. By living lives reconciled to God and transformed in Christ through obedience to scripture and surrender to the Holy Spirit.
2. By urging and equipping the body to know God and be faithful in loving Him and loving others.
3. By developing fully devoted disciples of Christ
4. By proclaiming the Gospel of Jesus Christ both locally and globally

Article V - Organization

Section 1

As an Elder led church, the administrative control of the church shall be vested in the members of the church acting through an Elder Board. The “VBC Elder Board Organization Chart” will be maintained in the policy manual.

Section 2. – Elders

The Elders shall shepherd and lead the church, teach the Word, encourage those who are hurting, protect the church from false teachers and divisions, and exhort and admonish the church body in sound doctrine. As shepherds, the Elders are to protect, feed, lead, and care for the church and ensure that the church’s purposes and objectives are met. They shall assist, when called upon, in administering the ordinances and preaching the Word of God.

Qualifications:

1. A candidate shall satisfy the Biblical qualifications of an Elder listed in 1 Tim. 3:1-7, Titus 1:5-9, and be willing to serve in the manner found in 1 Peter 5:1-3.
2. In addition to the Biblical qualifications required for an Elder, the prospective Elder shall also have “proven” his abilities in ministry at VBC as a small group leader, Bible teacher, Team chairman, pastoral staff member, or any other leadership role in an approved ministry.
3. Any man aspiring to the office of Elder at VBC shall be required to complete the Leadership Training Program.
4. The candidate must have the ability to defend the doctrine of VBC and effectively teach the Bible.
5. The candidate for Elder shall have been a member in good standing of VBC for a minimum of two consecutive years.

Approval:

6. The candidate shall submit his request for consideration in writing to the Chairman of the Elder Board for review and examination by the Elder Board.
7. The candidate shall be unanimously approved by the Elder Board.
8. After approval by the Board of Elders that the candidate is qualified in accordance with (1) through (5) above, the candidate’s name shall be submitted to the congregation for four consecutive weeks prior to a Quarterly Business Meeting. The candidate’s written testimony and qualifications shall then be made available to the congregation.
9. If objections arise regarding the candidate’s qualifications or character, they must be submitted to the Elder Board in writing and signed by the party making the objections stating why they do not believe the candidate should be allowed to serve as an Elder. The Board of Elders shall investigate the objections and determine if the candidate’s name should be withdrawn, and notify the objecting individual of the Elder Board’s decision. If the Board of Elders unanimously determines that the objections do not warrant withdrawal of the nomination, the candidate’s name shall remain for the congregation to vote on.
10. A candidate must receive two-thirds (2/3) of the votes cast to be commissioned as an Elder.

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### Tenure:

There shall be no numerical limit to the number of qualified men who fill this position. Once a man is commissioned as an Elder, he shall be so recognized by VBC until such a time as he:

11. Submits written resignation.
12. Resigns his membership from VBC.
13. Is unable to continue meeting the Biblical qualifications found in 1 Tim. 3:1-7, Titus 1:6-9, and 1 Peter 5:1-3 as determined by the Elder Board.
14. Fails to minister to the body as outlined in the Elder Job Description contained in the VBC Policy Manual for a period of 6 months without approval by the Elder Board.

### Elder Board:

15. The Elder Board shall be composed of a minimum of five (5) elders, a minimum of four approved by VBC members plus the Senior Pastor. No more than thirty percent (30%) of the board may be from the Pastoral Staff.
16. The Elder Board shall elect annually from its members (excluding the Sr. Pastor) the following officers: Chairman, Vice-Chairman, and Recording Secretary.

