

~ CONSTITUTION ~  
**Wellspring Christian Fellowship**  
**ELLENSBURG, WASHINGTON**  
Amended, January 31, 2016

**ARTICLE 1 - INCORPORATION**

This church is incorporated under the laws of the State of Washington under the corporate name of Wellspring Christian Fellowship. This Constitution will be governing and all provisions of the Articles of Incorporation will be interpreted in accordance with their intended purpose.

**ARTICLE 2 - PURPOSE**

In response to the extraordinary good news of our Lord Jesus Christ, this congregation of disciples exists for the purpose of glorifying God by fostering the love of God and the love of neighbor. In submission to the Holy Scriptures, our mission is to bring forth the Kingdom of God through prayer, discipleship, works of Christian love, and participation in world evangelism.

**ARTICLE 3 - STATEMENT OF FAITH**

We believe that the Bible is the inspired and inerrant Word of God. God, eternal and uncreated, exists in three persons equal in deity, power and glory: the Father, Son and Holy Spirit. The Son, Jesus Christ, came willingly to earth in the flesh to be our perfect sacrifice, dying on the cross once for all sin, to offer salvation from eternal damnation. He rose from the dead, ascended to heaven, and stands before God interceding for those who believe. We believe in the literal second coming of Christ at the end of the age when He will return to earth personally and visibly to consummate His Kingdom. Salvation is by grace alone, through faith alone, in Christ alone, apart from works. There is no other way to enter into the presence of God and His Kingdom except through Jesus Christ. The Father and the Son sent the person of the Holy Spirit to lead us into all truth and intimate fellowship with God for the purpose of becoming Christlike. The Holy Spirit guides, fills and empowers believers for ministry and witness. We believe that His Gifts are manifested in the Church today, and that the Church is God's primary instrument through which He is fulfilling His redemptive purposes on the earth. We also affirm the priesthood of all believers and the importance of every Christian being joined with, and actively involved in, a local community of the saints.

**ARTICLE 4 - RELATIONSHIPS**

To most effectively promote the Kingdom of Jesus Christ, we will cooperate in purposeful fellowship with other Christian and service organizations. The extent and nature of these relationships will be determined through prayer, consensus of the board of the church, and the congregation.

## **ARTICLE 5 - MEMBERSHIP**

**Section 1 - Reception of Members:** Any person accepting the Lordship of Jesus Christ, the resurrected Son of God, and willing to accept the following responsibilities, as a member, is welcome to join us. Members will commit themselves to personal holiness, public witness of Jesus, regular worship attendance, and support of church ministries by the giving of time, talent and finances. The Body Life Committee will interview and consider recommendation of prospective members to the board for approval. New members will be presented to the congregation after acceptance by the board. Members must be Christians who have been baptized by believer's baptism. Individuals receiving baptism from pastors or members will be strongly encouraged to join this body or some other portion of the body of Christ for fellowship and growth. Letters of recommendation will be considered.

**Section 2 - Dismissal of Members:** All dismissals will require board approval. Membership will be terminated for the following:

- A. Upon the request of the departing member (letters of recommendation will be provided for members in good standing).
- B. For inactivity over one year unless a special exception is made by the board.
- C. For ungodly, uncorrected conduct after other members have humbly and lovingly implored repentance (for example see Eph. 5:3-7, I Cor. 5:9-13, Matt 18:15-16).

## **ARTICLE 6 - THE BOARD OF THE CHURCH**

**Section 1 - Duties of the Board:** The government of the church rests in the hands of its members. It is administered through the Board of Directors. The board will be responsible for the management of both the spiritual and temporal affairs of the church. All matters affecting the work and policy of the church will be subject to the supervision and direction of the board. Decisions by the board affecting matters of policy will be reported to the church.

The board will receive, hold, and supervise all church assets. This includes operation, repair, and maintenance of any and all church property and grounds. The board will authorize the payment of all budgeted and unbudgeted expenditures. Church membership approval will be required for unbudgeted expenditures over \$2,000.00. (ref. Article 12 Section 3) No mortgage may be placed upon any property, or any portion of it sold without the vote of the church membership.

**Section 2 - Term of Service and Classification:** The board will consist of elected board members, pastors and officers of the church. All board members must be members in good standing with the church.

- A. The elected board members will number at least six and not more than sixteen excluding pastors.
- B. Board members will be elected by the church membership

by secret ballot for terms of three years each and, with the exception of the pastors, will take office at the beginning of the fiscal year. One-third of the board will be elected each year. Members may be elected to one or two year terms if needed to balance the one-third per year rotation.

- C. After serving a full term of three years a board member will not be eligible for re-election until one year has passed. Board members are eligible to be elected to a full term if they have previously served less than eighteen months.
- D. Any member of the board may be assigned to another board position with the approval of the church membership.
- E. At large board members are not pastors, officers, or standing committee chairs. The term of service shall be one year.

