

Sample Church Constitution and By-Law Document
for
Full Gospel Assemblies
International
Church Congregations

This document shall serve as a sample only. All constitution and by-law documents are to be constructed uniquely to the needs and requirements of the congregation for which they are intended. Clauses of this document may be used in part or whole after careful consideration to their application. Congregations utilizing this sample Church constitution and by-laws document as reference assume responsibility for all and any liability arising from such usage.

The
Constitution and By-Laws
of

Church Name

Church Address

CONSTITUTION AND BY-LAWS OF

Church Name
Church Address
Church Address

Adopted this **Month, Day, Year**

CONSTITUTION

ARTICLE I. NAME

The name of this organization shall be **Church Name** located in **City**, state of **State, County**.

ARTICLE II. PREROGATIVES

Section 1. This congregation is organized as a church exclusively for charitable, religious, and educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Revenue Law), including, but not limited to, for such purposes, the establishing and maintaining of religious worship, the building, maintaining and operating of churches, parsonages, schools, chapels, radio stations, television stations, rescue missions, print shops, day-care centers, preschools, camps, nursing homes, and cemeteries, and any other ministries that the church may be led of God to establish.

Section 2. The church shall also ordain and license men to the Gospel ministry; evangelize the unsaved by the proclaiming of the Gospel of the Lord Jesus Christ; educate believers in a manner consistent with the requirements of the Holy Scripture, both in Sunday and weekday schools of Christian education; maintain missionary activities in the United States and any foreign country; and engage in any other ministry that the church may decide, from time to time, to pursue in obedience to the will of God.

Section 3. This assembly shall have the right to govern itself according to the standards of the New Testament Scriptures, "endeavoring to keep the unity of the Spirit in the bond of peace. . . . till we all come in the unity of the faith, and of the knowledge of the Son of God, unto a perfect man, unto the measure of the stature of the fullness of Christ". Eph. 4:3, 13.

Section 4. In connection therewith, or incidental thereto, it shall have the right to purchase, or acquire by gift, bequest or otherwise, either directly or as a trustee, and to own, hold in trust, use, sell, convey, mortgage, lease or otherwise dispose of any real estate or chattels as may be necessary for the furtherance of its purposes; all in accordance with its constitution and bylaws or as the same may be hereafter modified or amended.

ARTICLE III. GOVERNMENT

While maintaining its inherent rights to sovereignty in the conduct of its own affairs, this assembly shall be governed by the principles, rules, faith, and practices adopted by this assembly.

ARTICLE IV. TENETS OF FAITH

This assembly shall accept the Bible as the revealed will of God, the all sufficient rule of faith and practice; accepts that this statement of Tenets of Faith does not contain all the truth of the Bible - only that it covers our present needs as to these fundamental matters; and for the purpose of maintaining general unity, faith and practice, further accepts and adopts the statement of fundamental truths of the church fellowship of Full Gospel Assemblies, of which this church is affiliate of.

1. The Scripture Inspired.

The Bible is the inspired *Word of God*, a revelation from God to man, the infallible rule of faith and conduct, and is superior to conscience and reason, but not contrary to reason. II Tim. 3:15-17; I Pet. 1:23-25; Heb. 4:12.

2. The One True God.

The one true God has revealed Himself as the eternally self-existent, self-revealed "I Am"; and has further revealed Himself as embodying the principles of relationship and association; as Father, Son, and Holy Spirit. Deut. 6:4; Mark 12:29; Isa. 43:10; Matt. 28:19.

3. Man, His Fall and Redemption.

Man was created good and upright, for God said, "Let Us make man in our image, after our likeness." But man, by voluntary transgression, fell, and his only hope of redemption is in Jesus Christ the son of God. Gen. 1:26-31; 3:1-7; Rom. 5:12-21.

4. The Salvation of Mankind

(a) Conditions to Salvation. The grace of God, which bringeth salvation, hath appeared to all men, through the preaching of repentance toward God and faith toward the Lord Jesus Christ; man is saved by the washing of regeneration and renewing of the Holy Ghost, and, being justified by grace through faith, he becomes an heir of God according to the hope of eternal life. Titus 2:11; Rom. 10:13-15; Luke 24:47; Titus 3:5-7.

