BYLAWS

PREAMBLE: This church is incorporated under the laws of the State of California. These Bylaws are adopted in accordance with and subject to the corporation's Articles of Incorporation, which have been filed with the Secretary of the State of California.

ARTICLE I. NAME
This church shall be called LAKE AVENUE CONGREGATIONAL CHURCH OF PASADENA (and also may be known as Lake Avenue Congregational Church or Lake Avenue Church).

ARTICLE II. COVENANT
The Covenant by which this church exists as distinct body, and which every member accepts, is as follows:

Acknowledging Jesus Christ to be our Savior and Lord, and accepting the Holy Scripture as our rule of faith and practice, and recognizing the privilege and duty of uniting ourselves for Christian fellowship, the enjoyment of Christian ordinances, the public worship of God, and the advancement of His Kingdom in the world, we do now, in the sight of God and invoking His blessing, solemnly covenant and agree with each other to associate ourselves to be a church of the Lord Jesus Christ, as warranted by the Word of God.

We agree to maintain the institutions of the Gospel, to submit ourselves to the orderly administrations of the affairs of the church, and to walk together in brotherly love.

And this we do depending upon the aid of our Heavenly Father, who so loved the world that He gave His only begotten Son for our salvation, and of Jesus Christ, who hath redeemed us by His blood, and of the Holy Spirit, our Comforter and Guide.
ARTICLE III. CHARACTER

SECTION 1 Polity. This church’s government is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation, which are common among Congregational Churches, and it is in fellowship with all churches which acknowledge Jesus as Christ to be their divine Redeemer and Lord.

SECTION 2 Statement of Faith. Our shared faith as members of the Lake Avenue Church family centers on God’s evangel, the gospel of Jesus Christ. Through the power of this gospel, God accomplishes His salvation plan: rescuing His people from sin, making each one complete in Christ, and making all things in His creation new. Our most basic theological convictions are aspects of this gospel:

1. We believe in one God, Creator of all things, infinitely perfect and eternally existing in a unity of love in three equally divine Persons: the Father, the Son, and the Holy Spirit. Having limitless knowledge and sovereign power, God has graciously purposed from eternity to establish a redeemed family from among all peoples and to make all things new for His own glory.

2. We believe that God has spoken in the Scriptures, both Old and New Testaments, through the words of human authors. God, His work and His ways are revealed through the Bible truly though surely not exhaustively. As the inspired Word of God, it is without error in the original writings, the complete revelation of His will for salvation, and the ultimate authority for what we believe and for how we live. Therefore, the Bible is to be believed in all that it teaches, obeyed in all that it requires, and trusted in all that it promises.

3. We believe that God created Adam and Eve in His image, but they sinned when they were tempted by Satan. The result is that all human beings are sinners by nature and by choice, alienated from God, and under His wrath. Through God’s saving work in Jesus Christ we can be rescued, reconciled, and renewed.

4. We believe that Jesus Christ is God incarnate, fully God and fully man, one Person in two natures. Jesus, Israel’s promised Messiah, was conceived through the Holy Spirit and born of the Virgin Mary. He lived a sinless life, was crucified under Pontius Pilate, arose bodily from the dead, ascended into heaven, and sits at the right hand of God the Father as our High Priest and Advocate.

5. We believe that Jesus Christ, as our representative and substitute, shed His blood on the cross...
as the perfect, all-sufficient sacrifice for our sins. His atoning death and victorious resurrection constitute the only ground for salvation.

6. We believe that the Holy Spirit, in all that He does, glorifies the Lord Jesus Christ. He convicts the world of its guilt. He makes sinful people alive to God through faith in Christ, and through the Spirit they are baptized into union with Christ and adopted as heirs into the family of God. He also indwells, illuminates, guides, equips, and empowers believers for Christ-like living and service.

7. We believe that the true Church began at Pentecost and is made up of people from every nation, tribe, people, and language who have been made right with God by His grace through faith alone in Christ alone. These members of God the Father’s eternal family are reconciled to one another and united by the Holy Spirit in the Body of Christ, of which Jesus Christ is the Head. The true Church is manifest in local churches. The Lord Jesus mandated baptism and the Lord’s Supper, which visibly and tangibly express the gospel. Though they are not the means of salvation, when celebrated by the Church in genuine faith, these practices confirm and nourish the believer.

8. We believe that God’s justifying grace must not be separated from His sanctifying power and purpose. God commands us to love Him supremely and others sacrificially, and to live out our faith with care for one another, compassion toward the poor, and justice for the oppressed. With God’s Word, the Spirit’s power, and fervent prayer in Christ’s name, we are to combat the spiritual forces of evil. In obedience to Christ’s commission, we are to make disciples among all people, always bearing witness to the gospel in word and deed.

9. We believe in the glorious and personal return of our Lord Jesus Christ. He will come in power and great glory to gather His people, to raise the dead, to judge the nations, and to bring His Kingdom to fulfillment. The coming of Christ, at a time known only to God, demands constant expectancy and motivates the believer to godly living, growing faith, sacrificial service, and energetic mission.

