

Skagit Baptist Church
Constitution and Bylaws

1325 Township Street
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PREAMBLE

Trusting the Lord Jesus Christ for our salvation and looking to the Bible as our sole and perfect rule of faith and practice, we therefore voluntarily band ourselves together as a body of baptized believers in Jesus Christ for a more certain preservation and security of the principles of our faith, to the end that this body may be governed in an orderly manner consistent with the eternal Word of God, in the adoption of this document for our government and plan of worship and service.

RATIFICATION

This amended and restated Constitution and Bylaws shall be effective upon the affirmative vote of two-thirds of a quorum of the voting membership present (see Article VI, Section 2, "Quorum")

ARTICLE I. Name and Organization

1. Name. The name of this organization shall be "Skagit Baptist Church", and shall be physically located at 1325 Township Street in Sedro-Woolley, Washington.
2. Incorporation. This church was incorporated under the laws of the State of Washington on the twenty-seventh day of January 1992 as the Skagit Valley Baptist Church.

ARTICLE II. Our Commission

The purpose of this Church shall be:

1. To worship God according to the teachings of His Word.
2. To practice the precepts and examples of our Lord Jesus Christ as set forth in the New Testament Record.
3. To obey Christ's great commission through the preaching of the Gospel of the Lord Jesus Christ, in order to lead people to a personal commitment of themselves to Him as Savior and Lord.
4. To disciple believers and to equip them to do the work of the ministry.
5. To provide for the preaching and teaching of the Word of God, the administration of the New Testament ordinances of Baptism and the Lord's Supper and the evangelism of the world through our missionary endeavors.
6. To promote unity as a body of believers.
7. To minister to the needs of people and our community.

ARTICLE III. Government

1. The government of this Church, under the leadership of the Holy Spirit, is vested in the body of believers who compose its membership (See Article VI, Section 3.), the Pastor(s) and the Board of Deacons who have the delegated authority to serve as directors of the Church (see Article V, Section 2.).
2. This Church acknowledges only the Lord Jesus Christ as its head and receives the Holy Scriptures as contained in the Authorized King James or New King James Versions of the Bible, as the primary guide in matters of faith, church order, and discipline, and is subject to no other ecclesiastical body. Members are not prohibited from using other versions during personal study or church attendance; however, all teaching and preaching activities will be accomplished with the use of the King James or

New King James Versions of the Bible. While being subject to no other ecclesiastical body this Church may at any time apply to or accept affiliation with other Christian organizations.

3. The fiscal year of the Church shall begin on January 1 and shall end on December 31 of each calendar year.

ARTICLE IV. Membership

Section 1. Admission

- a. Any person professing faith in the Lord Jesus Christ as Savior, having been baptized by immersion, and holding views of faith and practice in substantial agreement with those of this Church, may become a member upon recommendation of the Sr. Pastor or a designee chosen by the Sr. Pastor from the Deacons (Acts 2:41-47, Romans 10:9,10.)
- b. The Sr. Pastor shall recommend membership applications to the congregation for a vote of approval at any scheduled service or meeting. Upon an affirmative vote of the membership, the applicant shall become a member immediately provided the vote is unanimous.
- c. If the majority of the membership votes for membership, but there are one or more opposing votes, the opposition shall present their reasons to the Leadership Board for review. The Leadership Board shall determine if the claims are valid reasons to deny membership. If the Leadership Board unanimously agree the nominee still qualifies for membership, the applicant shall become a member. The Leadership Board will have the final determination on membership following this type of review and the decision is final.