(b) The Evidences of Salvation. The inward evidence, to the believer of his salvation, is the direct witness of the Spirit. Rom. 8:16.

The outward evidence to all men is a life of righteousness and true holiness.

5. Baptism in Water.

The ordinance of baptism by burial with Christ should be observed as commanded in the scriptures, by all who have really repented and in their hearts have truly believed on the Lord Jesus as Savior and Lord. In so doing, they declare to the world that they have died with Jesus and that they have also been raised with Him to walk in the newness of life. Matt. 28:19; Acts 10:47; Rom. 6:4.

6. The Lord's Supper.

The Lord's Supper, consisting of the elements, bread and the fruit of the vine, is the symbol expressing our sharing the divine nature of Lord Jesus Christ, a memorial of His suffering and death and a prophecy of His second coming, and is enjoined on all believers "until He comes". John 6:48, 51, 53-57; Luke 22:19, 20; II Pet. 1-4; I Cor. 11:26.

7. The Promise of the Father.

All believers are entitled to, and should ardently expect and earnestly seek, the promise of the Father, the baptism in the Holy Ghost and fire, according to the command of our Lord Jesus Christ. This was the normal experience for all in the early Christian church. With it comes the enduement of power for life and service, the bestowment of the gifts of the Spirit and their uses in the work of the ministry. Luke 24:49; Acts 1:4-8; I Cor. 12:1-31. This wonderful experience is distinct from and subsequent to the experience of the new birth. Acts 2:38; 10:44-46; 11:14-16; 15:7-9.

8. Baptism in the Holy Spirit.

The full consummation of the baptism of believers in the Holy Ghost is evidenced by the initial physical sign of speaking with other tongues as the Spirit gives utterance and by the subsequent manifestation of spiritual power in public testimony and service. Acts 2:4; 10:44-46; Acts 19:2-6; Acts 1:8; 2:42,43.

9. Entire Sanctification.

The scriptures teach us a life of holiness, without which no man shall see the Lord. By the power of the Holy Spirit we are able to obey the command, "Be ye holy, for I am holy." Entire sanctification is the will of God for all believers, and should be earnestly pursued by walking in obedience to God's Word. Heb. 12:14; I Pet. 1:15,16; I Thess. 5:23,24; 1 John 2:6; Rom. 8:3, 4.

10. The Church.

The church is the divine body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfillment of her great commission. Each believer, born of the Spirit, is an integral part of the general assembly and church of the firstborn, which are written in heaven. Eph. 1:22; 2:19-22; Heb. 12:23.

11. The Ministry and Evangelism.

A divinely called and scripturally ordained ministry has been provided for by our Lord for a two-fold purpose: (1) the evangelization of the world, and (2) the edifying of the body of Christ. Mark 16:15-20; Eph. 4:11-13.

12. Divine Healing.

Deliverance from sickness is provided for in the atonement, and is the privilege of all believers. Isa. 53:4; Matt. 8:16,17; Mark 16:18; John 5:14.

13. The Blessed Hope.

The resurrection of those who have fallen asleep in Christ and their translation, together with those who are alive and remain unto the coming of the Lord, is imminent and is the blessed hope of the church. I Thess. 4:16,18; Rom. 8:23; Titus 2:13; I Cor. 15:51-52.

14. The Millennial Reign of Jesus.

The revelation of the Lord Jesus Christ from heaven, the salvation of national Israel, and the millennial reign of Christ on earth is the scriptural promise and the world's hope. II Thess. 1:7; Rev. 19:11-16; Rom. 11:25,27; Rev. 20:1-7.

15. The Lake of Fire.

The devil and his angels, the beast and the false prophet, and whosoever is not found written in the book of life, shall be consigned to everlasting punishment in the lake which burneth with fire and brimstone, which is the second death. Rev. 19:20; 20:10-15.

