

# **Constitution and Bylaws of Coastal Community Church**

## **ARTICLE I NAME AND PRINCIPAL OFFICE**

The name of the church is COASTAL COMMUNITY CHURCH. This church will be further referred to in the bylaws as the “Church.” The Church maintains its principal office at 101 Village Avenue, Yorktown, VA 23693.

## **ARTICLE II DEFINITIONS**

### **“Coastal Church” or just “Church” or “Corporation”**

The whole organization and legal entity of the local congregations is under the 501(c)3 umbrella of “Coastal Community Church, Inc.” Often, this term refers to the centralized administration and leadership which serves the whole congregation. Therefore, Coastal Church, Church, and Corporation will all be synonymous.

### **Coastal Campus(es) or just “Campus(es)”**

Each campus is a localized, assembled body of attendees, members, personnel, and Shepherding Elders, which each play a role in the healthy function of the church as instructed by Scripture.

### **“Member”**

A member is an individual on a Coastal Campus who has completed the membership class, has been interviewed by an elder or approved designee, and has signed a membership commitment. Membership is fixed at the campus level. Every person, including Shepherding and Overseeing Elders, must belong to a single campus. No one is a member of “Coastal Church” alone.

## **ARTICLE III ONE CHURCH, MULTIPLE CAMPUSES**

The purpose of the Church is to glorify God by fulfilling the Great Commandment (Matthew 22:36–40) and the Great Commission (Matthew 28:18–20). This is done through one organization made up of many campuses, each functioning with its own personnel, interdependent budget, and elder board, yet sharing the vision, mission, doctrine, philosophy, administration, communication, and resources of Coastal Church as explained in this document. Each campus is established to help its local community to develop authentic followers of Jesus Christ. Therefore, we do not view local campuses simply as generic distribution centers of religious goods and services. We celebrate the truth that as each campus is shaped by its people and context it is equipped better than anyone else for the missionary task of translating and embodying the gospel in its neighborhoods, schools, workplaces, etc. On a broad level, a diversity of truly local congregations united in gospel partnership brings vibrancy and health to the

greater body, adding fullness to its witness. The Coastal Church government is separated into leadership for the whole church (Church) and leadership for the local campus (Campus).

The boundaries that unify Campuses exist in four categories:

- Beliefs and Practices: We operate from the same foundation in the Gospel.
- Covenant: We bind together with shared resources.
- Culture: We have shared values and expectations.
- Communication: We speak the same language and present a consistent message.

To help ensure the unity of our diverse campuses, boundaries have been established that help define the space in which local campuses have freedom to contextualize their ministry and programs, but not philosophy. Philosophy is defined by the Overseeing Elders.

## **ARTICLE IV: BELIEFS AND PRACTICE**

### **SECTION I: ACTIVITIES**

Each campus will participate in the following activities. Campus leadership will determine how these are carried out according to the context of the communities in which the campus exists.

#### 1. Evangelism and Missions

To share the good news of Jesus Christ with as many people as possible in our community and throughout the world (Matthew 28:18–20; Acts 1:8; 2 Peter 3:9).

#### 2. Education and Discipleship

To help members develop toward full Christian maturity and train them for effective ministry. To promote spiritual growth and discipleship through Bible teaching (Ephesians 4:11–13; Matthew 18:20; 1 Timothy 2:2).

#### 3. Worship

To participate in public worship services together and to maintain personal daily devotions (John 4:24).

#### 4. Ministry and Service

To serve unselfishly, in Jesus' name, meeting the physical, emotional, and spiritual needs of those in our Church, community, and in the world (1 Peter 4:10–11; Matthew 25:34–40; 1 Thessalonians 5:11; Galatians 5:13).

#### 5. Fellowship

To encourage, support, and pray for each other as members of the family of God. To share our lives together (1 John 1:7; Acts 2:44–47; Hebrews 10:23–25; Romans 15:5–7; John 13:34–35).

## SECTION II: STATEMENT OF FAITH

In matters of doctrine and belief, the Church strives for three things: in essential matters, unity; in nonessentials, liberty; in all things, love.

### *Essentials We Believe*

#### 1. About the Bible

The Bible is God's inerrant Word, infallible as originally given by God through human authors under the supernatural guidance of the Holy Spirit, and absolutely true and trustworthy. It is our only standard of faith and practice. (2 Timothy 3:16–17; Hebrews 4:12; 2 Peter 1:20–21; Matthew 5:18; Psalm 119)

#### 2. About God

There is one true and living God. God is the Creator and Sustainer of all things. He is infinite, eternal, unchangeable, and He is revealed to us as the Godhead existent in three co-equal, co-eternal, and co-substantial persons: the Father, the Son, and the Holy Spirit. (Ephesians 1:3–6, 13–14; 4:6; Matthew 28:19; Genesis 1:1, 26, 27; Genesis 3:22; Philippians 2:5–6; John 1:1, 3, 14, 18; Isaiah 9:6)

- The Father – The first person of the Trinity who orders and disposes of all things according to His own purpose and grace, and who continually upholds, directs, and governs all creatures and events for His own glory. Fatherhood denotes spiritual relationship; first, within the Trinity; second, within mankind, creatively in relation to all men, but spiritually only in relation to those who have been saved by His grace from their sin and come to Him through Jesus Christ. (James 1:17)
- The Son – Jesus Christ is the promised Messiah of the Old Testament, born of a virgin, lived a sinless life, offered Himself as the perfect sacrifice for the sins of all people by dying on the cross, bodily rose from the dead to provide justification for every believer, ascended to the right hand of God where He presently intercedes for all believers, and will again, in the fullness of the Father's time, return in visible, triumphant, personal form to overthrow sin, judge the world, and establish His Kingdom on earth. (John 1:14)
- The Spirit – The Holy Spirit is sent from God to convict the world of sin, righteousness, and judgment and to regenerate, cleanse, and secure from sin. He 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 a spiritual gift(s) when they are saved. As Christians we seek to live under His control daily. (John 14:16, 17; 16:8, 13)

#### 3. About Man, Sin, and Satan

Man's condition is one of sin and separation from God. Man was created in innocence directly and immediately by God in His spiritual image for the purpose of fellowship with God and

glory for God. Man was tempted by Satan and sinned; because of this, all men have been born in sin since that time. All are marred by a nature of rebellion and disobedience toward God which the Bible calls sin. Sin separates us from God, others, and all good things and ultimately causes eternity in hell. All persons need to be saved from their sin. (Genesis 1:26; 2:17; Romans 6:23)

#### 4. About Salvation

God has acted in Jesus Christ to deliver us from sin. Jesus Christ is the only Savior from sin. He provided forgiveness and atonement for our sins by shedding His blood on the cross and bodily rose again to provide life and justification. Apart from Christ, there is no salvation. All men are under condemnation through personal sin, and deliverance from condemnation comes only by the righteousness of Christ and not human merit. This righteousness is credited to the believer by grace through faith. The Holy Spirit regenerates, or gives new life, to one who commits his life to Jesus, and he is kept by God's power forever, never to be lost. (Acts 4:12; Ephesians 2:8–9; John 3:16–19; 5:24; 6:47; 10:28–30; 1 John 3:2–3)

#### 5. About the Church

Jesus established the church to continue His mission and ministry on earth. A New Testament church is a voluntary association of baptized believers in Christ who have covenanted together to follow the teachings of the New Testament in doctrine, worship, and practice. We believe that the church is a self-governed organization served by the Elder Team. (Colossians 1:18; Matthew 28:19–20; Hebrews 13:7, 17; Ephesians 4:7–12)

