

*Coastal*  
COMMUNITY CHURCH

of Port St. John, Florida

Constitution and By-laws

October 2015

We declare and establish this Constitution that this body may be governed in an orderly manner, and that the will of the Lord Jesus may be manifested in this congregation. These Constitution and By-laws will preserve the liberties of each individual member and the freedom of action of this body in relation to other churches. All scripture references in these Constitution and By-laws are taken from the **English Standard Version (ESV)** of the Holy Bible.

Revision history:

Basic - March 2012

October 2015

- changes scripture references from NIV to ESV
- added Marriage and Sexual Ethics and Facility Use to Article 3 STATEMENT of FAITH, Essential Christian Beliefs section page 7-8.
- amends responsibilities of the Elders in paragraph 3 & 4 page 25
- amends and clarifies the role of the Deacons ministry pages 29-30
- clarifies Article 6 on Church Finances pages 33 -34.

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## **CONSTITUTION**

We, the undersigned subscribers to these Articles of Incorporation, each a natural person competent to contract, hereby associate ourselves together for the purpose of constituting a Church, to operate in accordance with the laws of God and in a non-profit form pursuant to the applicable provisions of the Statutes of the State of Florida relative to corporations not-for-profit; and we hereby covenant and agree as follows:

### **Article 1 NAME AND PRINCIPLE OFFICE**

The name of this non-profit church corporation shall be;

**Coastal Community Church of Port St. John Inc.**

It may, for convenience, be referred to as “Coastal Community Church” or “Coastal.”

Coastal Community Church is located at 7000 Amesbury Road, Cocoa, FL 32927. The Trustees shall have full power and authority to change the principle office as required. Any change of this location shall be recorded by the secretary on this document opposite this section, or this section may be amended to state the new location.

### **Article 2 STATEMENT OF PURPOSE**

The purpose of this body of believers is to serve our Lord and Savior Jesus Christ as stated in the Great Commandment and the Great Commission.

The Great Commandment: “And he said to him, “You shall love the Lord your God with all your heart and with all your soul and with all your mind. This is the great and first commandment. And a second is like it: You shall love your neighbor as yourself. On these two commandments depend all the Law and the Prophets.” (Matthew 22:37-40 ESV)

The Great Commission: “And Jesus came and said to them, “All authority in heaven and on earth has been given to me. Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age.” (Matthew 28:18-20 ESV)

**Our mission statement is as follows:**

A place of grace where Christ changes lives.

**Our purpose statement is as follows:**

To become fully devoted followers of Jesus Christ.

**THEREFORE, COASTAL COMMUNITY CHURCH of PORT ST. JOHN EXISTS TO:**

**EXALT CHRIST IN WORSHIP (See Matt. 4:10, 22:37, John 5:24)**

COASTAL exists to offer the body of believers the opportunity to worship and glorify God in public services and personal daily devotions.

**TO EDUCATE BELIEVERS TOWARD SPIRITUAL MATURITY (See Matt. 28:20, John 10:10, 2 Timothy 2:2)**

COASTAL exists to help believers develop toward full spiritual maturity, to help them develop a foundation of biblical understanding, and to establish a devotional life. We want to develop believers to Christ-like maturity so as to live life to the fullest at every stage and segment of their lives.

**ENCOURAGE PEOPLE WITH THE LOVE OF GOD (See Matt. 22:39, Acts 2:45-46, Romans 15:7, 1 John 4:7-8)**

Coastal strives to be a church of small groups where we may demonstrate God's love to people by including them in our lives. Small groups are exciting, life-giving communities where people can study God's word, care, pray and encourage one another, and reach out to those who don't yet know Christ as leader of their life. It means intentionally building meaningful relationships with each other. We are seeking to share our lives together; to be an "extended family away from family" to one another. We have made a commitment to become a family of God here on earth with a place and friends for everyone who comes. We also demonstrate God's love to people by caring for their practical needs. The Bible calls this fellowship and ministry.

**TO EQUIP MEMBERS FOR SERVICE IN MINISTRY (See Matt. 28:20, Eph. 4:1-13)**

We believe that every member is a servant for Christ's glory. We want to help believers discover their spiritual giftedness and participate in the ministry of the Kingdom of God through the body of Christ.

**EVANGELIZE THE WORLD (See Matt. 28:19, Acts 1:8, 2 Peter 3:9)**

Coastal exists to reach as many people as possible and see them reconciled to God through a personal relationship with Jesus Christ, here in our own community and throughout the world.

## Article 3 STATEMENT OF FAITH

### I. Essential Christian Beliefs

- a) ABOUT GOD - God is the Creator and Ruler of the universe. He has eternally existed in three persons: the Father, the Son, and the Holy Spirit. These three are co-equal and are one God. (See Gen. 1:1, 26, 27; 3:22; Psalm 90:2; Matt. 28:19; II Cor. 13:14, I Peter 1:2)
- b) ABOUT JESUS CHRIST - Jesus Christ is the son of God. He is co-equal with the Father. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on a cross. He was raised from the dead on the third day to demonstrate His power over sin and death. He ascended to Heaven's glory and will return again someday to earth to reign as King of Kings and Lord of Lords. (See Isaiah 9:6; Matt. 1:22-23; John 1:1-5; 14:10-30; Acts 1:9-11; Romans 1:3-4; 1 Cor. 15:3-4; 1 Timothy 6:14-15; Titus 2:13; Hebrews 4:14-15)
- c) ABOUT THE HOLY SPIRIT - The Holy Spirit is co-equal with God the Father and God the Son, Jesus Christ. He is present in the world to make people aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. He gives every believer at least one spiritual gift when they are saved. As Christians we need to live under His control daily. (John 14:16-17, 16:7-13; Acts 1:8; 1 Cor. 2:12, 3:16; 2 Cor. 3:17; Gal. 5:25; Eph. 1:13; 5:18)
- d) ABOUT THE BIBLE - The Bible is God's Word to us. It was written by human authors, under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. Because it is inspired by God, it is the truth without any mixture of error. (See Psalm 12:6, 119:105, 160; Proverbs 30:5; 2 Tim. 1:12, 3:16; II Peter 1:20-21) Even though translated from the original languages into English by sinful man, no essential truth has been lost in that translation.
- e) ABOUT HUMAN BEINGS - People are made in the spiritual image of God, to be like Him in character. People are the supreme object of God's creation. Although every person has tremendous potential for good, all of us are marred by an attitude of disobedience toward God called "sin". This attitude separates people from God and causes many problems in life. (See Gen. 1:27; Psalm 8:3-6; Isaiah 53:6, 59:1-2; Romans 3:23)
- f) ABOUT SALVATION - Salvation is God's free gift to us but we must accept it. We can never make up for our sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can anyone be saved from sin's penalty. When we turn from our self-ruled life and turn to Jesus in faith we are saved. Eternal life begins the moment one receives Jesus Christ into his or her life by faith. (See John 1:12, 14:6; Romans 5:1, 6:23; Gal. 3:26; Eph. 2:8-9; Titus 3:5)

- g) ABOUT ETERNAL SECURITY - Because God gives us eternal life through Jesus Christ; the true believer is secure in that salvation for eternity. If you have been genuinely saved, you cannot “lose” it. Salvation is maintained by the grace and power of God, not by the self-effort of the Christian. It is the grace and keeping power of God that gives us this security. (See John 10:28-29; 2 Timothy 1:12; Heb. 7:25, 10:10-14; 1 Peter 1:3-5)
- h) ABOUT ETERNITY - People were created to exist forever. We will either exist eternally separated from God by sin, or eternally with God through forgiveness and salvation. To be eternally separated from God is Hell. To be eternally in union with Him is Eternal Life. Heaven and Hell are real places of eternal existence. (See John 3:16; Romans 6:23; Rev. 20:15)

## II. Essential Christian Practices

Beliefs are not worth much unless they are translated into actions. Based on what the Bible teaches, we very strongly adopt the following seven practices:

- a) BIBLE AS OUR AUTHORITY - “All Scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness,”(2 Timothy 3:16 ESV)

Since God’s Word is the only completely reliable and truthful authority, we accept the Bible as our manual for living. Our first question when faced with a decision is, “What does the Bible say?” We practice daily Bible reading, Bible study, and Bible memorization. The Bible is the basis for all we believe.

- b) AUTONOMY OF EACH LOCAL CHURCH - “And he is the head of the body, the church. He is the beginning, the firstborn from the dead, that in everything he might be preeminent.” (Colossians 1:18 ESV)

Christ is the recognized head of our church, not any person, group, or religious organization. While recognizing the value of associating and cooperating with other groups of Christians, we believe every local church should be self-governing and independent from any denominational control. In relating to our “daughter churches” that we sponsor, we encourage each congregation to determine its individual strategy, structure, and style.