### Elder Board Responsibilities:

The Elder Board's responsibility and authority shall include the following:

17. The spiritual leadership and oversight of the ministries of the church.
18. The long term spiritual and strategic planning and vision for the church.
19. The development of leaders within the church. The Elder Board shall work with the Pastoral staff to select and equip individuals for the ministries of the church.
20. The Elders primary responsibility is to shepherd the congregation and attend to spiritual matters. They have oversight to see that the appropriate groups perform their duties for all legal, administrative (including policies and procedures) and fiscal affairs of the church. The Elder Board, as servant leaders, recognizing their accountability to the membership, is empowered to act on all matters on behalf of the church.
21. They are to communicate decisions to the membership at the Quarterly Business Meetings and other times as necessary.
22. They have responsibility for oversight of relationships with other churches and organizations.
23. They approve and oversee an annual budget.
24. They arrange for the financial records to be reviewed annually by a qualified CPA or professional audit team. Upon completion of the review, the auditor's written report shall be submitted to the Administrative Team and the Elder Board.
25. They shall take measures to assure that the church is following the By-Laws and church Policy. As needed, the Elder Board may delegate the task of revisions to the By-Laws to an ad-hoc committee.

### Chairman of the Elder Board:

The Chairman of the Elder Board shall direct the work of the Elder Board and shall preside at the Congregational Meetings of the church. The Vice Chairman shall fulfill the duties of the Chairman during his absence.



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### Section 3 - Deacons

The function of the Deacon is to assist the Elders in matters pertaining to the spiritual leadership of the church by assuming responsibility for the service and caring functions of the congregation.

#### Deacon Selection:

1. The Deacons shall present a prospective candidate to the Elder Board for review.
2. All candidates shall satisfy the Biblical qualifications for a Deacon listed in 1 Timothy 3:8-13
3. Deacon candidates shall also have demonstrated abilities in serving and caring in a compassionate manner, have a heart for the welfare of people, have a commitment to confidentiality and know how to lead a person to salvation through Christ. Deacons also must be able to listen and exercise discernment.
4. Candidates shall have been a member of VBC for a minimum of one year.
5. Candidates will submit to a Deacon training process which includes completing a written application, and personal statement of faith; an interview with existing leaders; acknowledgement of agreement with and ability to explain Venice Bible Church's doctrinal position listed in Article III; and completion of an in-depth biblical study on Leadership.
6. After completing the above process, a candidate who desires to serve as a Deacon, and meets the qualifications listed for the office of Deacon shall be submitted to the Elder Board for final approval and then presented to the congregation for its approval.
7. A candidate must receive two-thirds (2/3) of the votes cast to be commissioned as a Deacon.

#### Deacon Tenure:

8. There shall be no time limits on those persons who fill this position. Once a person is commissioned as a Deacon, he shall be so recognized by VBC until such time as he:
  - a. Submits written resignation from the office of Deacon.
  - b. Resigns membership from VBC.
  - c. Is unable to continue meeting the Biblical qualifications and/or the additional qualification as found in Deacon Selection (2) above.
  - d. Demonstrates character or conduct that is detrimental to the effectiveness of Deacon Responsibilities.

#### Deacon Team:

9. The Deacon Team shall be comprised of the number of Deacons required to serve the congregation as determined by the Elder Board.
10. The Deacon Team shall elect annually from its members the offices of Chairman and Secretary.

#### Deacon Duties:

The Deacons shall oversee the service and caring functions of the congregation as follows:

11. The Body Life Treasury.
12. Widows and others who ask the church for assistance.
13. A structure for visiting those who are sick and shut-in.

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14. The Usher and Greeting Ministry.
15. Preparation for Communion Services.
16. The upkeep of the buildings and grounds belonging to Venice Bible Church.
17. Assist in providing transportation needs of those without means in the congregation to and from Church services and meetings.
18. Assist the Pastoral staff when requested with regards to Baptism and church Membership.
19. Other Special Projects which may arise to assist the ministerial staff and elders in pursuing the mission of the Church.

