

GENERIC SAMPLES
of
CHURCH ARTICLES OF INCORPORATION
and BYLAWS

Sample One **page 2**

Articles and Bylaws

Sample Two **page 24**

Articles and Bylaws

Sample Three **page 38**

Constitution and Bylaws

Generic Bylaws..... **page 51**

Steps to Planting a Church

In Our Organization..... **page 69**

Sample One

Sample Church Bylaws

LEADERSHIP STRUCTURE.....	3
ARTICLE 1- NAME.....	4
ARTICLE 2- VISION.....	4
ARTICLE 3- OFFICES	4
ARTICLE 4- NON-PROFIT PURPOSES.....	4
ARTICLE 5- TENETS OF FAITH.....	5
ARTICLE 6- PEROGATIVES AND OVERSIGHT.....	6
ARTICLE 7- PASTORAL LEADERSHIP TEAM (BOARD OF DIRECTORS)	9
ARTICLE 8- COUNCIL OF OVERSEERS	11
ARTICLE 9- PARTNERS	12
ARTICLE 10- MEMBERS	13
ARTICLE 11- DEACONS	15
ARTICLE 12- LEAD PASTOR	16
ARTICLE 13- PASTORAL STAFF	18
ARTICLE 14- OFFICERS.....	19
ARTICLE 15- TRANSACTIONS OF THE CORPORATION.....	20
ARTICLE 16- ACQUISITION AND DISPOSITION OF PROPERTY.....	21
ARTICLE 17- BOOKS AND RECORDS	22
ARTICLE 18- SPECIAL PROCEDURES CONCERNING MEETINGS.....	22
ARTICLE 19-AMENDMENTS TO BYLAWS	20
ARTICLE 20- MISCELLANEOUS.....	20
ARTICLE 21- EMERGENCY POWERS AND BYLAWS.....	23
Appendix A- Tenets of Faith	

ARTICLES OF INCORPORATION

We, the undersigned, of full age, for the purpose of forming a religious, non-profit corporation under and pursuant to the provisions of Chapter 317A of the State Statutes Annotated, known as the State Nonprofit Corporation Act, and laws amendatory thereto, do hereby certify that at a regular meeting of the undersigned incorporators held on the 2 day of November, 2008, in Anytown, State, pursuant to the provisions of Chapter 317A, State Statutes Annotated, did associate ourselves as a body corporation and did adopt the following Articles of Incorporation:

ARTICLE 1 NAME

The Name of the corporation shall be SAMPLE CHURCH.

ARTICLE 2 VISION

Inspiring people to be who God created them to be. Helping them to find their place, develop their faith and live their potential.

ARTICLE 3 OFFICES

The Corporation shall maintain a principal office in the state of State. The location and post office address of the registered office of this corporation shall be Anytown, STATE.

ARTICLE 4 NON-PROFIT PURPOSES

Tax Exemption. This Corporation is organized exclusively for one or more of the purposes as specified in Section 501(c)(3) of the Internal Revenue Code of 1986 (hereinafter the "Code") pursuant to the provisions of Chapter 317A of the State Statutes Annotated, known as the State Nonprofit Corporation Act, and laws amendatory thereto, as enacted or hereinafter amended, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Code. There shall be no capital stock issued, and this corporation is not organized for profit, nor shall any person or member derive any benefit whatsoever, nor shall any pecuniary profit or benefit inure to the members of this corporation, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and

distributions in furtherance of the purposes as described in Article IV.

Notwithstanding any other provision of these articles, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of this corporation, or is not permitted to be carried on by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Specific Objectives and Purposes. The purpose of this corporation shall be to establish and maintain a church modeled after the early Biblical, Christian community as recorded in the book of Acts, for the advancement of the Gospel of Jesus Christ by all available means, both in local and foreign communities, and to provide Christian fellowship for those of like faith where Jesus Christ may be honored.

Dissolution. "Dissolution" means the complete disbanding of the Corporation so that it no longer functions as a corporate entity. Upon the dissolution of the Corporation, its property shall be applied and distributed as follows: (1) all liabilities and obligations of the Corporation shall be paid and discharged or adequate provision shall be made therefore; (2) pursuant to a plan adopted by the board of directors, assets shall be transferred or conveyed to one or more domestic or foreign corporation, society, or organization that qualify as exempt organizations under section 501(c)(3) of the Code and are engaged in activities substantially similar to those of the corporation.

ARTICLE 5 MEMBERSHIP

Any person who gives scriptural evidence of the saving faith in the Lord Jesus Christ, subscribes to the Statement of Beliefs as set forth in the attached Exhibit "A", and completes and adheres to the standards of the Membership Course, shall be eligible to be Members in this corporation.

ARTICLE 6 PERROGATIVES AND OVERSIGHT

Governance. Sample Church shall be a church that is pastor-led and subject to the apostolic authority of the Council of Overseers as described herein. The Pastoral Leadership Team of Sample Church shall act as the governing authority by providing spiritual guidance, setting its major policies, and exercising responsibility for its business and activities.

Officers. The officers of this corporation shall be the Lead Pastor and members of

the Pastoral Leadership Team, unless otherwise provided by the bylaws of this corporation. The terms of office shall be a period as designated by the bylaws.

Affiliation. While maintaining its inherent rights to sovereignty in the conduct of its own affairs as herein set forth, Sample Church voluntarily commits to enter into fellowship and partnership with like minded and charged organizations as it sees fit or is necessary to accomplish its mission. This corporation shall be in voluntary fellowship and affiliation with and a member of the State District Council of the Assemblies of God, with headquarters in City, State, and affiliated with and a member of The General Council of the Assemblies of God with headquarters in Springfield, Missouri. It shall have the right of representation at the meetings of The General Council and/or State District Council.

Autonomy. Sample Church is autonomous and maintains the right to govern itself and to conduct its own affairs, including without limitation, the calling of a Lead Pastor, the selection of leadership, and the implementation of its own ministries. Sample Church shall also have the right to purchase or acquire by gift, bequest or otherwise, either directly or as trustee, and to own, hold in trust, use, sell, convey, lease, or otherwise dispose of any real estate or property as may be necessary for the furtherance of its purposes, and to exercise all other powers conferred upon it by its state of State, other applicable laws of the State of State.

ARTICLE 7 TENETS OF FAITH

The Bible shall be the rule and guide of faith as set forth in the Statement of Beliefs. (See Exhibit "A")

ARTICLE 8 PASTORAL LEADERSHIP TEAM

The incorporators, which constitute the first Pastoral Advisory Team of this corporation, are:

President of the Corporation [Name]

X _____

Vice President, Secretary

X _____

ARTICLE 9 AMENDMENTS

Amendments to these Articles of Incorporation will be guided by the leadership of the Lead Pastor in cooperation with the Pastoral Leadership Team, at any regular or special business meeting. Upon consideration and completion of recommended changes, an amendment will be presented to the Council of Overseers for revision.

EXHIBIT A STATEMENT OF BELIEFS

Sample Church recognizes that it cannot, and does not desire to, bind the conscience of individuals in areas where Scripture is silent. Rather, each believer is to be led in those areas by God, to whom he or she alone is ultimately responsible. We believe the Statement of Beliefs to be an accurate summary of what Scripture teaches.

