



# **CONSTITUTION and BYLAWS**

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# TABLE OF CONTENTS

<b>PREAMBLE .....</b>	<b>3</b>
<b>ARTICLE I: NAME .....</b>	<b>4</b>
<b>ARTICLE II: RELATIONSHIP .....</b>	<b>4</b>
<b>ARTICLE III: MEMBERSHIP .....</b>	<b>4</b>
<b>ARTICLE IV: ORDINANCES .....</b>	<b>7</b>
<b>ARTICLE V: GOVERNMENT .....</b>	<b>8</b>
<b>ARTICLE VI: GOVERNANCE AUTHORITY .....</b>	<b>9</b>
<b>ARTICLE VII: OFFICERS .....</b>	<b>13</b>
<b>ARTICLE VIII: PASTORAL STAFF .....</b>	<b>13</b>
<b>ARTICLE IX: DUTIES OF CHURCH OFFICERS .....</b>	<b>14</b>
<b>ARTICLE X: COMMITTEES AND ORGANIZATIONS .....</b>	<b>17</b>
<b>ARTICLE XI: MISSIONS MOBILIZATION .....</b>	<b>20</b>
<b>ARTICLE XII: DISCIPLEMAKING MINISTRIES .....</b>	<b>21</b>
<b>ARTICLE XIII: PROPERTY AND RECORDS .....</b>	<b>21</b>
<b>ARTICLE XIV: NOMINATING COMMITTEE .....</b>	<b>22</b>
<b>ARTICLE XV: ELECTIONS.....</b>	<b>23</b>
<b>ARTICLE XVI: REVERSION OF PROPERTY.....</b>	<b>23</b>
<b>ARTICLE XVII: BYLAWS .....</b>	<b>25</b>
<b>ARTICLE XVIII: AMENDMENTS .....</b>	<b>26</b>
<b>ARTICLE XIX: CONFORMANCE WITH APPLICABLE LAW .....</b>	<b>26</b>

# CONSTITUTION and BYLAWS

**CONSTITUTION** refers to the "Uniform Constitution for Accredited Churches of The Christian and Missionary Alliance" (Last Revision June 2013), and is in **STANDARD** type.

**BYLAWS** refer to the "*Bylaws to the Constitution*" adopted by the membership of Lancaster Alliance Church, and are in **ITALICS**. (Adopted 10/23/11. Revised 10/23/16.)

Each accredited church of The Christian and Missionary Alliance shall adopt and be governed by the following Constitution.

## PREAMBLE TO THE CONSTITUTION

The New Testament teaches that the local church is the visible organized expression of the Body of Christ. The people of God are to live and serve in obedience to the Word of God and under the Lordship of Jesus Christ.

The Christian and Missionary Alliance operates on the presupposition that the congregation finds broader meaning and outreach in fulfilling its biblical responsibilities within the life and witness of the denomination.

This Constitution has three objectives:

1. Set out in general an outline for organization and administration for this church.
2. Define the relationship of this church to the district of which it is an integral part.
3. Relate this church to the denominational framework through which the worldwide work of The Christian and Missionary Alliance is carried out.

The Uniform Constitution for Accredited Churches has been framed and adopted by the General Council, the denomination's highest governing body. The accredited churches of The Christian and Missionary Alliance have participated in this process through their authorized delegates. This church can, in accordance with this Constitution and in a manner that is consistent with the Bylaws of The Christian and Missionary Alliance, formulate its bylaws so as to carry out its ministry appropriately and efficiently.

This church is an integral part of the district, national, and worldwide fellowship of The Christian and Missionary Alliance and is united in governance, fellowship, and service in order to promote unity of faith in the fullness of Jesus Christ as Savior, Sanctifier, Healer, and Coming King, and to facilitate the spread of the gospel at home and abroad under the guidance of the Holy Spirit.

## **Preamble to the Bylaws**

*The bylaws referenced herein constitute the Bylaws for The Christian and Missionary Alliance Church of Lancaster (Lancaster Alliance Church). These bylaws shall govern the nonprofit corporation or association through which the church legally operates and are considered bylaws to the above-mentioned constitution. As used herein, the term "church" shall refer to such legal entity.*

*The church is organized and shall be operated exclusively as a member church of The Christian and Missionary Alliance, a church denomination which operates legally as a Colorado nonprofit corporation (the "C&MA"). Accordingly, the church shall operate under the sole ecclesiastical authority of, and be subject to the usages, doctrines and teachings of, the C&MA as set forth in The Manual of The Christian and Missionary Alliance, as such Manual may be amended from time to time by the C&MA (the "Manual").*

## **ARTICLE I: NAME**

The official name under which this church is incorporated or organized is The Christian and Missionary Alliance Church of Lancaster.

### **Bylaws to Article I: Name**

*For advertising and general purposes, this church shall be known as Lancaster Alliance Church.*

## **ARTICLE II: RELATIONSHIP**

This church is connected with and subordinate to its parent religious organization, The Christian and Missionary Alliance, a Colorado nonprofit corporation. In consideration of the mutual benefits generated and derived from this relationship, and understanding that The Christian and Missionary Alliance is relying hereon in agreeing to initiate or continue such relationship, this church agrees to be subject to and abide by the terms and conditions of Article XVI hereof relating to the reversion of property of accredited churches.