### Section 4 - Pastors

1. Senior Pastor: The Senior Pastor, as an Elder shall preach the Word of God, communicate the vision and provide leadership to enable the church to fulfill its purposes and meet its objectives, as defined in the By-Laws. Organizationally, he shall be responsible to the Elder Board and shall be accountable for the Pastoral staff.
2. Pastoral staff: The Pastoral staff shall assist the church in fulfilling its purpose and meeting its objectives, particularly in their areas of assigned responsibility. They shall assist, when called upon, in administering the ordinances and preaching the Word of God. Organizationally, Pastoral staff shall be directly supervised by the Senior Pastor. They shall lead those Ministry responsibilities as assigned.
3. The term "Pastoral Staff" shall include all pastors and other full time staff members that are assigned to a specific ministry.

### Section 5 - Teams

1. The Elder Board shall establish Teams to facilitate the ministries and the administrative needs of the church, to assure that the purposes and objectives of the church are fulfilled. The Elder Board, at its discretion, may appoint ad-hoc committees to assist in fulfilling its responsibility. These ad-hoc committees shall be established for specific purposes and their members and chairperson are to be selected by the Elder Board. Ad-hoc committees shall be dissolved upon completion of their work.
2. Team members must be members of VBC. Membership on these Teams must be approved by the Elder Board. Membership on these Teams, excluding pastoral staff, shall not exceed three consecutive years followed by a minimum of one year sabbatical unless approved otherwise by the Elders. If a Team member resigns, the Elder Board and Church Clerk shall be notified.
3. The Elder Board shall assign an Elder to be responsible for each of these Teams. That Elder or his representative is expected to meet with the Team's chairman or to attend the Team meetings and to report Team activity to the Elder Board.
4. The Elder Board and the Senior Pastor or his Pastoral Staff representative is an ex-officio member of all Teams.
5. The Teams shall elect annually from their members a Chairperson and Secretary subject to Elder Board approval.

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6. Minutes from Team meetings shall be provided to the Elder Board and Church Clerk.
7. The Team chairperson shall be responsible for coordination with the Administrative Team regarding budgets.
8. Teams shall submit written reports to the Church Clerk prior to the Annual Business Meeting. Each report shall detail the Team's work of the previous year, list the planned projected activities for the following year and list the Team members for the next year.
9. A Team member may be removed by the Elder Board for any of the following reasons:
  - a. Submits written resignation from the Team.
  - b. Resigns membership from VBC.
  - c. Reflects conduct or doctrine opposed to the church's doctrine and faith.
  - d. Is unable or fails to perform the tasks as assigned.
  - e. Demonstrates character or conduct that is deemed detrimental to the effectiveness of the Team.
10. All standards required for Team members apply also to all committee members.

### Section 6 - Teams reporting to the Elder Board

1. Deacon Team: (see section 4)

Deacons shall meet with Elder Board on concerns, problems and issues related to the church as well as serve as a consultant to the Elder Board for new ideas and proposed changes.

2. Global Mission Team: This team shall consist of five or more members. It shall direct and administer the missions activities of the church including:
  - a. Establish criteria for giving to mission activities and organizations;
  - b. Select missionaries to support;
  - c. Develop long range mission plans;
  - d. Direct short term mission programs;
  - e. Prepare budgets for giving to missions, under the guidance of the Administrative Team;
  - f. Communicate regularly the mission vision and mission activities to the church; and
  - g. Present mission reports at the Annual Business Meeting.
3. Administrative Team: This team shall consist of five or more members called Administrators. The Church Treasurer is automatically a member of the Administrative Team. An Elder from the Elder Board shall serve on the Administrative Team and shall be the liaison between the Elder Board and the Administrative Team. The Administrative Team shall select a chairman from its members. It shall direct and administer the administrative affairs of the church, including:
  - a. The establishment of policies, procedures, systems and controls over all aspects of church administration, finance and accounting including receipts and disbursements of funds.
  - b. The examination of the membership records annually.
  - c. The preparation of ministry fund budgets.
  - d. The preparation of capital budgets.