- c) PRIESTHOOD OF EVERY BELIEVER - “and from Jesus Christ the faithful witness, the firstborn of the dead, and the ruler of kings on earth. To him who loves us and has freed us from our sins by his blood and made us a kingdom, priests to his God and Father, to him be glory and dominion forever and ever. Amen.” (Revelation 1:5-6 ESV) “But you are a chosen race, a royal priesthood, a holy nation, a people for his own possession, that you may proclaim the excellences of him who called you out of darkness into his marvelous light.” (1 Peter 2:9 ESV)

The Bible teaches that every Christian is called to “full-time” Christian service, regardless of his or her vocation. We practice the truth that every believer is a minister by encouraging them to



find a place of service and ministry. Every believer has direct access to God through prayer, Bible reading and the indwelling of the Holy Spirit.

- d) TITHING – “Every tithe of the land, whether of the seed of the land or of the fruit of the trees, is the LORD's; it is holy to the LORD.” (Leviticus 27:30 ESV)

Coastal practices tithing for the support of Christ's Body, the church, as God commands. We recognize that giving 10% of our income is the biblical standard of giving.

- e) IMMERSION BAPTISM - “And when Jesus was baptized, immediately he went up from the water, and behold, the heavens were opened to him, and he saw the Spirit of God descending like a dove and coming to rest on him;” (Matthew 3:16 ESV)

“having been buried with him in baptism, in which you were also raised with him through faith in the powerful working of God, who raised him from the dead.” (Colossians 2:12 ESV)

We practice baptism by immersion under water, the way Jesus was baptized and the way the Bible commands. Immersion baptism is an outward symbol of an inner commitment.

- f) SPIRIT-LED LIVING - (Jesus said) “I am the true vine, and my Father is the vinedresser. Every branch in me that does not bear fruit he takes away, and every branch that does bear fruit he prunes, that it may bear more fruit.” (John 15:1-2 ESV)

“...for it is God who works in you, both to will and to work for his good pleasure” (Philippians 2:13 ESV)

“And do not get drunk with wine, for that is debauchery, but be filled with the Spirit, (Ephesians 5:18 ESV)

We believe the only possible way to live the Christian life is by God's power within us. So we seek to practice a daily dependence on God's Spirit to enable us to do what is right.

- g) MARRIAGE AND SEXUAL ETHICS – “And the rib that the LORD God had taken from the man he made 1 into a woman and brought her to the man. **23** Then the man said, “This at last is bone of my bones and flesh of my flesh; she shall be called Woman, because she was taken out of Man.” **24** Therefore a man shall leave his father and his mother and hold fast to his wife, and they shall become one flesh.” (Genesis 2:22-24 ESV)

“You shall not do as they do in the land of Egypt, where you lived, and you shall not do as they do in the land of Canaan, to which I am bringing you. You shall not walk in their statutes....So keep my charge never to practice any of these abominable customs that were practiced before you, and never to make yourselves unclean by them: I am the LORD your God.” (Leviticus 18:1-30 ESV)

“For this reason God gave them up to dishonorable passions...” (Romans 1:26 ESV)

“Or do you not know that the unrighteous will not inherit the kingdom of God? Do not be deceived: neither the sexually immoral, nor idolaters, nor adulterers, nor men who practice homosexuality.” (1 Corinthians 6:9 ESV)

“For this is the will of God, your sanctification: that you abstain from sexual immorality; that each one of you know how to control his own body in holiness and honor.” (1 Thessalonians 4:3-4 ESV)

“Let marriage be held in honor among all, and let the marriage bed be undefiled, for God will judge the sexually immoral and adulterous.” (Hebrews. 13:4 ESV)

We believe the Bible teaches that marriage is the exclusive covenant relationship between one man and one woman. While sexual intimacy within the marriage relationship between one man and one woman is approved and even celebrated in Scripture, we believe sexual intimacy outside this covenant relationship is sinful and prohibited. Further, we believe that God created human beings in two distinct genders: male and female. We believe any attempt to alter or change one’s birth gender is sinful and prohibited.

- h) FACILITY USE: “The second is this: ‘You shall love your neighbor as yourself.’ There is no other commandment greater than these.” (Mark 12:31 ESV)

Coastal makes its facilities available to community events as an expression of its religious mission to demonstrate love for and engagement with the community.

“Do not be unequally yoked with unbelievers. For what partnership has righteousness with lawlessness? Or what fellowship has light with darkness?” (2 Corinthians 6:14 ESV)

“Abstain from every form of evil.” (1 Thessalonians 5:22 ESV)

Coastal only makes its facilities available for activities that are consistent with the mission and beliefs of Coastal as expressed in these Constitution and bylaws and its facility use policy. Allowing activities or ceremonies contrary to the mission of Coastal would violate the church’s beliefs and its religious practices and render assistance to beliefs and practices contrary to its own, sending an inconsistent message to the membership and the community.

- i) TELLING OTHERS ABOUT CHRIST - “but in your hearts honor Christ the Lord as holy, always being prepared to make a defense to anyone who asks you for a reason for the hope that is in you; yet do it with gentleness and respect,” (1 Peter 3:15 ESV)

It is the responsibility of every Christian to share the Good News with people God brings into our lives. We practice personal sharing about Christ and inviting others to church.

## Article 4 MEMBERSHIP COVENANT: PRINCIPLES OF ACCOUNTABILITY AND COMMITMENT

The purpose of this covenant is to reflect the Coastal member's commitment to other members in light of their commitment to God. Membership in the body of Christ requires submission to Christ; a desire to bring each phase of one's life under His Lordship. It therefore involves obedience to the scriptural principles of commitment and accountability to the body of Christ, as summarized below.

Having received Christ as our Lord and Savior and been baptized, and being in agreement with Coastal's statements, strategy, and structure, we are led by the Holy Spirit to unite with the Coastal family. In doing so, we commit ourselves to God and other members to do the following:

### I. WE WILL PROTECT THE UNITY OF THE CHURCH

#### ***By acting in love toward other members***

"So then let us pursue what makes for peace and for mutual up building." (Romans 14:19 ESV)

"May the God of endurance and encouragement grant you to live in such harmony with one another, in accord with Christ Jesus, that together you may with one voice glorify the God and Father of our Lord Jesus Christ." (Romans 15:5-6 ESV)

"Having purified your souls by your obedience to the truth for a sincere brotherly love, love one another earnestly from a pure heart," (1 Peter 1:22 ESV)

"To that end keep alert with all perseverance, making supplication for all the saints," (Ephesians 6:18b ESV)

"Know this, my beloved brothers: let every person be quick to hear, slow to speak, slow to anger;"(James 1:19 ESV)

"Let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear." (Ephesians 4:29 ESV)

***By praying for other members*** "praying at all times in the Spirit, with all prayer and supplication. To that end keep alert with all perseverance, making supplication for all the saints," (Ephesians 6:18 ESV)

***By choosing to follow the leaders and allowing them to lead*** "Obey your leaders and submit to them, for they are keeping watch over your souls, as those who will have to give an account. Let them do this with joy and not with groaning, for that would be of no advantage to you." (Hebrews 13:17 ESV)

## II. WE WILL SHARE THE RESPONSIBILITY OF THE CHURCH

**By praying for its growth** “We give thanks to God always for all of you, constantly mentioning you in our prayers,” (1 Thessalonians 1:2 ESV)

“Praying at all times in the Spirit, with all prayer and supplication. To that end keep alert with all perseverance, making supplication for all the saints,” (Ephesians 6:18 ESV)

**By inviting the un-churched to attend** “And the master said to the servant, ‘Go out to the highways and hedges and compel people to come in, that my house may be filled.’” (Luke 14:23 ESV)

**By warmly welcoming those who visit** “Therefore welcome one another as Christ has welcomed you, for the glory of God.” (Romans 15:7 ESV)

## III. WE WILL SERVE THE MINISTRY OF THE CHURCH

**By discovering our gifts and talents** “As each has received a gift, use it to serve one another, as good stewards of God's varied grace:” (1 Peter 4:10 ESV)

**By being equipped by our pastors to serve in ministry** “And he gave the apostles, the prophets, the evangelists, the shepherds and teachers, to equip the saints for the work of ministry, for building up the body of Christ,” (Ephesians 4:11-12 ESV)