Section 2. Responsibilities and Rights

- a. Every member of the Church is expected to willingly submit to the wishes of the church body, to attend Church assemblies, to work for its growth, to fittingly represent his/her Lord and Church in the community and to contribute regularly and according to his/her ability for its work, both local and in its outreach ministry (Heb. 10:24-25, I Cor. 16:1-2, II Cor 9:7-15).
- b. Members shall strive with God's help to keep their biblical obligations. They shall hold their Pastors and Deacons in high esteem and pray for them, as well as other officers of the Church, and assist them in properly carrying out the ministry and outreach of the Church (1 Thes 5:12-13, 1 Tim. 5:17, Heb. 13:17,).
- c. Members shall endeavor to preserve the unity of the Church and if at any time they find themselves irreconcilably opposed to the fundamental doctrine (The Baptist Faith and Message, June 14th 2000 edition) of the Church, they shall not seek to disrupt its fellowship but shall quietly withdraw from its membership (1 John 3:14-16).
- d. Members of this Church have no property rights and upon termination of membership shall be entitled to no interest in the assets.
- e. Members have the right to vote as provided in Article VI, Section 3.
- f. Members shall be individually responsible to report all criminal activity, both first hand and alleged, to the Leadership Board, and as appropriate, to the Parents and/or Guardians of minors, and if appropriate, to the proper authorities.
- g. Members are expected to be consistently working toward a Godly lifestyle.

Section 3. Status

- a. "Active Members" are members who are regular attendees and who adhere to the membership commitments (See Article IV, Section 2).

- b. "Inactive Members" are members who have not participated in and/or contributed financially to Skagit Baptist Church for a period of 30 days, and have been placed on Inactive Status by the Deacon Board, excluding those who have provided a written or verbal communication of a leave of absence.
- c. "Associate Members" are those who have been Active Members in the past but find themselves living in another geographic area but still wish to maintain an association with those at Skagit Baptist Church. Associate Members may also be college students or others temporarily living in the area that wish to associate with a local church but do not want to terminate membership at their home church.
- d. Membership status is determined upon yearly evaluation of the membership roles by the Deacon Board.
- e. Members may request resignation by verbal or written means, or by joining another church. Resignation by Members shall be effective immediately after notification is made.

Section 4. Dismissal of Members

The goal of church discipline is the repentance and restoration of the brother or sister to a walk of holiness. Members who persist in disobedience to our Lord as recorded in the New Testament shall be dismissed from the membership according to the steps of Matthew 18:15-18 upon determination from the Leadership Board that the member is in willful defiance to the scripture. The Deacons shall act upon the recommendation and remove such individuals from Church membership. The congregation shall be notified of such action at a scheduled meeting of the Church.

Section 5. Grievances

In all cases of grievance between members, the individuals involved will first try to settle the matter themselves. If that is not possible, they will request a meeting with the Leadership Board to settle the dispute. The Leadership Board's decisions will be binding and final in accordance with I Corinthians 6:1-8.

ARTICLE V. Deacons, Leadership Board and Ministry Team Leaders

Section 1. Deacons

- a. Appointment: Deacons shall be nominated by any Member of the Church at a business meeting designated for that purpose.
- b. Membership: Every attempt should be made to maintain a minimum of three qualified Deacons at all times except in the case where there is insufficient qualification among the church body to fulfill this requirement.
- c. Qualifications:
 - a. The Pastor will provide a training class for all nominees. Attendance for any person accepting nomination for Deaconship will be mandatory to be considered a qualified candidate.
 - b. All nominees for Deacon must be approved by the Sr. Pastor and the Deacon Board.
 - c. The nominee for Deacon must meet all qualification listed in the following passages of scripture: Acts 6:3, 1 Tim 3:8-13.
 - d. A man must be a member of the Church for 1 year prior to accepting nomination as a Deacon
- d. Active members will vote from the list of recommended Deacon candidates, which will be provided by the Deacon Board
- e. Deacons will be approved for service by a 2/3 majority vote

- e. Duties: Deacons shall serve in the physical care of the Church congregation.
- f. Responsibilities: Deacons shall maintain a life consistent with the requirements of deaconship as found in the Holy Scriptures 1 Timothy 3:8-13.
- g. Head Deacon: The Deacons shall nominate among themselves one Deacon that will act as the Head Deacon. It is the responsibility of the Head Deacon to make the final decisions regarding the Deacon Benevolent fund, to facilitate meetings held for the purposes of distributing these funds and to assign each Deacon the families they will be responsible for caring for within the church (Deacon Care List).
- h. Removal. Deacons may be removed by:
 - 1. Withdrawal from Active Membership
 - 2. Voluntary Resignation
 - 3. A majority vote of the Leadership Board concerning the accusation of sin against one of its members (I Tim. 5:19-20). The accused Deacon shall not vote. The vote of the Leadership Board for removal may not be countermanded by the Membership.