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- e. The systems to control compliance with approved budgets.
- f. The preparation of financial reports and financial statements.
- g. The presentation of financial reports at each Quarterly Business Meeting and the Annual Business Meeting.
- h. The presentation for approval of the proposed annual budget to the membership.
- i. The recommendation to the Elders concerning staff pay, appropriate salary and benefit levels and developmental programs for the pastoral staff and all other employees of the church.
- j. The development, implementation and monitoring of the employee benefit programs.
- k. The assurance that the supervisor's performance appraisals for their individual staff members have been completed each year.

The Administrative Team shall develop the annual budget based upon written direction from the Elder Board which shall clearly state the ministry direction and priorities for the up-coming budget year. The proposed budget(s) shall be submitted for Elder Board approval or rejection, but not modification, prior to the Administrative Team presentation to the church membership. Budgets and revisions to budgets for all church activities must be reviewed by the Administrative Team. For the presented budget to be adopted, it must receive at least a 67% majority approval at the annual business meeting.

### Section 7 - Team Leadership

1. All chairmen of Teams shall be approved annually by the Elder Board prior to the annual meeting.
2. A chairman may be removed by the Elder Board for the following reasons:
  - a. Submits written resignation from the Team.
  - b. Resigns membership from VBC.
  - c. Reflects conduct or doctrine opposed to the church's doctrine and faith.
  - d. Is unable or fails to perform the tasks as outlined in that Team's Job Description contained in the VBC Policy Manual.
  - e. Demonstrates character or conduct that is deemed detrimental to the effectiveness of the Team.

### Section 8 - Church Treasurer

The Church Treasurer shall be selected by the Elder Board prior to the Annual Business Meeting and presented for approval by the membership. The Treasurer shall serve for one year and shall be responsible for receiving and disbursing all funds and shall maintain accounts under the direction of the Administrative Team and the Elder Board. The Treasurer shall be responsible for the true financial status of all funds entrusted to him/her at all times. The Treasurer shall be a member of the Administrative Team. It is understood that certain duties may be delegated to office staff of the church as approved by the Administrative Team.

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### Section 9 - Church Clerk

The Church Clerk shall be appointed by the Elder Board and shall keep a permanent record of all proceedings of the Elder Board and other church and Team meetings. The Clerk shall see that a permanent record is kept of admissions to membership, current membership status, baptisms, dedications, dismissals, letters of good standing, deaths, marriages, and shall conduct correspondence relating to the official affairs of the Elder Board and church. The Clerk shall see that all policy manuals are maintained and current. Certain duties maybe delegated to office staff as required.

### Article VI - Membership

#### Section 1. - Procedures for becoming a member:

Any person who professes faith in Christ as Savior shall become a member of Venice Bible Church upon the recommendation of the Board of Elders and a Pastor according to the following procedures:

1. Complete application for membership.
2. Examination by the Pastor(s) or designated Elder as to Christian experience and basis of salvation.
3. Attend the new member class or complete the DVD Study Series.
4. Assent to the Statement of Faith and By-Laws of the church.

Each applicant approved for membership shall then be physically received into the fellowship of the church during Sunday worship. At that time full voting privileges are extended to members 16 years old and older. Dual membership is acceptable for part-time residents.

#### Section 2. - Responsibilities and Rights of Members

The responsibilities of the members of the church are those set forth in the Scriptures, Statement of Faith and the By-Laws of the church. They include regular participation in the worship services of the church, Bible study, and small group ministry. They should be faithful stewards of time, talents and possessions in the service of the church. They should lead a life representative of the Lord Jesus Christ and His Church in the community.

Members shall have no property rights in the church and upon termination of membership shall be entitled to no rights, title or interest in its assets.

#### Section 3. - Status of Members

The phrase “member eligible to vote” shall mean any person who is 16 year or older and has been received into membership in the church and who has not been placed on the inactive list by the Administrative Team or whose membership has not been terminated.