10. We believe that God commands everyone everywhere to believe the gospel by turning to Him in repentance and receiving the Lord Jesus Christ. We believe that God will raise the dead bodily and judge the world, assigning unbelievers to eternal separation from Him, and believers to eternal peace in His presence with restored relationships to God, renewed creation, and one another in the new heaven and the new earth, to the praise of His glorious grace.
ARTICLE IV. ORGANIZATION

SECTION 1 The Head of the Church. Jesus Christ is the Head of the Church universal of which Lake Avenue Congregational Church is part (Romans 12:4-5, Ephesians 1:22-23; 5:23, Colossians; 1:15-20).


SECTION 3 Organizational Structure. The organizational structure of the church intends a partnership between pastors, staff, and Congregational leaders. It consists of the Senior Pastor, a Church Chair, a Church Vice-Chair, a Pastoral Team, Church Staff, a Ministry Council, Ministry Divisions, and Ministry Teams.

a. Senior Pastor. The Senior Pastor is the overall spiritual shepherd of the Congregation. He is the church’s chief theologian and spiritual advisor. He determines who will preside and preach at the regular worship services and other spiritual meetings of the church. All pastors and the entire church staff report to him either directly or indirectly through a staff structure. The Senior Pastor shall be a member ex-officio with vote of the Ministry Council and Nominating Committee and without vote on all Ministry Divisions. In the absence of the Senior Pastor, the Ministry Council shall select an individual or individuals to perform the duties of the Senior Pastor.

b. Church Chair. The Church Chair shall preside over the regular and special business meetings of the Congregation and of the Ministry Council. The Chair shall be a member ex-officio without vote of all Ministry Divisions.

c. Vice Chair. The Vice Chair shall in the absence of a Chair perform the duties of the Chair. The Vice Chair shall be assigned other leadership duties as requested by the Chair.

d. The Pastoral Team, (also called the Pastorate)

1. Composition. The Pastoral Team shall include all pastors called by the church in accordance with Article VI. It shall also include staff members and volunteer members who are supervised by pastors and who perform ministerial duties.

2. Duties. Collectively, the pastors shall be responsible for the spiritual welfare and the equipping of the Congregation for active ministry. They shall lead by example, proclamation, and exhortation in concert with the vision and direction of this church. Pastors shall have responsibilities as set forth in a position description prepared at the direction of the Church Chair and approved by the cognizant Ministry Division, the Senior Pastor, and the Ministry Council.
3. **Alignment.** Pastors with significant oversight responsibility, including the supervision of other pastors or staff members with responsibilities for church ministries, shall be given the title Associate Pastor. One Associate Pastor or senior non-pastoral staff member shall be assigned by the Senior Pastor, after concurrence from the Ministry Council, duties that align with the responsibilities of each Ministry Division. Other pastors shall be assigned duties that align with the responsibilities of Ministry Teams as needed. No title other than pastor shall be assigned to these individuals.

4. **Supervision.** The Pastoral Team reports to the Congregation through the Senior Pastor. The Senior Pastor, after concurrence from the Ministry Council, shall specify a supervisory structure for the Pastoral Team. As a part of this supervisory structure pastors shall be assigned for supervision to Associate Pastors in accordance with the alignment of Ministry Teams within Ministry Divisions. One pastor may be assigned responsibilities to assist the Senior Pastor in the supervision of the entire Pastoral Team, and an appropriate distinguishing title may be assigned to this pastor.

e. **The Church Staff.**

1. **Composition.** The Church Staff shall consist of all persons employed by the Church other than the Senior Pastor and members of the Pastoral Team.

2. **Duties.** The church staff shall have responsibilities as set forth in a position description prepared by the pastor or the staff member who will directly supervise that staff member and approved by pastoral or staff members and Congregational leaders designated by the Ministry Council in Policy and Procedure documents.

3. **Supervision.** The Church Staff reports to the Congregation through the Senior Pastor. The supervisory structure specified by the Ministry Council for the Pastoral Team shall also specify a supervisory structure for the Church staff.

f. **The Ministry Council.**

1. **Composition.** The membership of the Ministry Council shall consist of:
   a) The Chair and Vice Chair of the church.
   b) The Senior Pastor.
   c) Nine to twelve at-large members, with the exact number to be fixed by the Ministry Council. No reduction by the Ministry Council in the number of at-large members shall affect the term of office of an at-large member serving on the Ministry Council at the time of the reduction.
   d) The Associate Pastors ex-officio without vote.
e) A recording secretary who may not necessarily be a member of the Ministry Council.