**By developing a servant's heart** “Let each of you look not only to his own interests, but also to the interests of others. Have this mind among yourselves, which is yours in Christ Jesus, who, though he was in the form of God, did not count equality with God a thing to be grasped, but emptied himself, by taking the form of a servant, being born in the likeness of men.” (Philippians 2:4-7 ESV)

## WE WILL SUPPORT THE TESTIMONY OF THE CHURCH

**By attending faithfully** “not neglecting to meet together, as is the habit of some, but encouraging one another, and all the more as you see the Day drawing near.” (Hebrews 10:25 ESV)

**By living a godly life** “Only let your manner of life be worthy of the gospel of Christ, so that whether I come and see you or am absent, I may hear of you that you are standing firm in one spirit, with one mind striving side by side for the faith of the gospel,” (Philippians 1:27 ESV)

“Abstain from every form of evil.” (1 Thessalonians 5:22 ESV)

“So, whether you eat or drink, or whatever you do, do all to the glory of God.” (1 Corinthians 10:31 ESV)

**By giving regularly** “On the first day of every week, each of you is to put something aside and store it up, as he may prosper, so that there will be no collecting when I come.” (1 Corinthians 16:2 ESV)

“Every tithe of the land, whether of the seed of the land or of the fruit of the trees, is the LORD's; it is holy to the LORD.” (Leviticus 27:30 ESV)

***By choosing to limit our freedom for the sake of our testimony to and influence on others*** “But take care that this right of yours does not somehow become a stumbling block to the weak.” (1 Corinthians 8:9 ESV)

“For you were called to freedom, brothers. Only do not use your freedom as an opportunity for the flesh, but through love serve one another.” (Galatians 5:13 ESV)

“Do not, for the sake of food, destroy the work of God. Everything is indeed clean, but it is wrong for anyone to make another stumble by what he eats. It is good not to eat meat or drink wine or do anything that causes your brother to stumble.” (Romans 14:20-21 ESV)

**Note:** *The above Scriptural principles of commitment to the Lord and to the church body in no way represent the pathway to salvation. Salvation is totally a work of God’s free grace, not the result in whole or part of any human works or goodness. However, the inevitable accompaniment of a genuine saving relationship with Jesus Christ is the desire to grow in obedience and godliness, brought about by the Holy Spirit’s working in one’s own life. (See Titus 3:5; Eph. 2:8-9; Rom. 4:5)*

## **Article 5 GOVERNMENT AND AFFILIATION**

The government of this church is vested in the body of believers (members) who compose it. It is an autonomous and democratic Southern Baptist church of no other ecclesiastical body, but it recognizes and sustains the importance of mutual counsel and cooperation which are common among Southern Baptist churches.

This church shall be a cooperating member of the Brevard Baptist Association, the Florida Baptist Convention, and the Southern Baptist Convention.

All internal groups created and empowered by the church shall report to and be accountable only to the church, unless otherwise specified by church action in conference.

## **BY-LAWS**

### **Article 1 MEMBERSHIP**

#### **I. GENERAL**

The New Testament presents a picture of definable groups of people who, once committed to the Lord, identified themselves with and committed themselves to a particular local body. (See Acts 2:44, 46; 11:26; Rom. 16:1; 1 Cor. 1:2; 2 Cor. 8:1; Phil. 1:1)

In order to implement the principles of accountability and commitment to the local body of Christ, Coastal recognizes the need for formal membership.

This is an autonomous Baptist church under the Lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this church.

The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership. Membership means a commitment to Christ and a commitment to this local church.

It is the desire of Coastal to freely extend its fellowship to all individuals. At the same time, Coastal desires to uphold the principles of commitment to Christ and to the body that Scripture teaches must accompany true membership in the body of Christ.

#### **II. PROCEDURE FOR ADMISSIONS TO MEMBERSHIP**

All persons who have met the following qualifications and completed the following procedure may become members of Coastal:

- a) A personal commitment of faith in Jesus Christ for salvation.
- b) Baptism by immersion after the faith commitment as a testimony of salvation. Periodic Baptism services are offered for those who have become believers and desire to make a biblical public profession of faith in Christ by being baptized by immersion.
- c) An expressed desire for membership by written or spoken request. This is done most conveniently by speaking to a pastor or lay minister before or after one of the church's public worship services or by indicating this desire on a commitment card and turning it in during a public worship service.
- d) Completion of Coastal's membership class. Periodically membership classes shall be offered to provide teaching on Coastal's Statements of Purpose, Faith, and Practice; Coastal's Strategy of Ministry; Coastal's Structure of Church Government; and the biblical principles of commitment to the body of Christ called Coastal.
- e) A signed statement of commitment. A signed Membership Covenant shall be used as an instrument to affirm one's desire for membership and to serve as formal record of one's membership.

- f) Public affirmation of new members before the congregation. All individuals under 18 years of age who desire to become members of Coastal must receive the written consent of at least one parent or legal guardian.

### **III. RESPONSIBILITIES OF MEMBERS**

The responsibilities of membership are described in the membership covenant (Article 4, Pg. 8).

### **IV. RIGHTS OF MEMBERS**

Voting by proxy is prohibited. Each active member of the church, 18 years old and older, is entitled to one vote on the following matters:

- a) The Annual Church Budget.
- b) The calling or removing of the Head Pastor.
- c) Nomination and affirmation of Elders
- d) The election of the Deacons.
- e) The disposition of assets of the church.
- f) The acquisition of real property and related indebtedness.
- g) The merger or dissolution of the church.
- h) Amendment to the Constitution and By-laws of the church
- i) Each member has the right to address the church leadership, at an appropriate time, on any subject or transaction which affects the church,.

### **V. TERMINATION OF MEMBERSHIP**

Members shall be removed from the church roll for the following reasons:

- a) Death.
- b) Transfer of membership to another church.
- c) Personal request of the member in writing.
- d) Dismissal by the church according to the following conditions:
  - (1) The member's life and conduct is not in accordance with the membership covenant in such a way that the member hinders the ministry influence of the church in the community.
  - (2) Procedures for the dismissal of a member shall be according to Matthew 18:15-22. This membership seeks to ensure that a full measure of Christian charity and understanding be extended to its members in all circumstances. Furthermore, every reasonable measure should be taken to assist any distressed member if some condition should exist which would cause this member to become a liability to the general ministry of the church. Our goal is not the dismissal of members, but the redemption and restoration of the member in question to spiritual health and fellowship with the rest of the Church.

*Notes on Scriptural Procedure and Principles for Confrontation:*

Ongoing sin in the life of a believer obstructs his walk with the Lord, threatens the unity and fellowship within the body, and ultimately weakens the witness of the church among non-believers. (See 2 Cor. 6:3; 1 John 1:7)

Scripture therefore encourages believers to be concerned with each other's spiritual well-being, and teaches them to confront in love where there is evidence of sin. Coastal acknowledges the following Biblical procedure for such confrontation (See Luke 17:3; 2 Cor. 11:29; Gal. 6:1):

- a) If one has knowledge of ongoing sin in the life of a fellow believer, he or she should go promptly and confront the individual in private. (See Matt. 18:15)
- b) If there is no expression of repentance, he or she should reprove the individual in the presence of two or three witnesses. (See Matt. 18:16)
- c) If there is still no repentance, Scripture teaches that the matter should be brought before the church. In the Coastal structure, the matter should at this point be brought to the attention of the Head Pastor, Pastoral Staff, and Elders as representatives of the church. (See Matt. 18:17)
- d) If there is no evidence of genuine repentance after confrontation by the Head Pastor, Pastoral Staff, and Elders, they should bring the matter before the whole congregation. (Matt. 18:17)
- e) If there is still no evidence of repentance, Scripture teaches that the individual should be removed from the church body and believers should break fellowship with him or her, until such time as there is genuine repentance. This action is to be taken upon recommendation from a majority of the Elders, and by a three-fourths vote of the members who are present and voting at a meeting called for this purpose. All matters of a disciplinary nature, affecting the fellowship of the church, must be commenced and concluded at a regular membership meeting or a special meeting duly convened and called for that purpose. No member shall be examined at a church meeting unless he shall have at least ten (10) days prior notice in writing of the charge and have an opportunity to be present and be heard in his or her own defense. (See 1 Cor. 5:11-13; 2 Thes. 3:6, 14; Titus 3:10-11)

In addition to the above procedure, Scripture teaches that confrontation should be approached and carried out with an attitude of love, concern and humility, and should be motivated by the sincere desire to seek repentance and restoration of fellowship. Reflecting Christ's grace and forgiveness, believers are taught to be quick to forgive when there is the genuine expression of repentance on the part of a fellow believer. (See Matt. 6:14-15, 18:21-22; Luke 17:3; Gal. 6:1; Eph. 4:32)

*Note: The same Biblical principles and procedures for confrontation apply in attempting to resolve relational conflicts within the body. In such cases Scripture indicates that it is the responsibility of the believer to go promptly to one's brother/sister when one has been offended, or when one has reason to believe that he or she may have done the offending. (See Matt. 5:23-24; Eph. 4:26-27)*

## **VI. RESTORATION OF MEMBERS**

Members dismissed by the church shall be restored by the church according to the spirit of 2 Cor. 2:7-8 upon a recommendation of the Elders and a majority vote of the church, when their life-styles are determined to again be in accordance with the membership covenant.