## **ARTICLE III: MEMBERSHIP**

### **Section 1. Qualifications**

1. Confession of faith in Jesus Christ and evidence of regeneration.

2. Belief in God the Father, Son, and Holy Spirit; in the verbal inspiration of the Holy Scriptures as originally given; in the vicarious atonement of the Lord Jesus Christ; in the eternal salvation of all who believe in Him and the eternal punishment of all who reject Him.
3. Acceptance of the doctrines of the Lord Jesus Christ as Savior, Sanctifier, Healer, and Coming King.
4. Full sympathy with the mission and core values of The Christian and Missionary Alliance and cooperation by systematic support of its work.
5. Such other qualifications for membership as may be stated in the bylaws.

## **Section 2. Removal**

Persons may be removed from membership under one or more of the following circumstances:

1. Submission of a written letter of resignation to the elders of the church.
2. Failure to meet the qualifications of membership as stated above.
3. Disciplinary action taken under the Uniform Policy for Discipline, Restoration and Appeal of The Christian and Missionary Alliance.

An appeal of decisions made to remove a person from membership for reasons of qualification or a disciplinary action may be submitted to the district superintendent within 30 days of the action.

### ***Bylaws to Article III: Membership***

*We will promote membership in this local church. We believe that membership is a means of achieving a deep and long-term commitment among our worshippers to be fully involved in the life and ministries of the church. Every Christian is called to be fully committed - to obey and please God in all aspects of life. Membership is a mutual commitment between each member and the church, which adds spiritual value for all.*

*The church offers an orientation program, after which those desiring membership may apply. All applicants for membership are expected to attend this class, and will be received into membership upon the decision of the Church Leadership Team.*

*Children under the age of 12 years are not eligible for membership. Once members have reached the age of 16 years, they may vote on general church matters. On legal or property matters, only members who are 18 years and over may vote.*

## **Section 1: Categories of Membership**

- 1. Active Members.** *Active members will consist of those members who adhere to the conditions of membership stated in these bylaws and who regularly attend and support this church. Only active members may vote on church matters.*
- 2. Inactive Members.** *Members will be placed on the inactive members list when they move permanently from Lancaster County but have not transferred their membership to another church. Alternatively, if a member has absented himself from regular attendance for one year or more for any cause, other than temporary absence from Lancaster County or personal or dependent disability, he will be placed on the inactive members list.*

*Those persons who have been on the inactive member list for two years may be removed from the list after proper notification. An inactive member may be restored to the active members list by request to and approval of the Membership Committee.*

- 3. Honorary Members.** *Honorary membership consists of those members from this church who are serving the Lord in full-time vocational Christian service away from Lancaster County.*

*The Membership Committee will review the membership list at least annually and will send a letter to those persons who are placed on the inactive members list. The Membership Committee will grant Letters of Transfer for those moving to another church, upon request from the receiving church.*

## **Section 2: Church Discipline**

*The Uniform Policy for Discipline, Restoration, and Appeal of The Christian and Missionary Alliance will guide disciplinary actions (per Constitution Article III, Section 2). Accordingly, the purpose of church discipline is restoration; therefore, this church is committed to practicing redemptive action. Those who are members of this church must strive to live according to the teachings of the Word of God, which establish standards for life and conduct. Should a failure to live according to these standards occur, every effort will be made to resolve difficulties and misunderstandings. Any member or regular attendee who persists in sin or heresy will be subject to church discipline.*

*If discipline becomes necessary, the Scriptures will be followed in an attempt to bring restoration to the one who has morally and/or spiritually failed. Church discipline will be administered according to the guidelines of Matthew 18:15-20, looking to 1 Corinthians 5 and 2 Thessalonians 3 for clarification of the last step in Matthew 18 in accordance with our policy.*

*Members whose conduct or doctrine has become a reproach to the gospel, and who, after having been dealt with according to Scriptural discipline, remain firm in their contrary conduct or doctrine, will be removed from membership by the Membership Committee. Persons having thus forfeited their membership in this church may, on evidence of sincere repentance and satisfactory experience, be restored to membership on recommendation of the Committee.*

## **ARTICLE IV: ORDINANCES**

Baptism and the Lord's Supper are recognized as the two ordinances of the church.

Believers' baptism by immersion is taught and practiced as the scriptural mode. The pastor or other elders shall oversee baptism. They shall provide the instruction about baptism and shall administer the baptisms themselves or choose other spiritually respected people to do these ministries.

The Lord's Supper is administered regularly. The pastor or other elders shall oversee Communion. They shall provide the instruction about Communion and shall administer the Communion themselves or choose other spiritually respected people to do these ministries.

### ***Bylaws to Article IV: Ordinances***

*The pastor(s), with the elders, will oversee the ordinances and observances of this church by providing appropriate instruction and administering the ordinances themselves, or by choosing other spiritually respected persons to conduct these ministries.*

*In addition to the ordinances of baptism and the Lord's Supper, we practice prayer for and anointing of the sick with oil by the elders upon request, according to James 5:14. We also practice the dedication of children upon the request of the parent(s) or guardian(s).*

## **ARTICLE V: GOVERNMENT**

There shall be an annual meeting of the members of this church to be held at a time specified in the bylaws at which time the members shall receive reports of ministries, including audited reports of the treasurers, and shall elect church officers, elders, and members of the governance authority. Additional ministry positions shall be filled as specified in the local church bylaws. The governance authority, as specified in the local church bylaws, shall conduct the affairs of the church between annual meetings and shall be amenable to the membership and the district superintendent as constitutionally defined. Other meetings of the members may be called by proper notice to the membership as specified in the bylaws. On general church matters in which no legal questions are involved, it is understood that all members in good and regular standing who have reached the age of 16 years are entitled to vote, but in matters involving titles of property or legal procedure, the laws of the state determine the age at which members are eligible to vote.

