

Constitution and Bylaws of Coastal Community Church SUMMARY

Text in blue indicates something that has changed from our current Constitution and Bylaws.

The legal name of our church is COASTAL COMMUNITY CHURCH, INC. Our principal offices are at 101 Village Avenue, Yorktown, VA 23693. All of our campuses are under the legal 501(c)3 umbrella of “Coastal Community Church, Inc.”

ONE CHURCH, MULTIPLE CAMPUSES – Article III

As one church, our purpose is to glorify God by fulfilling the Great Commandment (Matthew 22:36-40) and the Great Commission (Matthew 28:18-20). Each campus functions with its own personnel, interdependent budget, and elder board. The campuses all share the same vision, missions, doctrine, philosophy, administration, communication, and resources.

Campuses are unified in four categories:

- **Belief 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.

BELIEFS AND PRACTICE – Article IV

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. The Bible is God’s inerrant Word.
2. There is one true and living God existing in three co-equal, co-eternal, co-substantial persons: the Father, the Son, and the Holy Spirit.
3. Man’s condition is one of sin and separation from God.
4. God has acted in Jesus Christ to deliver us from sin.
5. Jesus established the church to continue His mission and ministry on earth.
6. Jesus Christ will return, and God’s plan for eternity will be carried out.
7. Everyone will face judgement before God, some to eternal life and others to eternal condemnation.
8. The devil was once holy and lived in the presence of God with heavenly honors. Through his pride and ambition, he fell and was cast down with the host of angels that followed him.
9. God has ordained the family as the foundational institution of human society.
 - a. Marriage between one man and one woman is the only legitimate and accepted sexual relationship. 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 any form of homosexuality, lesbianism, bisexuality, transgenderism, 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, will be a barrier to membership and leadership in a body of believers at Coastal Community Church.

- b. Children, from the moment of conception, are a blessing and heritage from the Lord.

Ordinances

We believe in the ordinances of Baptism and the Lord's Supper.

- Baptism will be immersion in water after the acceptance of salvation.
- All who know Jesus Christ as Lord and Savior will be invited to participate in the Lord's Supper.

CHURCH ORGANIZATION – Article V

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

Leadership Structure

- Senior Pastor
- Senior Executive Pastor
- Overseeing Elders
- Church Personnel (Staff)
- Advisory Board

Senior Pastor

- The Senior Pastor shall concurrently serve as the President and CEO of the Corporation.
- Responsibilities:
 - Shepherd the Church body
 - Define and communicate the Church's purpose
 - Select other corporate officers
 - Hire, direct, oversee and terminate Church Personnel (staff)
 - Carry out corporate directives and resolutions
- The Senior Pastor will serve as the Chairman of the Overseeing Elders.
- Discipline of the Senior Pastor
 - At least two Overseeing Elders must agree that the Senior Pastor is guilty of an intentional act of fraud, embezzlement, theft, immoral conduct, heretical theological beliefs, or any material violation of law.
 - The Overseeing Elders will contact the Senior Pastor directly, in person, and in confidence. In keeping with Matthew 18, such accusation shall first attempt 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.
- If resolution is still not possible, the Overseeing Elders will contact the Chairman of the Advisory Board and request their advice as the investigation of all alleged incidents of pastoral misconduct is conducted.
- If misconduct is confirmed, the Senior Pastor will be disciplined or removed by two-thirds (2/3) vote of the Overseeing Elders.
- Affirmation of the Senior Pastor
 - In the event that the Senior Pastor must be replaced:
 - candidates will be nominated by the exiting Senior Pastor (if he is in good standing) and/or the Overseeing Elders.
 - the Overseeing Elders will submit the nominees to Lead Campus Pastors and Shepherding Elders for review.
 - after a season of prayer (minimum of (2) weeks) the new Senior Pastor will be approved by 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 the Senior Pastor.

Senior Executive Pastor

- Will support the Senior Pastor in all his duties.
- Will be appointed and dismissed by the Senior Pastor.
- 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.

Overseeing Elders/Board of Directors

- The term “Overseeing Elders” is synonymous with “Board of Directors.”
- Overseeing Elders shall have the power to:
 - buy and sell such real property owned by the Church.
 - receive real property.
 - cause or permit the Church to merge or transfer some or all of its assets to another qualified organization and oversee the endowment.
 - cause or permit the Church to dissolve or otherwise liquidate its assets.
 - cause or permit the Church to engage in any transaction, contract, agreement, or arrangement that is unrelated to the purposes of the Church.
 - cause or permit the Church to enter into any financial commitment for debt in excess of up to 8% of the approved budget.
 - 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.
- 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.

- An Overseeing Elder will be moved to a status of “inactive” if he chooses to withdraw from his position for a time period but is still a member in good standing meeting the qualifications of an Overseeing Elder.

Church Personnel

- Staff members will be hired as needed in accordance with areas of need and available budget.
- 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.

Advisory Board

- The Advisory Board serves at the discretion of the Senior Pastor to provide an outside perspective on 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.