#### 6. About Last Things

Jesus Christ will return, and God's plan for eternity will be carried out. We believe in the imminent and bodily return of Jesus Christ to the earth. The dead will be raised, and Christ will judge all men according to their works. Unbelievers will be cast into eternal punishment and outer darkness prepared for the devil and his angels who preceded them, and the saved will enter into the eternal state of glory with God and will in their resurrected and glorified bodies spend eternity. (Matthew 16:27; Luke 17:21–37; 1 Thessalonians 4:14–18; 2 Peter 3:7–14; Revelation 20, 21, 22)

#### 7. Death and Resurrection

Everyone will face judgment before God, some to eternal life and others to eternal condemnation. Death involves no loss of consciousness, but the soul of the redeemed passes immediately into the presence of Christ and there is separation of soul and body until the first resurrection when the spirit, soul, and resurrected body will be reunited in glorified form in heaven forever. All men will be bodily resurrected, the saved to everlasting life but the lost into eternal condemnation. (Revelation 6:9–11; 20:6, 13–15; Philippians 1:23; 1 Corinthians 15; 2 Corinthians 5:8)

#### 8. About the Devil or Satan

The devil was once holy and lived in the presence of God with heavenly honors. Through his pride and ambition to be as the Almighty, he fell and was cast down with the host of angels that followed after him. Satan is now active in the world to lead others astray. Satan will face ultimate defeat and eternal condemnation from God. (Isaiah 14:12–15; Luke 10:18; Revelation 12:8, 9)

## 9. Family

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, adoption, or legal custody.

Adam and Eve were made to complement each other in a one-flesh union that establishes the *only* normative pattern of sexual relations for men and women, such that marriage ultimately serves as a type of the union between Christ and His church. In God's wise purposes, men and women are not simply interchangeable, but rather they complement each other in mutually enriching ways. God ordains that they assume distinctive roles, which reflect the loving relationship between Christ and the church, the husband exercising headship in a way that displays the caring, sacrificial love of Christ, and the wife submitting to her husband in a way that models the love of the church for her Lord. In the ministry of the church, both men and women are encouraged to serve Christ and to be developed to their full potential in the manifold ministries of the people of God. The distinctive leadership role of eldership and ordained pastor within the church given to qualified men is grounded in the doctrine of creation, fall, and redemption and must not be sidelined by appeals to cultural developments.

Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

Marriage between one man and one woman is the only legitimate and accepted sexual relationship. Marriage provides for intimate companionship, pure sexual expression, and procreation; it reflects the relationship of Christ and the church. A husband is commanded to love his wife as Christ loved the church. A wife is commanded to submit to her husband as the church submits to Christ. The marriage ceremony at Coastal Church is a form of worship service as all elements of our lives should be worship to God. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man and one woman. We believe that any form of homosexuality, lesbianism, bisexuality, transgender, bestiality, incest, polygamy, pedophilia, fornication, adultery, and pornography are sinful perversions of God's good gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. Such sinful pattern, if not repented of, will be a barrier to membership and leadership in a body of believers at Coastal Church.

(Genesis 1:26–28; 2:15–25; 3:1–20; Exodus 20:12; Deuteronomy 6:4–9; Joshua 24:15; 1 Samuel 1:26–28; Psalms 51:5; 78:1–8; 127; 128; 139:13–16; Proverbs 1:8; 5:15–20; 6:20–22; 12:4; 13:24; 14:1; 17:6; 18:22; 22:6,15; 23:13–14; 24:3; 29:15, 17; 31:10–31; Ecclesiastes 4:9–12; 9:9; Malachi 2:14–16; Matthew 5:31–32; 18:2–5; 19:3–9; Mark 10:6–12; Romans 1:18–32; Ephesians 5:22–33; 1 Corinthians 7:1–16; Ephesians 5:21–33; 6:1–4; Colossians 3:18–21; 1

Timothy 5:8, 14; 2 Timothy 1:3–5; Titus 2:3–5; Hebrews 13:4; 1 Peter 3:1–7; Genesis 2:24; Genesis 19:5, 13; 26:8–9; Leviticus 18:1–30; Romans 1:26–29; 1 Corinthians 5:1; 6:9; 1 Thessalonians 4:1–8; Hebrews 13:4.)

### **SECTION III: ORDINANCES**

#### **1. Baptism**

This church shall receive for baptism any person who has received Jesus Christ as Savior by personal faith and who indicates a commitment to follow Christ as Lord. Baptism shall be by immersion in water. The Elder Team, or whomever they authorize, shall administer baptism. Baptismal services shall be scheduled at the discretion of the Elder Team.

#### **2. The Lord’s Supper**

This Church shall observe the Lord’s Supper in keeping with the commands of the Bible at such times as the Elder Team deem appropriate. The Elder Team, or whomever they authorize, shall administer the Supper. All who know Jesus Christ as Lord and Savior will be invited to participate.

## **ARTICLE V CHURCH ORGANIZATION**

The central organization of Coastal Church is structured to support and empower local campuses to carry out the activities of the Church in their local context. This is done by efficiently meeting common needs with centralized leadership so that campuses can direct their resources, energy, and staff to address local needs.

### **SECTION I: CHURCH RESPONSIBILITIES**

The Church will provide direction and oversight for the ministry philosophy of the local Campuses.

### **SECTION II: LEADERSHIP STRUCTURE OVERVIEW**

1. Senior Pastor (Article V, Section III)
2. Senior Executive Pastor (Article V, Section IV)
3. Board of Directors (hereinafter referred to as “Overseeing Elders”) (Article V, Section V)
4. Church Personnel (hereinafter referred to as “Staff”) (Article V, Section VI)
5. Advisory Board (Article V, Section VII)

### **SECTION III: SENIOR PASTOR**

1. The Office of the Senior Pastor: Dual and Concurrent Responsibilities.

The Church finds its headship under the Lord Jesus Christ and in its Senior Pastor. The Senior Pastor shall have plenary authority and shall be responsible for directing all the ministries and spiritual activities of the Church.

Concurrently, the Senior Pastor shall serve as the President and Chief Executive Officer of the Corporation and shall have plenary authority over and shall be responsible for directing all the day-to-day business activities and operations of the Church.

Because the Church has two simultaneous and complimentary expressions: (1) the spiritual life of a body of believers (the Church); and (2) the corporate entity that houses the Church's functions and activities (the Corporation), it is the Senior Pastor that bridges the gap between these dual and concurrent expressions. The Senior Pastor is primarily responsible for the spiritual life of the Church, and at the same time he must be in the position to ensure the Church's corporate health and that its resources are directed toward the ministries he deems fit and in furtherance of the Church's best interests.

The requirements for this office are found in 1 Timothy 3:1–7 and Titus 1:7–9. The Senior Pastor will be licensed and ordained and once called to office shall become a member.

## 2. Duties and Responsibilities.

The Senior Pastor is responsible to lead the Church in accordance with biblical principles to accomplish the New Testament purposes of the Church, and his duties require that he:

- Shepherd the Church body of believers, the staff, all church organizations, all Church ministries, the Overseeing Elder Board, and all approved Church committees and teams, to accomplish the New Testament purposes of the Church. Jesus often described the church as a “flock” (Matthew 25:22; 26:31; Luke 12:32; John 10:1–30; Acts 20:28; 1 Peter 5:2–3). Because the church is a flock, it is cared for and led by shepherds (John 21:16–17). Christ alone is the head of the church (Colossians 1:18; Ephesians 1:22–23). Yet for the purpose of order, and in accordance with the teaching of the Bible, certain individuals have been charged with leadership according to their spiritual giftedness (Ephesians 4:11–13). Three different terms are used in the New Testament to refer to the same church leader(s): *poimen* (pastor), *presbuteros* (elder), and *episcopos* (bishop). These terms are used interchangeably and reflect the different functions of the same office.
- Define and communicate the Church's purpose. Understanding that the Bible calls for pastors to lead the church, decisions and responsibilities regarding the life and direction of the church with the protection of the Overseeing Elders are left to the spiritual oversight of the Senior Pastor. He will lead the church in regard to vision and direction (Acts 11:30; 14:23; Philippians 1:1; 1 Timothy 5:17). Scripture tells us that pastors are the administrators of the church, so the Senior Pastor will equip and oversee the ministries of the church (Exodus 18:17–18; John 21:16–17; Acts 20:17, 28; Ephesians 4:11–12; Titus 1:5–7, 1 Peter 5:1–2). In response to the Biblical patterns of leadership, members are taught in Scripture to lovingly support their leaders and to submit to their leadership (Hebrews 13:17; 1 Corinthians 16:16; 1 Thessalonians 5:12–13). The shepherding of this Church is led by the Senior Pastor.