## **VII. INACTIVE MEMBERS**

Inactive members are defined as those not having attended Coastal worship services for a period greater than 90 days. Such members shall not be counted on the active church membership rolls and



shall not be permitted to vote in any matters of the church. They shall remain on the inactive membership roll until such time as they reaffirm the membership covenant or are removed for any of the reasons listed in Section V

Prior arrangements can be made, in writing, with the church office for temporary but long term absences caused by extenuating circumstances such family health or employment issues.

## Article 2 CHURCH LEADERS (MANAGERS OF THE CHURCH)

### I. THE HEAD OF THE CHURCH

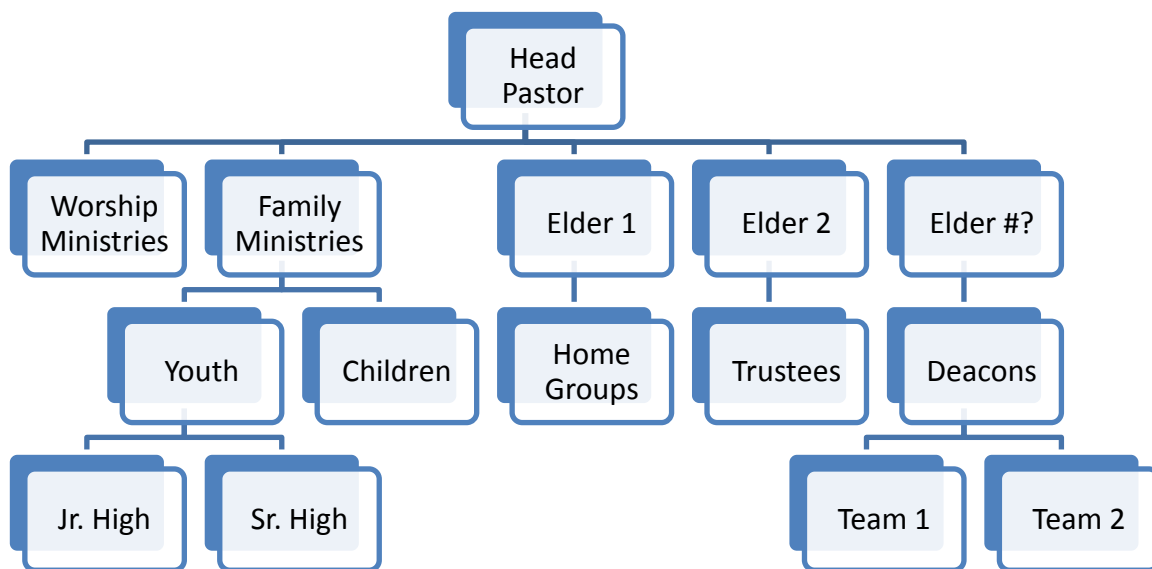
Christ is the head of the church. He is the true source of all the church is and does, and His glory is to be the objective of every act, function and motive of the body, both individually and corporately. He is the Chief Executive Officer of this congregation. It is before Him that all other leadership must bow. (See Matt. 23:8-11; Eph. 1:22-23; Col. 1:18, 2:19; 1 Peter 5:4)

Christ has provided His thoughts and His direction for the body in His Word, the Bible. It is the revelation of His commands, His counsel, and His purpose for the church and for every believer. (See 2 Tim. 3:16-17)

The Holy Spirit is the source of the church's power. The Holy Spirit's role is to indwell and control believers in order to conform them to the character of Christ.

### II. HOW THE CHURCH IS LED

Coastal Community Church is an elder-led church where the head pastor is the head elder. The Board of Elders is made up of the head pastor, the paid ministry staff and the appointed Elders (**illustration below displays relationships, not actual ministries**).



“For we are God's fellow workers. You are God's field, God's building. According to the grace of God given to me, like a skilled master builder I laid a foundation, and someone else is building upon it. Let each one take care how he builds upon it.” (1 Corinthians 3:9-10 ESV)

God's plan for leadership is revealed in Scripture. He launched the church by giving certain individuals specific gifts,

“And he gave the apostles, the prophets, the evangelists, the shepherds and teachers, to equip the saints for the work of ministry, for building up the body of Christ, until we all attain to the unity of the faith and of the knowledge of the Son of God, to mature manhood, to the measure of the stature of the fullness of Christ,” (Ephesians 4:11-13 ESV)

These believers under the direction of the Holy Spirit initiated the Christian movement and brought local churches into existence through their teaching and preaching. (See Rom. 15:17-21)

“This is why I left you in Crete, so that you might put what remained into order, and appoint elders in every town as I directed you” (Titus 1:5 ESV)

“Pay careful attention to yourselves and to all the flock, in which the Holy Spirit has made you overseers, to care for the church of God, which he obtained with his own blood.” (Acts 20:28 ESV)

As churches were established in the faith, and when more than one person became qualified, Head pastors and assistant pastors called “elders” were appointed to continue the pastor-teaching ministry in each local church. To the pastors (elders) was given the ultimate responsibility for the oversight, leadership, and protection of that particular church body, and the shepherding, feeding, and care of its members. (See Acts 14:23; Acts 20:28-32; 1 Tim. 3:1-7, 5:17; Titus 1:5-9; 1 Peter 5:1-4)

“Let the elders who rule well be considered worthy of double honor, especially those who labor in preaching and teaching.” (1 Timothy 5:17 ESV)

Some pastors (elders) would give more time to the spiritual leadership than others and would be called to fill more demanding responsibilities. They therefore would be worthy of “double honor” (usually understood as monetary compensation).

“And the twelve summoned the full number of the disciples and said, “It is not right that we should give up preaching the word of God to serve tables. Therefore, brothers, pick out from among you seven men of good repute, full of the Spirit and of wisdom, whom we will appoint to this duty.” (Acts 6:2-3 ESV)

As necessary, Deacons were also appointed to serve the church, particularly in undertaking those areas of need that would otherwise prohibit the elders and other leaders (Head Pastor and Pastoral staff) from performing their Biblical responsibilities. These leaders, along with all members of each local body form a unique organism - a visible and functioning expression of the universal church. Coastal recognizes this Biblical pattern for the plurality of godly leadership, under the over-sight and leadership of pastors.

“Obey your leaders and submit to them, for they are keeping watch over your souls, as those who will have to give an account. Let them do this with joy and not with groaning, for that would be of no advantage to you.” (Hebrews 13:17 ESV)

In response to the Biblical pattern of leadership, members of the body are taught in Scripture to lovingly support their leaders and to choose to give them the gift of leadership...allowing them to lead as well as helping them to lead the church.

Coastal leadership are servants of the church and are not to lord over the people and rule them as the world does, but to serve as Christ did. (See Matt 23:11, Luke 9:48(b); Luke 22:24-27)

All leaders of the body are to be in small groups and must be church members, abiding by the Membership Covenant stated in Article I of the Coastal Constitution. At a minimum, leaders of the body are defined as the Head Pastor, Ministerial Staff, Elders, Deacons, Trustees, Ministry Leaders, and Small Group Leaders.