### **Section 3 - Meetings of the Board:**

- A. Convening of the Board: The Moderator, with the cooperation of the Senior Pastor, will schedule the monthly meeting of the board. Members of the board will elect a vice-chairman from the membership of the board, and review all standing resolutions at the second regular meeting of a new board (Ref. Art. 14).
- B. Business of the Board: Meetings will be structured according to Roberts Rules of Order as modified at the discretion of the Moderator. At the monthly meeting, the board will hear reports and recommendations from each standing committee. Only members of the board are eligible to vote on the business of the board. Board approval is required before the recommendations of any standing committee or board member will take effect. All regular monthly business meetings of the board will be open to the membership of the church. Members of the board will meet on a regular basis for spiritual growth and encouragement.
- C. Quorum: A quorum for meetings of the board will be fifty percent of its members and action taken will require a majority vote of that quorum.
- D. Vacancies in Office: If the majority of the board determines any board member has failed to perform their duties for more than three months they will be called to accountability by the Pastor and Moderator. If, after this consultation and loving encouragement, their duties are still neglected, the board is empowered to relieve that board member of their position. The board may then recommend to the congregation that a nominee be found and elected to fill the vacancy.
- E. Executive Session: The board may be called into Executive Session (closed session) at the call of the Moderator, or in

their absence, by the Vice-chairman. Executive session will include elected board members and others who may attend by invitation of the Moderator and/or the board. Formal actions may not be taken by the board when in executive session.

#### **Section 4 – Personnel and Nominating Committee**

This committee will be comprised of the pastors, the Moderator and chairpersons of all standing committees, and will:

- A. Consider all matters of personnel policy
- B. Prayerfully consider the people to be nominated for board positions
- C. Present the names of the nominees to the board for approval
- D. Publish the names of the approved nominees two weeks prior to the congregational meeting

#### **Section 5 – Finance Committee**

This committee will be chaired by the Treasurer and will be comprised of the pastors, the Moderator and chairpersons of all standing committees and will:

- A. Exercise supervision over all financial matters.
- B. Prepare a comprehensive budget that will be reviewed by the board and be submitted to the church membership for approval at the Annual Meeting.
- C. Arrange for an independent review of any or all financial records when requested by the board. The results will be presented at a regularly scheduled board meeting.

#### **Section 6 - Appeals**

- A. To the Board: A member of the church may appeal to the board any action or decision of the board or a committee. This can be done in writing or in person.
- B. To the Membership: A member having appealed to the board and not satisfied, may request a special meeting of the membership, providing notice is given as required in Article 10, Section 2. The decision of the membership will be final.

### **ARTICLE 7 - OFFICERS OF THE CHURCH**

**Section 1 - Officers:** The Officers of the Church will be:

The Senior Pastor  
Moderator (Chairman of the Board)  
Church Clerk  
Treasurer

**Section 2 - Election of Officers:** All officers will be elected by secret ballot and, with the exception of the Senior Pastor, will take office at the beginning of the fiscal year. Vacancies in offices may be filled at

any regular meeting of the church if notice has been given two weeks previously.

**Section 3 - Duties of the Officers:**

- A. **Senior Pastor** will be a voting member of the board and ex-officio member of all committees. All other duties will be established by the Pastoral Relations Committee at the time of his calling. (ref: Article 9, Section 2)
  
- B. **Moderator (Chairman of the Board)** will be president of this corporation. The Moderator, with the help of the Senior Pastor, will:
  - 1. Provide leadership in the interpretation of church policies and procedures.
  - 2. Provide overall coordination of programs in accordance with the goals of the church.
  - 3. Be responsible to implement the planning and reporting procedures.
  - 4. Arrange board retreats and planning meetings.
  - 5. Advise newly elected officers and committees of their duties.
  - 6. Be responsible for the proper transfer of records and equipment (such as keys).
  - 7. Be an ex-officio member of all committees.
  - 8. Work toward harmony and unity of the church.
  
- C. **Church Clerk** will:
  - 1. Keep a record of the proceedings of all meetings of the membership and of the board.
  - 2. Maintain and annually update records of the membership.
  - 3. Oversee all correspondence regarding dismissals and letters of recommendation.
  - 4. Be a member ex-officio of the Body Life Committee.
  
- D. **Treasurer** will:
  - 1. Recruit and train volunteers to receive and record pledges and monies from all sources for church purposes and maintain confidential records of giving.
  - 2. Deposit the receipts to the credit of the church each week.
  - 3. Make a report when requested by the board.
  - 4. Send annual statements of record to each contributor.
  - 5. Ensure that accurate records of all receipts and disbursements are kept
  - 6. Have custody of all church monies.
  - 7. Present monthly report of proposed expenditures to board for approval.
  - 8. Conform with accepted bookkeeping practices and be subject to audits or reviews requested by the board or Moderator.
  - 9. Chair the Finance Committee.