The Inspired Scriptures - The Scriptures, both Old and New Testaments, are the inspired and infallible revelation of God to man and the authority of faith and conduct. SCC accepts the Bible as the revealed will of God, as the all-sufficient rule of faith and standard for daily living. (2 Timothy 3:15-17; 1 Thessalonians 2:13, 2 Peter 1:21)

The One True God - The one true God has revealed Himself as the "I Am," the Creator and Redeemer of mankind. We believe God eternally exists in three persons called the Trinity which is comprised of God the Father, God the Son (Jesus) and God the Holy Spirit. (Isaiah 43:10,11; Genesis 1:1; Ephesians 4:5-6)

The Deity of Jesus - The Lord Jesus Christ is the eternal Son of God. The Scriptures declare His virgin birth, sinless life, miracles, death, resurrection, and ascension to the right hand of God. (Revelation 1:8; Hebrews 1:3)

The Fall of Man - Man was created good and upright; however, man voluntarily transgressed and fell, and thereby, is spiritually dead and away from God. (Genesis 1:26-27, 2:17, 3:6; Romans 5:12-19)

The Salvation of Man - Man's only hope is through the shed blood of Jesus Christ. Salvation is by faith through grace and demonstrated in repentance leading to a relationship with Jesus Christ. (John 3:3; Romans 12:13-15; Ephesians 2:8)

Ordinances of the Church – We believe that following faith in the Lord Jesus Christ, the new believer is commanded by the Word of God to be baptized in water by full immersion in the name of the Father, and the Son, and the Holy Spirit. We believe in a unique time of communion in the presence of God when the elements of bread and grape juice (the body and blood of Jesus Christ) are taken in remembrance of Jesus' sacrifice on the cross. (Mark 16:16; 1 Corinthians 11:23-26)

The Baptism of the Holy Spirit - Given at Pentecost, we believe the baptism in the

Holy Spirit is the promise of the Father available to all Christians. It was sent by Jesus after His Ascension to empower the Church to preach the gospel throughout the whole earth. In scripture the Baptism in the Holy Spirit is accompanied by speaking in tongues (unknown prayer language)(Acts 1:4-8; 2:1-4; John 14:15-17).

Sanctification - The act of separation from that which is evil and dedicating oneself to God and that which is good, upright, and morally pure. (Romans 12:1, 2; 1 Peter 1:16; Hebrews 12:14)

The Church and Its Mission - The Church is the representative of Jesus on earth and is to carry out the Great Commission. (Matthew 28:19; Luke 19:10) **The Ministry** - A divinely called and scripturally ordained minister has been provided by God to lead the church in evangelization, worship, building the body, and general leadership of the church. (Mark 16:15-20; John 4:23-24; Ephesians 4:11, 16)

Divine Healing - Is provided for today by the Scriptures and included in the atonement for our sins. (Isaiah 53:4-5; Matthew 8:16-17; James 5:14-16)

The Blessed Hope and Second Coming - The resurrection and rapture of all Christians dead and alive to meet Christ in the air is the Blessed Hope. The Second Coming of Christ includes the rapture and a return to earth by Christ with His saints for a thousand-year reign. (Romans 8:23; 1 Corinthians 15:51-52; Zechariah 14:5; Matthew 24:17, 30)

The Final Judgment - There will be a final judgment at which all men will be judged. (Matthew 25:46; Mark 9:43-48; Revelation 19:20)

The New Heaven and Earth - All of God's children will reign forever in a new heaven and a new earth. (2 Peter 3:13; Revelation 21, 22)

BYLAWS

These Bylaws govern the affairs of Sample Church (the "Corporation" or "Sample Church"), a not for profit corporation pursuant to the provisions of Chapter 317A of the State Statutes Annotated, known as the State Nonprofit Corporation Act.

PREAMBLE

These Bylaws are intended to provide a simple but adequate form to govern a local church, to advance strong covenantal relationships, and to assure that any issues that do arise will be quickly addressed and remedied through their application.

Accordingly, Sample Church, a State, non-profit corporation, by the solemn and

unanimous action of its Board of Directors, hereby adopts these Bylaws. The Board of Directors and members willingly submit to be governed by them so that Sample Church may effectively carry out the vision of the church. Furthermore, these Bylaws shall constitute and evidence the agreement by and among the Board of Directors, that its governance, business, and activities shall be conducted as provided in these Bylaws.

ARTICLE 1 PASTORAL LEADERSHIP TEAM (BOARD OF DIRECTORS)

1.01. Function. The Pastoral Leadership Team (who may also be known as the “Board of the Directors”) shall provide both spiritual guidance and shall manage the affairs of the Corporation.

1.02. Qualifications. The New Testament uses the term “elder” in every instance to describe the vocational office of a Pastor. The Scriptures also clearly state that elder and pastor are interchangeable terms and that the early church was pastor-led (elder-led). Therefore, the governing council of Sample Church consists of a Pastoral Leadership Team. In addition to the prerequisites of being a Deacon outlined in 5.02 and the expectations of Pastoral Staff outlined in Article 13. Members of the Pastoral Leadership Team shall be appointed by the Lead Pastor.

1.03 Duties. The duty of the Pastoral Leadership Team is to govern the flock, which shall include the following:

- (a) Direct all the affairs of the church to ensure that the mission is accomplished in a spirit of unity, including business decisions enacted upon the advice of the Council of Overseers.
- (b) Oversee the provision of the physical facilities needed by Sample Church, including the buying and selling of real estate and securing real estate leases.
- (c) Be responsible for any construction project (The actual coordination of a construction project may be delegated to a Building Team.)
- (d) Work in cooperation with the Council of Overseers as a Pastoral Search Team to assist in locating a new Lead Pastor

(e) Appoint Deacons. 1.04. Number and Term of Directors. The powers of the Corporation shall be exercised by or under the authority of the Pastoral Leadership Team, and the property, business and affairs of the Corporation shall be managed under the direction of the Pastoral Leadership Team. The total number of directors shall

not be less than three (3). Each director shall serve for a period of one (1) year and may serve successive terms. The Directors are to be automatic members of the corporation. Directors shall be natural persons.

1.05. Appointment of Directors. The Lead Pastor shall appoint persons whom he deems qualified to serve on the Board of Directors.

1.06. Vacancies. The Lead Pastor shall fill a vacancy occurring on the Pastoral Leadership Team. Vacancies reducing the number of Directors to less than three (3) shall be filled before the transaction of any other business. The Corporation's Pastoral Leadership Team shall be comprised solely of Staff Pastors. However, if it becomes such that a non Staff-Pastor must be appointed to fill a vacancy, which shall only occur if it is necessary to raise the number of directors to at least three, said replacement shall only serve as long as necessary before a suitable Staff- Pastor replacement can be located.

1.07. Limits of Authority: The Pastoral Leadership Team is responsible for all decisions for Sample Church. The Lead Pastor shall preside over all decisions as long as the issue at hand does not involve a conflict of interest for the Lead Pastor.

1.08. Meetings. The Lead Pastor shall preside over all meetings of the Pastoral Leadership Team. If it is not possible for the Lead Pastor to attend, then the Lead Pastor shall designate a chairman for the meeting. All decisions require a simple majority of those present. Any motions passed and recorded in a meeting without the Lead Pastor may not take effect without the consent of the Lead Pastor or until the following meeting if the Lead Pastor is present and the minutes of the previous meeting are approved. The Pastoral Leadership Team will meet once a year and may meet more at the discretion of the Lead Pastor. Notification must be made at least ten (10) days in advance of the meeting.

1.09. Action by Consent of Board Without Meeting. Any action required or permitted to be taken by the Pastoral Leadership Team may be taken without a meeting, and with the same force and effect as a unanimous vote of Directors, if all members of the Board consent in writing to the action. Such consent may be given individually or collectively.

1.10. Quorum. A majority of the number of Directors then in office shall constitute a quorum for the transaction of business at any meeting of the Pastoral Leadership Team. The Directors present at a duly called or held meeting at which a quorum is present may continue to transact business even if enough Directors leave the meeting so that less

than a quorum remains. However, no action may be approved without the vote of at least a majority of the number of Directors required to constitute a quorum. If a quorum is present at no time during a meeting, a majority of the Directors present may adjourn and reconvene the meeting one time without further notice.