16. The New Heavens and the New Earth.

We, "according to His promise, look for new heavens and a new earth wherein dwelleth righteousness". 2 Pet. 3:13; Rev. 21:1.

ARTICLE V. ORDINANCES

Section 1. The ordinance of Baptism by immersion in water (Matt. 28:19) shall be administered to all those who have repented of their sins and who have believed on the Lord Jesus Christ to the saving of their souls, and who give clear evidence of their salvation. Rom. 6:3-5; Col. 2:12.

Section 2. The ordinance of the Lord's Supper shall be observed regularly as enjoined in the Scriptures. Luke 22:19,20; I Cor. 11:23-26.

ARTICLE VI. MEMBERSHIP

Membership in this assembly shall be eligible to all those who give evidence of their faith in the Lord Jesus Christ, and who voluntarily subscribe to its tenets of faith and agree to be governed by its constitution and bylaws as herein set forth. They shall be classified as follows:

Section 1. Active Membership - All those who meet the Scriptural standards for membership, whose names appeared on the original membership roll of the assembly at the time the assembly was first organized, together with those names which shall be added from time to time, shall constitute the legal voting membership of the assembly, provided they are eighteen years of age or over, that they regularly attend in the means of grace and take part in the services, and that they are living consistent Christian lives and are in agreement with our distinctive testimony.

Section 2. Inactive Membership - Enrolled members who shall voluntarily absent themselves from the services of the assembly for a period of three consecutive months or more, and who cease to contribute of their means to its support, or who may be out of harmony with its teachings or its ministries, or who shall be under charges for misconduct, or who may have fallen under condemnation through sinful practices, shall be considered as inactive members and shall lose their voting privilege until they are restored to the fellowship, their standing to be settled by the definite action of the assembly through its officers.

ARTICLE VII. OFFICERS

Section 1 - Description

There shall be a board of trustees of not less than five members including the pastor to whom shall be committed the spiritual and daily management of the assembly. Of this board, one may be the secretary and one the treasurer. The secretary shall represent the assembly as minister of records and the treasurer shall represent the assembly as minister of finance unless such offices are otherwise designated.

Section 2 - Board of Trustees

The board of trustees shall constitute the board. They shall be the custodians of all the church property. They shall hold the property in trust for the assembly and, or, until their successors are selected.

ARTICLE VIII. MEETINGS

Section 1. Meetings for public worship shall be held on each Lord's Day and during the week as may be provided for under the direction of the pastor or as otherwise provided herein.

Section 2. There shall be an annual administrative meeting of the assembly, at which time the confirmation of trustees shall take place and the report of all officers shall be read. This meeting shall be held during the last two weeks of January. The time and place shall be announced by the pastor. Due notice to be given on the two Sundays prior to the date of the meeting.

Section 3. Special administrative meetings of the assembly may be called when necessary, after proper notice has been given by the pastor or by the chairman of the assembly, providing the meeting has been agreed upon by a majority of the board of trustees.

Section 4. Quorum. For regular or special administrative meetings of the assembly or trustees, a quorum shall consist of active members present.

Section 5. The board of trustees, with the pastor, shall meet annually and as the pastor deems necessary for the discharge of their duties and the transaction of routine business for the assembly.

Section 6. Fiscal Year

The fiscal year of the church shall begin January 1st and end December 31st.

ARTICLE IX. DEPARTMENTS & COMMITTEES

The assembly shall hereby provide for the children's ministries, young adult's ministries, or all other departments or committees as the needs of the assembly may require. All such ministries shall be subordinate to the assembly and shall contribute to the harmony and development of the whole. They shall be under the general supervision of the pastor, pastoral staff and the board of trustees. The pastor shall be an ex-officio member of all committees or departments.

ARTICLE X. FINANCES

All funds for the maintenance of the assembly shall be provided by the voluntary contributions and/or the tithes and offerings of the members and friends of the assembly. Offerings shall be accepted by the assembly and shall be administered by the treasurer under their direction of the pastor and board of trustees. Mal. 3:10; Luke 6:38; I Cor. 16:1,2; II Cor. 9:6-8.