### **III. HEAD PASTOR**

#### ***A. BIBLICAL QUALIFICATIONS OF THE HEAD PASTOR***

“Therefore an overseer must be above reproach, the husband of one wife, sober-minded, self-controlled, respectable, hospitable, able to teach, not a drunkard, not violent but gentle, not quarrelsome, not a lover of money. He must manage his own household well, with all dignity keeping his children submissive, for if someone does not know how to manage his own household, how will he care for God's church? He must not be a recent convert, or he may become puffed up with conceit and fall into the condemnation of the devil.” (1 Timothy 3:2-6 ESV)

“if anyone is above reproach, the husband of one wife, and his children are believers and not open to the charge of debauchery or insubordination. For an overseer, as God's steward, must be above reproach. He must not be arrogant or quick-tempered or a drunkard or violent or greedy for gain, but hospitable, a lover of good, self-controlled, upright, holy, and disciplined. He must hold firm to the trustworthy word as taught, so that he may be able to give instruction in sound doctrine and also to rebuke those who contradict it.” (Titus 1:6-9 ESV)

- (1) Above Reproach: Pastors (elders) must be blameless, presenting no patterns of Scriptural disobedience or grounds for accusation.
- (2) Husband of one wife
- (3) Temperate: Pastors (elders) must be marked by moderation, enslaved to nothing, free from excesses.
- (4) Self-Controlled: Pastors (elders) must be sober, sensible, wise, balanced in judgment, not given to quick, superficial decisions based on immature thinking.
- (5) Respectable: Pastors (elders) must demonstrate a well-ordered life and good behavior.
- (6) Hospitable: Pastors (elders) must be unselfish with their personal resources. They must be willing to share blessings with others. Friendly to strangers.

- (7) Able to Teach: Pastors (elders) must be able to communicate the truth of God and exhort sound doctrine in a non-argumentative way. (See 2 Tim. 2:24; 2 Tim. 4:2)
- (8) Not Given to Drunkenness: Pastors (elders) must be free from addictions and must not use recreational drugs. These persons must be willing to limit their freedom in Christ for the sake of their testimony to and influence on others. At Coastal, all pastors and staff ministers are asked to abstain totally from the use of alcoholic beverages.
- (9) Not Violent but Gentle: Pastors (elders) must be gentle and characterized by forbearance and tenderness - not being violent or having a quick temper.
- (10) Not Quarrelsome: Pastors (elders) must not be given to quarreling or selfish argumentation.
- (11) Not a Lover of Money: Pastors (elders) must not be stingy, greedy or out for sordid gain. They should not be preoccupied with amassing material things, but rather should be a model of giving, and at least, one who tithes.
- (12) Manage Own Family Well: Pastors (elders) must have a well-ordered household, a healthy family life, and well-behaved children (Pertains to those children still under the authority of the parents).
- (13) Not a Recent Convert: Pastors (elders) must not be new believers. They must have been Christians for long enough to demonstrate the reality of their conversion and the depth of their spirituality.
- (14) Good Reputation with Outsiders: Pastors (elders) must be well respected by the community, and must be free from hypocrisy.
- (15) Not Overbearing: Pastors (elders) must not be stubborn, insensitive or prone to force opinions on others. They must be more interested in service than self-pleasure.
- (16) Not Quick Tempered: Pastors (elders) must be able to exercise self-control and patience in difficult situations.
- (17) Loves what is good: Pastors (elders) must desire the will of God in every decision.
- (18) Just: Pastors (elders) must be fair and impartial. Their judgments must be based on Scriptural principle.
- (19) Devout: Pastors (elders) must be reverent, continually desiring to be separated from sin. They must be devoted to prayer, the study of Scripture and the guarding of their own spiritual walk. (See Acts 20:28)
- (20) Must have control of his tongue. (See James 3: 1-12)

## ***B. BIBLICAL ROLE OF THE HEAD PASTOR***

- (1) Shepherd the Flock: Serving in all humility, pastors are to guide, direct, guard and protect the members of the body, seeking to meet their needs and assist in any way possible, warning against harmful influences and guarding against false teachers. (See Acts 20:28, 1 Peter 5:1-3)
- (2) Lead through Example: Pastors are to provide a Scriptural role model and are to set a pattern before the flock of a rightly ordered life - with a single purpose, to glorify God. (See 1 Peter 5:3)

- (3) Teach and Exhort: Pastors are to see that the flock is fed through insightful and accurate Biblical instruction and admonition. (See 1 Tim. 3:2; Titus 1:9)
- (4) Defender of Biblical Truths: Pastors are to confront those who are teaching what they should not teach or who are continuing in a pattern of behavior contradictory to Biblical truth. Thus, pastors are to keep closing potential entrances for Satan, so that the truth of Christ will remain credible to both the congregation and the community. (See Acts 20:29-31; Titus 1:9)
- (5) Manage the Church of God: Pastors are to oversee the life of the church, with the assistance of other godly leaders. They must be people who can “rule well”. (See 1 Tim. 3:5; 1 Tim. 5:7)
- (6) Visit and pray for the Sick: Pastors are to pray for the spiritual and physical well-being of members of the congregation. (See James 5:14-15)

### ***C. JOB DESCRIPTION OF THE HEAD PASTOR***

#### **Principal Function:**

The Head Pastor is responsible to the Lord Jesus Christ and to the church body for leading the church, feeding the church, and praying for the church so that it accomplishes its Biblical purposes of exalting Christ in worship, encouraging people with the love of God, evangelizing the world, edifying believers toward spiritual maturity, and equipping believers for service in ministry.

#### **Responsibilities:**

To lead the church by casting vision and strategic planning. Lead and equip the “Governance” ministry of the church; program staff, Elders, Deacons and ministry volunteers. Supervise all paid staff. Recommend and advise on the addition and selection of all paid staff members and in determining their duties.

- (1) To lead and plan worship services and see that they are planned and conducted.
- (2) To care for people and see that they are cared for. Conduct weddings, funerals, and perform Biblically based counseling.
- (3) To teach and practice evangelism.
- (4) To prepare, study for and preach sermons and see that sermons are preached.
- (5) To spend time equipping and encouraging leaders.
- (6) To pray for members, participants, and unbelievers.
- (7) To act as moderator of church family business meetings if necessary.
- (8) To represent the church in denominational and civic matters.

### ***D. ROLE CLARIFICATIONS OF THE HEAD PASTOR***

By virtue of his calling and office, the head pastor is God’s spiritual leader of the church. He shall be responsible to the Lord Jesus Christ and to the congregation for the general and active management

of the operation of the corporation. The head pastor shall have general oversight of the total ministry of the church.

In addition to his overseeing and pastoring role as an elder, the head Pastor is primarily to be a teacher of the Word of God - the Bible. He is to teach and exhort by precept and example. His goal is to help make fully devoted followers of Christ out of irreligious people through insightful and accurate presentation and proclamation of the Word, equipping them to be the true “ministers” in the body. As a teacher his life must exemplify 1 Thes. 2:4, 2:10-12; Titus 1:7; and James 2:22.

Thus, the Head Pastor should not be responsible to minister in areas unrelated to his primary function as a teaching and leading elder. To burden the Head Pastor with other functions is to rob him of study time and devotion to the Word, and forces him to function in gift areas other than his own. (See 2 Tim. 1:13, 2:15)

As leaders of the church, the Head Pastor and Elders should appoint other leaders with complementary gifts to undertake areas and aspects of the ministry that cannot be filled by the Head Pastor as the need arises and as God provides. (See Acts 20:28)

#### ***E. SELECTION OF THE HEAD PASTOR***

In the event of a vacancy in the office of Head Pastor, the Elders shall appoint a Pastor Search Team who shall be responsible to conduct a search for candidates to fill the position.

This Pastor Search Team shall seek out a suitable candidate as described in [Article 2, Section III \(A\) “Biblical Qualifications of the Head Pastor”](#).

The calling of a Head Pastor shall take place at a meeting called for that purpose. Not less than three weeks written and/or verbal notice of this meeting shall be given to the Church. The vote shall be taken by signed paper ballots. At least one-third of active members must be present at this meeting and an affirmative vote of at least three-fourths of those present shall be required for approval of the nomination.

#### ***F. TERMINATION OF THE HEAD PASTOR***

Any consideration for the termination of the Head Pastor shall be directed to the Elders. The Elders shall consider the matter and if further action deemed necessary, shall consult with the Head Pastor. If further action is deemed necessary, the matter shall be presented to the Ministerial Staff for discussion. The Head Pastor will be invited to attend this meeting.

A vote will then be taken by the Board of Elders and if there is an affirmative vote by the Board of Elders, the matter shall be presented to the active membership for discussion and vote. This membership meeting will be called for this purpose and announced to the membership at least two weeks prior by written and verbal notice.

The vote shall be by written ballot with at least one-third of the active membership present. Termination of the Head Pastor shall occur upon a three-fourths majority vote of the active church members present at this meeting.

Except in instances of gross misconduct by the Head Pastor so excluded from office, the church will compensate the pastor with not less than one-twelfth of his total annual compensation. The termination shall be immediate and the compensation shall be rendered in not more than 30 days.

#### ***G. Pastor Accountability Team***

The pastor accountability team is a group of men to whom the senior pastor is accountable regarding issues relating to his qualifications to serve. The members of this group will be selected by the senior pastor and approved by the Board of Elders. They may be church members, or non-church members, preferably, they will be pastors of area churches. The members of the pastor accountability team do not serve a pre-determined term. However, each member must be reaffirmed by the Board of Elders each year, and report no less than annually to the Board of Elders.

