

Boulevard Park Church

Bylaws

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1.0 VISION

Our vision statement describes our specific focus, which informs our ministry activities. It is a statement of the way we will help people become mature disciples of Jesus Christ:

1. to **reach** the world with the life-changing message of Jesus Christ and extend Christ's ministry of compassion to the world,
2. to **connect** believers with God and others,
3. to **mature** in them godly character, and
4. to **equip** them for a lifestyle of worship and service.

Our vision statement can be summed up by four "handles": Reach, Connect, Mature, and Equip. Below is a brief definition about how they translate to ministry event categories:

1. **Reach** – these events are evangelistic in nature.
2. **Connect** – these activities deal with loving God and loving others. Fellowship events (e.g., luncheons, retreats, etc.) fit into this category as well as most events oriented to small groups.
3. **Mature** – these events are focused on people living holy lives for the glory of God. Bible studies, discipleship groups, seminars, and accountability groups all fit into this category.
4. **Equip** – these activities have to do with getting believers engaged in ministry: training sessions, spiritual gift seminars, and ministry planning events.

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2.0 MEMBERS

Members are those who have been approved by the BoE and who are regular in their participation with the Church in that they:

1. Attend worship services and meetings as regularly as possible.
2. Use their spiritual and material gifts for the furtherance of God's work through the Church.
3. Endeavor, with the help of the Holy Spirit, to grow in Christlikeness in order to honor Him and reflect His character to the world.
4. Pray regularly for the pastors, elders, staff, congregation, and missionaries.
5. Give regularly to support the work of the Church.

2.1. *New Members*

Those seeking membership shall:

1. Complete membership classes provided by the Pastor and/or Elders. New member instructional classes shall be provided from time to time as needed and/or requested.
2. Submit a completed New Member Commitment to the BoE.
3. Meet with the BoE and verbally give their testimony as to their personal commitment to Jesus Christ as Lord and Savior. A candidate unable to come to the BoE (i.e., disabled, bed-ridden, etc.) can be represented by a Pastor and two members of the BoE who have met with and heard the candidate's testimony.

Admission

1. After hearing the personal testimony of a candidate, the BoE shall vote to approve or disapprove the candidate as a member.
2. Upon approval of the BoE, each new member shall sign the Membership Roll and provide the appropriate information requested, which shall be retained as a formal Church record.
3. New members shall be presented to the congregation at a public worship service as soon as possible after having been received into membership by the BoE.
4. All pastors and their wives shall be members of the Church upon acceptance of their call and shall assume all responsibilities of membership, unless they are a member of a denomination that restricts membership in a Church outside the denomination.

2.2. *Discipline and Restoration*

Christian discipline is the exercise of authority given by the Lord Jesus Christ to deal with offenses within His church. The authority and procedures are clearly stated by our Lord and apply to all believers. (Matthew 18:15-20; Galatians 6:1-4; 2 Timothy 2:23-26; James 5:19-20; 1 Corinthians 5:1-13; 1 Thessalonians 5:14; 1 Timothy 5:19-21; Romans 16:17-18, and Titus 3:10-11)

1. Church discipline is the exercise of this authority within the church for the purpose of dealing with offenses between members of that local body as well as offenses against the entire body of believers. The primary purpose is to reclaim any who stray from God's Word and to restore the spiritual bond of love and respect within Christ's church. If this primary purpose is not achievable, the authority must be used to maintain the purity of the church by removing the irreconcilable believer.
2. The BoE must prayerfully consider any offense brought to their attention, being careful to act in a spirit of love, mercy, healing, and forgiveness. In the exercise of disciplining Church members, the BoE will at all times attempt to follow the pattern outlined in Matthew 18:15-17 and Galatians 6:1-4. Offenses that may require such admonition and discipline include the following:
 - a. Sins of human character that obscure the holiness of God, such as moral impurity, perversion, covetousness, and idolatry (1 Corinthians 5:11).
 - b. Sins of divisiveness that bring confusion and schism to the work of the church (Romans 16:17). ***Example: strongly advocating doctrine or practices contrary to the Church Doctrine and Practices.***
 - c. Sins that violate the truth of God by promoting false doctrine (2 Peter 2:1-3).
3. When it has been determined that an offense requires action by the BoE, then they shall authorize one or more Elders to go directly to the offending party and seek to resolve the issue. The duly authorized Elders should make every attempt to assure the privacy of the issue and strive for complete restoration. If this action is unsuccessful, the BoE must broaden the scope of their involvement and perhaps seek an airing of the issue with the offending party before the entire BoE. If this further effort is unsuccessful, the BoE must counsel and warn the offending party that, as a last resort, it must bring the offense to the entire Church.

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4. Elders are to maintain a personal life that is above reproach (1 Timothy 3:2; Titus 1:6). As leaders to whom honor is given (1 Timothy 5:17-18), elders make difficult and sometimes unpopular decisions. Although they are to be protected from frivolous and unfounded accusations, they are not immune from disciplinary action in cases where they are conducting themselves in an ungodly manner. In such cases, the following process should be applied.
 - a. An accusation against an elder should be given to another elder and verified by at least one other witness (1 Timothy 5:19).
 - b. An accusation that is received in the above manner, will be investigated by designees from within the BoE.
 - c. If the accusation is confirmed, the BoE shall make a decision to dismiss the sinning elder and establish a process whereby the elder may be restored spiritually.
 - d. The BoE shall communicate the results of the proceedings to the congregation within two weeks of the elder's dismissal.
5. If a Church member holding an office other than Elder is subject to church discipline, that member must step down from the office until the BoE determines that the sin has been resolved and that it is appropriate to restore the office.
6. If the member persists in misconduct, the BoE has the right and obligation to dismiss the member. Such dismissal shall be reported to the congregation in the Church Bulletin for two consecutive weeks immediately following the action.
7. A person who has been removed from membership and desires re-admittance may be restored to membership by giving satisfactory evidence to the BoE of repentance and reformation. The applicant shall then follow the regular procedure for membership (Galatians 6:1-3).