1.11. Proxies. Voting by proxy is prohibited.

1.12. Compensation. Directors shall not receive salaries or compensation for their services as Board members.

1.13. Removal of Directors. The Pastoral Leadership Team may vote to remove a Director, other than the Lead Pastor, at any time, without good cause.

1.14. Removal of Lead Pastor. The Lead Pastor may only be removed for good cause upon unanimous consent of the Council of Overseers.

1.15 Participation of Spouses. Spouses of Pastoral Leadership Team members are encouraged to participate in all relevant meetings, activities, and functions, unless otherwise requested by the Lead Pastor due to the nature of the meeting, activity, or function.

ARTICLE 2 COUNCIL OF OVERSEERS

2.01. Function. The Council of Overseers serves for the purpose of supporting, encouraging, and providing accountability for the fulfillment of the church's vision. They shall vote on ratification of the following decisions:

(a) The selection of the Lead Pastor.

(b) The purchase or sale of any asset(s), real or personal, during a calendar year, in an amount that exceeds the lower of either 20% of the approved operating budget for the year or \$250,000.

(c) Amendments to these Bylaws.

(d) Altering terms of employment of employees during an interim period between Lead Pastors.

(e) Disaffiliation/Affiliation with an Affiliate Network.

(f) Termination and/or discipline of the Lead Pastor

(g) Approval of the annual budget.

(h) Compensation review, advising the Lead Pastor in staff compensations and setting the Lead Pastors Compensation.

2.02. Eligibility. The members of the Council of Overseers must be active Lead (Senior) Pastors of respected Congregations who know and love Sample Church and its Lead Pastor or be ministers known for apostolic wisdom and authority. They must agree to make themselves available at their own expense to serve Sample Church if requested by the Deacons, Lead Pastor or Pastoral Team and must be willing to provide spiritual protection to the church through prayer and by living an honorable Christian lifestyle.

2.03. Oversight by Council of Overseers. Upon informing the Lead Pastor of their intended action, Sample Church may seek advice and assistance from the Council of Overseers in dealing with or mediating issues within the church upon the request of any of the following: (a) The Lead Pastor; (b) At least two of the Pastoral Leadership Team; or (c) Unanimous request of the Deacons by signed petition.

2.04. Appointment and/or Removal. The Lead Pastor shall name the persons to serve as the Council of Overseers. The members of the Board of Directors shall affirm the appointments. This same body also has the sole authority to remove such Overseers designated with apostolic oversight for Sample Church. Not more than one Overseer may be removed per year. In the event an Overseer resigns or is removed, a replacement will be asked immediately by the Lead Pastor and affirmed at the next Pastoral Leadership Team meeting. If disciplinary action is being considered, changes in the Board of Overseers may not be made until its work is completed.

2.05. Compensation. The Council of Overseers shall not receive any compensation for their services on the Council but may be reimbursed for substantiated, out-of pocket expenses incurred while serving the church in their Advisory capacity.

2.06. Number. The number of Overseers shall not be fewer than three.

2.07. Meetings. The Lead Pastor shall preside over all meetings of the Council of Overseers. If it is not possible for the Lead Pastor to attend, then the Council of Overseers shall elect an acting chairperson for the meeting. All decisions require a simple majority of those present. The Overseers will meet once a year and may meet more at the discretion of the Lead Pastor. Meetings may be in person, via teleconference or web conference.

ARTICLE 3 PARTNERS

3.01. Partners. The words "Partner" is used in these Bylaws as terms solely reflecting the individuals who participate in the spiritual activities and ministries of Sample Church. The word "Partnership" referenced herein reflects only a spiritual unity and shall not be deemed to have any legal status under State Law.

ARTICLE 4 MEMBERS

4.01. Members. Members shall be all people who officially covenant together and agree, in writing to fulfill the vision of Sample Church. The word "Member" shall not be deemed to hold any ownership in Sample Church. Likewise, the word "Membership" referenced herein reflects only a spiritual unity and shall not be deemed to have any legal status under State law except what is provided therein 10.4.

4.02 Eligibility: Individuals at Sample Church may become Members in good standing if they satisfy the following criteria:

- (a) Be born again, giving evidence of a consistent Christian life in line with the moral principles of Scripture.
- (b) Complete and adhere to the standards of the Leadership/Membership Course, as administered by the leadership of the church at various opportunities in the calendar year.
- (c) Fully subscribe to the Statement of Beliefs as set forth in the Articles of Incorporation, Exhibit A.
- (d) Be at least eighteen years of age.
- (e) Regularly attend the weekly worship services.
- (f) Contribute to the financial support in the form of a tithe to Sample Church.

4.03 Appointment and Removal. Individuals who possess the above qualifications and desire to officially participate in the vision and mission of Sample Church as a Member shall attend all required classes and or meetings as determined by the Pastoral Lead Team, then present their names to the Pastoral Leadership Team for approval. Their names added to the Membership roster after they have met the requirements of Membership. Those approved for Membership by the Pastoral Leadership Team shall be encouraged to attend a primary service to be received into the church publicly.

The Pastoral Leadership Team shall have the right to remove any Member that fits into

the following criteria:

- a) A member's conduct and lifestyle is violating Biblical standards and the individual refuses correction.
- b) A member leaves the church as a result of relocation or other reason.
- c) A member requests to be removed.
- d) Six months pass without any record of contribution or attendance. In this case the Member is telling Sample Church that He is resigning his membership due to inactivity.
- (e) A member is not in harmony with the vision or leadership of Sample Church.

4.04 Advice and Confirmation. Members shall provide advice and give or withhold confirmation, as the case may be, with respect to proposals made by the Pastoral Leadership Team for matters that affect the spiritual health and mission of Sample Church. Regarding all major decisions of Sample Church, the Pastoral Leadership Team may seek non-binding advice from the Members in whatever format they deem necessary at the time; however the decision of the Pastoral Leadership Team on matters other than what is set forth in this section, shall be final and at its sole discretion.

(a) The purchase or sale of any real property, land or building during a calendar year, in an amount that exceeds \$1,000,000 must be confirmed by a 2/3rds majority of those members present at a duly called meeting.

4.05. Member Meetings. The Lead Pastor shall preside over and solely call all Member meetings.

(a) The Annual State of the Church Meeting shall be held in the first quarter of every year at such time and place, as the Pastoral Leadership Team shall decide, to present information pertaining to the business of the church. Due notice of said meeting shall be given for at least two (2) successive Sundays immediately preceding it, by church publication and by announcement.

(b) Special membership meetings may be called by the Senior Pastor in cooperation with the Pastoral Leadership Team. Due notice shall be given for two successive Sundays immediately preceding the meeting by church publication and announcement. Notice of said meetings shall state the purpose for such meeting.

(c) Membership meetings of the church shall be governed by acceptable procedures in keeping with the spirit of Christian love and fellowship.

(d) It is understood that all active Members should be able to voice any concern or seek additional information from the Lead Pastor or Pastoral Leadership Team prior to official meetings.

4.06. Voting and Quorum. A quorum shall consist of all Members in good standing that is present. No vote shall be taken at any Member meeting except as shall be authorized by the Pastoral Leadership Team. In order to be eligible to vote, a Member must be present to participate in discussions prior to a vote.

4.07. Establishing Initial Membership. For the purpose of adopting these bylaws provisional Membership shall be granted to the Pastoral Staff and the individuals who made up the original Sample Church Launch Team. Their Membership status will be confirmed upon completion of the membership course when offered by the Pastoral Leadership Team.

ARTICLE 5 DEACONS

5.01. Function. Deacons are a specialized group of Members who are appointed by the Pastoral Leadership Team to assist in the spiritual ministry of Sample Church. They are to be considered Servant Leaders and are selected to serve as Deacons due to their already proven value and ministry in the church. They are the spiritual lay backbone of Sample church.