### **IV. MINISTERIAL STAFF**

#### ***A. BIBLICAL QUALIFICATIONS***

All ministerial staff members shall meet the following qualifications. They fulfill a position of leadership and will serve as role models for other believers. Therefore, spiritual qualifications and walk are of the utmost importance. Because of their important role in the church, the following qualities should be evident in their lives: Spirit-led wisdom, tithing to the church, cooperative spirit in working with others, love for all people, and integrity in all matters.

“Therefore an overseer must be above reproach, the husband of one wife, sober-minded, self-controlled, respectable, hospitable, able to teach, not a drunkard, not violent but gentle, not quarrelsome, not a lover of money. He must manage his own household well, with all dignity keeping his children submissive, for if someone does not know how to manage his own household, how will he care for God's church? He must not be a recent convert, or he may become puffed up with conceit and fall into the condemnation of the devil. Moreover, he must be well thought of by outsiders, so that he may not fall into disgrace, into a snare of the devil.” (1 Timothy 3:2-7 ESV)

- (1) Honest and Good Reputation: Must be of honest and good reputation within and outside the church.
- (2) Controlled by the Holy Spirit: Must be a Spirit-controlled person, understanding how to walk in the Spirit and continually do so.
- (3) Wise: Must be full of wisdom.
- (4) Leadership Ability: Must have leadership ability. They must be able to be put in charge of a task. They need to have the ability to “get things done.”
- (5) Full of Faith: Must be faith-filled people; having the ability to trust God to make the yet unseen a reality.
- (6) Individual of Dignity: Must be worthy of respect, possessing Christian purpose and having great reverence for spiritual matters. One whose word carries weight; to be spiritually mature, of sound mind and character.
- (7) Not Addicted to Wine: Must be free from all addictions and must not use recreational drugs. They must be willing to limit their freedom in Christ for the sake of their testimony to others

and their influence on others. At Coastal, all pastors and staff ministers are asked to abstain totally from the use of alcoholic beverages.

- (8) Not Pursuing Dishonest Gain: Must be free from the love of money as their highest priority in life, rather seeking the Kingdom of God and His righteousness as their top priority.
- (9) Holding to the Deep Truths of the Faith with a Clear Conscience: Must have a sound knowledge of Christian truths and a lifestyle in accord with them. They must not be easily swayed from the truth.
- (10) First Tested: Must be mature Christians, not new and immature converts. They must have proven over time that they are faithful and that their walk is credible.
- (11) Their Spouses (if married) must be dignified, not gossips, temperate, and faithful.
- (12) The Husband of One Wife (or the Wife of One Husband): If married, must be faithful, devoted spouses. This does not necessarily mean that they have never been divorced except for the Head Pastor, which Coastal holds to a higher standard. It means they are faithful to their spouse, not an adulterer, and have demonstrated a God-ordained marriage. Divorce does not in itself disqualify one from ministry other than as Head Pastor. If there has been the necessary repentance, a demonstrated faithfulness to God and the stability of the present marriage. Given the fact that all other biblical qualification are intact, then by all means, the person is eligible to serve in ministry.
- (13) Manage Household Well: Should manage their household well, resulting in love and respect from their spouse and children if they are married. A healthy family life, and well-behaved children (pertains to those children still under the authority of the parents).

#### ***B. THE ROLE OF THE MINISTERIAL STAFF***

The Ministerial Staff shall be called and employed as the church determines the need for such offices. They will give leadership to certain ministries of the church where the church sees that paid leadership is necessary to insure the health and effectiveness of a ministry of the church.

Ministerial Staff may be known as “Ministers”, “Pastors”, or “Directors”, i.e., Minister of Worship and Arts, Pastor of Student Ministries, Children’s Director, etc.

#### ***C. THE SELECTION OF THE MINISTERIAL STAFF***

The establishment of additional Ministerial Staff shall be determined by the Head Pastor and Elders. Specific procedures for calling and terminating ministerial staff, individual job descriptions, and a list of general employee benefits shall be found in the Personnel Policy Manual.

#### **V. SUPPORT STAFF**

The establishment of additional support staff positions, such as Administrative Assistants, Custodians, etc. shall be determined by the recommendation of the Head Pastor to the Elders. Job descriptions and procedures for hiring and terminating are found in the Personnel Policy Manual.



## VI. BOARD of ELDERS

### A. BIBLICAL QUALIFICATIONS

The Biblical qualifications for Elders are the same as specified for Ministerial Staff [Section IV \(A\)](#). [Pg.22](#).

To be eligible for consideration as an Elder, one must be a member of Coastal for one at least one year, active in a small group ministry, and be a tither.

### B. THE ROLE OF ELDERS

Elders serve in areas of ministry necessary for the church's functioning that would otherwise hinder the Head Pastor and other area of ministries from performing their Biblical responsibilities. While no specific ongoing roles are mentioned in the Bible, the service needs of the church change, and so the role of the Elders must also change with the needs of the church. The job description of the Elder will therefore remain open-ended; doing what needs to be done, following through to completion.

Elders at Coastal serve in spiritual as well as administrative areas. They help the Head Pastor oversee the spiritual and administrative functions of the church. This includes helping to shape the ministry strategy and the administrative policy.

Major decisions requiring church action will first be discussed and a consensus reached by the Head Pastor, Ministerial Staff, Elders, Deacons, Trustees and Ministry Team Leaders as appropriate for each ministry involved in the issue. The issue will then be brought to the church membership meeting for action when appropriate as determined by these by-laws.

Some of specific responsibilities of an Elder:

- (1) Care for the Unity and Fellowship of the Church - Elders have the responsibility to follow Biblical procedure and principle for confrontation. Ongoing sin in the life of a believer obstructs his/her walk with the Lord, threatens the unity and fellowship within the body, and ultimately weakens the witness of the church among non-believers. Elders are to confront in love where there is evidence of ongoing sin. Elders must also take the initiative in resolving conflicts in the body of Christ to include: Taking the aggressive role of a peacemaker, protecting the health of the church and guarding against harmful influences and false teachers.
- (2) Care for the Pastor and Staff of the Church - Elders serve as a sounding board. They encourage, counsel, and pray with and for the pastor and other staff members. They shall operate as a spiritual accountability group for the pastor and the other staff members. Elders shall function as advisors to the pastoral, staff, and leaders of the trustees and deacons on strategy and administrative matters. The Elders will have a representation on the Finance and Personnel teams.

- (3) The Elders will maintain a Facility Use Policy governing the usage of any church property, buildings, or equipment for events, meetings or activities other than regularly or specially scheduled church events, meetings, activities or services. The Elders will maintain said Facility Use Policy consistent with Coastal's beliefs and Statement of Faith in Article 3 of this Constitution
- (4) The Elders will lead the church ministries providing member care such as Home Groups, Small Groups, Bible Studies, nursing home visitation, hospital visitation, outreach visitation, benevolence, and crisis mitigation ministries, etc.
- (5) The non-paid Elders will perform the annual performance review of the Head Pastor

### *C. THE SELECTION OF ELDERS*

During the fourth quarter of each year, the Board of Elders shall determine the number and positions to be filled the following year by new Elders to support the various or additional ministries. Following that determination, the following process for the Elder selection will ensue:

- (1) The Board of Elders will request recommendations for nominations from the Pastors and Teachers and ministry team leaders for those believed to have the needed and necessary spiritual gifts and qualifications.
- (2) Names submitted will be prayerfully considered and the appropriate candidates placed into nomination
- (3) Each nominee shall be requested to engage in a prayerful self-examination and self-appraisal in light of the Scriptural qualifications delineated in "essential Christian Beliefs" and "Essential Christian Practices" sections of this Constitution
- (4) Each nominee shall be informed of the roles of the Elder position as listed in these By-laws and further defined by the Board of Elders for the position in nomination. Any person may withdraw their name at any point, if one does not aspire to the position of Elder, or if one does not believe one adequately meets the qualifications.
- (5) The names of the prospective Elders shall be brought before the active members of the church, who will be given 14 days to show cause why any one of the prospective Elders would not be qualified to serve. Consistent with Matt. 18:15 and Matt.5:24, any member with such "cause" must first express his concern to the prospective Elder and then must also express his concern to any member of the Board of Elders.
- (6) Nominees not selected at this point will be given reasons by the Board of Elders as to why they were not selected.
- (7) At the end of the 14 day period, the prospective Elders will be presented to the active members of the church for affirmation by majority vote.
- (8) In the event of a vacancy or special need, the Elders may re-initiate the selection process at any time during the year as they deem necessary.