2. Duties. The Ministry Council is directly accountable to the Congregation and is charged by the Congregation with providing overall leadership and oversight for the spiritual wellbeing, ministry, and business of the church (the biblical role of overseers). In fulfilling this role, it shall

a) Present an annual ministry plan and annual budget to the Congregation for adoption.

b) Allocate to the Ministry Divisions those responsibilities needed to carry out the goals of the ministry plan.

c) Monitor progress in meeting the goals of the ministry plan and take remedial action as necessary.

d) Report regularly to the Congregation on the progress toward ministry goals.

e) Be responsible for the creation of personnel policies and oversight of church pastors and staff.

f) Establish church-wide policy and procedures in areas not reserved to the Congregation or appropriately the responsibilities of the Ministry Divisions.

g) Establish policy and procedure for and act on behalf of the church on the ordination, commissioning, or licensing of ministers and Christian workers.

h) Be legally responsible for the business affairs of the church, acting in the corporate role of a Board of Directors (Trustees). It shall elect the corporate officers of the church including a President, Corporate Secretary, and Treasurer.

i) The Ministry Council shall appoint a recording secretary of the Ministry Council who shall

1) Keep the minutes of Congregational Meetings and of the Ministry Council.

2) Supported by the church staff, maintain proper records of church membership and church growth, a file of necessary reports and papers, and an official manual of church policy and procedures.

3) Cause notice to be given of all Ministry Council and Congregational Meetings as required by law or by these Bylaws.

4) Cause to be published annually a roster of the Ministry Council and all Ministry Divisions and Ministry Team Members.

g. Ministry Divisions.

1. Charters. There shall be Ministry Divisions, as chartered by the Ministry Council, which
shall report directly to the Ministry Council and shall be accountable to the Congregation through the Ministry Council. A division charter shall specify the scope of the ministries for which the division shall be responsible. Insofar as possible, there shall be no overlap of ministry responsibilities between the Divisions.

2. Composition. Each Ministry Division shall consist of an Associate Pastor or senior non-pastoral staff member, a Chair selected from the elected members of the Ministry Council to serve a term of one year, and a minimum of five and a maximum of eleven individuals elected by the Congregation.

3. Duties.

   a) Ministry Divisions shall be responsible and are authorized to formulate and oversee application of policy within their areas of ministry.

   b) Ministry Divisions shall contribute to and then carry out the ministry goals adopted by the Congregation as delineated in the ministry plan and in accordance with the budget.

   c) Ministry Divisions are given appropriate authority and resources to carry out this responsibility.

   d) Ministry Divisions shall provide leadership for and oversee and coordinate the activities of Ministry Teams, as needed.

   e) Each Ministry Division shall prepare a proposal for an annual ministry plan and budget for its area of ministry and shall be responsible for the allocation of funds within its approved budget.

h. Ministry Teams.

1. Establishment. Ministry Divisions shall appoint Ministry Teams as necessary to carry out the ministries, functions, and activities involved in its assigned areas of ministry. In chartering a Ministry Team, the Ministry Division will define the Team’s area of responsibility.

2. Composition. A Ministry Team shall consist of a chair appointed by the responsible Division, a member of the Pastoral Team ex-officio with vote appointed by the Division Associate Pastor, a member of the Ministry Division as liaison with the Ministry Team, or as an alternative, one member of the Ministry Division as chair or co-chair of the Ministry Team. Each Ministry Division may appoint as many Ministry Team members as are necessary to perform its function.

3. Duties. Ministry Teams shall be given the responsibility of organizing and implementing the activities in their chartered areas of responsibility; they should give special attention to goals called for in the ministry plan and to the allocated annual budget. A Ministry Team shall have freedom of action within its assigned goals and budget limits and shall be given adequate
authority by the Ministry Divisions to carry out this responsibility. Requests by the Ministry Teams for policy formulation or interpretation will be carried to the supervising Ministry Division by the chair of the Ministry Team or by the Pastoral Team member assigned to the Ministry Team.

i. **Nominating Committee.**

1. **Composition.** There shall be a Nominating Committee consisting of ten members. In addition, the Senior Pastor or his designee shall be a member of the Nominating Committee ex-officio with vote. The Chair of the Nominating Committee shall be appointed by the Ministry Council subsequent to the election of the new committee each year from among the elected members of the Committee.

2. **Duties.** The Nominating Committee shall nominate the slate of Church Chair, Vice Chair, the nine to twelve at large members of the Ministry Council, and the members of the Ministry Divisions. It shall obtain signed Leadership Covenants from all persons it nominates. The Nominating Committee shall present the slate of nominees in writing to the Congregation two weeks prior to the date of election at the summer Congregational Meeting. Members of the Nominating Committee shall be ineligible for nomination.

In presenting candidates for these offices, the Nominating Committee shall seek out individuals who have spiritual gifts and qualifications commensurate with the area of ministry for which they are being considered and who sense God’s call in their lives for service. The Committee shall solicit nominations from the Congregation using a nominating ballot form, describing all leaders to be elected and distributed widely within the Congregation. They shall evaluate nominating ballot results and consider qualified candidates for each position.

**SECTION 4 Quorum.** A quorum of all Ministry Council, Ministry Division, Ministry Team and Nominating Committee meetings shall be a majority of its authorized number of voting members.