5.02. Prerequisites for Deacons. Being a Member in good standing is a prerequisite for serving as a Deacon. Furthermore, in order to be eligible to serve in said roles, a Member must possess the following qualities:

- (a) Demonstrate the calling, character, competence, chemistry, and culture of leadership conducive to the Sample Church environment.
- (b) Support the Pastors and refrain from divisive attitudes and behavior.
- (c) Have wisdom, a good reputation, exemplary conduct, and self-control.
- (d) Be committed to a covenant relationship with his/her spouse if married.
- (e) Manage his own household wisely – being attentive to his/her own children, having their respect, and keeping them under control with true dignity.
- (f) Not given to excessive drinking of alcoholic beverages and abstain from all illegal drugs.
- (g) Abstain from all forms of extra-marital sensual behavior.

- (h) Not be a new convert.
- (i) Be a member for at least six months
- (j) Hold firmly to sound Scriptural doctrine so that he will be able to exhort and encourage others to good works and disprove those who speak against the Tenets of Faith of Sample Church.
- (k) Contribute in tithes and offerings to the mission of Sample Church.

5.03. Duties. The duties of the Deacons include the following:

- (a) Prayer and intercession for the Pastoral Leadership team and Sample Church.
- (b) Special Ministry projects as directed from the Pastoral Leadership Team.
- (c) Prayer and counseling of the church Partners and Members.
- (e) The Deacons can call on the Council of Overseers to review a moral or ethical problem involving the Lead Pastor that is documented by more than one witness. A signed request for intervention by all deacons must be sent to the Council of Overseers and a copy sent to the Lead Pastor.

5.06. Appointment and Removal of Deacons. The Pastoral Leadership Team appoints the individual/couple to be a Deacon. There are no term limits; their appointment lasts as long as they or the Lead Pastor so desires. The Pastoral Leadership Team may remove any Deacon at its sole discretion at any time unless otherwise specified herein.

5.07. Meetings. The Lead Pastor and Spouse shall call and preside over all Deacon meetings. The Deacons will meet at least once per year to hear the heart of the Lead Pastor. They may meet more often at the discretion of the Lead Pastor.

ARTICLE 6 LEAD PASTOR

6.01. Function. The Lead Pastor shall serve as the Spiritual Overseer of Sample Church, the President of the Corporation and the Chairman of the Board of Directors (Pastoral Leadership Team).

6.02. Duties. The Duties of the Lead Pastor include the following:

- (a) Spiritual Oversight: The Lead Pastor shall work cooperatively with the Council of Overseers, the Pastoral Leadership Team, Deacons, Members and Partners. The Lead Pastor shall establish and communicate the God-given vision and mission of the church. Oversee and coordinate the day-to-day ministry and Coordinate the day-to-day administration of the church. He is also in charge of selecting the members of the

Counsel of Overseers.

(b) Corporate Oversight: The Lead Pastor shall also serve as the Chief Executive Officer of the Corporation, Chairman of the Pastoral Leadership Team, and Chairman of Member Meetings, according to the Articles of Incorporation. He shall oversee all the ongoing activities related to the development, the implementation, and the maintenance of the spiritual and temporal mission and business of the church. He shall follow and adhere to the policies and procedures, both assumed and specifically outlined by these Bylaws herein, in compliance with federal, state, and municipal laws.

(c) The Lead Pastor shall preside over all meetings of the Pastoral Leadership Team who serve as the Board of Directors for the Corporation, assuring that all orders and resolutions of that team are fulfilled. The Lead Pastor shall also call the meetings for the Pastoral Leadership Team and determine the agenda for each meeting. He shall execute in the name of Sample Church all deeds, contracts, loans and other documents under the advice of the Treasurer and confirmation from the Pastoral Leadership Team. He shall also serve as an *ex-officio* member of the Deacons as well as all Ministry Teams, connection groups or any other group that meets within the body of Sample Church and shall have the general powers and duties of supervision and management usually vested in the executive office of any corporation.

(d) Budget and Expenditures: Since the Lead Pastor is primarily responsible for the spiritual life of Sample Church, he shall also have corporate authority to make expenditures, within the approved budget by the Pastoral Leadership Team and upon the advice of the Council of Overseers, ensuring that financial strength is directed toward the ministry directives of the Pastoral Leadership Team. The Lead Pastor, with the assistance of the Treasurer, shall be responsible for the preparation of an annual budget and its submission to the Pastoral Leadership Team, upon the approval of the Council of Overseers.

(e) Compensation: The Council of Overseers will serve as the Compensation Team for the function of the review of salary packages for all staff of the church, which is determined by the Lead Pastor or his designee. The Council of Overseers shall determine the Lead Pastor's salary.

6.03. Qualifications. The Lead Pastor must be an ordained minister in good standing. All other qualifications of the Lead Pastor will be determined by the Council of Overseers.

6.04. Appointment and/or Removal. In the event Lead Pastor is deceased while in office, incapacitated indefinitely, disciplined by the Council of Overseers, resigns, or if the position becomes vacant for any other reason, then the Council of Overseers shall work cooperatively with the remaining Pastoral Leadership Team members to locate a new Lead Pastor; Both bodies jointly functioning as one Pastoral Search Team. If the Lead Pastor resigns or is in good standing with the church and wishes to be a part of the pastoral search process he may do so as long as it is not deemed a conflict of

interest by the Council of Overseers. Given the latitude for leadership the Lead Pastor is given under these Bylaws and the leadership and ministry qualities needed by the Lead Pastor to empower the church, the process of selection of a new Lead Pastor shall be conducted in the most careful manner.

Once the team has determined its choice of Lead Pastor, they shall present their Appointment to Sample Church at a duly called meeting or Public service.

If a situation should arise where immoral or illegal conduct is committed, it shall be the duty of the Council of Overseers to take appropriate actions while seeking input from the Pastors Credentialing Network. In the event that the Council of Overseers finds the level of the offense to be of extreme nature, they will call for the resignation of the Lead Pastor.

6.05. Transition between Lead Pastors. To ensure the unity of the church by a smooth transition between Lead Pastor appointments, the following procedures shall be followed:

(a) Governance During the Interim: At their discretion, the Pastoral Leadership Team, under the counsel of the Council of Overseers, may select an Interim Lead Pastor from outside or inside the Pastoral Leadership Team to fulfill the basic duties of the Lead Pastor until a new Lead Pastor is selected.

(b) Function and Limits of an Interim Lead Pastor: The Interim Lead Pastor shall not alter the philosophy of Sample Church to reflect his own personal views. The Interim Lead Pastor shall cover the primary preaching schedule, discharge the basic pastoral care duties, and ensure that the ministries of Sample Church continue to function. The Interim Lead Pastor shall not possess any other corporate powers granted to the Lead Pastor by these Bylaws. In the event that an Interim Lead Pastor is secured from outside Sample Church, he shall be remunerated for his service at a fair salary mutually agreed upon by the Interim Lead Pastor and the Pastoral Leadership Team under the counsel of the Treasurer and the Council of Overseers.

(c) Administration during the Interim Period: During the interim period between Lead Pastor appointments, members of the Pastoral Leadership Team are to continue in their positions. Should leadership or financial problems arise, the Interim Lead Pastor shall have the authority to alter the duties, roles, and/or terms of employment of all employees and the terms of service for all volunteer leadership positions, including dismissal if necessary, upon the ratification of the Council of Overseers. Any employees serving under a previous Lead Pastor shall tender their resignations to the new Lead Pastor immediately upon his appointment. The new Lead Pastor shall have up to six months to accept or reject said resignations. When the new Lead Pastor is in place, he

has full authority to select his staff, replacing existing staff members if he should so choose.

ARTICLE 7 PASTORAL STAFF

7.01. Function. A Staff Pastor includes a staff member that is assigned a ministerial responsibility by the Senior Pastor.

7.02. Qualifications. A Staff Pastor must meet the qualifications of a Deacon as described in 5.02 and must be a credentialed minister in good standing. All additional qualifications will be determined by the Lead Pastor.