Section 2. Leadership Board

- a. Membership: The Leadership Board consists of the Sr. Pastor, Associate Pastors and all Deacons.
- c. Responsibility. The Leadership Board shall protect the spiritual interest of the membership of the Church in accordance with the Holy Scriptures. The Leadership Board shall function as the Board of Directors for the Church Corporation. The Sr. Pastor is the chairman of the Leadership Board ex-officio. In the event that the church does not have a Sr. Pastor on staff, the Head Deacon shall act as Chairman of the Leadership Board.
- e. Decisions. The Leadership Board shall strive for unanimity in their decision making process (I Cor. 1:10).
- f. Authority. The Leadership Board shall be delegated complete responsibility for the administration of all Church business except for those matters listed in Article VI, Section 3.

Section 3. Ministry Team Leaders

Leadership: All Leaders of Ministry Teams are under the operational authority of the Senior Pastor, and the administrative authority of the Leadership Board. Ministry leader candidates are nominated by the Sr. Pastor and must be approved by the Leadership Board prior to appointment. The Church Treasurer shall also meet these qualifications.

Dismissal: The Sr. Pastor has the discretion to dismiss Team Leaders as required.

The Following Five Ministry Teams are Authorized:

1. Buildings and Grounds Team
2. Discipleship Team
3. Worship Team
4. Fellowship Team
5. Evangelism Team

ARTICLE VI. Meetings

Section 1. Business Meetings

- a. Special Business Meetings of the Church may be called by the Leadership Board or by written request signed by ten percent of the Active membership. Such requests shall be submitted to the Chairman of the Leadership Board who shall thereafter call the meeting within 30 days.
- b. The Sr. Pastor shall appoint a Church Secretary to take the minutes of all business meetings.
- c. The Annual Business Meeting of the Church shall be held between November and January. Reports on business and activities of the past year and Budget, Goals and Plans for the coming year will be presented.
- d. When a constitutional amendment is being considered, the Leadership Board shall supply appropriate written information, along with a suggestion form, prior to the creation of the final draft for constitution amendments to be voted upon by the membership. Written notice, along with a final draft, shall be distributed to each member or verbally announced to the congregation at least 14 days but not more than 60 days before Members meetings.
- e. When a special business meeting is called for consideration of hiring or dismissing the Sr. Pastor, the Head Deacon shall facilitate the meeting. In addition, a written notice shall be provided to the Church members by the remaining members of the Leadership Board no less than 14 days prior to the date of the meeting. The Leadership Board shall make every attempt to verbally notify all Church members of the special business meeting and its purpose.

Section 2. Quorum

- a. A Quorum required to conduct regularly scheduled business meetings shall consist of those Active members present and voting, signed proxy ballots, or an adult family member voting for those adult Members not present.
- b. A special meeting quorum is fifty percent of the number of Active Members qualified to vote as of the first day of the current fiscal year.
- c. At any meeting at which a vote occurs the fractional amount needed to carry the vote shall be of those members present and voting and/or voting by proxy.

Section 3. Voting Requirements

All Active Members eighteen years of age and older may vote on the following matters of business:

Subject:	Vote Required:
1. The call or dismissal of a Senior Pastor	¾ Majority
2. Licensing a man to preach	¾ Majority
3. Ordaining a man to the ministry	¾ Majority
4. Purchase, building expansion, sale or mortgaging Of real property	2/3 Majority
5. Affirmation of Faith	2/3 Majority
6. Amendments to the Constitution and Bylaws	2/3 Majority
7. Ratification or dismissal of Members or Deacons	2/3 Majority
6. Budget	Simple Majority
7. Items presented by the Leadership Board	Simple Majority

ARTICLE VII. Pastoral Relations

Section 1. Establishment of Senior Pastor Relationship

Calling a Senior Pastor shall be accomplished at a special meeting called specifically for that purpose (See Article VI.)