ARTICLE XI. PROPERTY

Any property of the assembly shall be deeded to the assembly and held in its name. No property of the assembly shall be sold, mortgaged, leased, or otherwise disposed of without the same shall have first been recommended by a vote of at least two-thirds of the board of trustees who are in attendance at a regular meeting or a special meeting of the board which has been called for the consideration of the proposal. The pastor and the secretary of the assembly shall certify in such conveyance, lease or mortgage, that the same has been duly authorized and recommended by a vote. Such certificate shall be held to be conclusive evidence thereof.

ARTICLE XII. AMENDMENTS

This Constitution and ByLaws may be amended or changed by a two thirds confirmation vote of the active membership of the assembly who are in attendance at any regular or special meeting called for that purpose. Due notice of meetings and purposes to be given on the two Sundays prior to the date of any such meeting.

BYLAWS

ARTICLE I. OFFICERS

Section 1 - Offices of Ministry

The church officers are pastor(s), pastoral staff, trustees, minister of records, minister of finance, minister of Sunday school, and minister of hospitality. Offices shall be filled in accordance with the needs of the congregation. Offices may be held by men and women with no discrimination to gender. All references herein pertaining to officers, either he or she, shall be considered as gender neutral references.

Section 2 - Designation of Corporate Officers

As an accommodation to legal relationships outside the church, the pastor shall serve as president of the corporation; the minister of records shall serve as secretary of the corporation; the minister of finances shall serve as treasurer of the corporation; and the chairman of the board of trustees shall serve as vice president of the corporation.

Section 3 - Eligibility for Continuance in Office

(A) Pastor and pastoral staff shall affirm their agreement with the statement of faith, practice and codes of conduct of Full Gospel Assemblies.

(B) All church officers shall affirm their agreement with the statement of faith (as set forth in Article II) annually in the presence of each other.

(C) All church officers must be approved initially and thereafter annually by the pastor in order for them to commence or continue in their office.

(D) Only church members are eligible for election or appointment to any church office or position. Temporary or interim appointments may be considered from outside church membership for those offices of pastoral responsibility. Temporary or interim appointees shall not serve as members of the board of trustees.

Section 4 - Terms of Office

The length of terms of office shall be as follows:

(A) The relationship between the pastor and the church shall be **permanent**, unless otherwise agreed upon between pastor and church, or dissolved at the option of the pastor. Disciplinary removal of the pastor from office automatically terminates his membership. **A restoration to membership after disciplinary removal will be subject to the requirements of the church fellowship of Full Gospel Assemblies.**

(B) The term of service for all offices and positions in the church, except the pastor, shall be two years, or otherwise agreed upon, at the expiration of which they may be reelected or reappointed.

(C) A vacancy occurring in any office or board, except in the case of the pastor, may be filled at any regular church administration meeting of the trustees.

(D) All elected and appointed officers shall serve in their respective offices until their successors are duly elected or appointed.

Section 5 - Election and Appointment of Officers

(A) The offices of Pastor(s) and pastoral staff offices shall be filled by the appointment of a **Full Gospel Assemblies** licensed or ordained minister of the gospel and shall be made and/or approved by the board of trustees. The appointment to the office of pastor shall be subject to a two-thirds confirmation vote of the active membership of the assembly at the annual congregational administrative meeting or any special meeting called for that purpose providing due notice of meeting has been announced the two prior Sundays.

(B) The pastor together with the pastoral staff shall annually confirm the board of trustees and elect from within the congregational membership. Candidates shall be qualified, mature active elders of the congregation. Qualifications to be met shall be determined by the pastor and pastoral staff. Candidates shall be presented for a majority confirmation vote of the active membership at the annual congregational administration meeting or any special meeting called for that purpose providing due notice of meeting has been announced the two prior Sundays.

(C) The annual election, appointment and/or confirmation of church officers, committee(s) or community ministry leadership by the board of trustees shall occur during the month of October at the annual church administration meeting of the trustees.