7.03. Responsibilities. The responsibilities and duties shall be assigned by the Lead Pastor.

7.04. Appointment/Dismissal. Staff Pastors shall be appointed or dismissed by the Lead Pastor with the consideration of the Pastoral Leadership Team and/or the Counsel of Overseers.

ARTICLE 8 OFFICERS

8.01. Officer Positions. The officers of the Corporation shall be a President, a Secretary/Treasurer, and a Vice President. The Pastoral Leadership Team may create additional officer positions, define the authority and duties of each such position, and elect or appoint persons to fill the positions. Any two or more offices may be held by the same person, except the offices of President and Secretary.

8.02. Election and Term of Office. The officers of the Corporation shall be appointed by the Lead Pastor and confirmed by the Pastoral Leadership Team. Each officer shall hold office until a successor is duly selected and appointed.

8.03. Removal. Any officer, other than the President, may be removed by the Lead Pastor with the confirmation of the Council of Overseers.

8.04. Removal of the President. The President who is the Lead Pastor may only be removed for good cause upon unanimous consent of the Council of Overseers.

8.05. Resignation. Any officer may resign at any time by giving written notice to the Board of Directors, the President, or the Secretary. Such resignation shall take effect at the time specified in the notice. The acceptance of such resignation shall not be necessary to make it effective.

8.06. President. The President shall be the chief executive officer of the Corporation. The President shall supervise and control all of the business and affairs of the Corporation and may execute any deeds, mortgages, bonds, contracts, or other instruments that the Pastoral Leadership Team authorizes to be executed. The President shall provide spiritual leadership to the Corporation. The President shall perform other duties prescribed by the Pastoral Leadership Team and all duties incident to the office of President.

8.07. Vice-President. When the President is absent, is unable to act, or refuses to act, the Vice President shall perform his or her duties. When the Vice President acts in place of the President, he or she shall have all the powers of and be subject to all the restrictions upon the President. The Vice President shall perform other duties as assigned by the President and be present at all Council of Overseer Meetings.

8.08. Secretary/Treasurer. The secretary/treasurer should be an officer of the corporation on the Pastoral Leadership Team. As Secretary, the Secretary/Treasurer shall act as clerk and record (or have recorded) all votes and the minutes of all proceedings in a book to be kept for that purpose. He shall oversee the keeping of the membership rolls of the corporations, and in general perform the duties usually incident to the office of secretary. He shall also oversee such further duties as shall be prescribed from time to time by the Pastoral Leadership Team or by the President.

Treasurer's role over Accounting. As Treasurer, the secretary / treasurer shall oversee the keeping of full and accurate accounts of the receipts and disbursements in books belonging to the Corporation, and shall oversee the deposit of all monies and other valuable effects in the name and to the credit of the corporation in such banks and depositories as may be designated by the president. He will assist the President in the creation of the annual budget by providing the necessary information to create such a budget. He does not determine expenditures, but he shall oversee the disbursement of the funds of the corporation as may be ordered by the Pastoral leadership Team or the president. He shall perform the duties usually incident to the office of Treasurer and such other duties as may be prescribed from time to time by the Pastoral Leadership Team or by the president.

ARTICLE 9 TRANSACTIONS OF THE CORPORATION

9.01. Contracts. The Pastoral Leadership Team may authorize any officer or agent of the Corporation to enter into a contract or execute and deliver any instrument in the name of and on behalf of the Corporation. This authority may be limited to a specific contract or instrument or it may extend to any number and type of possible contracts and instruments.

9.02. Deposits. All funds of the Corporation shall be deposited to the credit of the Corporation in banks, trust companies, or other depositories that the Pastoral Leadership Team selects.

9.03. Gifts. The Pastoral Leadership Team may accept any contribution, gift, bequest, or devise for the general purposes or for any special purpose of the Corporation.

9.04. Loans and Related Parties. The Corporation shall not make any loan to a Director or officer of the Corporation.

9.06. Prohibited Acts. As long as the Corporation is in existence, and except with the prior approval of the Board of Directors, no Director, officer, or committee member of the Corporation shall:

- (a) Do any act in violation of the Bylaws or a binding obligation of the Corporation.
- (b) Do any act with the intention of harming the Corporation or any of its operations.
- (c) Do any act that would make it impossible or unnecessarily difficult to carry on the intended or ordinary business of the Corporation.
- (d) Receive an improper personal benefit from the operation of the Corporation.
- (e) Use the assets of this Corporation, directly or indirectly, for any purpose other than carrying on the business of this Corporation.
- (f) Wrongfully transfer or dispose of property of the Corporation, including intangible property such as good will.
- (g) Use the name of the Corporation (or any substantially similar name) or any trademark or trade name adopted by the Corporation, except on behalf of the Corporation in the ordinary course of the Corporation's business.
- (h) Disclose any of the Corporation's business practices, trade secrets, or any other information not generally known to the business community to any person not authorized to receive it.

ARTICLE 10 ACQUISITION AND DISPOSITION OF PROPERTY

10.01. Authority. No asset, real estate or otherwise, valued in excess of 20% of the current approved operating budget, or \$250,000, whichever amount is lower, shall be purchased by Sample Church, nor shall a contract to sell said major Sample Church assets be entered into, unless the same shall be first approved by the Pastoral Leadership Team and confirmed by the Council of Overseers. Furthermore, the Pastoral

Leadership Team, upon the advice of the Council of Overseers, have the authority to unilaterally accept major assets, including real property, valued in excess of the current approved operating budget if it is partially or entirely being donated, provided that it has clear title and that any funding used to augment the donation does not exceed available funding.

10.02. Documentation. Title to all real property acquired by Sample Church shall be deeded to Sample Church and held in its name. The Lead Pastor and/or the Treasurer shall certify all documents relating to the purchase, sale, or lease of real property, and that the same has been duly authorized in accordance with these Bylaws.

10.03. Property Status upon Division. In the event the Partners of Sample Church become divided over irreconcilable differences, all property of Sample Church shall remain with those Members, whatever their number, whom the Council of Overseers and Pastoral Leadership Team side with. The Council of Overseers shall be allowed to address the situation after due investigation, the Council of Overseers shall make a binding determination as to which Members are adhering to the Tenets of Faith and in agreement with the Pastoral leadership team, the same shall be deemed authorized to continue as Members under these Bylaws. The remaining Members shall then have their membership revoked.

10.04. Property and Asset Status upon Disaffiliation. Sample Church shall not disaffiliate with the Affiliated Network without a decision of the Pastoral Leadership Team and a confirmation by the Council of Overseers. Such proposal shall include a statement of the reasons for the proposed change in affiliation and be kept on file in the official minutes for access to any Member who desires to read it. Upon disaffiliation from an Affiliate Network, property owned by Sample Church shall remain the property of Sample Church.

ARTICLE 11 BOOKS AND RECORDS

11.01. Required Books and Records. The Corporation shall keep correct and complete books and records of account. The Corporation's books and records shall include:

- (a) A file-endorsed copy of all documents filed with the State Secretary of State.
- (b) A copy of the Bylaws, and any amendments to the same.
- (c) Minutes of the proceedings of the Board of Directors, and of any committees having the authority of the Board of Directors.

(d) A list of the names and addresses of the Directors, Members and Officers of the Corporation.

(e) A balance sheet for the three (3) most recent fiscal years.

(f) An income statement for the three (3) most recent fiscal years.

(g) All rulings, letters, and other documents relating to the Corporation's federal, state, and local tax status.

ARTICLE 12 SPECIAL PROCEDURES CONCERNING MEETINGS

12.01. Meeting by Electronic Means. The Board of Directors, and any committee of the Corporation, may hold a meeting by telephone conference call or other electronic means in which all persons participating in the meeting can hear each other.