Section 2. Duties of a Senior Pastor

The Senior Pastor will function by the authority of the Active Membership as a preaching-teaching Elder, Shepherd, Counselor and Minister to the congregation and Church groups. He shall administer the Pastoral staff and other reemployed staff. He shall meet the personal qualifications listed in 1 Tim 3:1-7 and Titus 1:5-9.

Section 3. Dissolution of Senior Pastor Relationship

Pastoral relationship can be dissolved by:

- a. Pastor's resignation
- b. Recommendation of the remaining members of the Leadership Board to the Church. The dismissal of a Pastor shall be accomplished at a special meeting called for that purpose, a qualified vote (See Article VI).

Section 4. Associate Pastoral Staff

Associate Pastoral Staff and other employees shall be added and dismissed as recommended by the Senior Pastor and approved by the Leadership Board. The Senior Pastor shall determine their functions.

ARTICLE VIII. Other Employees

The Leadership Board has the authority to dismiss any Associate Pastoral Staff and/or salaried employees with a majority vote of the Leadership Board. For the purposes of this vote, if the staff member being considered for termination is part of the Leadership Board, he shall not be given a vote. The Senior Pastor is the one exception to this article (See Article VI).

ARTICLE IX. Finances and Real Authority

Finances for supporting the mission of the Church shall be obtained through voluntary offerings. Additional appeals for non-budgeted funds may be made as deemed advisable by the Sr. Pastor.

- Budget Management – A Church Treasurer shall be appointed by majority vote of the leadership board. It is the responsibility of the Church Treasurer to manage oversight of the Church budget.
- Authorized Signers – The Sr. Pastor and Church Treasurer are authorized signers for any financial debt or property transfer on behalf of the Church. In the event that the Church does not have a Sr. Pastor on Staff, the Head Deacon may sign in place of the Sr. Pastor.

ARTICLE X. Disposition of Church Property

Section 1. Division

In case of organic division of the Church membership, the Church property belongs to those active members who abide by this Constitution and Bylaws document. Should any controversy arise as to

who is abiding by this document, the question shall be submitted to the Executive Board of the Mount Baker Baptist Association, and their decision shall be final.

Section 2. Dissolution

If conditions should arise where, for any reason, the Church work is discontinued, the Mount Baker Baptist Association shall be given the option of purchasing the Church Building for the remaining balance of the property loan at the time the work is discontinued. In this case, it will be the responsibility of the Mount Baker Baptist Association to secure the financing for the remaining balance. All other Church properties shall be transferred to the Mount Baker Baptist Association.

Section 3. Consolidation

If conditions should arise where a consolidation with another church of the same denomination is advisable, the Leadership Board shall first be authorized by the Church to negotiate the terms of such a consolidation if the real property is concerned. If the consolidation includes a sale of Church property, see Article VI, Section 3.a.2.

ARTICLE XI. Ordaining and Licensing

Section 1. Ordination

It is the privilege of the Church to ordain qualified men to the Gospel Ministry. Ordination shall be granted to any man licensed to preach, who is approved by the Leadership Board upon recommendation of the Senior Pastor and an approved vote of church membership at a business meeting. (See article VI)

Section 2. Licensing

A Ministry License shall be formally granted to any man who is deemed qualified to be a minister of the Gospel, approved by the congregation upon a unanimous recommendation of the Leadership Board. (See article VI)

ARTICLE XII. Parliamentary Authority

The current edition of Sturgis Standard Code of Parliamentary Procedure will be used as a guide in business meetings, but the moderator may make such rulings as necessary to expedite a meeting.

ARTICLE XIII. Amendments

This document may be amended at any regular or called business meeting of the Church by a two-thirds vote of those Active Members (See Article VI, Section 2.1), present and voting, and that notice of such Amendment shall have been given from the pulpit on two successive Sundays in advance. A copy of the proposed Amendment shall have been posted in a conspicuous place at least two weeks in advance or verbally communicated at any regular church service.

ARTICLE XIV. Conflict of Interest

From time to time a Director or Officer of this Corporation may be a Director, Officer or member of another corporation, association, firm, or entity which is interested in a transaction or contract with

this corporation. In the absence of fraud, such a contract or transaction shall not be void for this reason or require the Director or Officer to account to this corporation for any profits or benefits there from if the transaction or contract is or shall be authorized, ratified, or approved by a vote of two-thirds of the Leadership Board. Nothing herein contained shall create any liability in the events described or prevent the authorization, ratification or approval of such transactions or contracts in any other manner.