2.3. Dismissing Members

Termination of membership shall occur under the following guidelines:

1. The written request of any member to withdraw from membership must be honored by the BoE. Having regard for the unity and peace of the Church, any member who withdraws from membership has a duty to communicate the reasons for withdrawal to the BoE.
2. Any member who is no longer willing to abide by the Church Constitution and Bylaws has a duty to withdraw from membership.
3. A member may be removed from membership under the conditions set forth above regarding discipline.
4. A member who does not demonstrate participation by attendance, support or communication with the Church for one year may be dropped from the membership. During this time of inactivity, the BoE shall make efforts to contact them and reconcile their relationship with the Church. If unresolved, they may be dropped from membership at the discretion of the BoE.
 - a. If a member holds a Church office at the time of being dropped from membership, that term of office is automatically dissolved.
 - b. After making a request and having resumed active participation in the life of the Church, a person's membership may be restored by approval of the BoE.

2.4. Disputes

Disputes between parties within the Church are to first be resolved between the parties who are at odds with each other. Then, as needed, the Church should be a resource for reconciliation (1 Corinthians. 6:1-8). This also applies to disputes between a person and the Church leaders. If the parties are unable to resolve the issue, then they may escalate the issue to the BoE and, as a last resort, to binding arbitration.

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2.5. *New Member Commitment*

Boulevard Park Church New Member Commitment

Having received Jesus Christ as my Lord and Savior and having been baptized, and being in agreement with BPC's beliefs and direction, I now unite myself with the BPC Church family. In doing so, I commit myself to God and to the other members of this Body and will strive to do the following:

1. Protect the unity of the Church...
 - by submitting to the authority of God's word as the final arbiter on all issues (2 Peter 1:16-21)
 - by refusing to gossip (Ephesians 4:29)
 - by acting in love toward other members (Romans 14:19)
 - by placing myself under the spiritual care and authority of the elders (Hebrews 13:17)
 - by guarding my words and tone as I speak to others (Ephesians 4:29; Colossians 4:6).
2. Share in the responsibility of the Church...
 - by praying for the Church's leaders, members, and missionaries regularly (1 Thessalonians 1:1-2)
 - by developing redemptive relationship (evangelistic relationships) and inviting those friends to attend worship services (Luke 14:23)
 - by welcoming those who are new to BPC (Romans 15:7)
 - by adorning the doctrine of God our Savior with dignity in every respect (Titus 2:10)
3. Serve in the *ministry* of the Church...
 - by discovering my gifts and talents and using them in the Body of Christ (1 Peter 4:10)
 - by being equipped/trained/educated to serve effectively (Ephesians 4:11-12)
 - by serving with a Christ-like attitude (Philippians 2:3-5, 7)
4. Maintain the purity of the Church...
 - by living a life of godliness and purity (Philippians 1:27; 1 Thessalonians 4:1-8)
 - by restoring others in their walk with Christ (Galatians 6:1-2)
 - by submitting to accountability and discipline (Matthew 18:15-17; Galatians 6:1; 1 Thessalonians 5:12-14; 2 Timothy 2:22)
 - by resolving disputes in a biblical God-glorifying manner (1 Corinthians 6:1-8)
5. Support the testimony of the Church...
 - by attending faithfully (Hebrews 10:24-25)
 - by giving regularly to the Lord through BPC (1 Corinthians 16:2)
 - by keeping my behavior excellent in the world (Colossians 4:5; 1 Peter 2:11-12)
6. Agree with and support BPC's Statement of Faith.
7. Understand that BPC's doctrine guides and constrains the Church practices.
8. Support BPC's government and discipline as defined in the Bylaws.

I _____ understand this commitment and I desire to work with the leadership of BPC for the sake of the Kingdom of God.

In receiving you into the Boulevard Park Church family, the leaders of the Church will strive to do the following:

- Pray for you and care about and for you as we are able when you share your needs.
- Provide opportunities for you to employ your spiritual gift in service to the Church and community.
- Provide guidance, opportunities and discipline as appropriate to help you to grow in Christ in accordance with God's Word.

Date _____ Member Signature _____

Pastor's Signature _____

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3.0 BOARD OF ELDERS (BoE)

The College of Elders consists of all ordained elders and pastors in the Church. References to Elder or Elders are generally understood to refer to members of this group.

The Board of Elders (BoE) is composed of the Senior Pastor and the Elders currently serving on the Board. Each member is entitled to vote on decisions determined by a formal motion.

3.1. Qualifications

Membership on the Board of Elders is limited to men who are members of the Church, who have completed or are in the process of completing the "Elder Orientation" course, and who possess the qualities in these references: 1 Timothy 3:1-7; Titus 1:5-9; 1 Peter 5:1-3. In addition, an Elder must be in full accord with the Statement of Faith, doctrine and practices, and must be willing to work within the organizational structure set forth within the Constitution and Bylaws of the Church.

3.2. Membership

1. The Board of Elders shall consist of not less than four members, who shall be confirmed by the congregation for a term of three years at the Annual Election Meeting.
2. Elders confirmed to office at the Annual Election Meeting shall be installed by the second Sunday in January or as soon as is practical, and continue to hold office until their successors have been installed.
3. In the event that a vacancy on the BoE creates a crisis of quorum, the BoE will designate a previously ordained Elder for confirmation by the congregation at a Special Congregational Meeting. An Elder so confirmed by the congregation shall be installed as soon as practical after the confirmation and serve through the remainder of the year.

3.3. Responsibilities

The overall responsibilities of an Elder are to shepherd the church and to exercise oversight of the church. (Shepherd; 1 Peter 5:1-2, Acts 6:1-4; 2, Timothy 4:1-5, Acts 20:28-31, Proverbs 27:23, Psalm 23, Hebrews 13:17; Exercise Oversight; Matthew 18:18, 1 Timothy 5:17, 1 Corinthians 4:21)