- Select individuals who will help to assist in the business operations of the Corporation;
- Hire, direct, oversee, and terminate Church staff as deemed necessary to help administrate the affairs of the Church;
- Endeavor to ensure that all official and duly authorized directives and corporate resolutions of the Board of Directors are properly carried out; and
- Do all things necessary and proper to fulfill the above-described leadership position and to fulfill all duties incident to the office of President and Chief Executive Officer of a corporation.

### 3. Senior Pastor's Spiritual Leadership

In his role of Senior Pastor, he may work with the Overseeing Elders, or anyone else serving in any way that he determines is biblical and consistent with the Bylaws, the Articles of Incorporation, and the law. In addition, the Senior Pastor shall budget monies, hire staff, develop projects or ministry, and create small groups or other specialized ministries according to his convictions and biblical understanding. He shall have the authority to appoint and approve anyone that can assist in what he deems necessary to properly carry on the work of the Church.

### 4. Senior Pastor's Responsibility for Worship Services

The scheduling of worship times, the ordering of worship services, and the leadership of worship services, as well as all other uses of Church-owned facilities, are to be determined by the Senior Pastor or his designee. No person shall be invited to speak, teach, or minister at a service held in Church-owned facilities, or in the name of the Church, without specific approval of the Senior Pastor or his designee.

### 5. Senior Pastor's Role with the Overseeing Elder Board.

The Senior Pastor shall serve as the Chairman of the Overseeing Elders. He will be first among equals. He shall call the meetings and determine the agenda for all meetings. The Senior Pastor shall be entitled to cast a vote on matters before the Overseeing Elders.

The Senior Pastor and Overseeing Elders will make nominations of candidates, coming from the membership, to serve as Elders and present his nominees to the Overseeing Elders. The Senior Pastor will have final approval.

### 6. Senior Pastor's Role in Administration

The Senior Pastor, as the President and Chief Executive Officer of the Corporation, or his designee, shall have plenary authority over and shall be responsible for direction of all day-to-day business activities and operations of the Church.

The Senior Pastor shall be responsible for hiring, directing, disciplining, and dismissing staff members as described in the personnel handbook. The Senior Pastor, or his designee, shall, in

accordance with IRS guidelines for nonprofit organizations, determine and establish salaries and pay scales for all salaried employees (excluding his salary and those of his family members). The Senior Pastor's, or his designee's, final determination of salaries and pay scales shall be reviewed and approved annually by the Overseeing Elders.

7. Church Discipline Regarding the Senior Pastor.

- *Criteria for Discipline of Senior Pastor.* Should, in the opinion of two (2) or more Overseeing Elders, an intentional act of fraud, embezzlement, theft, immoral conduct, heretical theological beliefs that conflict with the Statement of Faith of the Church, or any material violation of law that occurs as a direct and proven result of the Senior Pastor's actions, as well as any intentional damage to Church's assets or tax-exempt status (hereinafter referred to as "Pastoral Misconduct") that may require discipline, then such Overseeing Elders shall contact the Senior Pastor directly, in person, and in confidence. In keeping with Matthew 18, such accusation shall first be attempted to be resolved as directed in Matthew 18: 15–17. The resolution should be communicated and approved by the Overseeing Elders. (1 Timothy 5:19)
- *If resolution is not possible under the above scriptural directive,* then all Overseeing Elders will be called by the Senior Executive Pastor to meet with the Senior Pastor directly, in person, and in confidence to bring resolution. If the Senior Executive Pastor is involved or not available, the Vice Chair may call this meeting.
- *Process for Investigation and Disciplinary Action.* If there is still no resolution, the Overseeing Elders shall contact the Chairman of the Advisory Board and request their advice as the investigation of all alleged incidents of pastoral misconduct is conducted. Following the conclusion of the investigation and the making of findings that Pastoral Misconduct has been confirmed, an affirmative vote of two thirds (2/3) majority of the total number of Overseeing Elders is required to take disciplinary action against the Senior Pastor. Following such majority vote, the Overseeing Elders shall assume complete authority over the Senior Pastor's ongoing and future ministerial activities in this Church. The Overseeing Elders may undertake to discipline the Senior Pastor in any way deemed necessary; the Overseeing Elders may vote to remove the Senior Pastor from his position of leadership or to terminate the Senior Pastor's employment with the Church. The Advisory Board is for the purpose of advising and assisting the Overseeing Elders only and shall have no authority in the normal life of the Church.
- *Indemnification of Advisory Board.* In the event that the Advisory Board is requested to serve the Church under Section VII, the Church releases the Advisory Board from all liability for charges of defamation, libel, or slander for activities involved in investigation, mediation, or final determination of findings. Further, the Church shall indemnify any Advisory Board Member made a party to a proceeding because he is or was an agent of the Church against liability incurred in the proceeding if: (1) he conducted himself in good faith, and (2) he believed, in the case of conduct in his official capacity with the Church, that his conduct was in its best interests and, in all other cases, that his conduct was at least not opposed to its best interests (or in the case of conduct with respect to an employee benefit plan, that his conduct was for a purpose he believed to be in the interests of the participants of and beneficiaries of the plan), and (3) in the case of any criminal proceeding, he had no reasonable cause to believe that his conduct was unlawful.

## 8. Installation of New Senior Pastor

- *Affirmation of Senior Pastor.* The Overseeing Elders hereby confirm the appointment of Rev. Shaun Brown as Senior Pastor. During his tenure, Rev. Brown shall serve as President and Chief Executive Officer (“Senior Pastor/President”).
- *Vacancy while the Senior Pastor is in Good Standing.* The Senior Pastor is in “*Good Standing*” if: (1) he is not under investigation or (2) he is not under discipline by the Overseeing Elders.

If a vacancy in the position of Senior Pastor occurs due to death, disability, resignation, or other absence while the Senior Pastor is in good standing (as defined herein), then

- the outgoing Senior Pastor shall nominate a candidate to serve as the new Senior Pastor by way of a signed writing (or in a previously signed writing in the event of death) submitted to the Overseeing Elders for its review and consideration.
  - the Overseeing Elders shall then submit the nominee to the Lead Campus Pastors and Shepherding Elders for review.
  - after a season of prayer (minimum two (2) weeks) the new Senior Pastor will be approved by two-thirds (2/3) vote of the Overseeing Elders.
  - the candidate will be affirmed by the Lead Pastors and Shepherding Elders and then confirmed and installed as Senior Pastor.
  - In the event that such nominee is not confirmed, the process shall be repeated until a nominee is confirmed as the new Senior Pastor and installed.
  - If the outgoing Senior Pastor is unable or unwilling to nominate a candidate for the position of new Senior Pastor, then the Overseeing Elders shall nominate a candidate under the same process described herein.
- *Vacancy while the Senior Pastor is Not in Good Standing.* The Senior Pastor is “*Not in Good Standing*” if: (1) he is under investigation or (2) he is undergoing discipline by the Overseeing Elders.