### ***Bylaws to Article V: Government***

#### ***Section 1: Meetings of the Membership***

*Robert's Rules of Order shall guide the procedure for all meetings of the membership.*

*The annual meeting of the membership will be held in the month of October of each year, with notice of the meeting to be given at least two weeks prior to the scheduled date established by the Church Leadership Team. The purpose of the annual meeting will be to hear reports of the progress of the church, to conduct the election of the Church Leadership Team and other elected officers and leaders, to approve the annual budget, and to approve any real property decisions.*

*Special meetings of the membership may be called at any time by the Church Leadership Team or by written request of twenty-five percent (25%) of the active members, with notice of the meeting, including the purpose of the meeting, given at least three weeks prior to the scheduled date.*

*Quorum: Twenty-five percent (25%) of the active members of this church will constitute a quorum for any meeting of the membership.*

*Absentee Ballots: There is no provision for absentee ballots by members.*

## **Section 2: Annual Reports**

*Written annual reports to the membership shall be submitted by the following: Nominating Committee; all pastors; staff ministry directors and coordinators; administrator; treasurer; assistant treasurer; trustees; deacons; deaconesses; auditor/Audit Committee and others as directed by the lead pastor and/or Church Leadership Team. Such reports will cover the period of the fiscal year.*

## **Section 3: Fiscal Year**

*The fiscal year of the church shall be October 1st through September 30th.*

## **Section 4: Terms of Office**

*The term for each elected office and most appointed offices shall run concurrent with the calendar year(s). As such, terms would start on January 1st and end on December 31st of the appropriate year. An exception is made for elders, whose term of office is indefinite.*

## **Section 5: Commencement of Service**

*Newly elected officers whose terms have not officially begun are encouraged to attend the respective meetings of their groups between the annual meeting and the official start of their term on January 1st, and engage in discussions as non-voting participants. This may include preliminary planning of future appointments.*

# **ARTICLE VI: GOVERNANCE AUTHORITY**

## **Section 1. General**

Each local church shall structure its governance authority in accordance with the governing documents of The Christian and Missionary Alliance, the responsibilities of elders as defined in Article X, Section 1, the bylaws of the district, and the laws of the state in which the church is located. The members of the governance authority shall satisfy the scriptural standards for church leadership and shall be members of this church.

The senior pastor shall be chairman or, at his request, the governance authority shall elect an elder as chairman. An elder also shall be elected as vice chairman. Meetings shall be held for prayer and business, and abbreviated minutes shall be reported to the church as the church may decide. Special meetings may be called by the chairman or by written request of one-half of the governance authority membership. All officers, committees, and organizations except the Nominating Committee are amenable to the collective oversight of the elders.

## **Section 2. Removal**

In consultation with the district superintendent and the senior pastor, any officer or auxiliary official, except licensed pastoral staff, of this church, whether elected at the church annual meeting or appointed by the governance authority, or any individual member of the governance authority, may be removed by a two-thirds majority vote of the governance authority and the approval of the district superintendent if, in the judgment of the governance authority, the best interests of this church will be served thereby.

### ***Bylaws to Article VI: Governance Authority***

#### ***Section 1. Church Leadership Team***

***1.1 Definition:*** *The Head of this church is the Lord Jesus Christ. His will and guidance is to be faithfully sought by every leader and member in all matters. The human governance authority of this church is vested in the Church Leadership Team, which is composed of elected elders (voting) and elected church liaisons (non-voting). The Church Leadership Team is the final authority in all spiritual, material, and disciplinary matters of this church.*

*The Church Leadership Team oversees the administration of organizational issues like finances, policies and procedures, legal concerns and property matters.*

***1.2 Voting Members:*** *The Church Leadership Team will include nine voting members, the lead pastor, secretary, treasurer, and six additional elders. Of the six additional elders, two shall be elected each year at the annual meeting of the membership to serve three-year terms. An elder may serve two consecutive full terms on the Church Leadership Team but then must take at least a one-year sabbatical before being elected to another term.*

***1.3 Non-Voting Members:*** *Other than the lead pastor, all pastoral staff, the church administrator and the liaisons shall participate in the Church Leadership Team as non-voting members.*

*At the discretion of the lead pastor, the following would be periodically invited to attend meetings of the Church Leadership Team to advise and consult, and have a voice in discussions but without vote: chairman of the trustees; chairman of the deacons; and other leaders as necessary.*

**1.4 Liaisons:** *In an effort to achieve broad representation of the congregation, two at-large members shall be elected by the membership to serve as Church Leadership Team liaisons. Such liaisons must be members of this church and qualified according to the scriptural standards for church leadership. The term of office shall be two years, staggered to elect one annually. They will attend all meetings of the Church Leadership Team, to advise and consult, and have a voice in discussions but without vote. Such liaisons may be male or female. A liaison may serve one term on the Church Leadership Team but must then take at least one year off before being elected to another term.*

**1.5 Meetings:** *The lead pastor will serve as chairman of the Church Leadership Team, which shall meet monthly. A vice-chairman will be elected annually by the Church Leadership Team. Half of the voting members shall constitute a quorum. There is no provision for absentee ballots.*