1. To devote themselves steadfastly to prayer and the ministry of the Word.
2. To guard the Church from any deviation from the Word of God in belief or practice.
3. To advance the preaching of the Gospel, both at home and abroad.
4. To participate in the worship service on the Lord's Day by offering prayers and praise, reading the Scriptures, and teaching; this may include primary preaching responsibility.
5. To oversee the operation of the Church including:
 - a. Worship of the congregation including the time and place of worship, special services, the music program, administration of Baptism, the celebration of the Lord's Supper, call for special offerings, days of prayer and fasting, days of worship, and other occasions.
 - b. The educational program of the congregation, and to determine its literature.
 - c. Formation of a Pastor Seeking Committee when a pastor should be hired.
 - d. Examination of pastor candidates for the Church.
 - e. Examination of candidates for the ministry pursuant to ordination.
 - f. Determination of the budget and benevolence commitments of the Church, and presentation to the congregation for final approval.
 - g. The work of the Boards of Deacons, Deaconesses, and Trustees, Committees, and Ministries.
 - h. Calling joint meetings of Church Boards to discuss matters of common interest.
 - i. The financial management of the Church, including, but not limited to, the income and expenditures, activities of the Corporate Treasurer, contractual commitments of the Trustees.
 - j. Ensuring that all real and personal property is turned over to the care of the Trustees and all monies and negotiable instruments are turned over to the care of the Corporate Treasurer.
 - k. Approval of policies for operation of the Church and use of Church property.
 - l. Maintenance of the membership list of the Church.
6. To work with other churches when appropriate to create joint agencies for education, ministries to special needs and for other suitable activities.
7. To act as agent for dissolution, in the event the Church becomes unviable.
8. To approve and recommend to the congregation any changes to the Articles of Incorporation, the Constitution, Doctrine, and/or the Bylaws.

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3.4. Operation

1. Four Elders shall constitute a quorum.
2. The BoE shall be chaired by the Senior Pastor, or by his designee approved by the BoE, or in the event of the Senior Pastor's unavailability, by an Elder approved by two-thirds (2/3) of the full BoE.
3. The BoE shall hold regular monthly meetings at the place where the members of the Church usually meet for public worship. The Senior Pastor, or in the event of the Pastor's unavailability, the Clerk of BoE, has the power to convene a special meeting of the BoE and shall always convene it when requested to do so by any two of the members.
4. The BoE shall at its first meeting in each calendar year elect one of its members or an Elder not currently on the Board as Clerk of the BoE. The Clerk is specifically charged with the following responsibilities:
 - a. To record and maintain minutes of all BoE meetings.
 - b. To maintain the membership records.
 - c. To assure that actions of the BoE are communicated to affected persons or groups.
 - d. To assure that copies of the Articles of Incorporation, Constitution, Doctrine, and Bylaws are provided to every elected and appointed officer.
5. Ministry teams and committees shall be established for the conduct of Church affairs. The BoE shall appoint the chairmen and approve members of the congregation to serve on such teams. At a minimum the following functions shall be addressed:
 - a. Worship Ministry Team
 - b. Prayer Ministry Team
 - c. Christian Education Committee
 - d. Missions Ministry Team
 - e. Local Outreach Ministry Team
 - f. Business Committee
 - g. Officer Nomination Committee
6. At the end of each fiscal year the BoE will form a Financial Review Committee to assess the Church's financial controls. The committee may consist of members of the congregation or an external firm. The committee will report the results of their review to the Business Committee.

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4.0 BOARD OF DEACONS

The Board of Deacons is composed of men who are set aside for the ministry of compassion to members of the congregation and community and for special service in areas of fellowship and worship.

4.1. *Qualifications*

Membership on the Board of Deacons is limited to men who are members of the Church, who are willing to serve, and who exhibit the qualities in these references: 1 Timothy 3:8-13, Acts 6:3, Mark 10:42-45, Philippians 2:1-4, 1 Peter 5:5-6.

4.2. *Membership*

1. The BoE shall establish the number of Deacons that shall serve at any one time, but it shall never be less than three members.
2. A Deacon is elected by the congregation for a term not greater than three years. Terms may run consecutively and there are no limits on the number of terms an individual may serve. Newly appointed Deacons shall be installed as soon as practical after the appointment.

4.3. *Responsibilities*

1. To care for members of the congregation in both spiritual and material matters through hospitality and visitation with special concern for the sick, shut-in, and bereaved.
2. To have charge of the provision of goods and services to meet the special needs of members of the congregation.
3. To be special representatives of the Church body to the community in administering to both spiritual and material needs.
4. To serve the congregation in worship by helping to prepare the facility, serving as ushers, and receiving offerings.
5. To perform any other responsibilities assigned by the BoE.

4.4. *Operation*

1. At least three members, but not less than one-third of the membership, shall constitute a quorum.
2. The Senior Pastor shall provide oversight to the Board of Deacons (the Board).
3. At the first meeting each year, the Board shall elect from its membership a Chairman and a Secretary subject to approval of the BoE.
4. The Chairman shall preside at all meetings of the Board or by his designee approved by the Board.
5. The Board shall hold regular monthly meetings at the place where the members of the Church usually meet for public worship.
6. The Chairman or his designee has the power to convene the Board when he judges it necessary and shall always do so on request of the BoE.
7. The Secretary shall keep a full and accurate record of the business of all Board meetings and shall perform such other responsibilities as may be required by the Board. The minutes of these meetings shall be provided to the BoE for review.

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5.0 BOARD OF DEACONESSES

The Board of Deaconesses is composed of women who are set aside for the ministry of compassion to the congregation and for special service in the areas of fellowship and worship.

5.1. Qualifications

Membership on the Board of Deaconesses is limited to women who are members of the Church, who are willing to serve, and who exhibit the qualities in these references: 1 Timothy 3:8-13, Acts 6:3, Mark 10:42-45, Philippians 2:1-4, 1 Peter 5:5-6.

5.2. Membership

1. The BoE shall establish the number of Deaconesses that shall serve at any one time, but it shall never be less than three members.
2. A Deaconess is elected by the congregation for a term not greater than three years. Terms may run consecutively and there are no limits on the number of terms an individual may serve. Newly appointed Deaconesses shall be installed as soon as practical after the appointment.

5.3. Responsibilities

1. To care for members of the congregation in both spiritual and material matters through hospitality and visitation with special concern for the sick, shut-in, and bereaved.
2. To serve the congregation in worship by preparing the elements for communion.
3. To perform any other responsibilities assigned by the BoE.

5.4. Operation

1. At least three members, but not less than one-third of the membership, shall constitute a quorum.
2. The Senior Pastor shall provide oversight to the Board of Deaconesses (the Board).
3. At the first meeting each year, the Board shall elect from its membership a Chairwoman and a Secretary/Treasurer subject to approval of the BoE.
4. The Chairwoman or her designee shall preside at all meetings of the Board.
5. The Board shall hold regular monthly meetings at the place where the members of the Church usually meet for public worship.
6. The Chairwoman or her designee has the power to convene the Board when she judges it necessary and shall always do so on request of the BoE.
7. The Secretary shall keep a full and accurate record of the business of all Board meetings and shall perform such other responsibilities as may be required by the Board. The minutes of these meetings shall be provided to the BoE for review.