If a vacancy in the position of Senior Pastor occurs due to death, disability, resignation, or other absence while the Senior Pastor is in good standing (as defined herein), then

- the Overseeing Elders shall nominate a candidate for the position of new Senior Pastor by an affirmative vote of one less than the total number of Overseeing Elders.
  - the Overseeing Elders shall then submit the nominee the Lead Campus Pastors and Shepherding Elders for review.
  - after a season of prayer (minimum two (2) weeks) the new Senior Pastor will be approved by two-thirds (2/3) vote of the Overseeing Elders.
  - the candidate will be affirmed by the Lead Pastors and Shepherding Elders and then confirmed and installed as Senior Pastor.
  - In the event that such nominee is not confirmed, the process shall be repeated until a nominee is confirmed as the new Senior Pastor and installed.
- *Appointment of Interim Senior Pastor.*

If a vacancy in the position of Senior Pastor occurs due to death, disability, resignation, or other absence while the Senior Pastor is not in good standing (as defined herein), then the

Senior Executive Pastor will serve as acting Interim Senior Pastor until such time as a new Senior Pastor is nominated and confirmed by way of the process set forth herein. If the Senior Executive Pastor would like to be considered for the position of Senior Pastor, he will recuse himself from the Overseeing Elders and resign from his position as Senior Executive Pastor. In such case, the Overseeing Elders will appoint an Interim Senior Pastor by majority vote.

#### 9. Conflict of Interest Policy.

No Pastor shall be disqualified, by reason of his office, from dealing or contracting with the Church, either as vendor, purchaser, or otherwise, nor shall any transaction or contract of the Church not otherwise prohibited by law be void or voidable on the ground that any Pastor or any company of which any Pastor is a member, or any corporation of which any Pastor is a shareholder or director, is in any way interested in the transaction or contract, provided that (1) the material facts of the transaction or contract and the Pastor's interest were disclosed or known to the Board or a committee of the Board prior to the transaction or contract and the Board or committee authorized, approved, or ratified the transaction or contract, without counting in the majority or quorum any Pastor so interested, and (2) the transaction or contract was fair to the Church. No such Pastor shall be liable to account to the Church for any profits realized by him from or through any transaction or contract of the Church authorized, ratified, or approved by the Board on the ground that he or any firm of which he is a member or any corporation of which he is a shareholder or Overseeing Elder Board Member was interested in the transaction or contract. Nothing in these Bylaws shall create any liability in the events above described or prevent the authorization, ratification, or approval of the transactions or contracts in any other manner provided by law.

A Pastor shall be precluded from voting on any matter in which he has a significant personal interest in the outcome.

### **SECTION IV: SENIOR EXECUTIVE PASTOR**

#### 1. The Office of the Senior Executive Pastor: Dual and Concurrent Responsibilities.

- The church recognizes the authority of the Senior Pastor and the need for a Senior Executive Pastor as a ministry partner just as Jesus sent out his followers in pairs. Coastal Church recognizes the importance of a ministry with “John” (Senior Executive Pastor) going to the temple with “Peter” (Senior Pastor) as seen in Acts 3. The Apostle Peter clearly had the authority and was the first among equals while the Apostle John served alongside him, having spiritual and ministry authority under his leadership.
- Concurrently, the Senior Executive Pastor shall serve as the Vice President of the Corporation.
- The requirements for this office are found in 1 Timothy 3:1–7 and Titus 1:7–9. The Senior Executive Pastor will be licensed and ordained and, once called to office, shall become a member of the church.

#### 2. The Senior Executive Pastor will be a member of the Overseeing Elder Board.

### 3. Appointment and Dismissal of Senior Executive Pastor

- The Senior Executive Pastor is appointed by the Senior Pastor with the approval of the Overseeing Elder Board.
  - The Senior Executive Pastor works directly for the Senior Pastor and serves at his discretion.
  - The Senior Executive Pastor can be terminated at any time by the Senior Pastor without cause.
4. In the event that the Senior Pastor is unable to fulfill his responsibilities, the Senior Executive Pastor will be the Interim Senior Pastor unless he, himself, is interested in being nominated for the position of Senior Pastor. If the Senior Executive Pastor would like to be considered for the position of Senior Pastor, he must resign from his position as Senior Executive Pastor and recuse himself from the Overseeing Elder Board.

## **SECTION V: BOARD OF DIRECTORS**

### 1. General Powers and Authority of the Board of Directors (hereinafter referred to as the Overseeing Elders)

The term “Overseeing Elders” as used herein shall mean the Board of Directors (“Board”) as described in accordance with Virginia Nonstock Corporation Act, as amended. The Overseeing Elders shall have the duties and the responsibilities generally associated with and exercised by a corporate board, and as such are the only governing body within the Church. All corporate powers shall be exercised by or under the authority of the Overseeing Elders and in accordance with the law and these Bylaws. Accordingly, the Overseeing Elders shall have the final authority solely over affairs pertaining to corporate matters of the Church.

The Overseeing Elders shall be responsible for the oversight of all of the Church’s financial resources, including the acquisition and disposition of Church property (both real and personal). Further, the Overseeing Elders shall have the power:

- To buy and sell such real property owned by the Church,
- To receive real property,
- To cause or permit the Church to merge or transfer some or all of its assets to another qualified organization and oversee the endowment,
- To cause or permit the Church to dissolve or otherwise liquidate its assets,
- To cause or permit the Church to engage in any transaction, contract, agreement, or arrangement that is unrelated to the purposes of the Church,

- To cause or permit the Church to enter into any financial commitment for debt in excess of up to 8% of approved budget, (commitments exceeding 8% of approved budget must be affirmed by a vote of the members, see Article VI, Section VII.) and
- To do all things necessary and proper to carry out the above-described general corporate powers and to fulfill all the duties incident to the role of Overseeing Elder Board.

## 2. Number, Qualifications, Appointment, Term, and Resignation or Removal of Overseeing Elders.

*Number.* There shall be not less than three (3) and no more than ten (10) Overseeing Elders.

*Qualifications.* Overseeing Elders must meet standards found in 1 Timothy 3 and shall not be related by blood or marriage to the Senior Pastor or an Officer of the Church. The Senior Pastor/President and Senior Executive Pastor/Vice President will be perpetual members of the Overseeing Elders.

*Election.* The Senior Pastor/President and Overseeing Elders may present nominees for elder, and the Senior Pastor/President shall have the exclusive right to approve any of these individuals whom he deems qualified to serve as an Overseeing Elder. The nominee shall be elected by the affirmative vote of a majority of the Overseeing Elders. These candidates will be affirmed by the Lead Pastors and Shepherding Elders followed by ordination and installation.

In the event of an Overseeing Elder vacancy, whether due to resignation or removal, the Senior Pastor shall be given a reasonable amount of time to nominate an individual he deems qualified in accordance with these Bylaws to serve as an Overseeing Elder in accordance with these Bylaws.

Overseeing Elders will be moved to a status of “inactive” if they choose to withdraw from their position for a time period but are still a member in good standing meeting the qualifications of an Overseeing Elder.

*Resignation or Removal.* Any Overseeing Elder may resign at any time by giving written notice to the Church. Such resignation shall take effect on the date of the receipt of such notice, and acceptance of such resignation shall not be necessary to make it effective.

The Senior Pastor/President may, upon written notice, remove an Overseeing Elder with or without cause. Removal is limited to only one Overseeing Elder at a time. If an Overseeing Elder is removed, another Overseeing Elder cannot be removed until the first elder is replaced. If a vacancy in the position of Senior Pastor occurs, for any reason, then the Senior Executive Pastor may nominate or remove an Overseeing Elder, subject to the same limitations that would otherwise apply to nominations and dismissals of an Overseeing Elder by the Senior Pastor/President. If a vacancy in both the Senior Pastor and the Senior Executive Pastor position occurs, then the Overseeing Elders shall nominate and elect a new Overseeing Elder until one or more of the positions are filled.