Section 6 - Pastoral Oversight of Church, Church Officers and Staff

(A) All church administrative staff, whether paid or volunteer, shall be under the supervision of the pastor who has the sole authority to hire, appoint, or dismiss the same.

(B) The board of trustees, as congregational representation, and/or pastor(s) may petition the executive council of Full Gospel Assemblies for church or church pastoral oversight for the resolving of internal affairs in conflict, at which time, congregation, pastor(s) and board of trustees shall voluntarily submit to the authority and counsel of the executive council of Full Gospel Assemblies whose decisions shall be considered and accepted as final. In the absence of a congregational confirmed pastor, the executive council of Full Gospel Assemblies shall provide pastoral oversight and assume, delegate, assign or otherwise fulfill all pastoral responsibilities and duties of the assembly.

Article II. Duties of Officers

Section 1 - The Pastor

(A) The pastor shall preach the gospel regularly and shall be at liberty to preach the whole counsel of the Word of God as the Lord leads him. He shall administer the ordinances of the church, act as moderator at all church meetings for the transaction of church matters, supervise the teaching ministries of the church, and tenderly watch over the spiritual interests of the membership.

(B) The pastor shall approve, confirm and/or appoint the members of the various committees at the annual church administrative meeting. All church administrative staff, paid or volunteer, shall be under the supervision of the pastor, together with the advisement of the board of trustees, who has the sole authority to delegate, hire, appoint, or dismiss the same. He shall serve as the president of the corporation. He shall publicly inform all newly elected or appointed officers of the particular function and the responsibilities of their respective offices. He shall interview candidates for membership, approve memberships and extend the right hand of fellowship to all new members on behalf of the church and perform such other duties as generally appertain to such a position. The pastor shall be free to choose the means and methods by which he exercises the ministry that God has given to him.

Section 2 - The Board of Trustees

(A) The board of trustees shall offer counsel and assist the pastor, in such manner as he shall request, in promoting the spiritual welfare of the church, in conducting the religious services, and / or in performing any other work of the church. They shall make provision for the observance of the ordinances of the church. They shall, if requested by the pastor, consider applications for church membership. They shall, in cooperation with the pastor, disburse the benevolence funds. They shall be available to assist the pastor in all other evangelistic efforts of the church. The board of trustees shall assist the pastor in caring for the administrative needs of the church's various ministries as requested by the pastor. They shall act as leaders for the church in the absence of the pastor.

(B) Following the annual church administration meeting, the board of trustees shall assemble and elect, from their own number, a chairman who shall be vice president of the corporation, and a secretary / treasurer.

(C) The board of trustees shall constitute the board of the corporation. The board of trustees shall exercise only the following specific powers:

(1) to purchase, hold, lease, or otherwise acquire real and personal property on behalf of the church, and to take real and personal property by will, gift, or bequest on behalf of the church.

(2) to sell, convey, alienate, transfer, lease, assign, exchange, or otherwise dispose of, and to mortgage, pledge, or otherwise encumber the real and personal property of the church, to borrow money and incur indebtedness for the purpose and the use of the church; to cause to be executed, issued, and delivered for the indebtedness, in the name of the church, promissory notes, bonds, debentures, or other evidence of indebtedness; and to secure repayment by deeds of trust, mortgages, or pledges.

Section 3 - The Minister of Records / Secretary

The minister of records shall keep a record of church proceedings, of the membership roll, of all baptisms, of certificates of ordination, licenses and commissions as directed by the church, and preserve all documents, papers, and letters coming into his hands during his term of office. All records are to be kept in the church office, and delivered to any successor upon leaving office. He shall keep an account of any special events in the life of the church which are of historical interest and shall give a report at the annual church administration meeting of the status of the church membership roll in the past year. The minister of records shall also serve as the secretary of the corporation.

Section 4 - The Minister of Finance / Treasurer

The minister of finance shall account for all funds contributed to the church and shall disburse the same as ordered by the church. He shall present a written report of itemized disbursements at the regular scheduled church administration meetings and make a general report for the year at the annual church administration meeting. All expenditures of the church except miscellaneous petty cash disbursements shall be paid by check. The minister of finance shall also serve as treasurer of the corporation.