ARTICLE XV. Indemnification and Liability of Officers, Directors, Employees and Agents

Section 1. Director Liability

A Director of the Corporation shall not be personally liable to the corporation for monetary damages for conduct as a Director, except for liability of the Director (A) for acts or omissions which involve intentional misconduct by the Director or a knowing violation of the law by the Director; or (B) for any transaction from which the Director will personally receive benefit in money, property, or services to which the Director is not legally entitled.

If the Washington Nonprofit Corporation Act is amended to authorize corporate action further eliminating or limiting the personal liability of Directors, then the liability of a Director of the Corporation shall be eliminated or limited to the fullest extent permitted by the Washington Nonprofit Corporation Act, as so amended. Any repeal or modification of the foregoing paragraph by the Directors or Members, if any, of the corporation shall not adversely affect any right or protection of a Director of the corporation existing at the time of such repeal or modification.

Section 2. Indemnification

a. The corporation has the power to indemnify, and to purchase and maintain insurance for its Directors, officers, employees, and other persons and agents, and (without limiting the generality of the foregoing) shall indemnify its Directors against all liability, damage, and expenses arising from or in connection with service for, employment by, or other affiliation with this corporation or other firms or entities to the maximum extent and under all circumstances permitted by law.

b. Each person who was or is made a party or is involved (including, without limitation, as a witness) in any actual or threatened action, suit or proceeding, whether civil, criminal, administrative or investigative, by reason of that fact that he or she is or was a Director or Officer of the corporation or, being or having been such a Director or Officer, he/she is or was serving at the request of the corporation as a Director, officer, employee or agent of another corporation or of a partnership, joint venture, trust or other enterprise, plans, whether the basis of such proceeding is alleged action in an official capacity as a director, officer, employee or agent or in any other capacity shall be indemnified and held harmless by the corporation to the full extent permitted by applicable law as then in effect, against all expense, liability and loss (including, without limitation, attorney's fees, judgments, fines, ERISA excise taxes) or penalties and amounts to be paid in settlement actually or reasonably incurred or suffered by such person in connection herewith. Such indemnification shall continue as to a person who has ceased to be a director, officer, employee or agent and shall inure to the benefit of his/her heirs, executors and administrators. No indemnification shall be provided under this Article to any such person if the applicable law as then in effect prohibits the corporation from paying such indemnification. The right to indemnification covered in this section shall be a contract right and shall include the right to be paid by the corporation the expenses incurred in defending any such proceeding in advance of its final disposition; provided, however, that the payment of such expenses in advance of

the final disposition of a proceeding shall be made to or on behalf of a director or officer only upon delivery to the corporation of an undertaking, by or on behalf of such director or officer to repay all amounts so advanced if it shall ultimately be determined that such director or officer is not entitled to be indemnified under this Article or otherwise, which undertaking may be unsecured and may be accepted without reference to financial ability to make repayment.

c. The right to indemnification and the payment of expenses incurred in defending a proceeding in advance of its final disposition conferred in this Article shall not be exclusive of any other right which any person may have or hereafter acquire under any statute, provision of the Articles of Incorporation, Bylaws, agreement, vote of the disinterested directors or otherwise.

d. The corporation may maintain insurance, at its expense, to protect itself and any director, officer, employee or agent of the corporation or another corporation, partnership, joint venture, trust or other enterprise against any expense, liability or loss, whether or not the corporation would have the power to indemnify such person against such expense, liability or loss under the Washington Nonprofit Corporation Act. The corporation may enter into contracts with any director or officer of the corporation in the furtherance of the provisions of this Article and may create a trust fund, grant a security interest or use other means (including, without limitation, a letter of credit) to ensure the payment of such amounts as may be necessary to effect indemnification as provided in this Article.

e. The corporation may by action of its Board of Directors from time to time, provide indemnification and pay expenses in advance of the final disposition of a proceeding to the officers, employees and agents of the corporation with the same scope and effect as the provisions of this article with respect to the indemnification and advancement of expenses of directors and officers of the corporation or pursuant to rights granted pursuant to, or provided by, the Washington Nonprofit Corporation Act or otherwise.