**ARTICLE V. THE CONGREGATION**

**SECTION 1 Qualifications for Membership.** The membership of Lake Avenue Congregational Church (also called the Congregation) consists of such persons as confess Jesus Christ as their Savior and Lord, and who satisfy all of the following:

a. Have been examined and approved by a Ministry Team appointed by the division chartered by the Ministry Council to be responsible for membership records and administration. The examination shall include consideration of their Christian experience and, if coming from another
church, their letters of dismissal and recommendation or satisfactory substitutes.

b. Have been accepted by vote of the Congregation and have been baptized.

c. Agree in writing to the Covenant under which the church exists (Article II) and to abide by these Bylaws.

SECTION 2 Reception. The reception of members shall be on such day or days as shall be designated by the division of Section 1a of this Article.

SECTION 3 Active and Associate Members.

a. Designation. The church recognizes Active and Associate members:

1. Active Members. Active members are members who are expected first to be faithful in all the spiritual duties essential to the Christian life, who attend habitually the services of this church, who give regularly for the support and charities of the church, and who share in the church’s organized ministry.

2. Associate Members. Associate members are members who are spiritually qualified and desire to join the fellowship of Lake Avenue Congregational Church but who are unable to meet all of the expectations of active members as defined in Article V, Section 3a1 of these Bylaws. Associate members shall have no voting rights.

3. The church may, after providing written notice, convert the membership of an Active Member to Associate Membership when for a period of two years or more the Active Member, if he or she is able, has (a) not resided in the community, or (b) not worshipped regularly with the Church, or (c) not contributed to the support of the Church, or (d) not shared in the Church’s ministry.

4. The Membership of any Associate Member may be transferred to Active Member upon written request to and approval by the division of Section 1a of this Article, stating that the conditions of Section 3a1 above are now satisfied.

b. Privileges. The following describes the privileges of Active membership:

1. Active members 16 years of age and older have voting rights in the church.

2. Inasmuch as it is not possible for the church to assess objectively the status of people relative to the criteria for Active membership, the following practices will apply:

   a) Quorums for Congregational meetings shall be determined by verbally stating the criteria for Active membership and then counting the presence of Active members by a show of hands or standing by those who qualify.

   b) For votes on matters for which these bylaws or a call by the Congregation require a written ballot, the ballot shall present the criteria for Active membership and an affirmation
by the voting member that he or she qualifies as an active member.

c) The Leadership Covenant that all elected or appointed leaders must sign according to Article VII shall contain an affirmation that the leader satisfies the criteria for Active Membership.

SECTION 4 Termination of Membership. The continuance of membership shall be subject to the provisions of these bylaws and administered by the division chartered under Section 1a of this article.

a. Any member in good standing who desires a letter of dismissal and recommendation to any other evangelical church is entitled to receive it upon request. The request shall be made within one year of the time when the member no longer attends or participates in the ministries of Lake Avenue Church. The letter shall be valid as a recommendation from its date only for one year, unless renewed by request for one additional year only, and this restriction shall be stated in the letter.

b. Any member who desires to join a religious body with which this church is not in fellowship, or which would not receive its letter, is entitled to receive, at the member's request, a letter of good standing. At that point the church will terminate that individual’s membership.

c. Any member in good standing who requests to be released from membership in the church shall be encouraged by the division of Section 1a of this Article to remain in faith and fellowship. If, after this encouragement, the member persists in his or her desire for release, the request shall be granted and the member’s membership terminated.

d. Any member known to the Church to be deceased shall be removed from the rolls.

e. Any member whose whereabouts cannot be ascertained after two written attempts at contact, may be removed from the membership rolls.

f. Any member who has been subject to the disciplinary process of Article X. Discipline and has exhausted opportunities for restoration so that he or she receives an adjudication of removal from membership shall be removed from membership.

g. All membership actions authorized by subsections a, b, and c above shall be reported in writing to the Congregation at the next regularly scheduled meeting following the action.

h. All membership actions authorized by subsections d, e, and f above shall not take place except by action of the Congregation.

SECTION 5 Restoration. Any person whose membership has been terminated may be restored by vote of the Congregation upon evidence of reversal of the reasons for termination. Satisfactory evidence shall be adjudicated by the division chartered under Section 1a of this Article, except that in the case of termination for disciplinary reasons restoration shall be 

LAC Bylaws as approved by the Congregation at its meeting on August 14, 2018
Office of the Lead Ministry Pastor
ARTICLE VI. LEADERSHIP

SECTION 1 Selection Authority. In accordance with Article III, the church selects its Congregational leaders from its membership (Acts 6:3-6). People called to be pastoral leaders are not usually members when they are called but are expected to become members soon after they arrive at the church for ministry. Together, these leaders are accountable to the Congregation and ultimately to God for how they lead and care for God's people (Luke 12:48; 1 Corinthians 4:12; 1 Peter 5:4).