Section 5 - The Minister of Sunday School - Children & Youth Ministries

The minister of Sunday school shall supervise the Sunday school. In consultation with the pastor, he shall recommend the appointment of the teachers of the Sunday school. He shall preside at the teacher's meetings, and report on the condition of the Sunday School / Children & Youth Ministries at the annual church administration meeting.

Section 6 - The Minister of Hospitality

The minister of hospitality, in cooperation with the pastor, shall appoint a sufficient number of assistants to care for the work of ushering and extending the official hospitality of the church to its members and visitors.

Section 7 - Pastoral Staff

Under the direction and guidance of the pastor, the pastoral staff, including but not limited to, co-pastor, associate pastors, assistant pastors and others conducting pastoral responsibilities of the church, shall assist the pastor in carrying out the ministries of the church.

Section 8 - Duties of All Officers

(A) All officers and staff upon request, shall prepare a written report of their work for the annual church administration meeting and shall surrender any records in their possession to the minister of records at the close of their term of office to be filed as a permanent record of the work of the church. All records are the property of the church and must be kept in the church office. All officers and staff of the church shall be required to hold to the tenets of faith and all other practices of the church voluntarily under the direction of the pastor.

(B) Any officer, trustee, volunteer or paid staff who neglects his duties as outlined in the constitution or ministry description provided, for a period of 60 days may be removed from his office at the discretion of the pastor and another may be appointed by the pastor to serve the unexpired terms.

ARTICLE III. MEMBERSHIP

Section 1 - The Standard of Membership.

The standard for membership in the assembly shall be:

- (a) Evidence of a genuine experience in regeneration (the new birth). John 1:12,13; 3:3-8; 1 Pet. 1:18-25.
- (b) Evidence of a consistent Christian life. (Rom. 6:4; 8:1-4; 13:13,14; Eph. 4:17-32; 5:1,2,15; 1 John 1:6,7.
- (c) To fully subscribe to the tenets of faith as set forth in the Constitution.
- (d) Readiness to be governed by the constitutional rules of order adopted by the assembly.
- (e) Willingness to contribute regularly to the support of the assembly according to his or her ability.

Section 2 - Duties of a Member

On becoming a member of this church, each one covenants to love, honor, and esteem the pastor; to pray for him; and to recognize his authority in spiritual affairs of the church; to cherish a brotherly love for all members of the church; to support the church in prayer, tithes, offerings and with other financial support as the Lord enables; and in accordance with Biblical commands to support through a life-style walk affirmation of the beliefs and practices of the church.

Section 3 - Reception of Members.

- (a) Persons desiring to become active members of the assembly shall make the fact known to the pastor, who shall examine the applicant according to the standard for membership.
- (b) The pastor shall present the names of those who apply for membership with his recommendation to the board of trustees, who shall act upon said recommendation. All persons who shall have met the membership requirements and have been passed on favorably shall be received into the assembly at any of the regular services and their names inscribed on the roster.

Section 4 - Privileges of Membership

This congregation functions, not as a pure democracy, but as a body under the headship of the Lord Jesus Christ and the direction of the pastor as the undershepherd with the counsel of the board of trustees. Church membership does not afford those individuals with any property, contract, or civil rights based on principles of democratic government. Determination of the internal affairs of the church are ecclesiastical matters and shall be determined exclusively by the church's own rules and procedures. The membership of the church has certain limited areas of exercising a vote. Members may not vote to initiate any church action, but rather the vote of a member when called for is to confirm the direction of the church as determined by the leadership of the pastor(s) and counsel.

Section 5 - Discipline of a Member

(A) - Discipline Committee

The discipline committee shall consist of the pastor(s) and the board of trustees. These men shall have sole authority in determining heretical deviations from the statement of faith and violations of church governing rules of conduct. If a pastor or a trustee is the subject of a disciplinary matter, he shall not sit as a member of the discipline committee. He shall be entitled to the same steps as other church members and be subject to the same discipline.