**1.6 Responsibility:** *The Church Leadership Team is responsible for the following:*

- 1. To discern and implement God's present vision for the church, remaining sensitive to the creative leading of the Holy Spirit, and approve the ministry plan for the church.*
- 2. To approve any expenditures not in the annual budget, and recommend the annual budget for the church, through the Finance Committee, for adoption by the membership.*
- 3. To regularly review and evaluate the ministries of the church.*
- 4. To approve and implement policies and procedures not in conflict with these bylaws as are deemed necessary from time to time.*
- 5. To maintain the membership list and to oversee matters of church discipline (through the Membership Committee).*
- 6. To select and evaluate the pastoral and support staff of the church (through the Personnel Committee), or to ask for the resignation of any staff member. If such resignation involves a licensed pastoral staff member, it must be done in cooperation with the district superintendent.*
- 7. To appoint and certify lay delegates to General Council and District Conference and report such appointments to the proper authorities as needed.*
- 8. To represent the church in legal or civil matters, as official officers of the church.*

9. *To periodically review and update the bylaws, and insure the publication of the Constitution and Bylaws to maintain their availability to everyone.*
10. *To annually review all policies, procedures, statements, applications, job descriptions, and other such operating documents of the church.*

**1.7 Executive Session:** *In the event that certain sensitive and/or confidential matters are to be considered by the Church Leadership Team, the lead pastor or vice-chairman may call for an executive session. In such cases, he may, at his discretion, excuse from attendance any or all non-voting participants.*

**1.8 Special Committees:** *The Church Leadership Team shall establish the following special committees, which shall be chaired by an elder currently serving on the Church Leadership Team:*

**1.8.1 Cabinet**

*This committee shall consist of the chairman (lead pastor), vice-chairman, treasurer and secretary (all ex officio). It shall advise and assist the Church Leadership Team in the conduct of its business. It shall meet intermittently as needed at sessions called by the chairman or vice-chairman.*

**1.8.2 Membership Committee**

*This committee shall consist of the chairman and up to four elders. It has the responsibility to maintain the official membership list, to approve all applications for membership and provide letters of transfer upon request, and to deal with all matters of church discipline.*

**1.8.3 Personnel Committee**

*This committee shall consist of the chairman and up to four additional members, two elders and two non-elder church members. It has the responsibility to recommend and review staff policies, to review the performance evaluations of all staff members, the Church Leadership Team's evaluation of the lead pastor, and to recommend all matters relating to staff compensation and benefits in conjunction with the lead pastor.*

#### **1.8.4 Finance Committee**

*This committee shall consist of the chairman, the treasurer and assistant treasurer as ex officio members, and up to four additional church members. It has the responsibility to prepare the operating budget proposal each year, to recommend and review financial policies, and to ensure that proper accounting procedures are followed including the performance of an annual audit.*

**1.9 Vacancy:** *In the event a vacancy exists in any elected or appointed church office, the Church Leadership Team may appoint a person to fill the unexpired term. Such appointment will be effective through December 31<sup>st</sup> following the next annual meeting.*

## **ARTICLE VII: OFFICERS**

The officers shall be members of this church and shall satisfy the scriptural standards for church leadership. They shall consist of the following who, with the exception of the senior pastor, shall be elected at the annual meeting of the church: senior pastor, secretary, treasurer, assistant treasurer, and such other officers as may be designated in the church bylaws or in the state law.

#### ***Bylaws to Article VII: Officers***

*Officers of this church shall include all voting members of the Church Leadership Team (lead pastor; secretary, treasurer and six additional elders). These nine, plus the assistant treasurer, would constitute the ten official church officers.*

## **ARTICLE VIII: PASTORAL STAFF**

The governance authority shall not give consideration to any candidate for the pastoral staff without the approval of the district superintendent. Pastoral staff members shall be called by the governance authority and appointed by the district superintendent. The district superintendent shall suggest to the governance authority the names of such workers as in his judgment have proper qualifications for pastoral staff. Upon appointment by the district superintendent, a pastoral staff member and spouse become members of this church. Pastoral staff include all those whose position calls for licensing as an "official worker," as defined in the General Regulations in the Manual of The Christian and Missionary Alliance.

Any member of the pastoral staff may resign from this church by giving due notice of this intention to the district superintendent and the governance authority. The governance authority may, in conjunction with the district superintendent, ask for the resignation of any member of the pastoral staff. Before such action is taken, the governance authority and that member shall follow the guidelines as prescribed by the district superintendent. The district superintendent, with the approval of the District Executive Committee, shall have the authority to remove or transfer a member of the pastoral staff when the governance authority is in disagreement or whenever circumstances make such removal or transfer advisable.

### ***Bylaws to Article VIII: Pastoral Staff***

*Staff pastors will be called by the Church Leadership Team, upon recommendation of the lead pastor, and are amenable to the lead pastor. For each staff position, a ministry description will specify the ministry responsibilities and pertinent relationships. The term of office for a staff pastor will be indefinite, and may be terminated by either his request or that of the Church Leadership Team. Upon resignation, a staff pastor will immediately notify the lead pastor. All staff pastors must be licensed by The Christian and Missionary Alliance.*

## **ARTICLE IX: DUTIES OF CHURCH OFFICERS**

**Section 1. Senior Pastor.** The senior pastor shall have oversight of this church. He shall be chairman of the governance authority except as he may choose to proceed according to the provisions in Article VI. He shall preside at all regular or special meetings of the church membership. He is a member ex officio of all church committees and organizations. When the membership has no pastor, the chairman or vice chairman of the governance authority shall have oversight of the church in conjunction with the district superintendent. The senior pastor shall be the president of this church where such office is required by law.