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6.0 BOARD OF TRUSTEES

The Board of Trustees is composed of men and women responsible for the management, care, and maintenance of the physical property of the Church.

6.1. *Qualifications*

Membership on the Board of Trustees is limited to men and women who are members of the Church, who are willing to serve, and who exhibit the qualities in these references qualities: Mark 10:42-45, Philippians 2:1-4, 1 Peter 5:5-6.

6.2. *Membership*

1. The BoE shall establish the number of Trustees that shall serve at any one time, but it shall never be less than three members.
2. A Trustee is elected by the congregation for a term not greater than three years. Terms may run consecutively and there are no limits on the number of terms an individual may serve. Newly elected Trustees shall be installed as soon as practical after election.
3. Persons who have previously served as Trustees may be appointed to office by the BoE to fill vacancies. Newly appointed Trustees shall be installed as soon as practical after the appointment.

6.3. *Responsibilities*

1. To provide the Corporate President and Corporate Secretary to fulfill the corporate responsibilities required by the Articles of Incorporation and the State of Washington.
2. To care for the physical property of the Church, which includes the following activities:
 - a. Hold title to all Church real and personal property.
 - b. Repair and maintain Church property as required.
 - c. Construct, modify, and maintain all Church facilities.
 - d. Rent and/or lease property for Church use.
 - e. Rent and/or lease Church property to others, but only with specific approval of the BoE.
 - f. Purchase, sell, mortgage, or dispose of Church real property when authorized to do so by a Congregational Meeting.
3. To perform any other responsibilities assigned by the BoE.

6.4. *Operation*

1. At least three members, but not less than one-third (1/3) of the membership, shall constitute a quorum.
2. At the first meeting of each year the Board shall elect from its membership a Corporate President and a Corporate Secretary. The Corporate President and Corporate Secretary shall also serve as Officers of the Corporation.
3. The Corporate President or an alternate elected from the Board in the absence of the Corporate President shall preside at all meetings of the Board of Trustees.
4. The Board shall hold regular monthly meetings at the place where the members of the Church usually meet for public worship.
5. The Corporate President, the Corporate Secretary and, if necessary, the Corporate Treasurer, shall sign and safeguard all deeds, mortgages, or other contracts or instruments required to be signed by officers on behalf of the corporation.
6. The Corporate Secretary shall:
 - a. Keep a full and accurate record of the business of all Trustee and congregational meetings. The minutes of these meetings shall be provided to the BoE for review.
 - b. Retain accurate copies of the Articles of Incorporation, the Constitution, Doctrine and the Bylaws to include all revisions and changes with the date of the Congregational Meeting when adopted.
 - c. Perform such other duties as may be required of him by the Trustees.
7. The Corporate President or, if absent, the Corporate Secretary has the power to convene the Board of Trustees when deemed necessary, and shall always do so on request of the BoE.

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7.0 FINANCIAL MANAGEMENT

7.1. *Fiscal Year*

The Fiscal Year is from July 1 through June 30.

7.2. *Designated Gifts*

Contributions designated by the giver to a pre-approved special fund are understood to be advisory rather than mandatory in nature. If the Church is unable to use the gift as requested in a reasonable time period, it may be used for a similar purpose.

7.3. *Corporate Treasurer*

- The Corporate Treasurer is the Financial Corporate Officer who manages the financial matters of the Church. The Corporate Treasurer is nominated for office by the BoE and elected by the congregation for a term not greater than three years. Terms may run consecutively and there are no limits on the number of terms an individual may serve.
- The Corporate Treasurer is accountable to the BoE.

7.3.1. QUALIFICATIONS

The Corporate Treasurer must be a member of the Church who is willing to serve and exhibits the qualities in these references: Mark 10:42-45, Philippians 2:1-4, 1 Peter 5:5-6.

7.3.2. RESPONSIBILITIES

The Corporate Treasurer shall:

1. Be custodian of all funds entrusted to all boards, departments and Ministry Teams of the Church.
2. Monitor expenditures and, with BoE approval, establish controls for the systematic handling of the financial business of the Church.
3. Keep an account of the expenditures of all budget and trust accounts.
4. Oversee the maintenance of the financial records. Such records shall be reviewed at least annually by the Financial Review Committee.
5. Provide a summary financial report to the BoE each month and copies to the Church office for review by any Church member so requesting.
6. Be the only person authorized to receive a non-financial gift and authorize the Financial Secretary to issue a receipt for such gift on behalf of the Church. All real assets received will be held by the Trustees.
7. Oversee the work performed by the Financial Secretary, Bookkeeper, and Tellers.
8. Manage the financial procedures that are used by the Financial Secretary, Bookkeeper, Tellers and Corporate Treasurer.

7.4. *Financial Secretary*

1. The Financial Secretary is appointed from the membership of the Church by the BoE to keep individual accounts of the amounts received from those who contribute to the support of the Church.
2. The procedures to be followed by the Financial Secretary shall be as directed by the Corporate Treasurer and approved by the Trustees.
3. The Financial Secretary shall provide receipts for contributions in a timely manner.
4. The Financial Secretary is the only person authorized to distribute receipts for contributions on behalf of the Church.

7.5. *Church Bookkeeper*

1. The BoE shall hire a Church Bookkeeper to record and maintain the corporate financial books.

7.6. *Church Tellers*

1. The BoE shall appoint Church Tellers from the membership as needed.
2. The monies of the Church shall be deposited with the Church Tellers.
3. The Church Tellers shall deposit all items acceptable to a bank in the financial repository selected by the Corporate Treasurer and approved by the Trustees.
4. The Church Tellers shall report all receipts in writing to the Corporate Treasurer and the Financial Secretary. At a minimum, the report shall identify the source, the suggested purpose, the amount and the deposit slips. Non-cash

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financial items are to be reported separately.