#### Section 4. - Termination of Membership

It shall be the duty of the Administrative Team to examine the membership records annually, and any member who has been absent from the services of the church for a period of twelve months

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without giving satisfactory reasons for such absence may be removed from the membership roll of the church. If possible, a personal contact shall be made by the staff or Administrator before the member's name is removed. The Administrative Team shall present the names of the members recommended for removal to the Elder Board for approval.

Cases of disorderly conduct or heretical doctrine so opposed to the church's life and faith as to destroy the possibility of fellowship shall be brought to the Elder Board. If after following the biblical precedence outlined in Matthew chapter 18 without a resolution of the conflict, the Elder Board shall recommend a member be removed from the rolls, the Elder Board shall present it to the membership at a regular or special business meeting and a 2/3 approval vote of those present and eligible to vote shall be required.

### Article VII - Meetings

#### Section 1. - Public Meetings

1. The church shall meet each Sunday for public worship and the study of God's word. Any change as recommended by the Elder Board is subject to membership approval. The Elder Board may schedule such other public meetings as they may deem necessary.
2. The church shall observe the Ordinance of the Lord's Supper at least once in each month.

#### Section 2. - Congregational Meetings

1. Any matter of business requiring action by the church membership may be considered and acted upon at any Annual, Quarterly or Special Business Meeting where a quorum of the membership exists.
2. The Annual Business Meeting shall be held on the third Sunday in January unless otherwise indicated by the Elder Board. The agenda for the Annual Business Meeting shall include approval of the budget(s), approval of new Elders and Deacons, election of church Officers, and the listing of the chairpersons of all teams. Written reports shall be presented prior to the Annual Business Meeting from all pastoral staff, ministries, and teams which shall include goals/objectives accomplished in the past year and proposed goals/objectives for the coming year along with prayer requests. Notice of the Annual Business Meeting and the agenda shall be posted in the church bulletin and given at all regular public meetings for at least one week in advance.
3. The Quarterly Business Meetings shall be held the second Sunday of April, July, and October, unless otherwise indicated by the Elder Board. The agenda for the Quarterly Business Meetings shall include updates on the financial condition of the church, other matters requiring approval, Elder's report, and selected Ministry reports. Special Business Meetings may be called at the discretion of the Elder Board, or by petition of one third (1/3) of the voting membership (such meetings to be called at the earliest convenience). Notice of business meetings shall be posted in the church bulletin and given at all regular public meetings for at least one week in advance.
4. A quorum shall consist of at least 30% of the membership eligible to vote. Members who are out of the area (50 miles or more) shall not be considered in quorum determination. The annually updated eligible membership list shall be available prior to the Annual Business Meeting.

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5. Any member absent from public worship services for three successive months, without good reason, shall lose voting eligibility. Full voting privileges shall be reinstated after the member has returned to fellowship for a period of 60 days.
6. The approval of Elders, Deacons, Pastors and church officers shall be by secret ballot. Voting on any matter shall be by ballot upon the request of any member. Except as otherwise provided in the By-Laws, all matters shall be decided by a 2/3 majority of the eligible members present.

### Section 3 - Board and Team Meetings

1. The Elder Board and all Teams shall each meet at least once per month or more often if the chairpersons deem necessary, for prayer and to ensure their respective duties are being done in an orderly and excellent manner.
2. The Elder Board and Deacon Team shall meet together at least once a year or more often if deemed necessary by either of the respective chairpersons.
3. The Elder Board and an Administrative Team representative shall meet together at least once a quarter or more often if deemed necessary by either of the respective chairpersons.

### Section 4 – Required Notification

Certain types of business and spiritually significant transactions are of particular importance to the welfare of the church and warrant special consideration. These items require notification of the membership by at least two weeks in advance of any Business Meeting at which a vote shall be taken:

1. The call or dismissal of a pastor, an Elder or a Deacon.
2. The purchase, sale or mortgage of church real property.
3. Major alterations to church real property.
4. Revisions and Amendments to the By-Laws.
5. Meetings called for disciplinary action or termination of membership as part of church discipline.