(B) - Discipline Involving Two or More Members. Matt. 18:15-18, Gal. 6:1-2.

(1) Members are expected to demonstrate special loyalty and concern for one another. When a member becomes aware of or involved in an offense of such magnitude that it hinders spiritual growth and testimony, he is

to go alone to the offending party and seek to restore his brother. Before he goes, he should first examine himself. When he goes, he should go with a spirit of humility and have the goal of restoration.

(2) If reconciliation is not reached, the pastor is to accompany the one seeking to resolve the matter. This second step should also be preceded by self-examination, and exercised in a spirit of humility with the goal of restoration.

(3) If the matter is still unresolved after the steps outlined in subsections (1) and (2) have been taken, the discipline committee shall hear the matter, as the church representatives biblically responsible for putting down murmuring and conflict, shall hear the matter. If the matter is not resolved during the hearing before the discipline committee, the committee shall recommend to the member(s) of the church that they, after self-examination, make an effort personally to go to the offending member and seek that member's restoration.

(4) If the matter is still unresolved after the steps outlined in subsections (1), (2), and (3) have been taken, such members who refuse to follow the direction and counsel of the discipline committee and be restored are to be removed from the membership of the church upon a majority vote of the board of trustees at a meeting called for the purpose of considering disciplinary action.

(5) No matter may be heard by the discipline committee or the church unless the steps outlined in subsections (1) and (2) have been taken, except in the case of a public offense. Discipline committee recommendations and decisions are to be voluntarily accepted as final.

Section 6 - Transfer of Membership

Members, not under the disciplining process of Section 5, may request that letters of transfer be sent to another church.

Section 7 - Termination of Membership

(A) The membership of any individual member shall be automatically terminated without notice if the member in question has not attended a regular worship service of the church in the preceding three months. Upon good cause being shown to the pastor, this provision for termination may be waived in the case of any individual member at the discretion of the pastor.

(B) No member of this church may hold membership in another church. If any member unites in membership with another church, that person is automatically terminated without notice from membership in this church.

(C) A member may resign at any time, but no letter of transfer or written statement of good standing will be issued upon such resignation, except at the discretion of the pastor.

(D) Unscriptural conduct or doctrinal departure from the tenets of faith held by this assembly shall be considered sufficient grounds upon which any person may be disqualified / terminated as a member. Matt. 18:15-18; Rom. 16:17,18; I Cor. 5:11; Gal. 1:8,9; Titus 3:1-15.

Section - 6 Revision of Membership

The pastor and board of trustees shall be authorized to revise the membership roster of the assembly. They shall add names of those individuals who have qualified and been added to the membership and they shall remove from the list of active members all the names of those individuals who have become inactive or terminated.

Article IV - Ministry of Education

Section 1 - Purpose

The church believes that it is to provide the members' children with an education which is based upon and consistent with Biblical teachings. The church believes that the home and church are responsible before God for

providing a Christian education. To this end, the church shall engage in ministries in education in keeping with the following dictates:

Section 2 - Church Participation

All educational programs or courses of instruction formulated and offered by the church shall be for the benefit of the members of the church; however, non-church members may participate in church educational programs or courses of instruction.

Section 3 - Staff Membership

All instructors, teachers, and administrators shall be members of this church. This provision shall not apply to temporary personnel, interim staff, visiting missionaries, evangelists, or ministers engaged for the purpose of delivering sermons, conducting revivals, or other special meetings on a temporary basis.

Section 4 - Statement of Faith Accord

All educational programs or courses of instruction shall be taught and presented in full accord with the statement of faith of the church.

Section 5 -Unity

All educational programs or course of instruction shall be conducted as an integral and inseparable ministry of the church.

Section 6 - Teaching

All educational programs or courses of instruction shall be conducted consistent with the teaching of the inerrant Word of God. It is the responsibility of every instructor or teacher to present the inerrant Word of God as the sole infallible source of knowledge and wisdom.