SECTION 2 Qualifications.

a. All Leaders. All Congregational leaders of the church are expected to model servant leadership as taught by our Lord (1 Peter 5:2-3). All Congregational leaders shall agree to and accept in writing these Bylaws and their Statement of Faith (Article III, Section 2) by executing annually the Leadership Covenant of Article VIII.

b. Ministry Council, Nominating Committee and Senior Pastor Search Committee Members. All members of the Ministry Council, Nominating Committee and Senior Pastor Search Committee shall be accountable to the Congregation and meet the New Testament expectation of the office of Overseer (Acts 14:23, 1 Timothy 3:1-7; 5:17, Titus 1:4-9, 1 Peter 5:1-11). They shall have been active members of the church for at least three years and shall have previously served on a Ministry Division, Ministry Team or the equivalent thereof.

c. Division Members. Members of Ministry Divisions shall meet the New Testament expectations of the office of Diaconate (John 12:26, Acts 6:1-7, Romans 16:1-2, 1 Timothy 3:8-13). In addition, they shall have been an active member of the church in good standing for at least one year prior to their election and shall have served on a Ministry Team, or the equivalent thereof, for at least one year.


e. Pastors. Pastors shall lead by example, proclamation, and exhortation, in concert with the vision and direction of this church. They shall meet the New Testament expectations for that position (Romans 12:3-8, Ephesians 4:7-16) as well as the professional qualifications stated in the position description prepared in preparation for their selection.
SECTION 3 Selection.
a. Senior Pastor.

1. Search Committee.

a) Composition. When it is known that the senior pastorate shall become vacant, a Search Committee shall be formed. The Search Committee shall be composed of two categories of members. The first category shall consist of two members of each of the Ministry Divisions, appointed by the Ministry Division and approved by the Congregation. The second category shall consist of active members of the church, elected from the Congregation at large and equal in size to the number of members appointed by the divisions plus one, at least five of whom are not Ministry Division members. However, in no case shall the number of members elected at large result in a Search Committee of less than fifteen people. The Church Chair shall be a member ex-officio of the Search Committee without vote.

b) Selection. The Nominating Committee shall solicit nominations from the Congregation for those to be nominated from the Congregation at large. Each such nomination shall be supported by at least five church members. The Nominating Committee’s slate of nominees shall include all nominations from the Congregational solicitation that meet the qualifications of Article VI Section 2b plus other nominees, as necessary for a full slate of at least twice the number to be elected as determined by the preceding paragraph, from deliberations of the Nominating Committee. The Nominating Committee shall determine the willingness and eligibility of the nominee to serve as specified in Section 1 of this Article. No nominations shall be permitted from the floor.

c) Election. The members of the Search Committee appointed by the Ministry Divisions shall be approved by vote of the Congregation. For nominations at large the Nominating Committee shall present to the Congregation its slate as determined by the preceding paragraph. The Search Committee members to be elected by the Congregation shall be chosen by two ballots:

1) The first ballot shall reduce the number of nominees to twice the number to be elected (or more in case of a tie). The Congregation may vote for up to the number of nominees to be elected. This ballot shall not be used if the number of nominees presented by the Nominating Committee is already exactly twice the number to be elected.

2) The second ballot shall reduce the remaining nominees to exactly the number to be elected (with a run-off in the event of a tie).

d) Term of Service. A Search Committee member shall continue in office until the Committee is discharged by the Congregation or until the member resigns or ceases to meet the qualifications for a member of the Senior Pastor Search Committee.
e) **Vacancies.** If and only if the membership of the Search Committee drops below fifteen, vacancies shall be filled in the same manner that the departed members were selected: that is, by Ministry Division appointment or Congregational election, as the case may be.

2. **Search Process.**

   a) **Committee Organization.** The Church Chair shall designate a member of the Search Committee to convene the Committee and to act as its chair pro tempore until the election by the Committee of a permanent chair.

   b) **Candidate Identification.** The Search Committee shall proceed to identify and recommend to the Congregation a desirable candidate for the senior pastorate.

   c) **Pastoral Call.** The Committee is hereby empowered to and shall call a special meeting of the Congregation, notice of which shall be sent to every active member of the church at least seven days before the meeting, announcing the time, place, and purpose of the meeting. After the Committee has presented the candidate, the Congregation shall vote by ballot upon the call of the candidate. A three-quarters vote of the membership present and voting shall be required to call.

b. **Other Pastors.** When there is a Pastoral Team vacancy or a new pastoral position, the Ministry Council shall approve the position description prepared according to Article IV, Section 3e2 and appoint a Pastoral Candidate Selection Committee. Two alternatives are available to the Committee:

   1) The Committee may proceed to search for a candidate inside or outside the church and recommend the candidate to the Church.

   2) The Committee may recommend a candidate who (a) currently serves on the Church staff and has been mentored by the church and progressed through one or more subordinate positions, (b) is recommended to the Committee by the Senior Pastor, and (c) the Committee believes, after due diligence, is qualified for the position.