### 3. Chairman of the Overseeing Elders.

The Senior Pastor/President shall serve and preside as the Chairman of the Overseeing Elders, shall call the Overseeing Elder meetings, and shall determine the agenda for all meetings. If the Senior Pastor/President's attendance is impossible, then the Senior Executive Pastor shall serve as Chairman. If neither the Senior Pastor/President nor the Senior Executive Pastor can attend the meeting, then the Overseeing Elders shall elect a Chairman and proceed in order, keeping minutes of their actions for the corporate record. Any resolutions passed during an Overseeing Elder meeting without the Senior Pastor or the Senior Executive Pastor present shall not take effect until the next properly called Chairman's meeting when either the Senior Pastor/President or the Senior Executive Pastor is present, and the minutes of the prior meeting are put forward for approval by the Overseeing Elders and included in the corporate record book.

### 4. Meetings.

*Regular or Special Meetings.* Regular or special meetings of the Overseeing Elders may be held either within or outside the Commonwealth of Virginia but shall be held at the Church's registered office in Virginia if the notice thereof does not specify the location of the meeting.

*Telephone or Electronic Meetings.* Any meeting, regular or special, may be held by conference telephone or similar communication or electronic equipment, so long as all Overseeing Elders participating in the meeting can simultaneously hear one another participate. All Overseeing Elders shall be deemed to be present in person at a meeting conducted in accordance with the foregoing sentence.

*Notice Requirements for Regular or Special Meetings.* A regular meeting of the Overseeing Elders shall occur at least quarterly. Regular meetings of the Overseeing Elders may be held without notice if the time and place of such meetings are fixed by a resolution of the Church Elder Board.

Only the Senior Pastor/President or Senior Executive Pastor/Vice President may call a special meeting of the Overseeing Elders. The Notice of Special Meetings shall include:

*Manner of Giving Notice.* Notice of the date, time, and place of special meetings shall be given to each Overseeing Elder by one of the following methods: (a) by personal delivery of written notice; (b) by first-class mail, postage paid; (c) by telephone communication, either directly to the Overseeing Elder or to a person at the Overseeing Elder's office or home who the person giving the notice has reason to believe will promptly communicate the notice to the Overseeing Elder; (d) by faxed telecopy to the Overseeing Elder's office or home; (e) by electronic mail ("e-mail"); or (f) by text.

*Time Requirements.* Notice sent by first-class mail shall be deposited in the United States mail at least four (4) days before the time set for the meeting. Notices given by personal delivery, telephone, telecopy, e-mail, or text shall be delivered, telephoned, faxed, e-mailed, or texted to the Overseeing Elder or given at least twenty-four (24) hours before the time set for the meeting.

*Notice Contents.* The notice shall include the date, time and place for the meeting. However, the notice does not need to specify the place of the meeting if the special meeting is to be held at the Church's principal office.

Unless otherwise expressly stated herein, the notice does not need to specify the purpose or the business to be transacted at the special meeting.

*Waiver.* Attendance of an Overseeing Elder at a meeting shall constitute waiver of notice of such meeting, except where the Overseeing Elder attends a meeting for the express purpose of objecting that the meeting is not properly called.

5. Action of Overseeing Elders Without a Meeting.

Any action required or permitted to be taken by the Overseeing Elders may be taken without a meeting, if all of the Overseeing Elders, individually, or collectively, consent in writing to the action ("Action"). Such Action by written consent or consents shall be filed with the minutes of the proceedings of the Church.

6. Quorum.

Unless otherwise provided for in these Bylaws, a majority of the number of Overseeing Elders then in office, which number shall include the presence of the Chairman or his official designee, shall constitute a quorum for the transaction of business at any meeting of the Overseeing Elders.

The Overseeing Elders present at a duly called or held meeting at which a quorum is present may continue to transact business even if an Overseeing Elder leaves the meeting so that less than a quorum remains.

However, no action may be approved without the vote of at least a majority of the number of Overseeing Elders in attendance required to constitute a quorum.

If a quorum is present at no time during a meeting, a majority of the Overseeing Elders present may adjourn and reconvene the meeting.

7. Proxies.

Voting by proxy is prohibited.

8. Duties of Overseeing Elders of the Corporation.

The Overseeing Elders of the Corporation shall discharge their duties in good faith, with ordinary care, and in a manner that they reasonably believe to be in the best interest of the Church. The Overseeing Elders of the Corporation may in good faith rely on information, opinions, reports, or Statements including financial Statements and other financial data concerning the Church or another person, that were prepared or presented by a variety of persons, including Officers, employees of the Church, professional advisors or experts such as

accountants or legal counsel. An Overseeing Elder of the Corporation is not relying in good faith if the individual has knowledge concerning a matter in question that renders such reliance unwarranted.

The Senior Pastor will appoint three members of the Overseeing Elder Board, or an approved Campus Member, to the following positions: Vice Chair, Secretary, and Treasurer.

The Vice Chair will take the lead should the Senior Pastor and Senior Executive Pastor become unavailable.

The Secretary will take the minutes of each meeting and see that they are properly recorded for reference in regard to the corporation. The Secretary will also receive and record all voting results submitted from each campus or done corporately.

The Treasurer will have access to all financial records for the purpose of accountability. At least once each quarter, he will ensure that the reports provided to the Overseeing Elders are consistent with the Coastal bank accounts. He will also sign off on the receipt of the annual financial review.

#### 9. Delegation of Duties.

The Overseeing Elders, in consultation with the Senior Pastor/President, are entitled to select advisors and delegate duties and responsibilities to them, such as the full power and authority to purchase or otherwise acquire stocks, bonds, securities, and other investments on behalf of the Church and to sell, transfer, or otherwise dispose of the Church's assets and properties at a time and for a consideration that the advisor deems appropriate. The Overseeing Elders shall act in good faith and with ordinary care in selecting the advisor. The Overseeing Elders may, in consultation with the Senior Pastor, remove or replace the advisor at any time, with or without cause.

#### 10. Actions of Overseeing Elders.

The Overseeing Elders shall try to act by unanimous consensus. However, if action by unanimous consent is impossible or unless the act of a greater number is required by the law or these Bylaws, then the vote of a majority of the Overseeing Elders present and voting at a meeting at which a quorum is present shall be sufficient to constitute the act of the Overseeing Elders, which vote must include the affirmative vote of the Chairman when in good standing. An Overseeing Elder who is present at a meeting and abstains from a vote is considered to be present and voting for the purpose of determining the decision of the Overseeing Elders. The burden is on each individual Overseeing Elder to ensure his votes are properly recorded in the minutes as either a "yes," "no," or "abstain."

In the event of a vote of the Overseeing Elders resulting in a deadlock, the Senior Pastor/President shall be entitled to cast a "majority ballot" breaking the deadlock so that an official act or decision may be undertaken by the Overseeing Elders.

When opening a new campus, in the event that there are no Shepherding Elders, the Overseeing Elders will assume those responsibilities until Shepherding Elders can be installed.

#### 11. No Compensation.

The Overseeing Elders shall not receive any compensation in exchange for services rendered as an Overseeing Elder. The Overseeing Elders may however, adopt a resolution providing for reimbursement to Overseeing Elders for reasonable expenses incurred as a result of their duties as Overseeing Elders.

#### 12. Annual Financial Review.

The Overseeing Elders shall, so long as the annual Gross Receipts of the Church exceeds two hundred fifty thousand dollars (\$250,000.00) per year, annually obtain a financial review performed by an internal team of qualified members. When annual Gross Receipts of the Church exceeds one million dollars (\$1,000,000.00) per year, the Overseeing Elders shall obtain a detailed financial review performed by an independent public accounting firm in accordance with Generally Accepted Auditing Standards (GAAS), including financial Statements prepared in accordance with Generally Accepted Accounting Principles (GAAP).