5. The Church Tellers are not authorized to receive non-financial items on behalf of the Church.
6. The procedures to be followed by the Church Tellers shall be as directed by the Corporate Treasurer and approved by the Trustees.
7. If directed by the Trustees, the Church Tellers shall obtain a surety bond. The amount shall be determined by the Trustees and the premium shall be paid by the Church.

7.7. Disbursements

1. Checks for payment require the signature of two authorized persons.
2. Those authorized to sign Church checks shall be: the Corporate Treasurer, the Corporate President, the Clerk of BoE, the Church Bookkeeper, and other persons that may be designated by the BoE.

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8.0 MINISTRY STAFF

1. In our understanding of the true, spiritual church, the Body of Christ, every believer is called to minister. Each one is gifted by the Holy Spirit and called by our Lord to contribute in some way to the ministry inside and outside the local fellowship.
2. Within a local congregation, some are called to vocational ministry. Roles performed within our congregation include Pastors and other ministry staff.
3. Job descriptions shall be maintained for all Ministry Staff by the Senior Pastor and shall include qualifications, responsibilities, authority, and accountability relationships. Any changes in these job descriptions must be approved by the BoE.
4. In calling men and women to serve as Ministry Staff, consideration should be given as indicated below.

8.1. *Senior Pastor (Vocational Elder)*

The Senior Pastor shall be the spiritual leader of the Church (1 Timothy 5:17).

8.1.1. QUALIFICATIONS

1. The Senior Pastor should be a godly man, living above reproach before his people and the community, and committed to a daily, personal walk with God through the Word and Holy Spirit.
2. He shall be a man of true and established Christian character and qualified to preach and teach the Word of God (1 Timothy 3:1-7, 2 Timothy 2:15, Titus 1:5-9)
3. He shall meet all qualifications for an Elder
4. He shall know and diligently exercise his spiritual gifts (Romans 12, 1 Corinthians 12, and Ephesians 4).
5. He shall be sure of his call to the ministry and shall have a vision for his office.
6. He must be in full accord with the Statement of Faith, doctrine and practices, and must be willing to work within the organizational structure set forth within the Constitution and Bylaws of the Church.

8.1.2. RESPONSIBILITIES

1. He shall provide spiritual vision and challenge to the BoE and to the Church.
2. He shall preach and teach the Word of God in complete agreement with the Statement of Faith
3. He shall establish goals and objectives for his ministry and shall review those goals and objectives periodically with the BoE.
4. He shall oversee the daily operation of the Church office, and supervise the day to day ministry of the staff, providing counsel, encouragement and Christian discipline, thereby assisting in the accomplishment of goals for each staff member.
5. He shall be a member of the BoE with full voting rights except where matters of his employment are concerned. He shall be an ex officio member of all other boards and ministry teams.
6. He shall represent the staff to the BoE.
7. All staff members are accountable to the Senior Pastor either directly or through another staff member as delegated.
8. He shall provide at least an annual evaluation of the staff who report directly to him.
9. He shall make recommendations for job descriptions of the staff, additions to and terminations of staff.
10. His specific responsibilities will be prescribed by his job description.

8.1.3. ACCOUNTABILITY

1. He is accountable to the BoE. His performance shall be evaluated annually by the BoE.
2. The Senior Pastor shall report to the BoE and submit a report to the Church at the Annual Budget Meeting.

8.2. *Other Ministry Staff*

8.2.1. QUALIFICATIONS

1. These men and women are subject to the same scriptural requirements as the Senior Pastor in that they should be godly men or women, living above reproach before the Church and community, and committed to a daily, personal walk with God through the Word and Holy Spirit.
2. They must be in full accord with the Statement of Faith and support BPC's doctrine and practices, and must be willing to work within the organizational structure set forth within the Constitution and Bylaws of the Church.
3. These persons should be deeply committed to the goals of the Church, and to guarding and promoting the unity of the Church family.

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8.2.2. RESPONSIBILITIES

1. Their specific responsibilities will be prescribed in their job descriptions as part of their call to the Church
2. Adjustments in job descriptions may be recommended by the Senior Pastor and approved by the BoE.

8.2.3. ACCOUNTABILITY

1. These persons are accountable to the Senior Pastor who is accountable to the BoE.
2. They shall work with any board or ministry team that holds responsibility in the area of their job description, or as delegated by the Senior Pastor.
3. Their performance shall be evaluated annually by the Senior Pastor who shall report the results of these evaluations to the BoE.

8.3. Support Staff

8.3.1. QUALIFICATIONS

1. These men and women are subject to the same scriptural requirements as the Church Members whether they are members or not. They should be godly men or women, living above reproach before the Church and community, and committed to a daily, personal walk with God through the Word and Holy Spirit.
2. They must be in full accord with the Statement of Faith and support BPC's practices, and must be willing to work within the organizational structure set forth within the Constitution and Bylaws of the Church.
3. These persons should be deeply committed to the goals of the Church, and to guarding and promoting the unity of the Church family.

8.3.2. RESPONSIBILITIES

1. Their specific responsibilities will be prescribed in their job descriptions.
2. Adjustments in job descriptions may be made by the Senior Pastor.

8.3.3. ACCOUNTABILITY

1. These persons are accountable to the Senior Pastor who is accountable to the BoE.
2. Their performance shall be evaluated annually by the Senior Pastor or his designee who shall report the results of these evaluations to the Senior Pastor.

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9.0 NOMINATING COMMITTEE

The Nominating Committee is a coordinating and advising committee, composed of Church Officers and members at large representing a cross-section of the Congregation to propose a slate of candidates for election as Elder, Deacon, Deaconess and Trustee.

9.1. MEMBERSHIP

Membership shall be approved by the Congregation and consist of the following:

1. Two Elders, one of whom from the BoE shall chair the committee. The BoE may only nominate their two persons for the Nominating Committee.
2. One from each of the Boards of Deacons, Deaconesses, and Trustees. The people provided by the boards are not required to be currently serving on the board.
3. The BoE also solicits candidates from active organizations of Church. Each active organization may provide up to three candidates members (it is not required that every organization provides candidates). The BoE will select up to six people from the pool of candidates provided by the active organizations. The BoE is responsible for identifying the active organizations, requesting their candidates, and insuring that,
 - a. a cross-section of the Congregation is represented on the committee,
 - b. no person serves in the same year with members of the same household.

The proposed Nominating Committee shall be presented to the Congregation for approval.