#### ***D. THE NUMBER AND TERM OF ELDERS***

The number of active Elders shall be no less than five. Elders shall be asked for a commitment of three consecutive years of service. All existing Elders are subject to review and re-affirmation by the Head Pastor and Pastoral Ministry Staff each subsequent year.

The intent of multi-year commitments is to provide continuity and smooth transitions from year to year. During the period of annual review, both the individual and the other Elders shall evaluate one's continued service as an Elder, again considering the Biblical qualifications as well as any personal factors that might affect one's service. An individual's service as an Elder may be discontinued by one's own decision or by the majority decision of the other Elders.

After completion of a three year term, one must not participate as an Elder for a one-year period. Following this break in service, this person is eligible for future nomination as an Elder through the standard process, as described above in [Section IV \(C\), The Selection of Elders](#). An Elder may serve up to two years prior to becoming a Trustee for a total of five year maximum consecutive service time.

### **VII. TRUSTEES (Overseers)**

#### ***A. BIBLICAL QUALIFICATIONS***

The Biblical qualifications of Trustee are the same as for the Ministerial Staff [Section IV \(A\). Pg.22.](#), except they are expected to serve the role of overseer of the churches corporate administrative affairs. These leaders must have a strong demonstrated Christian commitment to God and His church. Nominees for Trustees must have served as an Elder or Deacon for at least one year.

#### ***B. ROLE OF BOARD of TRUSTEES***

The Trustees shall:

- (1) Serve as President, Vice President, Secretary and Treasurer of Corporation
- (2) Assist the Head Pastor and the Board of Elders to shape the ministry strategy and administrative policy of the church
- (3) Ensure that the provisions of the organizational charter are being followed
- (4) Engage in long range planning and establish the general course for the future
- (5) Establish fiscal policy with budgets and financial controls
- (6) Appoint a Minister of Operations as the primary signatory authority on all depository accounts with financial institutions.
- (7) Oversee financial matters of the church
- (8) With the Head Pastor, develop a communication link to the community

The Trustees shall not:

- (1) Engage in the day-to-day operation of the organization
- (2) Hire staff
- (3) Make detailed programmatic decisions without consulting the Board of Elders

Some of the specific responsibilities of the Trustees include:

- (1) Oversee the Corporate Administrative Tasks of the Church. The Board of Trustees bear the ultimate responsibility for the legal, financial, and personnel matters. They are to oversee and care for the construction, purchase, and maintenance of all properties owned by Coastal. They ensure that all ministry groups are operating in compliance with the church Constitution, By-Laws and written policies.
- (2) The Trustees shall have power to negotiate the sale, purchase, mortgage, lease, or transfer property with the specific vote and authorization of the membership. The Trustees shall approve each negotiated transaction prior to the matter being taken to the church for final approval. Final approval of the sale, purchase, lease, mortgage or transfer of church property shall be with specific vote and authorization by the church membership.
- (3) It shall be the function of the Trustees to affix their signatures on behalf of the church to legal documents involving the sale, mortgage, purchase, or rental of property or on other legal documents where the signatures of directors are required. In addition, the directors shall have supervision over all deeds, bonds, insurance policies, and important papers of the church.
- (4) The Trustees are authorized to receive and disburse monies in accordance with the terms of wills, bequests, and special instruments in which the church is named beneficiary.
- (5) If the church is named beneficiary through any of these documents and there is no designation as to a particular program, the directors shall bring a recommendation to the Board of Elders as to which program the money is to be designated.

### ***C. THE NUMBER AND TERM OF TRUSTEES***

A minimum of three Trustees will be appointed by the Board of Elders from the current or former Elders and Deacons. Appointments will be made to the office of President, Vice-President, and Secretary of the corporation and will be for a term of one year. Trustees may serve a maximum of three consecutive years followed by a mandatory break in service of a minimum of one year.

An Elder or Deacon may serve up to two years prior to becoming a Trustee for a total of five year maximum consecutive service time.

Following this break in service, this person is eligible for future nomination as a Trustee, Elder or Deacon through the standard processes, as described above in [Sections VI \(C\) and VIII \(C\)](#) respectively.

## **VIII. DEACONS**

### ***A. QUALIFICATIONS of DEACONS***

The deacons of this church shall fulfill the qualifications of a deacon as stated in Acts 6:1-7 and 1 Timothy 3:8-13. They shall have servant hearts and teachable spirits, and be in agreement with the church's philosophy of ministry as outlined in the purpose and mission statements. Potential candidates for Deacon shall have been an active member in good standing of this church for a period of at least one year, be a tither, active in at least one area of Coastal ministry and shall have completed such training as may be deemed appropriate by the church leadership. Deacons may not

be related to any staff member, Elder, other Deacon or Trustee unless specifically authorized by a 2/3 majority vote of the membership.

### ***B. ROLE OF DEACONS***

The Role of Deacons – The biblical role of deacons is one of loving service, ministry, and assistance to others. Their name (“diakonos”) describes their work – they are ministers of mercy who visit widows and those less fortunate, care for various tasks assigned to them, and seek to lighten the load of their pastor(s) and elders so they (the pastors and elders) can focus on other vital aspects of the ministry. Deacons are servant helpers chosen by the church, and work in under the authority and supervision of the church and its spiritual leaders.

### ***C. ELECTION OF DEACONS***

The election of deacons shall take place during the annual business meeting of the church from among those qualified individuals. The number of deacons shall be determined by the needs of the church as determined by the Board of Elders and shall be limited to not more than one Deacon for every 50 people attending services.

### ***D. TERM OF SERVICE***

Deacons shall serve for a term of three years, at the expiration of which they shall be required to take a one-year recess before being eligible for re-election. Terms of service shall be arranged to end alternately to provide for a smooth transition of leadership. If a deacon is unable or unwilling to complete this term of office, the Board of Elders may appoint an interim replacement to serve the remainder of the unfinished term.

### ***E. DUTIES OF DEACONS***

Deacons are servants of the church who have no authority unless given herein. Their primary ministry is to care for the temporal needs (“wait on tables”) of the church family and to assist the pastor and the ministry teams “with an extra pair of hands”.

Deacons shall promote the spiritual welfare of the church through their personal example by faithfully attending to the services of the church, being involved in servant ministries, sharing their faith with others and giving of their time, energy, and resources in support of the church to safeguard its good name.

Deacons are to care for the Church fellowship, promote its unity and welfare and to actively support the critical initiatives identified by the Church leaders.

Deacons are not to act in the place of the Church, but rather, they are to encourage Church members and assist in the work of the Church, referring their recommendations or concerns to the Senior Pastor, Elder/Trustee Board.

Deacons shall serve as or make provision for:

- (1) First Impressions Ministry (Greeter, Parking, Ushering, Security, etc.)
- (2) Serve with the Pastoral staff, Elders and other leaders assisting with:

- The Serving of The Lord's Supper
  - The orderly conduct of worship services where needed as determined by the Church leadership
- (3) Every Deacon will serve as directed in one or more of the following:
- New Member's Class
  - Prayer Ministry
  - Church Work Day Team
  - Such other new ministries as may be organized by the Pastor and Elder/Trustee Board

## **Article 3 CHURCH MINISTRIES**

### **I. MINISTRY LEADERS**

#### ***A. QUALIFICATIONS***

The people who lead and serve on the various Coastal Ministry Teams should be individuals who are demonstrating a Christ-like lifestyle, a deep commitment to Coastal, and a cooperative attitude of working with other Christian leaders. They should bring with them a good measure of wisdom and experience associated with their ministry area.

#### ***B. ROLE OF MINISTRY LEADERS***

Each ministry leader will coordinate the activities and events involved in his or her ministry area. This person participates faithfully in the Ministry Management Meetings and communicates effectively with the church office, Head Pastor, and other staff members about problems, calendar dates, and specific details associated with the ministries. The Head Pastor or church staff should approve of any plans or expenditures of each ministry before the group proceeds to carry out those activities.

#### ***C. SELECTION OF MINISTRIES AND MINISTRY LEADERS***

The Head Pastor and church staff should evaluate any new opportunities for ministry and authorize the implementation of this new ministry. The coordination and supervision of this ministry will be decided by the Head Pastor or the staff person to which he delegates it.

#### ***D. TERM OF MINISTRY LEADERS***

Each Ministry Leader upon appointment shall be asked for a one year commitment (with the possible exception of an intern), subject to review, recommitment, and reaffirmation by the Head Pastor and the church staff each subsequent year.