**ARTICLE 8 - STANDING COMMITTEES**

The board will receive monthly reports from standing committees. Each of these standing committees will be facilitated by a chairman

who will work with the Pastors and Moderator. The chairman is responsible to: form and facilitate a working committee that meets monthly; submit an annual proposed budget to the Finance Committee; administer the congregationally approved budgeted funds for their committee; keep records of the committee's business; and follow the instructions and policies outlined by the board.

Members of the standing committees will be appointed by the chairman of the committee or the board. The chairman of each standing committee must be an elected board member. Other members will be selected from the congregation.

**Section 1 - The Worship Committee** will:

- A. Coordinate the following with the pastors:
  - 1. Planning and evaluating congregational worship.
  - 2. Baptisms.
  - 3. Temporary pulpit supply.
  - 4. Special holiday services.
- B. Oversee music, musicians and worship equipment.
- C. Oversee ushering, welcoming, communion, and adornment of the sanctuary.

**Section 2 - The Body Life Committee** will:

- A. Oversee programs which educate the congregation in the Scriptures.
- B. Equip the membership for ministry (i.e. education, conferences, etc).
- C. Work with the pastors to select Christian Education leaders.
- D. Oversee Library.
- E. Organize, facilitate, and coordinate fellowship events
- F. Assist the Church Clerk in maintaining membership rolls and all church letters concerning membership.
- G. Facilitate visitation.
- H. Recommend to the board persons desiring membership as provided in Article 5 § 1.
- I. Assure new members are adequately shepherded and incorporated into the congregation.
- J. Oversee kitchen supplies.
- K. Youth and or Children's pastors will be ex officio members of this committee

**Section 3 - The Outreach Committee** will

- A. Coordinate activities which promote local and worldwide missions and
- B. Allocate missions funds and special missions offerings.

- C. Encourage and oversee the evangelistic efforts of the church.
- D. Operate as a liaison to all church missions and missionaries.

**Section 4 - The Property Committee** will:

- A. Assure all physical assets are maintained and have adequate insurance coverage.
- B. Propose and oversee capital improvements

**Section 5 - The Prayer Committee** will work with the pastors and board to:

- A. Establish and be part of Intercessory prayer for the church.
- B. Administrate the prayer chain.
- C. Organize prayer ministry teams for members that request prayer.
- D. Organize classes for those interested in prayer ministry in the church.
- E. Pray and evaluate prophetic words and dreams submitted to the church.

## **ARTICLE 9 - PASTORAL RELATIONS**

**Section 1 - Establishment of Committee:** The Pastoral Relations Committee will be composed of the pastors, the Moderator, and the following moderator-appointed church members: two members of the board, two members at large, one representative recommended by the Body Life Committee, one representative recommended by the Worship Committee, and one representative recommended by each active organization, for a maximum of three years. The incoming Moderator's appointments will be approved by the church membership at the annual meeting. Replacement committee members can be approved at any congregational meeting or an annual meeting.

**Section 2 - Duties:** The committee will be convened by its moderator appointed chairman at least once a year. This committee will be responsible for the process of filling any vacancies in the pastoral staff. The committee will also serve as liaison between the congregation and the pastoral staff with positive communication and relationships as its goal.

**A. Pastoral Vacancies**

1. The committee will be guided by prayer when selecting a prospective pastor.
2. The committee will develop a job description and submit qualifications of the pastor to the congregation for approval at the time of calling. Any candidate must exhibit the following:
  - a. Love of Jesus Christ.

- b. Comprehensive knowledge of Scripture.
  - c. Personal walk consistent with the Scriptures and the purpose statement of the church.
  - d. Willingness to adopt the church Statement of Faith as his own.
  - e. Skills and aptitude for counseling and mentoring.
3. When the committee is ready to invite a prospective pastor, it will send to each member of the church the following information:
- a. Name and qualifications of the prospective pastor.
  - b. Date of visit.
  - c. Date and time of congregational meeting at which the proposed candidate will be voted upon.
- This information will be sent at least two weeks before the committee formally presents the prospective pastor to the church for its consideration and action.
4. The vote on a prospective pastor is by secret ballot of the church membership and requires a three-fourths majority vote of those present and voting. A quorum of fifty percent of the active membership is required.
5. The committee will cooperate with the board and Worship Committee to arrange interim pastoral service.

#### **B. Continuance of Relationship**

The Pastoral Staff will continue to serve so long as the relationship is satisfactory to the pastors and the congregation. The duties of the pastors may be examined and revised by the pastors and the committee.

#### **C. Dissolution of Relationship**

The Pastoral Relations Committee will oversee the dissolution of relationship with any pastoral staff.