ARTICLE 13 AMENDMENTS TO BYLAWS

13.01. Amendments. The Bylaws may be altered, amended, or repealed, and new Bylaws may be adopted by the Pastoral Leadership Team upon confirmation of the Council of Overseers. The notice of any meeting at which the Bylaws are altered, amended, or repealed, or at which new Bylaws are adopted shall include the text of the proposed Bylaw Sections as well as the text of any existing sections proposed to be altered, amended, or repealed or a fair summary of those sections.

ARTICLE 14 MISCELLANEOUS

14.01. Legal Authorities Governing Construction of Bylaws. The Bylaws shall be construed in accordance with the laws of the state of State. All references in the Bylaws to statutes, regulations, or other sources of legal authority shall refer to the authorities cited, or their successors, as they may be amended from time to time.

14.02. Legal Construction. If any section of the Bylaws is held to be invalid, illegal, or unenforceable in any respect, the invalidity, illegality, or unenforceability shall not affect any other section and the Bylaws shall be construed as if the invalid, illegal, or unenforceable section had not been included in the Bylaws.

14.03. Dispute Resolution. Any controversy, claim, or dispute arising from or related to these Bylaws shall be settled by mediation and, if mediation is unsuccessful, by legally binding Christian arbitration. Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy, claim, or dispute arising out of these Bylaws and they expressly waive their rights to file a lawsuit in any civil court against one

another for such controversies, claims or disputes, except to enforce an arbitration decision.

14.04. Gender. Wherever the context requires, all words in the Bylaws in the male gender shall be deemed to include the female or neuter gender, all words in the female gender shall be deemed to include the male or neuter gender, all singular words shall include the plural, and all plural words shall include the singular.

ARTICLE 15 EMERGENCY POWERS AND BYLAWS

An “emergency” exists for the purposes of this section if a quorum of the directors cannot readily be obtained because of some catastrophic event. In the event of an emergency, the Pastoral Leadership Team may: (a) modify lines of succession to accommodate the incapacity of any director, officer, employee or agent; and (b) relocate the principal office, designate alternative principal offices or regional offices, or authorize officers to do so. During an emergency, notice of a meeting of the Pastoral Leadership Team only needs to be given to those directors whom it is practicable in any manner including by publication or radio. One or more officers of the Corporation present at a meeting of the Pastoral Leadership Team may be deemed directors for the meeting, in order of rank and within the same rank and order of seniority, as necessary to achieve a quorum. Corporate action taken in good faith during an emergency binds a corporation and may not be the basis for imposing liability on any director, officer, employee or agent of the Corporation on the ground that the action was not authorized. The Pastoral Leadership Team may also adopt emergency bylaws, subject to amendments or repeal by the full Board of Directors, which may include provisions necessary for managing the corporation during an emergency including; (a) procedures for calling a meeting of the Board of Directors; (b) quorum requirements for the meeting; and (c) designation of additional or substitute directors. The emergency bylaws shall remain in effect during the emergency and shall be revoked after the Pastoral Leadership Team has deemed that the emergency has ended.

CERTIFICATE OF SECRETARY

I certify that I am the duly elected and acting Secretary of SAMPLE CHURCH and that the foregoing bylaws constitute the Bylaws of the Corporation. The Bylaws were duly adopted at a meeting of the Pastoral Leadership Team held on November 2, 2008.

Sample Two
ANY MINISTRY NETWORK
RECOMMENDED BYLAWS
for
Sovereign Churches – Abridged Version

TABLE OF CONTENTS

TABLE OF CONTENTS..	1
PREAMBLE..	2
ARTICLE I. NAME..	2
ARTICLE II. PURPOSE AND PREROGATIVES..	2
ARTICLE III. AFFILIATION AND RELATIONSHIP..	3
ARTICLE IV. PRINCIPLES FOR FELLOWSHIP..	4
ARTICLE V. TENETS OF FAITH..	4
ARTICLE VI. MEETINGS..	4
Section 1. Order of Business:	4
Section 2. Membership Meetings:	4
Section 3. Board of Directors.	5
ARTICLE VII. MEMBERSHIP..	5
Section 1. Partners (Voting Members)	6
Section 2. Voting Rights.	6
Section 3. Non-Voting Partners.	6
Section 4. Honorary Partners/Non-Active Partners.	7
Section 5. Review of Partnership Roster	7
Section 6. Transfer of Partnership/Membership.	7
Section 7. Inactive Status/Loss of Partnership.	7
ARTICLE VIII. CORPORATE MANAGEMENT.	8
Section 1. Leadership Team...	8
Section 2. Board of Directors.	8
Section 3. Officers.	10
Section 4. The President/Lead Pastor	10
Section 5. Ministerial Staff/Associates (Pastors):	12
Section 6. The Vice President	13
Section 7. The Corporate Secretary.	13
Section 8. The Treasurer:	13
ARTICLE IX. DEPARTMENTS, TEAMS, AND COMMITTEES..	14
ARTICLE X. COMPENSATION/REMUNERATION..	14
ARTICLE XI. PROPERTY AND CONTRACTS..	14
ARTICLE XII. DISSOLUTION..	15

ARTICLE XIII. RECORDS.. 15
Article XIV: INDEMNIFICATION.. 15
ARTICLE XV. AMENDMENTS.. 16

BYLAWS FOR

_____ Church

PREAMBLE

NOTE: This Preamble can be used as is, or edited according to your own local church interests. It may or make reference to your own beginnings as a church, mission statement, or core values.

For the purpose of establishing and maintaining a place for the worship of Almighty God, our Heavenly Father; to provide for Christian fellowship for those of like precious faith where the Holy Spirit may be honored according to our distinctive testimony; to assume our share of responsibility and the privilege of propagating the gospel of Jesus Christ by all available means, both at home and in foreign lands; we, whose names appear on the membership roster under the above date, do hereby recognize ourselves as a sovereign church of God as defined in Article VII of the Bylaws of The Any Ministry Network of the Assemblies of God, and declare that we hereby adopt the following articles of church order and submit ourselves to be governed by them.

ARTICLE I. NAME

The name of this corporation (hereinafter referred to as “church,” “this church” or “the church”) is _____, of the City of _____, County of _____, State of _____.

ARTICLE II. PURPOSE AND PREROGATIVES

The purpose of this church shall be to:

- a. Encourage and promote the evangelization of the world.
- b. Establish and maintain the worship of God.
- c. Provide a basis of fellowship among fellow believers.
- d. Encourage and promote the spiritual growth and discipleship of believers.
- e. To respond to human need with ministries of service and compassion.
- f. Own, hold in trust, use, sell, convey, mortgage, lease, or otherwise acquire or dispose of

such property (real or chattel) as may be needed for accomplishing the mission of the church.

ARTICLE III. AFFILIATION AND RELATIONSHIP

This church recognizes that it is a sovereign member church of The Any Ministry Network, herein after referred to as AMN, with headquarters at Any City, Any State, and agrees as a condition of membership to abide by the Constitution and/or Bylaws of the AMN. This church further declares itself to be in full cooperative fellowship with all other churches that are affiliated with the Any Ministry Network and to share in the privileges and assume the responsibilities enjoined by this relationship.

In furtherance of the above relationship, this church agrees to:

1. Cooperate by every possible means in the extension of God's work and Kingdom throughout the world.
2. Support the missions program agreed upon by the Any Ministry Network.
3. Participate in Any Ministry Network sessions via duly-chosen delegates.
4. Share in support of the Any Ministry Network.
5. Recognize that designated officials of the Any Ministry Network Council shall have the right to be present at any Board of Directors or membership meeting of this church for whatever reason or purpose.
6. Invite the counsel of the Any Ministry Network officers in the event of church difficulty or when changing pastors.
7. Recognize that any serious dispute between the Pastor and the church shall be submitted to binding arbitration before a designated panel of The Any Ministry Network in lieu of seeking redress in the civil courts of this state or elsewhere.
8. Recognize that the Any Ministry Network Council shall have the right and authority to: (a) approve scriptural doctrine and conduct, (b) disapprove unscriptural doctrine and conduct, as stated in the Any Ministry Network Bylaws; and (c) withdraw its certificate of membership if deemed necessary.
9. Submit any serious dispute between members to binding arbitration before a designated panel from this church chosen by the Board of Directors in lieu of seeking redress in the civil courts of this state or elsewhere.