ARTICLE XVI. Certification of Adoption of Bylaws

A Washington Nonprofit Corporation Certification by the Leadership Board of Adoption by Members.

THIS IS TO CERTIFY: That I am the duly elected, qualified and acting Chairman of the Leadership Board of the above named corporation and that the above and foregoing Bylaws were adopted as the Bylaws of said corporation on the date set forth below by a vote of at least two-thirds of the members present and constituting a quorum of the Members of this Corporation.

IN WITNESS THEREOF, I have hereunto set my hand and seal on Wednesday, September 17, 2014

Patrick Towell
Sr. Pastor
Skagit Baptist Church Leadership Board

Amendment I - 8/14/2012

“Church Property Use Other Than Primary Worship Services”

- I. In recognition of the many request to use the church property for uses outside of normal worship services, and the accompanying concerns regarding building care, and ecclesiastical partnerships, we the people of Skagit Baptist Church do hereby establish the following requirements for any use of the church property:
- II. **Criteria for Church Property Use:**
 - a. All events must be open to all church members with the exception of events which target a specific demographic (i.e. Men’s Ministry, Bridal Shower, Single’s Ministry, etc.).
 - b. The activity must not defame, or detract from Jesus Christ in any way
 - c. The following actions are specifically prohibited from the church property: Gambling, drinking, drugs, illegal actions, or anything deemed otherwise inappropriate by the Sr. Pastor or Church Caretaker.
 - d. All church property use must be approved as defined in article IV below.
 - e. In no case shall Skagit Baptist Church partner with any organization that rejects the basic fundamentals of the Christian faith, or any Para-church organization which partners with such entities. For the purposes of this document, the basic fundamentals of the faith are as defined in the Southern Baptist Faith and Message 2000 edition articles 1-6. This document may be obtained from the Church website @ http://skagitbaptist.org/about_us/what_we_believe_and_teach
- III. **Categorization:**
 - a. **Host Based Function:** Any function hosted by a member of the Skagit Baptist Church which does not include Biblical teaching, partnerships with other organizations, event coordination, or items that would otherwise fall under the categories listed below. (e.g. Baby showers, Bridal showers, Game nights, Weddings, etc.)
 - b. **Bible Study:** Any set of events, meetings, or other occasion where the Bible or “Biblically based” teachings are being presented, preached, or otherwise taught in a scheduled setting. (e.g. Men’s Ministry, scheduled courses,)
 - c. **Organization Partnerships:** Any church, Para-church or other organization other than Skagit Baptist Church wishing to meet on church premises.
 - d. **Vehicle use:** Any use of the church vehicle by anyone other than the Sr. Pastor, or the Church Caretaker, with the exception of routine pickups for normal services.
- IV. **Approvals Required:**
 - a. **Host Based Function:** Requires Church Caretaker written approval
 - b. **Bible Study:** Requires Sr. Pastor and Church Caretaker written approval
 - c. **Organization Partnerships:** Requires Sr. Pastor, Elder / Deacon Board and Church Caretaker written approval. The Sr. Pastor may approve partnerships within the churches within the Northwest Baptist Convention. Any organization seeking approval must have a written, public statement of faith.
 - d. **Van use:** Requires Sr. Pastor and/or Church Caretaker written approval
- V. **Appointment:** The Church Caretaker shall be determined through nomination by the Sr. Pastor and approval by the Elder/Deacon board for the purpose of approvals mentioned in this amendment. In the case that the church has no current Sr. Pastor, the Head Elder shall nominate the role of Church

Caretaker. In the event that a Church Caretaker has not been assigned, the roles and responsibilities of the Church Caretaker shall be the responsibility of the Sr. Pastor, with the exception that if the church does not currently have a Sr. Pastor, the Head Elder shall fill these responsibilities.

- VI. **Dismissal:** The Sr. Pastor may dismiss the Church Caretaker if he so deems necessary to do so. Such dismissal needs no vote or approval.