9.2. Responsibilities

To seek, assess and assure, as much as possible, that candidates meet the qualifications for the office.

9.3. Operation

The Nominating Committee shall be convened by the Chairman as early in the year as deemed necessary, and shall meet as often as required to accomplish its responsibilities on time. Meetings will be moderated by the Chairman, or in his absence the other Elder on the committee.

Prior to considering or contacting any potential candidates for office, the committee shall prayerfully review together the Nominating Committee assignment as well as the job descriptions and required qualifications in the Constitution and Bylaws of each office.

Names of potential candidates considered by the committee shall be considered sensitive.

1. The names will be reviewed with the BoE to verify that they are not aware of an issue that would preclude a person from serving in the proposed office.
2. Potential candidate names should not be discussed outside the committee, except in approaching a candidate for their consent to serve, or as otherwise authorized by the committee.

When a candidate for office is asked to serve, the candidate shall be provided with the job description of the proposed office and the scriptural qualifications.

Upon communicating willingness to serve, the candidate shall be included in the proposed slate of candidates.

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10.0 ELECTION

10.1. Deacons, Deaconesses, Trustees, and the Corporate Treasurer

Unless appointed to office to fill a vacancy, members are elected to office at a Congregational Election Meeting.

1. The BoE shall call for an Annual Election Meeting in the fall and in accordance with the provisions of the Constitution.
2. Nominations for offices may be made by members at the time of the meeting, providing the person nominated meets the qualifications for the office and has submitted a signed statement of commitment for the office to the Nominating Committee.
3. Persons shall be elected to office by a simple majority.
4. All newly elected officers must be installed in office before beginning service.

10.2. Elders

Unless appointed to office to fill a vacancy, elders are nominated by the Nominating Committee, selected for office by the BoE, and confirmed at a Congregational Election Meeting.

1. Nominations for eldership may be made by members before the time of the meeting.
2. The Nominating Committee shall review the nomination and submit names to the BoE.
3. The BoE shall review and approve of nominees who are called and qualified to serve as elders.
4. Elder candidates who have been approved by the BoE shall be confirmed as elders by the congregation at an Annual Election Meeting.
5. All newly confirmed elders must be ordained to the ministry and installed in office before beginning service.

11.0 APPOINTMENTS

1. The BoE has the authority to fill, by appointment, any vacancy in any elective position except that of Elder.
2. Candidates to fill an Elder, Deacon, Deaconess, or Trustee vacancy by appointment must have previously served on the board to which the candidate is being appointed.
3. All newly appointed officers must be installed in office before beginning service.
4. All appointments will remain in effect until the end of the calendar year.
5. Candidates for Elder appointment will be nominated by the BoE, and presented to the Congregation for election at a congregational meeting.
6. Notification of appointments will be communicated in the Church bulletin.

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12.0 PASTOR SEEKING COMMITTEE

When determined by the BoE that a Pastor should be hired, a Pastor Seeking Committee shall be established to provide candidates for consideration for the office of Pastor.

12.1. *Membership on the Pastor Seeking Committee*

Membership shall be approved by the Congregation at a Special Congregational Meeting and consist of the following:

1. Two Elders, at least one of whom shall be on the BoE and shall serve as Chairman of the committee. The BoE may only nominate their two representatives, but may request additional nominations from the appropriate groups.
2. One Deacon, one Deaconess, and one Trustee selected by their respective boards. These committee members do not need to be currently serving on the board they represent.
3. Three from the membership at large, selected by the BoE from three candidates proposed by each active organization of Church members. The BoE is responsible for identifying the active organizations, requesting their candidates, insuring that a cross-section of the Congregation is represented on the total committee and that no person serves with members of the same household. It is not required that every organization be represented.

12.2. *Responsibilities of the Pastor Seeking Committee*

1. Recommend for concurrence by the BoE and approval by the Congregation, a suitable candidate for the office of Pastor, as requested by the BoE.
2. A suitable candidate will be a man who, at a minimum, has graduated from seminary, fully concurs with the Statement of Faith and Doctrinal Statement, and accepts the practice and government of this Church.
3. The most critical duty of this committee is to find God's man for the job, regardless of how long or difficult the task.

12.3. *Operation of the Pastor Seeking Committee*

1. The committee will be chaired by a member of the BoE and regularly review its activities with the BoE.
2. The committee will obtain candidate dossiers, which shall include a personal statement of faith, educational background, and ministerial, leadership and pastoral counseling experience.
3. As a minimum, the committee will interview the candidate and obtain written references from all churches where the candidate has served, all schools beyond high school attended, and secular employers. Additional character references from individuals should also be sought.
4. Following review of the above information, the committee will make a recommendation to the BoE. If the BoE concurs, arrangements will be made for at least part of the committee to hear the candidate preach.
5. After at least a part of the committee has heard the candidate preach, and the full committee concurs, it may make a recommendation to the BoE that a call be extended to the candidate.
6. If the BoE concurs, the committee will make arrangements for the candidate to meet with the BoE for examination.
7. If, after examination, the BoE are in agreement that they should continue, the BoE will negotiate the terms of the call with the candidate and make arrangements for the candidate to meet with and preach to the Congregation.
8. A Special Congregational Meeting will be called, to convene after the candidate's time with the Congregation, to vote on extending a formal call. This meeting will preferably be scheduled for the same day and after the candidate's sermon is preached.
9. Names of potential candidates considered by the committee shall be considered sensitive and not discussed outside the committee, except in approaching a candidate, or as otherwise authorized by the committee.

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13.0 EXAMINATION, ORDINATION, & INSTALLATION

The following shall be examined, ordained, and installed: Pastors, Elders, Deacons, Deaconesses and Commissioned Workers. Since ordination to these offices is perpetual, no one need be ordained more than once to a particular service. A Commissioned Worker is a person who is led by the Holy Spirit and affirmed by the Church to assume particular tasks or duties within BPC or in another field (a missionary). When ordaining a commissioned worker the process will be adjusted appropriately.