**Section 2. Secretary.** The secretary shall keep the minutes of membership meetings and conduct the correspondence of this church as directed by the governance authority. The secretary shall attend and keep minutes of other meetings as specified in the local church bylaws.

**Section 3. Treasurer.** The treasurer shall receive all monies of this church and shall be responsible for the payment of all bills on the order of the governance authority as specified by the local church bylaws, keeping proper book records of all transactions, and filing canceled vouchers and receipts for payments made. The governance authority shall determine where funds of this church shall be kept. No offerings shall be solicited from the membership except upon approval of the governance authority.

**Section 4. Missionary Treasurer.** When required by local church bylaws, the missionary treasurer shall account for all missionary monies and oversee the forwarding of the same to the treasurer of The Christian and Missionary Alliance on or before the tenth of the following month.

**Section 5. Assistant Treasurer.** The assistant treasurer shall, with another person or persons appointed by the governance authority, be responsible to count all monies and keep a separate record of all receipts. The assistant treasurer may be empowered to issue receipts to the donors.

### **Bylaws to Article IX: Duties of Church Officers**

*Church officers must be members of this church and qualified according to the scriptural standards for church leadership. Other than the lead pastor, these officers will be elected at the annual meeting of the membership to serve a three-year term. Such officers may serve two consecutive terms, but then must take at least one year off before being elected to another term.*

#### **Section 1. Senior Pastor / Lead Pastor**

*The senior pastor of this church shall be referred to as the lead pastor. The lead pastor will provide directional leadership to the membership by equipping them with a vision for life and ministry anchored in God's Word, and leading them to grow in the knowledge of Jesus Christ through the teaching and preaching of God's Word.*

*The lead pastor will be the chairman of the Church Leadership Team, and will preside over all meetings of the membership, except in matters pertaining to his relationship to the church. The lead pastor will have oversight of the pastoral staff, including their personal and professional development.*

*The lead pastor's term of office will be indefinite, and may be terminated by either his request or that of the Church Leadership Team, in consultation with the district superintendent.*

#### **Section 2. Secretary**

*The secretary is an official officer of the church and serves as a voting member of the Church Leadership Team. He will serve as secretary to both the membership and the Church Leadership Team.*

*The secretary shall record, maintain, and report minutes of all meetings of each group. He shall report summary minutes of Church Leadership Team meetings to the membership, without compromising confidentiality. He shall be the custodian of all church records.*

### **Section 3. Treasurer**

*The treasurer is an official officer of the church and serves as a voting member of the Church Leadership Team. He shall administer the central treasury of the church and oversee its business and financial affairs. He shall maintain all appropriate financial records as legally required or as outlined in the Constitution and Bylaws.*

*The treasurer is authorized to sign checks or other negotiable instruments for the church and administer all accounts of the church. He has responsibility for and oversight of all monies of this church. An exception is the Deacons' Fund, which is administered and controlled by the deacons.*

*The treasurer will pay invoices as they become due, prepare a monthly report of church finances for the Church Leadership Team, and perform other functions appropriate to the office of treasurer. Between the start of the fiscal year (October 1) and the congregational approval of the budget (usually in October), the treasurer is authorized to make appropriate disbursements and conduct the business of the church at a level consistent with the prior fiscal year. The treasurer is expressly prohibited from counting offerings or controlling individual donor records.*

### **Section 4. Missionary Treasurer**

*The treasurer shall also serve as missionary treasurer.*

### **Section 5. Assistant Treasurer**

*The assistant treasurer is an official officer of the church. The assistant treasurer has responsibility to supervise the counting and weekly deposit of all monies received and to preserve confidential giving records and issue receipts to donors. The assistant treasurer is expressly prohibited from signing checks or otherwise authorizing any disbursement or use of church funds.*

### **Section 6. Administrator**

*The administrator will give administrative oversight to the ministry of the church. He/She will oversee the office staff, physical plant, information technology, financial processes and human resource matters, as well as assist the lead pastor with planning. Although not an official officer of the church, upon the approval of the lead pastor, the administrator is authorized to represent the church in negotiations and sign contracts for facility maintenance, information technology and capital improvements.*

## ARTICLE X: COMMITTEES AND ORGANIZATIONS

**Section 1. Elders.** The call of Christ the Chief Shepherd to men to serve as elders is both discerned and confirmed by the church membership. Elders shall therefore be male members of this church and shall be elected as specified in the church bylaws. The pastor and the other elders are the highest level of servant leadership in the church. As under shepherds, elders shall serve with the senior pastor to oversee both the temporal and spiritual affairs of the local church in order to accomplish Christ's mission. They shall constitute the Committee on Membership. They shall be the Committee on Discipline in accordance with the Uniform Policy on Discipline, Restoration, and Appeal of The Christian and Missionary Alliance. All officers, committees, and organizations except the Nominating Committee are amenable to the collective oversight of the elders through the governance authority.

**Section 2. Deacons.** The deacons shall be members of this church and shall be appointed or elected as specified in the local church bylaws. The deacons shall have charge of those ministries and charities of the church as specified in the bylaws, receive offerings for such purposes and dispense the same, and make monthly reports as directed. Where there are no deacons, the governance authority shall assume responsibility for their ministries until such are elected or appointed.