#### 13. Transactions with the Church.

An Overseeing Elder shall not be disqualified, by reason of his office, from dealing or contracting with the Church, either as vendor, purchaser, or otherwise, nor shall any transaction or contract of the Church not otherwise prohibited by law be void or voidable on the ground that any Overseeing Elder or any firm of which any Overseeing Elder is a member, or any corporation of which any Overseeing Elder is a shareholder or director, is in any way interested in the transaction or contract, provided that (1) the material facts of the transaction or contract and the Overseeing Elder's interest were disclosed or known to the Overseeing Elders or a committee of the Overseeing Elders prior to the transaction or contract and the Overseeing Elders or committee authorized, approved, or ratified the transaction or contract, without counting in the majority or quorum any Overseeing Elder interested; and (2) the transaction or contract was fair to the Church. No such Overseeing Elder shall be liable to account to the Church for any profits realized by him from or through any transaction or contract of the Church authorized, ratified, or approved by the Overseeing Elders on the ground that he or any firm of which he is a member or any corporation of which he is a shareholder or Overseeing Elder was interested in the transaction or contract. Nothing in these Bylaws shall create any liability in the events above described or prevent the authorization, ratification, or approval of the transactions or contracts in any other manner provided by law.

The Overseeing Elder is precluded from voting on any matter in which he/she has a significant personal interest in the outcome.

#### 14. Preservation of Tax-Free Status.

The Overseeing Elders, collectively or individually, shall take no action that would result in the denial of application for or the revocation of the status of the Church as a charitable donor

under Section 170(a) and 170(b) (1) (A) (vi) of the Code or as an organization exempt from federal taxation under Section 501(a) and 501(c) (3) of the Code.

## **SECTION VI: CHURCH PERSONNEL**

The operations of the church's central organization is advanced by the church personnel ("staff"). It is the duty of the Senior Pastor (advised by the Senior Executive Pastor and other designees) to set the positions, job descriptions, and metrics of success for the church staff.

Staff members shall be hired as needed in accordance with areas of need and available budget. Changes and additions to the Employee Handbook, with exception to the Executive Team, can be made at the discretion of the Executive Team. Changes and additions relating to the Executive Team can be made at the discretion of the Overseeing Elders.

Staff will be immediately dismissed, as determined by the Overseeing Elders, for any of the following: extra-marital relations, embezzlement, or adopting a lifestyle choice in disagreement with our Statement of Faith

## **SECTION VII: ADVISORY BOARD**

### **1. Purpose of the Advisory Board**

- The Advisory Board serves at the discretion of the Senior Pastor to provide an outside perspective to the organization and activities of the Church.
- The Advisory Board has no legal authority in the organization.
- In the event that the Senior Pastor is not in good standing, the Advisory Board will advise and assist the Overseeing Elders in an investigation. The Overseeing Elders will then have disciplinary oversight of the Senior Pastor.

### **2. Number, Qualifications, Appointment, Term, and Resignation or Removal of Advisory Board Members**

*Number.* There will be no less than three (3) and no more than ten (10) members of the Advisory Board. The retired Senior Pastor or Senior Executive Pastor will not be included in these numbers potentially allowing for twelve (12) members on the Advisory Board.

#### *Qualifications.*

- Advisory Board must be a diversified group of men and women.
- No more than one-third (1/3) of the Advisory Board can be made up of any combination of the following: retired elders in good standing, Senior Pastor in good standing, and Senior Executive Pastor in good standing.
- All members of the Advisory Board must agree with the theological position of Coastal Church in its totality.

*Election.* The Senior Pastor/President shall have the exclusive right to nominate individuals whom he deems qualified to serve on the Advisory Board. All members of the Advisory Board must be elected by majority vote of the Overseeing Elders.

If the Senior Pastor or Senior Executive Pastor is in good standing and serves 20+ years, he will automatically be appointed to the Advisory Board in perpetuity.

In the event of a vacancy that brings the total number of members below three (3), whether due to resignation or removal, the Senior Pastor shall be given a reasonable amount of time to nominate an individual he deems qualified in accordance with these Bylaws to serve as an Advisory Board Member in accordance with these Bylaws.

*Resignation or Removal.* Any Advisory Board member may resign at any time. The Senior Pastor/President, in good standing, may remove any Advisory Board member with or without cause.

## **SECTION VIII: BUDGET MANAGEMENT**

1. The Overseeing Elders will approve the annual budget.
2. The budget is to be managed by the Lead Pastors, Shepherding Elders and Executive Team according to their areas of responsibility. Minor modifications within the budget can be made by Church and Campus Directors and Executive Directors as long as it does not exceed the bottom-line approved total and if extenuating circumstances in the life of the church mandate such a change. For example, if a budgeted item is not needed, or if expenses in a particular area are less than expected resources can be reallocated as needed. The budget should, however, be the normative guide for the financial operation of the church.
3. Once the Overseeing Elders have approved the annual budget, it will be made available to any Campus Member who requests it.
4. The Corporate Treasurer will have access to all financial records for the purpose of accountability. At least once each quarter, he will insure that the reports provided to the Overseeing Elders are consistent with the Coastal bank accounts. He will also sign off on the receipt of the annual financial review.

## **ARTICLE VI CAMPUS ORGANIZATION**

The local campuses of Coastal Church are where believers worship, serve, are led by pastors, give, and link arms to embody Christ to their communities.

### **SECTION I: STANDING WITHIN CORPORATION**

1. Campuses are established at the discretion of the Overseeing Elders following the process and procedures set forth by the Church executives.
2. The Church will own all of the properties, equipment, and brand for each Campus.
3. The Campus will be responsible to shepherd the people in their congregation and may access the shared services provided by the Church.

4. The Campus may not vote to withdraw from the Church. In the event that the Lead Campus Pastor would like to withdraw from the Church to start his own church, he may not re-establish his congregation within a 50-mile radius of their Coastal Church Campus. Upon hire, the Lead Campus Pastor will sign a non-compete clause to this effect.

## **SECTION II: LEADERSHIP STRUCTURE OVERVIEW**

1. Lead Campus Pastor (Article VI, Section III)
2. Shepherding Elder Board (Article VI, Section IV)
3. Campus Personnel Team (hereinafter referred to as “Campus Staff”, Article VI, Section V)
4. Campus Deacons (Article VI, Section VI)
5. Membership (Article VI, Section VII)

## **SECTION III: LEAD CAMPUS PASTOR**

1. The Lead Campus Pastor meets the qualifications of pastor as described in 1 Timothy 3:1–7 and Titus 1:5–9.
2. The Lead Campus Pastor will be nominated by the Senior Pastor and affirmed by a two-thirds (2/3) vote of the Overseeing Elders.
3. Lead Campus Pastor Responsibilities:
  - Communicate vision and provide leadership and accountability for the Campus,
  - Select individuals, both paid and unpaid, to fulfill the responsibilities of shepherding the believers at his campus,
  - Hire, direct, oversee, and terminate Church staff as deemed necessary to help administrate the affairs of the Campus in conjunction with Personnel Manual and Human Resources,
  - Give oversight to the campus budget and all expenditures, and
  - Set and pursue all annual goals for the Campus.
4. Discipline and Dismissal of Lead Campus Pastor
  - At least two (2) Shepherding Elders can confront the Lead Campus Pastor according to Matthew 18 when they suspect improper behavior.
  - If this confrontation does not resolve the situation, the Lead Campus Pastor can be submitted to the Overseeing Elders for discipline or dismissal by two-thirds (2/3) vote of the combined Shepherding Elder Board of that campus and Overseeing Elders.
  - The logistical details for discipline or dismissal of the Lead Campus Pastor will then be facilitated by the Overseeing Elders.