Budget Management

- The Overseeing Elders will approve the annual budget.
- 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.
- Once the Overseeing Elders have approved the annual budget, it will be made available to any Campus Member who requests it.
- 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.

CAMPUS ORGANIZATION – Article VI

Standing within Corporation/Church

- Campuses are established at the discretion of the Overseeing Elders following the process and procedures set forth by the Church executives.
- The Church will own all the properties, equipment, and brand for each Campus.

- The Campus will be responsible to shepherd the people in their congregation and may access the shared services provided by the Church.
- The Campus may not vote to withdraw from the Church.

Leadership Structure

- Lead Campus Pastor
- Shepherding Elder Board
- Campus Personnel Team (Staff)
- Campus Deacons
- Membership

Lead Campus Pastor

- The Lead Campus Pastor will be nominated by the Senior Pastor and affirmed by a two-thirds (2/3) vote of the Overseeing Elders.
- He will:
 - 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 Campus staff as deemed necessary in conjunction with the Personnel Manual and Human Resources.
 - Give oversight to the campus budget and all expenditures.
 - Set and pursue annual goals for the Campus.
- Discipline and Dismissal of Campus Lead Pastor
 - At least two Shepherding Elders can confront the Lead Campus Pastor according to Matthew 18 when they suspect improper behavior.
 - If this confrontation does not resolve the issue, the Lead Campus Pastor will be submitted to the Overseeing Elders for discipline and dismissal by two-thirds (2/3) vote of the combined Shepherding Elders 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.

Shepherding Elder Board

- Shepherding Elders will be nominated by the Lead Campus Pastor and affirmed 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.
- This role is only open to men.
- 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.
- Until Shepherding Elders can be established on a new campus, the Overseeing Elders will assume their responsibilities.

Campus Personnel (Staff)

- Staff members will be hired as needed in accordance with areas of need and available budget.

- 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.

Campus Deacons

- Since deacons are raised up as lead servants among the campus, they must be set apart for the ministry by the Shepherding Elders.
- This role is open to both men and women.
- They may continue in their role indefinitely unless it becomes apparent that he or she is no longer fit to serve in the office. He or she may then resign or by two-thirds (2/3) vote of the Shepherding Elders be retired from the office.

Campus Membership

- Qualifications
 - Personal commitment of faith in Jesus Christ for salvation
 - Believer's baptism defined as carrying out the ordinance of baptism *after* accepting salvation. While immersion is not required as the mode 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 this 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 years of age or order.
 - Those who are here on a temporary basis (college/military/etc.) and do not want to give up membership in their home churches are permitted to participate in Coastal as a member if they meet all the qualifications. It is not necessary to dissolve membership elsewhere.
- Responsibilities
 - 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, by refusing to gossip, and by living an authentic, godly life protecting the unity of the church. (1 Peter 1:2; 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, by 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 develop a servant's heart and to demonstrate 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 helping with the goal of establishing and revitalizing Gospel-centered outposts. (Luke 14:23; Romans 15:7; Philippians 1:27; Matthew 28:19–20)
- Voting Rights of Membership
 - To affirm Shepherding Elders for their campus with an affirmation of 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 with an affirmation of 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 with an affirmative vote of three-fourths (3/4) majority vote of all votes submitted.
- 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.
- 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 may 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 parents or guardians of the student do not attend Coastal Church, the student must have a signed permission form from them 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 may become a voting member by attending the membership class and meeting with a member of the Campus Elder Board.
- Termination of Membership – Members shall be removed from the Church roll for the following reasons:
 - Death
 - Notification that the member has joined another church
 - Failure to renew annual membership commitment
 - Personal request of the member
 - The request 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.
 - Dismissal by the Campus Elder Team according to the following conditions:
 - The 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 Church.
 - Procedures for the dismissal of a member shall be according to Matthew 18:15–17.
- Restoration of Membership
 - Members dismissed by the Campus Elder Team shall be restored by the Campus Elder Team, according to the spirit of 2 Corinthians 2:7–8, when their lifestyles are judged to be in accordance with the membership commitment.

WHISTLEBLOWER POLICY – Article VII

- Any Pastor, Overseeing Elder, Campus Elder, Officer, employee, member, or volunteer of the Church who 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 should share their questions, concerns, or complaints with someone in the organization who may be able to address them properly.
- In most cases, the appropriate person to contact is an immediate supervisor. However, if the reporting individual is not comfortable speaking with his or her supervisor or 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 Campus Elder, who will then report to the entire Campus Elder Team.

- No reporting individual who, in good faith, reports a violation shall suffer harassment, retaliation, or adverse employment consequence.

AMENDMENTS – Article VIII

- All requests for amendments to these Bylaws must be in writing and submitted to the Overseeing Elders for study and consideration. If proposed, the amendment must be affirmed by a three-fourths (3/4) majority of all votes received by the members of ALL campuses.

I have read and agree to abide by the Bylaws of Coastal Church.

Signature

Date