With the concurrence of the Ministry Council and Senior Pastor, the Ministry Council shall present the candidate to the Congregation for a vote to be called to the position.

c. **General Officers.** The Chair and Vice Chair of the Church shall be nominated by the Nominating Committee and elected by the Congregation.

d. **Ministry Council.** Members for the Ministry Council shall be nominated by the Nominating Committee and elected by the Congregation. Nomination shall be based on the goal of providing a balance of spiritual gifts, natural abilities, and experience for the overall administration of both the ministry and corporate functions of the church. The Ministry Council may further request those to be nominated for Council positions according to the need on the Council for a specific
role to be filled, as for example, the chair of a specific Ministry Division.

e. Ministry Divisions. Members for the Ministry Divisions shall be nominated by the Nominating Committee and elected by the Congregation. Ministry Divisions may further request those to be nominated according to the need on the Division for a specific role to be filled.

f. Ministry Teams. Appointments to a Ministry Team shall be approved initially, and reviewed annually, by the appropriate Ministry Division. They shall be announced at the Annual Congregational Meeting. Each Ministry Division shall add or delete members of the Ministry Teams at any time according to need.

g. Church Staff. Members of the administrative, business, and support staff of the church and members of the ministerial staff other than pastors shall be selected by procedures defined by the Ministry Council.

h. Nominating Committee.

1) The Congregation shall elect annually ten members to the Nominating Committee at the Winter Congregational Meeting from a list of at least ten, as presented by the Ministry Council.

2) The Ministry Council shall solicit nominations for the Nominating Committee from the Congregation at large, the Ministry Divisions, Ministry Teams, and the adult classes. After determining the willingness and eligibility of any nominee to serve according to the qualifications of Section 1 of this Article, the Ministry Council shall place these names on the list presented to the Congregation for election.

3) A nominee from the Congregation at large must be nominated by at least five members of the Congregation. No nominations shall be permitted from the floor.

4) The ten nominees with the largest number of votes shall be elected. If the number of nominees exceeds twenty, multiple ballots shall be employed. On each ballot members may vote for up to ten nominees, as follows: (1) the first ballot shall reduce the nominees to twenty (or more in case of a tie); (2) the second ballot shall reduce the remaining nominees to ten (with a run-off in the event of a tie).

5) The Chair of the Nominating Committee shall be appointed by the Ministry Council subsequent to the election of the new Committee each year from among the elected members of the Committee.

SECTION 4 Election. General Officers, Members of the Ministry Council, and Ministry Division members shall be elected by ballot at the Summer Congregational Meeting. All elections shall be determined by a majority vote of the votes cast by the members present and qualified to vote.

SECTION 5 Terms of Office.
a. General Officers. The Church Chair and Vice Chair (General Officers) shall serve for a term of two years and may serve two consecutive terms for a maximum continuous term of four years.

b. Ministry Council. Ministry Council members shall serve for a term of three years or less in such a manner that the expiration of the terms on the Council are approximately balanced over six years. Members may serve up to two consecutive terms for a maximum continuous term of six years.

c. Ministry Divisions. Ministry Division members shall serve for terms of two years or less in such a manner that the term of approximately one-third of the elected members shall expire each year. Division members may serve up to three consecutive terms for a maximum continuous term of six years.

d. Ministry Teams. Any one person should not normally serve on more than one Ministry Team at a time and should not normally serve more than three years consecutively on the same Ministry Team.

e. Nominating Committee. No elected member of the Nominating Committee shall serve more than two full years in succession. However, elected members shall continue to serve until their successors are elected and qualified.

SECTION 6 Vacancies. In case of a vacancy on the Ministry Council, Ministry Divisions, or Nominating Committee, the Ministry Council shall appoint an individual to fill the vacancy, until the next regular election, at which time a replacement shall be elected to fill the remainder of the term.

SECTION 7 Quorum. A quorum of all Ministry Council, Ministry Division, Ministry Team and Nominating Committee meetings shall be a majority of its authorized number of voting members.

ARTICLE VII. STATEMENT OF LEADERSHIP

All candidates for elected leadership positions shall, when they accept the invitation of the Nominating Committee, sign the following declaration of faith and purpose, and each continuing elected leader, all members of Ministry Teams, all regular teachers, all Pastoral Team members and any other individuals serving in positions if designated by the Ministry Council of the Lake Avenue Congregational Church of Pasadena, shall, at the beginning of every fiscal year that they are in leadership, sign this covenant.

It shall be the duty of the Nominating Committee to secure the signed covenants of those who are
recommended for leadership positions and of the secretary of the Ministry Council to secure the same from all others from whom it is required. If any person is unable to sign the covenant, that person shall not be considered by the Nominating Committee and if any person named above shall become unable to subscribe, that person shall be released by the Ministry Council from their leadership position.