## **SECTION IV: SHEPHERDING ELDER BOARD**

1. Shepherding Elders will be nominated by the Lead Campus Pastor, interviewed by at least one Overseeing Elder and the Shepherding Elders of that Campus who will then nominate each candidate they see fit. Candidates must then be approved by a two-thirds (2/3) majority vote of the Campus members. The Lead Campus Pastor is a permanent member of the Shepherding Elder Board.
2. If it becomes apparent that a Shepherding Elder should not serve in the office, he may resign, or by two-thirds (2/3) vote of the Overseeing Elders and Shepherding Elders of that campus be immediately retired from office.
3. Shepherding Elders will be moved to a status of “inactive” if they choose to withdraw from their position for a time period but are still a member in good standing meeting the qualifications of a Shepherding Elder.
4. Until Shepherding Elders can be established on a new campus, the Overseeing Elders will assume their responsibilities.

#### **SECTION V: CAMPUS PERSONNEL (“STAFF”)**

1. Acquisition and termination of employees shall be maintained by the Lead Campus Pastor, Church Senior Pastor, and Church Senior Executive Pastor.
2. Lead Campus Pastor, Church Senior Pastor, and Church Senior Executive Pastor or their designees will be responsible for the development of job descriptions for campus staff.
3. Staff members shall be hired as needed in accordance with areas of need and available budget.
4. Staff will be immediately dismissed, as determined by the Shepherding Elder Team, for any of the following: extra-marital relations, embezzlement, or adopting a lifestyle choice in disagreement with our Statement of Faith.

#### **SECTION VI: CAMPUS DEACONS**

The office of deacon is prevalent throughout the New Testament, established first in Acts 6. Qualifications can be found in 1 Timothy 3:8–13. Deacons are “lead servants” who organize, implement, and carry out ministry among the campuses and the community(ies) in which we minister. Deacon structures are to be organized in such a way that each individual serving in the role has a primary area of ministry. These may include, but are not limited to, care for the sick and hurting, facilities, counseling, finances, and age and gender-specific ministries.

##### **1. Election of Deacons**

Since deacons are raised up as lead servants among the campus, they must be set apart for the ministry by the Shepherding Elders. They may continue in their role indefinitely.

##### **2. Dismissal of Deacons**

If it becomes apparent that a deacon should not serve in the office, he or she may resign, or by two-thirds (2/3) vote of the Shepherding Elders be immediately retired from the office.

3. Deacons will be moved to a status of “inactive” if they choose to withdraw from their position for a time period but are still a member in good standing meeting the qualifications of a deacon.

## SECTION VII: CAMPUS MEMBERSHIP

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 (Acts 2:42–46; Romans 16:1; 1 Corinthians 1:2; 2 Corinthians 8:1; Philippians 1:1; Acts 11:26).

Membership is open to any person who has personally accepted Christ as Savior and Lord, who has received believer’s baptism, and who desires to be committed to a Coastal Campus. Membership is not a prerequisite for involvement in every ministry, but is required for ministry leadership and participation in voting.

Membership in this Church shall consist of all persons who have met the qualifications for membership and are listed on the membership roll. The Overseeing Elders may, from time to time, adopt and amend the application procedures and qualifications for Membership in the Church. (Luke 5:10; 2 Corinthians 8:23; Philippians 1: 5–7; Philemon 17).

### 1. Qualifications for Membership

- A personal commitment of faith in Jesus Christ for salvation.
- Believer’s baptism as a testimony of salvation. Believer’s baptism is defined as carrying out the ordinance of baptism *after* accepting salvation. While believer’s baptism by immersion is not a required method of baptism, it is the only method executed by this Church. If a person is physically unable to be immersed, the Shepherding Elder Board will determine an alternate course of action.
- Completion of the Church’s membership class and an interview with a Shepherding Elder or his designee.
- Signature on the Summary of the Bylaws indicating that it has been read and fully understood. This is only required upon the first signing of the Membership Commitment.
- Agreement by signature, physical or digital, to abide by the Membership Commitment, which will be reaffirmed and re-signed annually.
- Eighteen (18) years of age or older.
- Those who are here on a temporary basis (college/military) and do not want to give up membership in their home churches are permitted to participate at Coastal as a member if they meet all of the qualifications. It is not necessary to dissolve membership elsewhere.

### 2. Responsibilities of Membership

The responsibilities of membership are described in the membership commitment, which includes the following four statements:

- I will connect to God by faithfully participating in corporate worship, by regularly studying God’s Word to be watchful in guarding the Gospel, and by worshipping Him with my tithes and offerings. (Hebrews 10:24–25; 1 Corinthians 16:2, 13)
- I will grow in community by participating in a small group, by warmly welcoming those who visit, by acting in love toward other members and refusing to gossip, and by living an authentic godly life protecting the unity of the church. (1 Peter 1:22; Ephesians 4:29; 1 Corinthians 1:10; 1 Thessalonians 1:2; Psalm 119:9; James 1:23–24)
- I will serve the ministry and mission of my church by discovering my gifts and talents and being equipped to serve by my pastors and teachers, by participating in an area of service in the church, and by being held accountable to developing a servant’s heart and demonstrating a servant’s actions. (1 Peter 4:10; Ephesians 4:11–12; Philippians 2:3–4, 7)
- I will multiply disciples by praying for the development of Gospel outposts, by making disciples who make disciples, by being in relationship with and inviting the unchurched to attend, and by being open to help with the goal of establishing and revitalizing Gospel-centered outposts. (Luke 14:23; Romans 15:7; Philippians 1:27; Matthew 28:19–20)

### 3. Voting Rights of Membership

- Campus Members vote to affirm Shepherding Elders of their campus. Affirmation is achieved with a two-thirds (2/3) majority of all votes submitted.
- Campus Members of ALL campuses will vote to affirm financial commitments exceeding 8% of the approved budget for the Church. Affirmation is achieved with a two-thirds (2/3) majority of all votes submitted.
- Campus Members of ALL campuses will vote to affirm a change in the Constitution and Bylaws. Affirmation is achieved with a three-fourths (3/4) majority vote of all votes submitted.

### 4. Guidelines for Membership Vote

- Campus members will be notified a minimum of two (2) weeks prior to a vote. Notification will be through digital means and announcements during weekly services from the platform.
- Voting will be conducted digitally allowing the campus members a minimum of seventy-two (72) hours to place their votes.
- The Corporate Secretary will ratify the official results of each vote after receiving the data (in writing – physical or electronic) from the Office of Membership and Engagement. The Office of Membership and Engagement will receive and count votes.

### 5. Student Members

It is our desire to see our students develop as authentic followers of Jesus Christ. Based on this, those between 3rd grade and 12th grade can be student members (non-voting) by meeting these requirements:

- Personal commitment of faith in Jesus Christ for salvation.
- Believer’s baptism defined as carrying out the ordinance of baptism *after* accepting

salvation.

- The student will meet with his/her respective pastor/director and his/her parents to sign the membership commitment.
- If the student's parents or guardians do not attend Coastal Church, he/she must have a signed permission form in order to become a member.
- In regard to church discipline, we believe in God-given parental authority, and we will look to the parent to exercise discipline. The Church will be available to offer support and counseling to the parents and/or students at the parents' request. The Church reserves the right to restrict membership at any time for the protection of other students.

Upon turning eighteen (18) years of age, a student member can become a voting member by attending the membership class (if they have not already done so) and meeting with a member of the Shepherding Elder Board.