## Article VIII – Calling and Terminating a Pastor’s Services

### Section 1 – Ad-hoc Search Committee.

When a pastoral staff need arises, an Ad-hoc Search Committee shall be established by the Elder Board. While procedures for contacting possible staff may vary, certain practices will be followed. Only one candidate is to be presented to the Elder Board at a time. The candidate must be in total agreement with the doctrine and philosophy of the Venice Bible Church.

### Section 2

A Pastor shall be called upon the unanimous recommendation of the Elder Board and a 2/3 vote of approval of those eligible to vote at any regular membership meeting or a meeting called specifically to consider calling a Pastor.

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Absentee ballots may be cast by eligible members who will be working or physically unable to attend the business meeting.

### Section 3

A Pastor may terminate his service by submitting thirty (30) days written notice to the Elder Board. The relationship may, however, be terminated at an earlier date by mutual consent.

The Elder Board may recommend termination of a Pastor's services at any regular membership meeting or a meeting called specifically to consider termination. Two-thirds (2/3) of those present and eligible to vote must vote in favor of the recommendation in order to bring about termination. Thirty (30) days written notice shall be given by the Elder Board; however, the relationship may be terminated at an earlier date by mutual consent.

The church may, by petition, call a special meeting for the specific purpose of voting on the termination of a Pastor's services. Two-thirds (2/3) of those present and eligible to vote must vote in favor of termination in order to bring about termination. Thirty (30) days written notice shall be given by the Elder Board; however, the relationship may be terminated at an earlier date by mutual consent. (Motions from the floor during any regular business meeting regarding termination of a Pastor will not be considered)

### Article IX – Amendments

These By-Laws, except Article III, Section 1, may be amended by a vote of two-thirds (2/3) of the members present and eligible to vote at any regular or special business meeting, but notice that changes are to be considered must be announced in a regular public meeting at least one week in advance.

### Article X – Rules

Robert's Rules of Order, Revised, shall be used for conducting all business, except in cases where it might conflict with the expressed or implied provisions of these By-Laws.

### Article XI – Special Provision Clause

If at any time, for whatever reason, circumstances should call for a temporary modification in the general operation of the church, whether it regard personnel or points of order, the Elder Board shall declare such a time and submit a special provision request to the membership giving the details of modification, with 2/3 approval of those present and eligible to vote at a meeting called for this purpose, needed for enforcement.



Article XII – Ordination

Section 1. - Procedure

Should a member of this church express the desire for ordination to the gospel ministry, he shall be examined by the Elder Board regarding his call, preparation, and qualifications for the ministry. Should the Elder Board be convinced that ordination is in order, they shall so recommend to the membership. Pending membership approval, an ordination service will be scheduled at an appropriate time.

Section 2 - Revocation of Ordination

The Venice Bible Church reserves the right and responsibility to revoke ordination in cases of doctrinal deviation or reproachful behavior inconsistent with one's calling. Biblical procedures regarding discipline shall be followed.

Article XIII - Character, Government and Affiliations

For Corporation Purpose:

1. The government of VBC is vested in the body of believers who compose its membership.
2. The Board of Directors of the Corporation shall be known herein as the Elder Board and its members shall be the directors of the Corporation. The Chairman of the Elder Board shall be designated President of the Corporation. The Directors shall elect a Secretary of the Corporation from among the Directors other than the President of the Corporation. The Treasurer of the church shall be the Treasurer of the Corporation.
3. The fiscal year of VBC shall begin on January 1 and close on December 31.
4. VBC shall be subject to no ecclesiastical body.

Designated Funds:

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 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 ultimate control and discretion of the Elder Board. 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 the Gospel.

Approved at VBC Special Business Meeting 01/30/2011

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