13.1. Pastor (Vocational Elder)

1. Ordained Pastors: Pastors already ordained and who willingly subscribe to the Constitution and Bylaws of Boulevard Park Church need not submit to the examination and ordination outlined below.
2. Examination: For the purpose of ordination of Pastors, the BoE shall compose an Ordaining Council, made up of ordained ministers from local area churches whose theological stance is similar to that of Boulevard Park Church. This Council shall consist of at least three members. The BoE may furnish information to the Council concerning a candidate's experience, background, and education. The Ordaining Council shall examine the candidate in such areas as theology, English Bible, original languages of Scripture, the sacraments, the exegesis of Scripture, the nature of the office of Minister of the Word, and such other areas as the Ordaining Council may deem appropriate. For ordination, the Council must recommend approval. The examination and ordination of candidates for office of Pastor by the Ordaining Council and the BoE may include questions, such as:
 - a) Do you reaffirm your faith in Jesus Christ as your own Lord and Savior?
 - b) Do you believe the Scriptures of the Old and New Testaments to be the Word of God, totally trustworthy, fully inspired by the Holy Spirit, the supreme, final, and only infallible rule of faith and practice?
 - c) Are you in full accord with BPC's Statement of Faith, doctrine and practices?
 - d) Do you agree to support the government and discipline of this Church?
 - e) Do you promise to be zealous and faithful in promoting the truths of the Gospel and the purity and peace of the Church, whatever persecution or opposition may come to you on that account?
3. Ordination At a date and time approved by the BoE and the Ordaining Council, a worship service shall be conducted. A person chosen by the Ordaining Council shall preside. An explanation of ordination and the solemnity of the event shall be given. The person presiding shall give a message of encouragement and exhortation to the one being ordained. It should be strongly emphasized that in ordination one is responding to a call of God to serve in some task or ministry. For the ordination of a pastor, the person presiding at the ordination then shall make a statement such as, "By the authority of the BoE and the Ordaining Council, I declare that (name of candidate) has been ordained to the ministry of the gospel of our Lord Jesus Christ." The members of the Ordaining Council and all ordained Elders of Boulevard Park Church who are present shall then lay hands on the candidate and offer a prayer suitable to the occasion.
4. Installation: The person presiding at the installation of an ordained Pastor should determine the willingness of a candidate to assume the responsibilities and challenge of the office by asking such questions as:
 - a) Will you be faithful and diligent in the exercise of the responsibilities of the office into which you are now to be installed?
 - b) By the grace of God, and by the power of the Holy Spirit, will you in your manner of life walk with exemplary piety before this assembly which you shall serve?
 - c) Will you devote yourself to promote the peace, unity, and purity of this church?
 - d) Are you now willing, as a Pastor, to accept the call of this church? Relying on God for strength, do you promise to discharge the responsibilities of the office of Pastor?
5. He should also determine the willingness of the Congregation to submit to the spiritual leadership of the candidate and to support him in prayer and substance by asking such questions as:
 - a) Are you, the members of this congregation, willing to receive (Pastor's name) as your Pastor?
 - b) Do you promise to submit to (Pastor's name) in matters of spiritual discipline, and to receive with humility and love the Word of Truth?
 - c) Do you promise to support (Pastor's name) with your prayers, and to give encouragement and assistance in every way?
6. Upon affirmation of these points, the candidate shall kneel, all the Elders present shall lay their hands on him, the presiding person shall offer an appropriate prayer, and declare the candidate has assumed the office.

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13.2. Elder

1. Examination: Candidates will be considered to have been examined during the selection process.
2. Ordination: The ordination shall be conducted at a time established by the BoE. The Senior Pastor shall preside. He shall offer a message of encouragement and exhortation to the candidates. All Elders shall participate with the Senior Pastor in laying on of hands. The emphasis on ordination shall be that the person is responding to God's call to service. The ordination of candidates may include questions such as:
 - a) Do you reaffirm your faith in Jesus Christ as your own personal Lord and Savior?
 - b) Do you believe the Scriptures of the Old and New Testaments to be the Word of God, totally trustworthy, fully inspired by the Holy Spirit, the supreme, final, and only infallible rule of faith and practice?
 - c) Are you in full accord with BPC's Statement of Faith, doctrine and practices?
 - d) Do you agree to support the government and discipline of this Church?
 - e) Do you promise subjection to your fellow Elders in the Lord?
 - f) Do you promise to support and promote the peace, purity, and unity of this church?
3. Installation: Each shall normally be installed at a regular worship service on the second Sunday of January, or as soon as practical. The Senior Pastor shall preside at this service, offering appropriate challenges and prayers.

13.3. Deacon, Deaconess and Commissioned Worker

1. Examination: Candidates will be considered to have been examined during the selection process.
2. Ordination: The ordination shall be conducted at a time established by the BoE. The Senior Pastor shall preside. He shall offer a message of encouragement and exhortation to the candidates. All Elders shall participate with the Senior Pastor in laying on of hands. The emphasis on ordination shall be that the person is responding to God's call to service. The ordination of candidates may include questions such as:
 - a. Do you reaffirm your faith in Jesus Christ as your own personal Lord and Savior?
 - b. Do you believe the Scriptures of the Old and New Testaments to be the Word of God, totally trustworthy, fully inspired by the Holy Spirit, the supreme, final, and only infallible rule of faith and practice?
 - c. Do you agree with and support BPC's Statement of Faith and understand that BPC's doctrine guides and constrains the Church practices?
 - d. Do you agree to support the government and discipline of this church?
 - e. Do you promise subjection to your Elders in the Lord?
 - f. Do you promise to support and promote the peace, purity, and unity of this church?
3. Installation: Each shall normally be installed at a regular worship service on the second Sunday of January, or as soon as practical. The Senior Pastor shall preside at this service, offering appropriate challenges and prayers.

14.0 DISSOLUTION OF A RELATIONSHIP

14.1. Pastor - At Pastor's Request

1. A Pastor may request to dissolve his pastoral relationship with the Church by giving at least one month's notice when submitting his resignation to the BoE.
2. Upon accepting his resignation, the BoE may choose to release him sooner than requested or request more time.