Section 7 - Christian Walk

All administrators, instructors, and teachers shall continue or adopt a lifestyle consistent with the precepts which they teach, whether in or out of the classroom.

ARTICLE V - PROPERTY RIGHTS / DISSOLUTION

Section 1. All property, real or chattel, shall be taken, held, sold, transferred, or conveyed in the corporate name of the assembly.

Section 2. No real or chattel property of the assembly shall be sold, leased, mortgaged or otherwise alienated without the same shall have been authorized by at least a two-thirds majority vote of the board of trustees.

Section 3. The pastor and the minister of records / secretary of the assembly shall certify in such conveyance, lease, or mortgage, that the same has been duly authorized by the vote of the membership. Such certificates shall be held to be conclusive evidence thereof.

Section 4. In case the church shall be divided by doctrinal views, the members holding to the original tenets of faith as set forth herein by this assembly, shall retain title , ownership and / or control of the church assets and property.

Section 5. In event that this assembly herein mentioned ceases to function as a church body, the trustees shall, after paying or making provision for payment of all the liabilities of the church, dispose of and convey all remaining assets of the church to the church fellowship of Full Gospel Assemblies Int., operated exclusively for religious purposes under Section 501 (c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United states Internal Revenue Law). The Full Gospel Assemblies Int. shall forthwith have full authority to use or dispose of the property at their discretion in promotion of the furtherance of the Gospel of Jesus Christ.

Article VI. Unauthorized Expenditures

Any single expenditures in excess of \$500.00 and not authorized in the regular annual budget must be authorized by the pastor and the board of trustees or the board of trustees in the event office of pastor is vacant.

Article VII. Tax-Exempt Provisions

Section 1 - Private Inurement

No part of the net earnings of the church shall inure to the benefit of or be distributable to its members, trustees, officers, or other private persons, except that the church shall be authorized and empowered to pay reasonable compensation for the services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.

Section 2 - Political Involvement

No substantial part of the activities of the church shall be the carrying on or propaganda or otherwise attempting to influence legislation. The church shall not participate in, or intervene in any political campaign on behalf of any candidate for public office.

Section 3 - Racial Nondiscrimination

The church shall have a racially nondiscriminatory policy and therefore shall not discriminate against members, applicants, students, and others on the basis of race, color, or national or ethnic origin.

Article VIII. Designated Contributions

From time to time the church, in the exercise of its religious, educational, and charitable purposes, may establish various funds to accomplish specific goals. Contributors may suggest uses for their contributions but all suggestions shall be deemed advisory rather than mandatory in nature. All contributions made to specific funds or otherwise designated shall remain subject to the exclusive control and discretion of the pastor and the board of trustees. No fiduciary obligation shall be created by any designated contribution made to the church other than to use the contribution for the general furtherance of any of the purposes stated in Article II herein.

ARTICLE VII. ORDER OF BUSINESS

The following order shall be observed at the regular church administration meetings:

- (a) Devotions & prayer
- (b) Reading of minutes
- (c) Reports of officers
- (d) Reports of standing committees
- (f) Reports of special committees and ministries
- (g) Unfinished matters
- (h) Confirmation of officers
- (i) New matters
- (j) Adjournment
- (k) Benediction

ARTICLE VIII. AMENDMENTS

This constitution and bylaws may be amended or changed by a two thirds confirmation vote of the active membership of the assembly who are in attendance at any regular or special meeting called for that purpose. Due notice of meetings and purposes to be given on the two Sundays prior to the date of any such meeting.

ARTICLE IX. REVISION

(For revised documents)

This constitution and bylaws of the **Church Name** is a revised document. As such, any and all previous constitution and bylaws and amendments for the **Church Name** shall be deemed null and void.

Adoption

This constitution and bylaws was adopted by a two-thirds majority vote of the active membership present and voting at a duly-called meeting of the church in which a quorum was present.

This constitution and bylaws supersedes any other constitutions and/or bylaws of the **Church Name** church.

Date

Minister of Records / Secretary