### **II. MINISTRY ACCOUNTIBILITY**

The ministries of the church are to be consistent with the church Covenant and Statement of Faith. They are to be under the supervision of the Head Pastor, or his designated church staff Member, Elder or Ministry Leader. In order for a ministry to be considered as a ministry of the church must be under the Scriptural authority of the church so as to insure appropriate accountability, integrity,

and management of such ministries. Every ministry should fall under the umbrella of the vision and philosophy of Coastal.

### **III. MINISTRY STRUCTURE**

A directory of church ministries is to be maintained in the church office. The directory shall describe the ministry by name, the defined ministry objective, and the staff position or Ministry Leader having responsibility for that ministry. The staff person or Ministry Leader having that ministry responsibility may create such organizational structure as is needed with the approval of the Board of Elders

### **IV. MINISTRY FORMATION**

Any person may start a ministry at Coastal as long as it meets the following criteria:

- a) The church ministry staff must give it their approval and have oversight of it, but is not necessarily expected to run it.
- b) The ministry and the ministry leader are in agreement with Coastal's vision and ministry statements, strategy, and structure, and working to help the church achieve its objectives.
- c) The ministry will not do fundraising on its own. Any fundraising outside the budget will be approved by the Trustees.
- d) The ministry will not be an embarrassment to the name of Christ or Coastal.

## **Article 4 BUSINESS MEETINGS**

### **I. PLACE**

Business Meetings shall be held at the principle meeting place of the church or as otherwise designated by the Head Pastor or Elders.

### **II. REGULAR CHURCH BUSINESS MEETINGS**

At a minimum, the church shall hold an annual business meeting in order to present the budget for the upcoming year, at such time as to be determined by the Head Pastor or Elders.

### **III. SPECIAL CHURCH BUSINESS MEETINGS**

Special or called business meetings are to be held upon the recommendation of the Head Pastor, Elders, or Ministry Staff. An announcement as to the time and purpose of the meetings must be made a week before the meeting unless extreme urgency renders such a notice impractical. Discussion at these special business meetings shall be limited to the urgent purpose for which the meeting was called or to that purpose which was specified in the announcement. The Head Pastor or Elder shall have the prerogative of canceling or rescheduling any business meeting because of extraordinary circumstances.

### **IV. NOTICE GENERAL REQUIREMENTS FOR MEMBERSHIP MEETINGS**

Whenever the membership are required or permitted to take any action at a meeting, notice shall be given to active members no less than two weeks prior to a meeting. Notification of membership meetings shall be given in any of the following manners which shall be deemed to be a reasonable method of calling a membership meeting:

- (1) Distribution of written material to the congregation in attendance at weekend services.
- (2) Announcement of the meeting in the church bulletin.
- (3) Oral announcement to the congregation at each of the weekly services.
- (4) Delivery by United States mail to each member identified on the active membership roll.

#### **V. PARLIAMENTARY RULES AND DECORUM**

Voting shall be by voice vote or show of hands. However, in calling or removing a Head Pastor, or upon the request of any Elder, Deacon or Trustee, voting shall be by written ballot, with no proxy or absentee voting being permissible. Unless otherwise specified in this Constitution and By-laws, all matters of business shall be carried by majority vote of the active members present and voting.

Robert's Rules of Order, Revised shall be the authority for parliamentary procedure for all business meetings of the church.

#### **VI. QUORUM**

Unless otherwise specified in this Constitution and By-laws, a quorum shall consist of the active members of Coastal present at any given meeting.

#### **VII. APPOINTMENT OF CHURCH MESSENGERS**

Representatives shall be appointed by the Board of Elders to attend the meetings of the Brevard Baptist Association, Florida Baptist Convention, Southern Baptist Convention, and any other denominational meetings at which messengers are required.

### **Article 5 CHURCH ORDINANCES**

#### **I. BAPTISM**

A person who receives Jesus Christ as Savior by personal faith, and who indicates a commitment to follow Christ as Lord shall be received for baptism.

- (a) Baptism shall be in water by immersion.
- (b) Baptism shall be by the Head Pastor or whoever shall be authorized by the Head Pastor. In the absence of a Head Pastor, baptisms shall be by the ministerial staff.
- (c) Baptism shall be an act of worship wherever it is conducted.

#### **II. THE LORD'S SUPPER**

The Lord's Supper is a symbolic act of obedience. By partaking of the bread and the fruit of the vine, members of the church commemorate the death and resurrection of Jesus and anticipate His second coming. The Lord's Supper shall be observed as deemed appropriate.



## **Article 6 CHURCH FINANCES**

### **I. BUDGET**

The Finance Team is appointed by the Board of Trustees on an annual basis to oversee all financial matters related to Coastal Community Church.

The Finance team's primary responsibilities are to ensure the health and accountability of the Church finances.

The head pastor is accountable to the Finance team in all matters relating to finances.

The Church business administrator and/or senior pastor will attend all Finance team meetings, but do not have voting privileges.

Prior to the beginning of each new calendar year, the Finance Team will prepare an all-inclusive calendar year budget. Upon approval by the ministerial staff and the board of Elders, the budget will be submitted to the membership for a vote for adoption. The vote will occur during a called and scheduled church membership business meeting before the start of the new calendar year.

### **II. ACCOUNTING**

Providing for the accounting of all funds shall be the responsibility of the Trustee's Finance Team. Approved salary budgets may not be exceeded without approval from the Board of Trustees.

The Finance team is ultimately accountable to the Board of Trustees of the church. The Board of Trustees has the authority to override any decision made by the finance team. However, if such an occasion should arise, it will be necessary for the Board of Trustees to meet with the Finance team and discuss the matter fully.

The Finance team consists of seven members appointed by the Board of Trustees on an annual basis.

Finance team members are required to be members of Coastal and have the professional skills necessary to perform their assigned tasks.

## **Article 7 PROCEDURE FOR RATIFICATION**

The Constitution and By-laws may be ratified by two-thirds vote of the members who are present at any business meeting, provided that notice of such proposed business meeting is given as stated in this document and that a copy of this Constitution and By-laws is made available to all members at the time the meeting is announced.

This Constitution and By-laws shall be implemented and become effective when adopted. One year from that time, this Constitution shall be reevaluated. Any time hence after, when deemed necessary, this Constitution can be reevaluated.

## **Article 8 PROCEDURE FOR BY-LAW CHANGES**

Changes in these By-laws may be made at any business meeting of the church, provided a copy of each amendment is made available to church members at least two weeks to the meeting. Amendments to these By-laws shall have the concurrence of two-thirds of the active members present at the meeting.

## **Article 9 AMENDMENTS TO THE ARTICLES OF INCORPORATION**

Proposed changes in the Articles of Incorporation shall be submitted to the church in writing and proper notice given the church membership by announcement at the weekly services or printed in the regular church bulletin at least two weeks prior to the meeting at which they are to be considered. Changes in the Articles of Incorporation shall be made by two-thirds vote of the active members present and voting.

## **Article 10 TRANSFER OF ASSETS IN THE EVENT OF DISSOLUTION**

If this church corporation should ever be dissolved, the directors shall, after paying or making provision for payment of all the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the church in conference shall determine. The active members of this church corporation in good standing at the time of dissolution of this church corporation shall, in conference sitting and by the majority vote, designate the non-profit corporation or corporations, or organization to receive said assets of the corporation after dissolution. None of the assets of this corporation will be distributed to any member or officer of this church corporation. Any of such assets not so disposed of shall be disposed of by the Circuit Court of Brevard County, Florida, exclusively for such purposes.

## **Article 11 DISTRIBUTION**

A copy of this constitution and by-laws shall be made available to every member of the church via email and the church web site [www.CoastalCommunity.net](http://www.CoastalCommunity.net), or a paper copy upon request. As new members join this church, they shall be urged to familiarize themselves with these contents.

This Constitution and By-laws supersedes all previous versions of Coastal Community Church's Constitution and By-laws as adopted by the Coastal membership on October 18, 2015.

### **Staff:**

Harry Kennedy, Head Pastor  
Robert Gaulin, Worship & Family Pastor  
Tracy Claytor, Youth Pastor  
Rochelle Spivey, Children's Director  
Tom Lossner, Business & Financial Administrator

### **Elders:**

William Kleinfelder  
Richard Wayman  
George Toler  
Albert Ravel  
Lazaro Ruiz

### **Trustees:**

Richard Zinger, President  
Robert Duncan, Vice President  
Kenny Broadbent-Secretary/Treasurer