**Section 3. Deaconesses.** Deaconesses shall be members of this church and shall be appointed or elected as specified in the local church bylaws. The deaconesses shall have charge of those ministries as specified in the bylaws. Where there are no deaconesses, the governance authority shall assume responsibility for their ministries until such are elected or appointed.

**Section 4. Trustees.** The trustees shall be members of this church and may be appointed or elected as specified in the local church bylaws. Trustees shall have charge of those ministries and duties as specified in the bylaws, or the laws of the state in which the church is located. Where there are no trustees, the governance authority shall assume responsibility for those ministries and duties until such are elected or appointed.

**Section 5. Great Commission Women.** Local church Great Commission Women may be established. They shall be organized according to the Great Commission Women policies as contained in the *CM Handbook*.

## **Bylaws to Article X: Committees and Organizations**

### **Section 1: Elders**

**1.1 Definition:** *We believe that eldership reflects the combination of two New Testament terms, "presbyteroi" (elder) and "episkopoi" (overseer), the first denoting the **role** of eldership and the second the **function** of eldership. It is the biblically mandated responsibility of the elders to lead the church (Acts 15: 6, 22, Acts 20:28, 1 Peter 5:2), teach the church (Acts 16:4, Titus 1:9), and protect the church (Acts 20:28-31, Hebrews 13:17). The elders are to be regarded as representatives of God to the people in the ordering of church affairs.*

**1.2 Characteristics of an Elder:** *As a model of godliness for the membership, an elder shall demonstrate the characteristics outlined in I Timothy 3:1-7 and Titus 1:5-9. While elders sometimes have different functions, they will work in concert to serve the Lord in the spiritual leadership of this church and advance its ministries.*

**1.3 Role of an Elder:** *Elders, including the pastors, provide spiritual leadership to the congregation. The elders lead the congregation in glorifying God by making disciples who are growing in Christ, engaged in ministry and sharing their faith. Elders assure the church is becoming a multigenerational, Acts 1:8, Christ-centered community.*

**1.4 Function of an Elder:** *Elders shepherd the body by enfolding new people, developing people to maturity in their walk with God through smaller groups, mentoring and teaching, supporting those with critical ongoing needs and administering the operations and direction of the church.*

**1.5 Responsibilities of an Elder:** *Under the leadership of the lead pastor, the elders will:*

- 1. Provide spiritual leadership for the church.*
- 2. Oversee the administration of the ordinances.*
- 3. Welcome new people and assist in enfolding them into the church.*
- 4. Interview new membership applicants.*
- 5. Be attentive to the physical, emotional, and spiritual needs of the congregation; be available to pray with and for them, anoint the sick upon request, and to act redemptively in matters of church discipline.*

6. *Work to produce a strong sense of community in the church that is both edifying and truthful, functioning as stewards of the collective spiritual gifts of the people of this church so that provision is made for the body to function corporately to bring about its growth, health, and edification.*
7. *Create interest in evangelism and missions by personal example, maintaining an open heart and home to the unchurched.*
8. *Be faithful in the performance of their ministries, striving to guard the unity of the church.*

**1.6 Becoming an Elder:** *Any church member may recommend a potential elder to the Nominating Committee. The potential elder would then be interviewed by a representative group of elders. Upon confirmation of his calling and spiritual qualifications by an affirmative vote of 80% of the elders, they will inform the Nominating Committee of his approval. Elders are then elected at the annual meeting.*

**1.7 Term of Service:** *An elder will serve as long as he remains a faithful follower of Jesus Christ, continues to exhibit the characteristics of an elder, and remains a committed member of this church, or until he chooses to step down.*

**1.8 Organization:** *The elders shall elect from their number a chairman and a vice-chairman to give direction to the work of the elders in cooperation with the pastoral staff.*

**1.9 Meetings:** *The elders will meet regularly for prayer, equipping, ministry planning, and consideration of new qualified elder candidates.*

**1.10 Elder Emeritus:** *This is an honorary status bestowed at the discretion of the current elders on men who have faithfully served as an elder, but are no longer able to do so. Elders so designated will serve without a vote, but will retain a role in elder functions as they are able and have a voice in elder discussions, while not being assigned a specific portfolio of duties.*

## **Section 2: Deacons**

*Deacons must be members of this church and qualified according to the scriptural standards for church leadership. There shall be up to twelve deacons to serve two-year renewable terms. The Nominating Committee shall present up to six to be elected each year. The deacons will select their own chairman. The deacons are responsible for the benevolence ministries of this church and are solely in charge of receiving and disbursing funds from the Deacons' Fund.*

### **Section 3: Deaconesses**

*Deaconesses must be members of this church and qualified according to the scriptural standards for church leadership. The number of deaconesses will be at the discretion of the Church Leadership Team, which shall appoint deaconesses to serve one-year renewable terms. The deaconesses will select their own chairwoman. Deaconesses provide encouragement and edification to the body, and those in life transitions. They assist church leadership and coordinate communion, baptism, kitchen operations, meal ministries, and other ministries assigned.*

### **Section 4: Trustees**

*Trustees must be members of this church and qualified according to the scriptural standards for church leadership. There shall be up to twelve trustees to serve two-year renewable terms. The Nominating Committee shall present up to six to be elected each year. The trustees will select their own chairman. The trustees are responsible for the maintenance and development of the buildings and grounds of this church in conjunction with the administrative ministries staff.*

### **Section 5: Ministry Directors and Coordinators**

*Ministry directors and coordinators must be members of this church and qualified according to the scriptural standards for church leadership. With the exception of paid staff members, directors and coordinators of various ministries such as Women's Ministries, Men's Ministries, or Small Group Ministries will be appointed by the Church Leadership Team to serve one-year renewable terms.*

## **ARTICLE XI: MISSIONS MOBILIZATION**

The church shall participate in the worldwide missions and church planting ministries of The Christian and Missionary Alliance, and the support of the Great Commission Fund. The Governance Authority shall specify the means by which it purposes to mobilize members' involvement, including prayer, recruitment of men and women for vocational ministry both at home and abroad. A Missions Conference or congregation-wide event for missions mobilization shall be held each year.