LEADERSHIP COVENANT

Realizing the sacred privilege and responsibility of serving Christ in the Lake Avenue Congregational Church, I, without reservation, declare my agreement with and acceptance of these Bylaws and their Statement of Faith (Article III, Section 2) and my qualifications for Active Membership in the Church as found in Article V, The Congregation, Section 3, Paragraph a1.

Freely admitting my own weaknesses, and yet believing that “I can do all things through Christ,” I will

1. Surrender my life so as to advance the cause (or work) of Christ;
2. Faithfully perform the duties of the position that I accept in our church;
3. Seek training which will increase the effectiveness of my service and help develop higher standards of performance for our church;
4. Contribute regularly to the financial support of our church;
5. Faithfully attend the worship service of our church;
6. Earnestly pray and work for unity and harmony in our church.

ARTICLE VIII. OPERATION

SECTION 1 Policy Formation. The Ministry Council and each Ministry Division shall have the power to enunciate policies within their areas of responsibility that are to guide the activities of the church. Such policies shall be communicated to the Congregation and subsequently entered by the secretary to the Ministry Council into the Policy Manual of the Church, which shall be available for examination by all members.

SECTION 2 Roster. A roster shall annually list all members of the Ministry Council, Ministry Divisions and Ministry Teams.

SECTION 3 Planning Process. At the Winter Congregational Meeting the Senior Pastor shall
present a Statement of Vision, which shall be a result of interaction with the Ministry Council, Ministry Divisions, Ministry Teams and Pastoral Team. At the Summer Congregational Meeting, the Ministry Council shall present a ministry plan designed to achieve the vision. This plan shall be developed in cooperation with the Ministry Divisions and Ministry Teams.

SECTION 4 Budget. The annual financial planning process, which is supervised by the Ministry Council, will be integrated with the larger planning process, and this will include all Ministry Divisions and Ministry Teams, and will reflect the direction of the ministry plan adopted by the Congregation. Priority shall be given to effective ongoing programs, particularly in the area of missions. The budget will be written in such a manner as to define the funds being allocated to ministries outside Lake Avenue Congregational Church so that the worldwide mission of Lake Avenue Congregational Church is clearly described.

SECTION 5 Input to Official Bodies. New programs, ideas or suggestions for changes in existing policies may be made by any member of the church who may transmit this suggestion in writing either directly to the Ministry Council, the appropriate Ministry Division or Ministry Team, or, to the Church Chairperson.

ARTICLE IX. CONGREGATIONAL MEETINGS

SECTION 1 Meetings of Worship. Meetings for worship and public services shall be held on Sunday and, when appropriate, on other days of the week.

SECTION 2 Communion. The Lord’s Supper shall be celebrated at such regular dates as the division chartered by the Ministry Council to be responsible for communion services may from time to time determine, but not less than six times a year.

SECTION 3 Occasional Services. Occasional evangelistic or other worship services may be appointed by the Senior Pastor at his discretion or upon direction of a responsible division.

SECTION 4 Regular Business Meetings. There shall be two regular Congregational meetings of the church each year. One meeting shall be held in the Summer of each year for the election of leadership, adoption of the annual Ministry Plan, and for the adoption of an annual budget. The second Congregational meeting shall be held in the Winter of each year when the Statement of Vision and the roster of the Ministry Council, Ministry Divisions and Ministry Teams will be presented. All other business may be transacted in these meetings, except those which by law or by these Bylaws require special notice or call. The date and time of the regular meetings shall be
set by the Ministry Council and communicated in the call issued by the Ministry Council. Notice of regular meetings shall be given to the Congregation in the worship folder or from the pulpit at all weekend worship services at least one week before the regular meeting.

SECTION 5 Special Meetings. The Chair of the Church or the Senior Pastor may and shall when requested by the Ministry Council, call special business meetings. Special meetings of the church shall also be called by the Chair upon the written application of 25 members entitled to vote, specifying the purpose thereof.

SECTION 6 Incidental Business Meetings. At any of the regular meetings of worship, the Congregation may, with notice given to the Congregation in the worship folder or from the pulpit at all weekend worship services at least one week before the meeting, act

a. upon resignations of leadership

b. upon the reception of members previously examined and recommended by the Missions and Evangelism Ministry Division

c. upon the dismissal of members to other churches

d. upon the appointment of delegates to councils and conferences of the church

e. but not upon other business.

SECTION 7 Notice of Meetings. Except as otherwise provided by law or in these Bylaws, notice of all special meetings shall be given in the worship folder or from the pulpit at all weekend worship services on each of the two weekend worship services next preceding the day fixed for such meeting. The purpose of the special business meeting shall be stated in the notice or shall be made available for distribution to the members in writing in the lobby of the Worship Center and reference thereto shall be made in the notice. In the event that an item of new business is raised, it may be acted on at that meeting unless the law or these Bylaws require the item to be set forth in the notice of the meeting. If any objection is expressed from those in attendance concerning the item of new business, it must then be tabled until another Congregational business meeting for which it is placed on the agenda.