14.2. Pastor - Upon BoE Recommendation

1. The BoE may act to dissolve a pastoral relationship by taking the following steps:
 - a) After a three-quarter (3/4) vote of approval by the BoE, the BoE shall call a Special Congregational Meeting to seek approval to dissolve a pastoral relationship.
 - b) Approval by the Congregation requires a twenty-five percent (25%) quorum and a two-thirds (2/3) vote of support for the BoE recommendation.
2. In the event the Congregation fails to approve the BoE recommendation, the following actions shall be taken:
 - a) The Pastor Review Committee shall be formed for the purpose of further clarifying the reasons for the request for dissolution. The committee will be composed of two members of the BoE (one of these will chair the committee), two Deacons from their current board, two Deaconesses from their current board, and two Trustees from their current board.
 - b) The Congregation shall approve the eight person Pastor Review Committee.
 - c) The Pastor Review Committee report shall be made to the Congregation at another Special Congregational meeting to be called for by the BoE within one month of the initial Special Congregational Meeting.

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- d) At the second Special Congregational Meeting, after the report of the Pastor Review Committee and appropriate time for discussion, the original recommendation will be reconsidered. If the recommendation fails a second time it will be dropped.

14.3. Church Officers

All those elected or appointed to office and serving on a board of the Church or as Corporate Treasurer are Church Officers. Their position of service may be terminated prematurely as listed below.

1. Any Church Officer may resign from office at any time by submission of resignation to the BoE.
2. The service of any Church Officer may be terminated by a vote of at least three-quarters (3/4) of the full BoE. Such termination shall be reported to the Congregation in the Church Bulletin for two consecutive weeks immediately following the action.

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15.0 CHURCH PRACTICE

Our Statement of Faith and the Doctrine define our understanding of important concepts in God's Word (scripture); stated another way this is what we believe the scripture tells us.

In a perfect world, the following practices wouldn't be necessary. We would all work together in unity and peace with no selfish ambition or vanity. But in unity, there must be order (1 Corinthians 14:40). The following Church practices describe how we apply our understanding of scripture in our worship of and service to God as His Church in Boulevard Park.

15.1. *Worship*

As children of God, we are both drawn and commanded to hold God in awe, to praise Him, and to magnify Him. Only God the Father, Jesus the Son, and the Holy Spirit are to receive such worship. (Exodus 20:1-3; Matthew 4:10; Revelation 22:8, 9)

Worship should at all times and in all places be both reverent and joyful; reverent out of respect and recognition of our presence before a Holy God, and joyful as children in the presence of their Father. (1 Peter 1:15; 1 John 3:1, 2)

1. Public Worship: It is our practice to seek the leading of the Holy Spirit as we worship together in God's house each Lord's Day morning. (Hebrews 10:21-25 Ephesians 2:19-22) The Sunday service typically includes:
 - The reading of Scripture. (1 Timothy 4:13)
 - A sermon preached by the Senior Pastor. (Romans 10:14,15)
 - Prayer, bringing both individual and corporate requests to God. (1 John 5:14,15)
 - We also honor God with thanksgiving, being grateful for all his care, and we seek to bring Him glory by publicly acknowledging His faithfulness to us. (2 Corinthians 9:12)
 - Singing psalms and hymns and spiritual songs is an important part of our worship. (Ephesians 5:19 Colossians 3:16)
 - Giving tithes and offerings. With the acknowledgment that God is the Author of every good gift and that we are but stewards of all He has given us, we worship God by giving, first ourselves to Him, then service to others in His Name, and finally tithes and offerings to further His work. (2 Corinthians 8:3-5 Ephesians 2:10 Malachi 3:10 2 Corinthians 9:6,7)
2. Special Times of Worship: In addition to worship on the Lord's Day, the Pastor and/or member of the BoE may gather the congregation at other times, for public worship, prayer, and praise.
 - On special days such as Christmas, Thanksgiving, etc.
 - To recognize special days and events in our country.
 - As deemed appropriate.
3. Family and/or Private Worship: We teach and encourage our congregation to honor God within their family circle and in their private lives by spending time in learning God's Word, in Worship, and in Prayer. (Joshua 1:8)
4. Other Worship: Because our local assembly is only one part of the body of believers that make up the church, the Body of Christ, we encourage our members to worship with other believers.
 - Other churches in our community.
 - Other local and national Christian organizations.
 - Evangelical missionary organizations.

15.2. *Communion (The Lord's Supper)*

Communion is a memorial celebration in remembrance of our Lord's death for us. In public worship services Communion is observed at least once a month. Participation is open to all believers. Care shall be taken in the invitation to advise the one receiving Communion of the need to prepare his heart, lest he invite condemnation by partaking unworthily. (1 Corinthians 11:17-30)

15.3. *Christian Service*

We recognize the significant and meaningful contribution made by all who serve, whether in positions of greater or lesser responsibility. God gives to each Christian a gift for service. The Elders recognize the necessity of equipping the saints for the work of service and are responsible to see to the provision of training and encouragement in the use of the gift. The following areas are some of the ways in which we can serve the Lord and help to bring about His will in our Church, community, and the world. (Colossians 3:23, 24)

1. Teaching: Serving the Lord through teaching is training people to know and obey the word of God. There are many

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opportunities for people to use the gift of teaching as a service, such as: Sunday school teaching, Bible studies, group and personal discipleship, pulpit ministry, youth ministry, etc. As a church we strive to teach and learn of Christ that we may all be complete in Him (Ephesians 4:12, Colossians 1:28).

2. Evangelism: We, as a church and as individuals, are committed by command and conviction to share the gospel of Jesus Christ. It is imperative that our people be responsible witnesses and that we support those who are in the ministry of evangelism in other parts of the world (Acts 1:8).
3. Missions: We are called to participate in making disciples of all nations and we encourage one another to respond to the call of God to missionary work. We are committed to support others as well as our own members, both financially and in prayer, as missionaries in all parts of the world (Matthew 28:19).
4. Intercessory Prayer: Each believer should actively intercede in prayer for other believers and for unbelievers. Believers are encouraged to call for the Elders for the purpose of special prayer (James 5:14-16, Ephesians 6:18, Galatians 6:2).
5. Other Ministries: There are many other opportunities to serve the Lord in the church and the community through ministries of serving, helping, leading, and giving.

15.4. Baptism

Water baptism is a public proclamation of a believer's faith in the Lord Jesus Christ. (Matthew 3:13-17, 28:19; Acts 2:38-41, 8:36-37, 16:30-34)

It is our practice to administer Infant Dedication upon request of one or both believing parents in anticipation of their child's later choosing to be baptized as a believer. This is a commitment to God by the parent(s) and the congregation to do all that is possible to guide the child to a personal knowledge of Jesus Christ.