ARTICLE IV. PRINCIPLES FOR FELLOWSHIP

This church shall as nearly as possible represent the body of Christ as described in the New Testament, recognizing the principles inherent in that body as also inherent in this fellowship, particularly the principles of unity, fellowship, cooperation, and equality.

ARTICLE V. TENETS OF FAITH

This church accepts the Bible as our all-sufficient rule for faith and practice. This church adopts as its tenets of faith the statement of faith of the Any Ministry Network.

ARTICLE VI. MEETINGS

Section 1. Order of Business:

In order to expedite the work of the church business meetings and the Official Board meetings and to avoid confusion in deliberations, all meetings shall be governed by the accepted rules of parliamentary procedure in keeping with the spirit of Christian love and fellowship under the guidance of the Holy Spirit. The parliamentary authority shall be *Robert's Rules of Order, (any current edition)*, and it shall apply when it is not inconsistent with the Bylaws or any special rules of order that this church may adopt in the future.

Section 2. Membership Meetings:

NOTE: *State non-profit corp law requires an annual membership meeting. It is recommended that you keep this section as is, although the date is flexible.*

a. Annual: The annual meeting of the members (partners) of this corporation shall be held no later than the 15th day of March, in each year. Notice of said meeting shall be provided in printed or electronic format and made available to the partners not less than ten (10) nor more than fifty (50) days before the date of said annual meeting.

b. Special: Special meetings of the partners of this corporation may be called from time to time at the discretion of the Pastor, the Board of Directors, or by petition listing twenty percent (20%) of the active partnership of this church. Notice of all special meetings shall be given by the Secretary (officer on the Board of Directors) and shall state the purpose or purposes for which the meeting is to be called. Notice of said meeting shall be provided in printed or electronic format and made available to the partners not less than ten (10) nor more than fifty (50) days before the date of said business meeting. No other business shall be considered at any special meeting other than that described in said notice.

NOTE: Notice of all special meetings shall also be given in writing to the Any Ministry Network. When feasible, a Any Ministry Network official or executive officer shall also chair any meeting called by petition of the members as stated above.

c. Voting Rights: Each partner member shall be entitled to one vote. Voting by proxy or absentee ballot shall not be allowed. Partners shall vote on matters listed in Article VII., Section 2.

d. Quorum: The partners present at any duly called business meeting shall constitute a quorum.

e. Adoption: The vote of a majority of those votes entitled to be cast by the partners present shall be necessary for adoption of any matter voted upon by the members unless a greater

proportion is required by laws, the Articles of Incorporation, or the Bylaws.

Section 3. Board of Directors

***NOTE:** It is required by state non-profit corp law that you have a single, specified board of directors listing duties and responsibilities, and how they are selected, etc. We recommend that you do not list other boards or advisory groups within this document. You may call your board of directors what you wish: elders, deacons, directors, or board members—all interchangeable terms, dependent upon your own church model and structure. Please contact the Secretary/Treasurer if you have questions about roles or names regarding this section.*

- a. Regular: The Official Board of this corporation shall hold regular monthly board meetings and such special meetings as they shall deem necessary for the competent management of the affairs of the corporation.
- b. Special: Special meetings may be called as needed by the lead pastor or a majority of the directors, providing at least one day's notice to all directors. This period may be shortened by mutual consent. Meetings may be conducted in person or by conference call, within the parameters of _____ State non-profit corporate law. Neither the business to be transacted at, nor the purpose of, any regular meeting need be specified.
- c. Quorum: One-half of the members of the Official Board shall constitute a quorum.
- d. Notice and Consent: The Board of Directors shall not meet without notification to the lead pastor and with his/her consent. The lead pastor shall preside at all meetings unless he/she appoints someone to act on his/her behalf.
- e. Nomenclature: The Board of Directors shall be referred to as the official board, and individual members as directors, board members, or elders at _____ church.

ARTICLE VII. MEMBERSHIP

Membership in this church shall be open 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 Bylaws as herein set forth. Members shall be called partners and agree to a partnership relationship through volunteer service and financial support of the church.

Section 1. Partners (Voting Members)

All persons who qualify for membership as noted above and whose names appeared on the original Membership Roll of the church at the time that it was first organized, together with those names that have been added, shall constitute the legal voting membership of the church, providing they are eighteen (18) years of age or over, who are living consistent Christian lives, who are in agreement with our statement of faith, and who regularly attend and financially support the church. **Note:** All pastoral staff automatically receive voting member status.

Section 2. Voting Rights

Partners (voting members) of _____ Church shall have the right to vote on the following matters:

- a. Real Property Transactions: Partners shall vote on any real property transaction with a purchase or sale price over \$750,000. Upon receiving approval of the transaction via a majority vote of the voting members/partners present at any regular or special called business meeting, the officers of the corporation shall be legally empowered to complete the purchase and or sale.
- b. Election of Lead Pastor: The partners/voting members shall be empowered to vote on the selected lead pastor candidate as specified within these bylaws.
- c. Amendments to These Bylaws: The partners/voting members of this church shall vote on any amendments to these bylaws, with a 60% affirmative majority vote required to approve the amendment(s). Notification of such proposed amendments shall be submitted made available to partners at least two weeks prior to the business meeting in which they are considered for adoption.
- d. Other Matters of Business: The official board of directors may bring any item of business they deem of sufficient weight or portent to the partners for a vote at any regular or specially called business meeting.

Section 3. Non-Voting Partners

Non-voting membership/partnership shall be available for persons under eighteen (18) years of age who give evidence of having received Christ as personal Savior, and who meet the qualifications for membership established by this church. Upon reaching the age of eighteen (18) years, non-voting members shall automatically become voting members.

Section 4. Honorary Partners/Non-Active Partners

Honorary partners shall consist of those who have entered the ministry as AMN officers, pastors, evangelists, missionaries, religious educators, or those serving in the Armed Services, making it impossible to serve as active partners. Honorary partnership recognition shall continue as long as the member maintains a consistent Christian life, remains sound in doctrine, and maintains a cooperative attitude toward the home church. Voting privilege may be granted at the discretion of the official board.

Section 5. Review of Partnership Roster

In order to keep the active partnership roster current, review shall be made during the sixty (60) days prior to the annual business meeting. The Pastor and the Board of Directors shall be authorized to revise the partnership roll of the church annually, and to remove from the list of active members all names of those who have deceased during the year, together with the names of those who may have been removed from membership as noted in the preceding provisions.

Section 6. Transfer of Partnership/Membership

Partners in good standing, who may wish to sever their relationship with the church, or who may

desire to be transferred to some other congregation, may apply to the Secretary with a letter, which shall be granted on the approval of the Pastor and the Board of Directors. Said letter is to be signed by the Pastor of the church.