## **SECTION V: TERMINATION OF MEMBERSHIP**

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

1. Death.
2. Notification that the member has joined another church.
3. Failure to renew annual membership commitment.
4. By personal request of the member
  - The request to rescind membership must be in writing. Checking the box on the Membership Commitment not to renew membership in any given year will be accepted as a written request.
  - Upon rescinding membership, this person indicates that he/she no longer consents to the church's doctrine, and he/she will no longer be subject to church discipline. A member cannot rescind his/her membership in the midst of a church discipline issue and remain at the church. If membership is rescinded in the midst of a church discipline issue, the person will no longer be allowed on any Church Campus.
5. Dismissal by the Shepherding Elder Team according to the following conditions:
  - In the unfortunate event that a member's life and conduct are not in accordance with the membership commitment in such a way that the member hinders the ministry influence of the Coastal Church in the community, a member may be dismissed.
  - Procedures for the dismissal of a member shall be according to Matthew 18:15–17.
    - When the offense is brought to the attention of the leadership of the Church, it will be recommended that the offended approach the offender one on one or with a ministry leader.
    - If this encounter does not bring about a change, or if this encounter is refused, the offender will be brought before the elders.

- If the offender is repentant and desires restitution, he/she will be put on probation and the elders will put together a restoration plan to be followed. At the end of the probationary period, the offender will meet with the Shepherding Elder Board for determination of restoration to membership.
- If the offender is not repentant, he/she will be dismissed from membership and removed from the property. He/she will abstain from coming back to the property until restoration is achieved.

## **SECTION VI. RESTORATION OF MEMBERS**

Members dismissed by the Shepherding Elder Team shall be restored by the Shepherding Elder Team according to the spirit of 2 Corinthians 2:7–8 when their life styles are judged to be in accordance with the membership commitment.

## **SECTION VII. NON-LIABILITY OF MEMBERS**

A member of the Campus shall not solely, because of such participation, be personally liable for the debts, obligations, or liabilities of the Campus.

## **ARTICLE VII WHISTLEBLOWER POLICY**

### **SECTION 1. Purpose**

The Church requires all of its leadership, employees, members, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Church, individuals must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations. Therefore, if a leader, member or volunteer of the Church reasonably believes that the Church, by and through its Pastors, Overseeing Elders, Shepherding Elders, Officers, employees, members or volunteers, or entities with whom the Church has a business relationship, is in violation of applicable law or regulation, or any policy or procedure of the Church, then that individual shall file a written complaint with either his or her supervisor, Shepherding Elders, or Overseeing Elders of the Church. This Policy is intended to encourage and enable employees and others to raise serious concerns within the Church prior to seeking resolution outside the Church.

### **SECTION II: Procedures**

1. Reporting Responsibility. It is the responsibility of all of the leadership, employees, members, and volunteers to comply with all applicable laws and regulations as well as all policies and procedures of the Church and to report violations or suspected violations in accordance with the Policy.
2. If a Pastor, Overseeing Elder, Shepherding Elder, Officer, employee, member, or volunteer of the Church reasonably believes that any policy, practice, or activity of the

Church is in violation of any applicable law, regulation, policy, or procedure of the Church, then the Pastor, Overseeing Elder, Shepherding Elder, Officer, employee, member or volunteer should share their questions, concerns, or complaints with someone who may be able to address them properly. If the concerns are not addressed, the reporting individual should make a formal complaint as outlined herein.

3. **Acting in Good Faith.** Anyone filing a complaint concerning a violation or suspected violation of any applicable law, regulation, policy, or procedure of the Church must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the applicable law, regulation, policy, or procedure of the Church. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.
4. **Reporting Violations.** In most cases, an employee or volunteer's supervisor is in the best position to address an area of concern. However, if the reporting individual is not comfortable speaking with his or her supervisor, or the reporting individual is not satisfied with his or her supervisor's response, the reporting individual is encouraged to speak with a higher supervisor according to the leadership structure. This supervisor is required to report to a Shepherding Elder, who will then report to the entire Shepherding Elder Board.
5. **Accounting and Auditing Matters.** The Overseeing Elders shall address all reported concerns or complaints regarding corporate accounting practices, internal controls, or auditing. The Overseeing Elders shall work until the matter is resolved.
6. **Evidence.** Although the reporting individual is not expected to prove the truth of an allegation, the reporting individual needs to demonstrate that there are reasonable grounds for concern on his or her part and that these concerns are most appropriately handled through this procedure.
7. **Investigation of Complaint.** After receipt of the complaint, the Overseeing or Shepherding Elder to whom the complaint was made shall provide the complaint to the entire Shepherding Elder Board. The Overseeing or Shepherding Elder Board shall then determine whether an investigation is appropriate and the form that it should take. Concerns may be resolved through the initial inquiry by agreed action without the need for further investigation. All Shepherding and Overseeing Elders shall receive a report on each complaint and a follow-up report on action taken.
8. **Handling of Reported Violations.** The Overseeing or Shepherding Elder to whom the complaint was made shall notify the reporting individual and acknowledge receipt of the reported violation within five (5) business days. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.
9. **A reporting individual who reasonably believes that she/he has been retaliated against in violation of this Policy shall follow the stated procedures as she/he filed the original complaint.**

### **SECTION III: Safeguards**

1. Confidentiality. Reported or suspected violations may be submitted on a confidential basis by the reporting individual or may be submitted anonymously. Reports of violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

However, the reporting individual is encouraged to put his or her name to the allegation because appropriate follow-up questions and investigation may not be possible unless the source of the information is identified. Concerns expressed anonymously will be investigated, but consideration will be given to:

- The seriousness of the issue raised,
- The credibility of the concern, and
- The likelihood of confirming the allegation from documentation and/or other sources.

Every effort will be made to protect the reporting individual's identity; though all individuals considering such a report should be advised that anonymity cannot be assured if an external investigation or criminal proceedings relating to the report occur.

2. No Retaliation. No reporting individual who, in good faith, reports a violation shall suffer harassment, retaliation, or adverse employment consequence. An employee or representative of the Church who retaliates against a reporting individual who has reported a violation in good faith is subject to discipline up to, and including, termination of employment or dismissal from Church representation.
3. Harassment or Victimization. Harassment or victimization of the reporting individual for providing information in accordance with this policy by anyone affiliated with the Church or Campus will not be tolerated. In addition, the provision of such information shall not in any way influence, positively or negatively, the carrying out of routine disciplinary procedures by management as stated in the Church's Employment Policy.
4. Malicious Allegations. The Shepherding and Overseeing Elders recognize that intentionally untruthful, malicious, erroneous, or harassing allegations would be damaging to the mission, integrity, and morale of the Church or the reputation of the accused individual. The safeguards stated in this Policy do not apply to individuals who make such complaints. Such allegations may result in disciplinary action, including but not limited to termination of employment and/or dismissal of Partnership.

## **ARTICLE VIII AMENDMENTS**

All requests for amendments to these Bylaws must be in writing and shall be submitted to the Overseeing Elders for study and consideration. The Overseeing Elders shall issue a timely response to the proposed amendment, alteration, or revision to these Bylaws. The Overseeing Elders shall determine whether to propose such amendments to the Members for a vote. If proposed to the

Members by the Overseeing Elders, amendments to the Bylaws require the affirmative vote of three-fourths (3/4) of the votes received by the members of ALL campuses.

**ARTICLE IX  
TO BE A TAX-EXEMPT ORGANIZATION**

The term for which the church has been organized is perpetual and it shall operate as a tax-exempt organization under the United States Internal Revenue Code. In the event of dissolution of the Church, the assets thereof shall be liquidated and distributed by first paying all creditors, and all remaining assets shall then be distributed to another Christian organization or organizations which have like faith, belief, and purposes as ours and which qualify as a tax-exempt organization. The logistical details for this distribution will be completed by the Overseeing Elders or their designees.