## **ARTICLE XII: DISCIPLEMAKING MINISTRIES**

A major ministry of this church shall be making disciples of Jesus Christ. The discipling process includes evangelism, building up believers, equipping workers, and multiplying leaders, among adults, youth, and children. The Governance Authority shall specify how discipling is to be pursued. The purpose of discipling ministries is to bring people to a saving knowledge of Christ, teach biblical principles emphasizing missions and the centrality of Christ as Savior, Sanctifier, Healer, and Coming King, and equip people for evangelism and Christian service.

## **ARTICLE XIII: PROPERTY AND RECORDS**

**Section 1. Property.** This church may acquire, own, dispose of, improve, encumber, and convey property, real and personal, for church purposes, in conformity with the laws of the state where the property is situated.

Real property may be purchased, sold, conveyed, exchanged, mortgaged, or encumbered only by order of the membership through the governance authority in consultation with the district superintendent. In states where trustees are required, the order of the membership shall proceed through them.

**Section 2. Records.** The official records of all officers of the church and all its departments are the property of the church. In the event of the death or resignation of the incumbent or upon the election of his successor, the current records of the office shall be passed on to the newly elected officer. All records other than current shall be kept in a secure repository selected by the governance authority.

**Section 3. Audit.** All financial records shall be examined annually or at more frequent intervals on order of the governance authority. At least three persons, none of whom is a financial officer or a church staff member, shall be appointed by the governance authority to conduct the examination. They shall follow procedures set forth in the current edition of the Manual for Alliance Church Treasurers (and Pastors). The governance authority shall authorize actions to conform with additional audit standards that may be required by the jurisdiction in which the church is located.

### ***Bylaws to Article XIII: Property and Records***

#### ***Section 1: Property***

*Real property may be purchased, sold, conveyed, exchanged, mortgaged, or encumbered only by order of two-thirds of the votes cast at a meeting of the membership.*

## **Section 2: Expenditures**

*The annual budget will be prepared by the Finance Committee, approved by the Church Leadership Team at their September meeting, and approved by the membership at the annual meeting. Approval will be by simple majority vote. Any non-budgeted expenditures up to \$5,000 must be approved by the church treasurer and be reported to the Finance Committee. Any non-budgeted expenditures between \$5,000 and \$25,000 must be approved by the Finance Committee and the Church Leadership Team and reported to the membership. The Finance Committee, Church Leadership Team, and the membership must approve any non-budgeted expenditures in excess of \$25,000. This section does not apply to real property as covered in these Bylaws, Article XIII, Section 1 (above).*

## **ARTICLE XIV: NOMINATING COMMITTEE**

A Nominating Committee shall consist of the senior pastor, two members from the church membership, selected by, but not necessarily from the governance authority, and two elected from the church membership in a manner stipulated by the local church bylaws, at least one month prior to the annual meeting.

### **Bylaws to Article XIV: Nominating Committee**

*The Nominating Committee will consist of the lead pastor as chairman, three elders selected by the Church Leadership Team, and three members-at-large elected at the annual meeting. The term of service will be for three years, with one member-at-large and one elder added each year.*

*The Nominating Committee will work in consultation with the Church Leadership Team in the nomination of elders, secretary, and treasurer. It will collect input from the Church Leadership Team and the membership. The Nominating Committee will then recommend these individuals to the membership for confirmation. The election of these persons by the membership would be a vote to sustain the preliminary approval of the Church Leadership Team.*

*In addition, the Nominating Committee will nominate the assistant treasurer, Church Leadership Team liaisons, deacons, trustees, and at-large Nominating Committee members for election at the annual meeting.*

*The Church Leadership Team shall determine the number of elders, trustees and deacons to be nominated for election based on the needs of the congregation.*

## **ARTICLE XV: ELECTIONS**

In consideration of elections, the Nominating Committee shall present at least one name for each office to be filled. Other nominations may be made by the membership as stipulated in the church bylaws. The officers shall be elected by ballot at the annual meeting. Where only one name is presented, the ballot may be waived by unanimous vote.