SECTION 8 Presiding Officer. The Chair of the Church, or in the Chair’s absence the Vice Chair, or on the unavailability of the Chair or the Vice Chair, an individual designated by the Ministry Council shall preside at the regular meetings and at all specially called business meetings of the church. The Senior Pastor shall preside at all other meetings and worship services of the church.

SECTION 9 Quorum. A quorum for any regular or special Congregational business meeting which has been properly called and noticed, with each agenda item properly publicized at the
weekend worship service(s) prior to the meeting, shall consist of 125 active members present and eligible to vote. No proxies shall be allowed for quorum or voting purposes.

SECTION 10 Voting. Notwithstanding any other provisions of these Bylaws, voting on any issue requiring approval of the membership may be conducted by written ballot in conjunction with the regular worship services on the weekend immediately following the regular or special meeting for which the issue is agendized. The decision to conduct such a ballot vote may be made by the members present at the regular or special meeting, or by the Ministry Council. The decision by the Ministry Council to have a voice vote or a show of hands may be overruled by the members present at the regular or special meeting, but the decision to have a written ballot may not be so.

ARTICLE X. DISCIPLINE

SECTION 1 Definition. Discipline refers to the church’s response to a deviation from Biblical morals, doctrinal error, or broken relationships within the church. Discipline by the church should always be aimed at the restoration of the offending individual(s).

SECTION 2 Assignment of Responsibility. Disciplinary action by the church should be undertaken only after offended members have pursued the initial steps of restoration described in Matthew 18:15-20. If these steps are unsuccessful, Scripture assigns disciplinary action to the overseers of the church. The Ministry Council, as the overseers of the church, is accountable to hear and adjudicate disciplinary actions. As a part of this responsibility the Ministry Council shall maintain published policy and procedure covering their disciplinary responsibilities.

SECTION 3 Proceedings.

a. As taught in Galatians 6:1-10, all such proceedings shall be pervaded by a spirit of Christian kindness, humility, and forbearance and a desire for restoration.

b. During such proceedings the accused may call any member of the church as counsel.

c. The accused shall always be invited to hear the charges against him or her and to speak in his or her defense. However, if he or she shall neither appear at the time appointed nor give satisfactory reasons not to do so, the hearing may proceed in his or her absence.

SECTION 4 Disciplinary Action. In general, in the event of an adverse adjudication the Ministry Council is authorized to decide upon and administer appropriate disciplinary action. However, in the event that the recommended action is removal from membership in the church, this action may proceed only by vote of the Congregation as described in Article V, Section 4,
ARTICLE XI. AMENDMENTS

These Bylaws may be amended by a three-fourths written ballot vote of the members present and voting at any regular Congregational meeting of the church or at a meeting specifically called for that purpose, in both instances meeting. By “call” is understood, (1) public announcement and reading of the amendment from the pulpit at a worship service, or (2) posting of two copies of the proposed amendment in prominent places within the church edifice, and public reference thereto being made from the pulpit at the worship service. No change shall be made in Article II or III, entitled “Covenant” and “Character,” except at a regular meeting of the Congregation or by a written ballot with a three-fourths vote of ALL the members of the church entitled to vote, said proposal having been laid before the church in writing at a business meeting at least one month before the time of the proposed action and read from the pulpit in the worship service next succeeding such proposal.

ARTICLE XII. RESERVED AND DELEGATED POWERS

SECTION 1 Reserved Powers. The government of this church is vested in its members. Under Christ’s leadership, the Congregation is the final authority in all matters concerning the operation of Lake Avenue Congregational Church. Except as otherwise provided by or in these Bylaws, all powers not expressly delegated are reserved to the Congregation, including the following:

a. Call of the Senior Pastor or of any person to the Pastoral Team as defined more fully in Article VI of these Bylaws;

b. Amendment of the Articles of Incorporation in accordance with the law;

c. Amendment of these Bylaws in accordance with the provision for amendment stated elsewhere herein;

d. Purchase or lease (as lessee) of any real property;

e. Sale, other transfer, lease (as lessor) or encumbrance of any real property, except property not used in the conduct of religious activities of the church;

f. Adoption and amendment of an annual ministry plan;

g. Adoption and amendment of an annual budget;

LAC Bylaws as approved by the Congregation at its meeting on August 14, 2018
Office of the Lead Ministry Pastor
h. Construction or demolition of any permanent building used in the conduct of religious activities of the church;

i. Election of leadership provided for in Article VI of these Bylaws;

j. Review and modification at a Congregational meeting duly called and noticed for that purpose, of the action of the Ministry Council, Ministry Divisions or Ministry Teams upon the written request of 25 members filed with the Church Chairperson or the Ministry Council.

SECTION 2 Delegated Powers. The Ministry Council, Ministry Divisions, Ministry Teams, and Congregational leadership shall have those powers provided for elsewhere in these Bylaws and such other authority as the Congregation may from time to time delegate to them.

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