Dissolution may be initiated by:

- 1. Any pastor with a minimum of one month notice.
- 2. The congregation at any congregational meeting provided each active member is notified by mail at least two weeks prior to the date of the meeting, Dismissal may be given by the congregation with one month's notice. In extreme cases, dismissal may be immediate with one month's severance pay in lieu of a month's notice.

### **ARTICLE 10 - MEETINGS OF THE CHURCH**

**Section 1 - Worship Services:** Worship Services will be held each Sunday and whenever the Senior Pastor and/or board may direct. The ordinance of the Lord's Supper will be observed on the first Sunday of each month unless otherwise arranged by the Senior Pastor or the board.

**Section 2 - Congregational Meetings:** A congregational meeting may be held any time proper notice is given. Congregational meetings will be structured according to Roberts Rules of Order as modified at the discretion of the Moderator.

#### **A. Business Meeting**

Notice of any business meeting must be posted and announced during Worship service for two weeks prior to



the meeting.

**B. Annual Meetings**

The annual meeting of the church will be held in January to read annual reports and transact other business.

Notification for this meeting will be the same as stated for business meetings. The Pastors, all officers of the church, the board, auxiliary organizations and committees will provide written reports at the Annual Meeting concerning their activities. The members of the Pastoral Relations Committee will be approved at this meeting. New members of the board will be approved at or before this meeting.

**C. Special/Emergency Meeting**

A special meeting of the membership may be called at any time by the Pastors, Moderator or written request by seven members. Notice may be announced from the pulpit at any worship service or by any reasonable means to notify membership of the time, place, and purpose of the meeting.

**D. Voting**

1. Quorum

a. A quorum for the transaction of business will consist of thirty percent of the active membership.

b. A quorum for calling a pastor will consist of fifty percent of the active membership. (ref. Article 9, § 2. A. 4.)

2. Eligible Voters

Only members of the church are eligible to vote on any question presented at a business meeting. All members of the church may vote with the following exceptions:

a. Minimum age is eighteen years for voting on the purchase, sale, or mortgage of property or changes in denominational relationship.

b. Members under eighteen may vote on separate ballots to express their opinion.

3. Procedure

a. The Moderator determines whether voting is verbal or by secret ballot. Any member present and voting may call for a secret ballot. (Except for Article 6, § 2.-B)

b. The vote of a majority of a quorum of eligible voters at any stated meeting of the membership will be required to constitute action of the church, except for provisions made elsewhere in this constitution.

**ARTICLE 11 - AUXILIARY ORGANIZATIONS**

Auxiliary organizations may be formed to conduct church activities. A vote of the board or church membership will be required to recognize or disband any auxiliary organization. Failure to work in harmony with the church will be cause for disbanding.

**ARTICLE 12 – FINANCES**

**Section 1 - Policy:** The congregation, through free will offerings, will provide the operational expenses of the church. All other forms of income will only be used for special projects (e.g. capital

improvements, outreach, missions, etc.) Offerings for other needs can only be taken by permission of the board.

**Section 2 - Annual Budget:**

- A. The following procedure will be used to adopt a unified budget for the fiscal year beginning each March 1<sup>st</sup>.
  - 1. The Finance Committee will submit a proposed budget to the board for approval prior to the annual business meeting.
  - 2. The board approved budget will be made available to the membership one week prior to the annual meeting.
  - 3. At the annual meeting the board will recommend the budget for approval by the church membership.
  
- B. The budget will include all real and anticipated expenditures of the church, the sum of which will be determined by good faith, hope and prayer.
  
- C. The budget will be prepared with at least the following general classifications: Pastoral Ministry, Personnel, Church Home, Worship, Body Life, Outreach, and Prayer. Each classification will be itemized to show where appropriations may be used.
  
- D. Appropriations are to be expended under the direction of the board. Money will not be expended, nor liability incurred, beyond the amount appropriated in the budget without specific authorization by the church membership.

**Section 3 - Unbudgeted Expenditures:** The board will authorize payment of all unbudgeted expenditures. Church membership approval will be required on unbudgeted expenditures over \$2000.

**Section 4 - Diaconate Fund:** This fund will be administered by the board, preferably at a meeting of the board. In special circumstances a minimum of three board members can release funds. The fund is to be used for the purpose of giving relief and aid to members and friends of the church, or other related purposes. Monies for this fund will come from contributions made at the communion services, and from any other monies which the church may designate for this fund.

**ARTICLE 13 – AMENDMENTS**

This constitution may be amended at any church business meeting provided a quorum is present and the amendments pass with two-thirds vote. Written notice stating the proposed change will be made available to the church membership two weeks preceding the meeting.

**ARTICLE 14 - STANDING RESOLUTIONS**

Standing resolutions may be adopted by vote of the church membership or board and will become current policy. Resolutions may be revoked by the same procedure. The board will review the standing resolutions annually.