### ***Bylaws to Article XV: Elections***

*Names of the nominees from the Nominating Committee will be published at least four weeks prior to the election. The Nominating Committee will nominate at least one person for each elective office as required.*

*Individual church members may suggest name(s) for elective office(s) to the Nominating Committee. In such cases, the following procedure will be followed:*

- 1. A written recommendation will be presented to the Nominating Committee at least four weeks before the annual meeting.*
- 2. Nominees will be processed in accordance with normal Nominating Committee procedures currently in effect.*
- 3. The Nominating Committee will report the results back to the person who made the nomination prior to the annual meeting.*
- 4. Nominees deemed qualified by the Nominating Committee will be presented as candidates and included on the official ballot(s).*

*The Nominating Committee shall prepare the ballot(s) for the vote of the membership. At the time of the election, a majority of the votes cast will determine election.*

## **ARTICLE XVI: REVERSION OF PROPERTY**

Recognizing the purpose of the members of this congregation to support both the doctrines and the mission of The Christian and Missionary Alliance through the contribution of their tithes, offerings, and special gifts, and to ensure that the future use of such assets and real property as this church may from time to time acquire shall not be diverted from this purpose, this church adopts the following property reversion clause.

**1. Property Reversion Events.** Any of the following shall constitute a “property reversion event:” (a) the decision or action of this church to disaffiliate or otherwise separate itself from The Christian and Missionary Alliance without the prior written approval of such decision or action by the District Executive Committee (or its equivalent) of the district in which this church is located, (b) the failure for any reason of this church to be subject to or abide by any of the purposes, usages, doctrines, or teachings of The Christian and Missionary Alliance, (c) the failure for any reason of this church to qualify as an “accredited church” of The Christian and Missionary Alliance (as such term is defined in the Bylaws of The Christian and Missionary Alliance), or (d) the termination of this church’s existence for any reason.

**2. Determination of a Property Reversion Event.** The determination of whether a property reversion event has occurred shall be considered and decided by the District Executive Committee (or its equivalent) of the district of The Christian and Missionary Alliance in which this church is located in accordance with procedures established from time to time by the Board of Directors of The Christian and Missionary Alliance. The decision of such District Executive Committee (or its equivalent) shall be final and binding on The Christian and Missionary Alliance, the district of The Christian and Missionary Alliance in which this church is located, and this church, and may not be challenged by any party in the absence of fraud, collusion, or arbitrariness. Should any party choose to challenge a decision based on fraud, collusion, or arbitrariness, such appeal shall only be made to the Board of Directors of The Christian and Missionary Alliance. In order to expedite review of such appeals, the Board of Directors may establish a Board of Directors committee of not less than five Board members for the purpose of handling such appeals. The decision of the Board of Directors or its committee shall be final and binding on all parties.

**3. Consequences of a Property Reversion Event.** Upon the occurrence of a property reversion event as determined in accordance with item 2 above, legal title to all real and personal property (tangible and intangible), appurtenances, fixtures, and effects of whatever type then owned, held, or used by this church, without regard to how or from whom acquired, shall, upon the demand of the district of The Christian and Missionary Alliance in which this church is located, revert to and become the property of such district of The Christian and Missionary Alliance. During the period of time between the occurrence of the property reversion event and the complete and final transfer of legal title to the district of The Christian and Missionary Alliance in which this church is located, this church shall hold such property in trust for such district to be used exclusively to further the purposes, usages, doctrines, and teachings of The Christian and Missionary Alliance.

**4. Waiver of Certain Property Reversion Events.** In the event of a property reversion event attributable to differences in doctrine between this church and The Christian and Missionary Alliance, the property reversion process set forth above may be waived upon the approval of (a) at least two-thirds of the members in good standing of this church, (b) the District Executive Committee (or its equivalent) of the district of The Christian and Missionary Alliance in which this church is located, and (c) Church Ministries of The Christian and Missionary Alliance.

**5. Exclusion of Certain Property.** Paragraph 3 above shall not apply to any real or personal property which (i) this church owned prior to its becoming an accredited church, and (ii) is expressly identified as property not subject to paragraph 3 above in a written agreement entered into in connection with such accreditation between this church and the district of The Christian and Missionary Alliance in which this church was located upon its accreditation. The exclusion of property pursuant to this paragraph 5, and the agreement described in the preceding sentence, shall (1) terminate ten (10) years after this church's accreditation, and (2) not apply to any church that was in developing status prior to its accreditation.

## **ARTICLE XVII: BYLAWS**

Church bylaws not in conflict with this Constitution, the provisions of the Bylaws of The Christian and Missionary Alliance, the bylaws of the district within which the church is located, or the laws of the state are required and will be adopted by a duly called meeting of the church. As a minimum, the church bylaws will include provisions for the composition and name of its governance authority that is in keeping with Article VI above. A copy of such bylaws shall be filed with the district superintendent.

### ***Bylaws to Article XVII: Bylaws***

*These bylaws may be changed or amended from time to time at the annual meeting of the membership, or at a special meeting of the membership called for that purpose, by a two-thirds majority of the votes cast.*

*The Church Leadership Team is authorized to make non-substantive modifications or clarifications to the bylaws without membership approval. Such changes might include: reorganization, renumbering or revisions made necessary because of punctuation, spelling, or other errors of grammar or expression. Such changes shall alter only the form of the bylaws, and not the substance, and will be reported to the membership at the annual meeting.*

## **ARTICLE XVIII: AMENDMENTS**

This Constitution may be amended only by the General Council of The Christian and Missionary Alliance in accordance with the provisions of Section 10.2 of the Amended and Restated Constitution and Bylaws of The Christian and Missionary Alliance as applied to the Uniform Constitution for Accredited Churches.

## **ARTICLE XIX: CONFORMANCE WITH APPLICABLE LAW**

In cases where any provision of this Constitution may not conform to state laws, the district concerned shall be authorized to make such adjustments as necessary in counsel with the vice president for Church Ministries of The Christian and Missionary Alliance so as to conform to such laws.