Section 7. Inactive Status/Loss of Partnership

Partners who shall, without good cause, absent themselves from the services of this church for six (6) consecutive months or more, or who may be out of harmony with its teachings, or who shall be under charges of misconduct, or who may have fallen away from the faith, shall by implementation of the Pastor and Board, and by action so stated in the minutes, be automatically placed on inactive partnership status (in other words, become a non-voting partner) and shall lose any legal standing associated with partnership until such time as the affected partner's case has become final either by the partner's own inaction, or after the case has been fully reviewed by the official Board. Examples of the above reasons for being placed on inactive status include, but are not limited, to the following: (1) departure from the tenets of faith, (2) living a sinful life and refusing to change (II Thessalonians 3:6,10, Galatians 5:19-21, and Ephesians 5:3-7), and (3) engaging in the disruption of fellowship by sowing discord among the partners; showing a non-cooperative attitude, persisting in gossip; or creating trouble in general (James 2:2-12, Proverbs 6:19, and Romans 2:1, 3).

a. Notice of Inactive Status: Notice of inactive status and the reasons therefore shall be sent via certified mail to the affected partner's last known address as noted in the church files. It shall be each partner's responsibility to keep the church notified of his/her current address. Receipt of said notice shall be presumed on the third (3rd) day following the letter being posted.

b. Review: Partnership in this church is an ecclesiastical matter and is subject to the biblical mandates reflected in this document and other church policies. An individual may be granted the opportunity to appeal the decision of the board regarding partnership status at the discretion of the board. Such appeal must be made in writing, and within 7 (seven) days of notification by the board. When such an appeal is granted, a review will be conducted by the board. In such cases, the partner whose status is in question must appear and personally present his or her situation or appeal to the board for consideration. The affected partner has no right to legal action or the presence of an attorney during any review of partnership. Following the presentation, the board of directors shall prayerfully consider all the evidence and render a decision. Such decision shall be final.

c. Removal: If reinstatement is not granted, the affected person shall immediately be removed from partnership in this church and have no further right to appeal or redress in this church, the civil courts, or elsewhere.

ARTICLE VIII. CORPORATE MANAGEMENT

Section 1. Leadership Team

The Leadership Team of this church consists of the Lead Pastor, Associate Pastoral Staff, Support Team, Corporate Officers, Board of Directors, and leaders from other ministry teams as may be implemented and active. The Leadership Team, under the direction of the Lead Pastor, shall establish and keep current the purposes, core values, vision, and mission of the church. The Board of Directors may establish Organizational, Operational, or Policy Manuals as needed to provide guidance to the Leadership Team in establishing processes for accomplishing the mission of the church.

Section 2. Board of Directors

This church shall be governed by one Board of Directors which shall be known as the Official Board, Board of Directors, or Board of Elders. *(NOTE: Edit with your own descriptive term)*

- a. Composition: The Official Board shall consist of at minimum the Officers, with a maximum of 7, not including the President.
- b. Qualifications: Directors (Elders) and Officers shall be persons, male or female, of mature Christian experience and knowledge, who shall be expected to meet the requirements as set forth in I Timothy 3 and Acts 6. Elders shall be at least 21 years old, and with the exception of the Pastor, have been voting partners of this church at least 1 year (12) months. Directors and Officers are expected to adhere to biblical standards of leadership. They are also expected to believe in and consistently practice tithing to this local church.
- c. Nominations: A nominating committee/team of no less than three persons and no more than five shall be appointed by the board of directors from among the voting partnership and chaired by the Pastor. Said committee shall present to the board of directors one (1) name for any vacant director/officer position at any annual or special board of directors meeting called for this purpose.
- d. Election/Terms of Office: The person must receive a 2/3 majority of votes cast for each vacant office to constitute ratification/election. Members of the board of directors shall serve for a period of three (3) years and shall be chosen by ratification of the board of directors in such a manner that the terms of at least one (1) director shall be ratified each year. Alternating the director selection process is to prevent re-election of all Board members at the same time. Upon completion of an elder's term, the lead pastor shall consult with the elder to make a prayerful determination to either re-nominate the elder, or to choose a successor via the nominating committee process. An elder/director shall serve no more than three consecutive terms followed by a required minimum one year period prior to re-election to the board.
- e. Duties:
 - (1) The internal business affairs of this corporation shall be managed by its Board of Directors. Individual directors (board members), with the exception of the Pastor, may also be referred to as elders.

(2) The Official Board shall be authorized to transact all business for this church, except for those matters which by their very nature affect the entire church. Matters which by their very nature affect the entire church include, voting on the purchase or sale of real property with a value over \$750,000.00, and the election of the lead pastor, and amendments to these bylaws.

(3) The Official Board shall be specifically responsible for overseeing the business activities of this corporation, including but not limited to the entering into of contracts, owning, holding in trust, using, selling, conveying, mortgaging, leasing, or otherwise acquiring or disposing of such property (both real and chattel) as may be needed for the prosecution of its work. They shall serve as trustees of the corporation and be responsible for maintenance of church buildings and equipment.

(4) The Official Board shall act in an advisory capacity with the pastor in all matters pertaining to the church in its spiritual life. They may assist the pastor in ministry as needed or requested and as their own gifts and abilities allow. They may set policies and determine the means to facilitate ministry and fulfill the church's mission, vision, purposes and values.

(5) The Official Board shall consider applications for church partnership and make decisions with respect to receiving applicants into church partnership.

(6) The Official Board is authorized to appoint such teams or committees as may be necessary for the accomplishing the mission of the church. All teams or committees so appointed shall be amenable to and work under the supervision of the lead pastor or leadership team.

(7) To facilitate the ministry and mission of the church, the Official Board may establish such Organizational, Operational, or Policy Manuals as may be necessary.

f. Vacancy: In the event a vacancy occurs on the Official Board, they shall be empowered to appoint a successor, following the normal nominating committee process as prescribed in c. under this section.

g. Removal: With the exception of the lead pastor, any member of the Official Board (including Officers) may be removed without cause by two-thirds' vote of those directors present constituting a quorum at any annual or special meeting of the board of directors of this church. Any Director so removed shall have no right to appeal.

Section 3. Officers

a. Officers of this corporation shall consist of a President (Lead Pastor), a Vice President, a Secretary, and a Treasurer. Any two or more offices may be held by the same person except the offices of the President and the Secretary.

b. All officers shall be members of the Board of Directors.

Section 4. The President/Lead Pastor

NOTE: Changes to this section should only be made in consultation with the ANY MINISTRY NETWORK.

a. Duties:

(1) The Lead Pastor shall be the President of this corporation and shall act as chairman of all the business meetings of the church and of the Board of Directors.

(2) The Lead Pastor may be an ex-officio member of all committees and departments.

(3) The Lead Pastor shall be authorized to perform any functions that may be customary for the offices that he/she holds or as may be directed by the church or the Board of Directors.

(4) In addition to those duties listed above (under either President or Lead Pastor), the Lead Pastor shall be considered as the spiritual overseer of the church, provide vision, and shall facilitate the mission of the church. The Lead Pastor shall not be amenable to the Board of Directors in these matters, although he/she is amenable to the Any Ministry Network. The Lead Pastor shall, however, listen to advice given from the Board of Directors, relying on the Holy Spirit for guidance. In cases where there appears to be a conflict between the board and Lead Pastor, either the Board of Directors or Lead Pastor may appeal to the Any Ministry Network for counsel, mediation, or intervention as specified in the current Any Ministry Network Bylaws.

(5) The Lead Pastor shall provide for all the services of the church and shall give oversight to all events. No person shall be invited to speak or preach in the church without the Lead Pastor's approval.

b. Qualifications: The pastoral candidate shall be a member in good standing with the General Council and/or The Any Ministry Network and shall comply with the scriptural and AMN standards for the ministry (I Timothy 3:2 - 7, Titus 1:6 - 9, and I Peter 5: 2 - 3).

c. Election: A two-thirds' (2/3's) vote of the active voting partners present and voting at any meeting called for the purpose of electing a pastor shall be required for an election.

d. Term of Office: The Lead Pastor shall be elected for an indefinite term of office. Annual review by the board of directors shall provide mutual insight and consideration of the Lead Pastor's work and tenure under the guidance of the Holy Spirit.

e. Vacancy: In the event of a vacancy in the pastorate, a new Lead Pastor shall be selected in the following manner:

(1) The Board of Directors shall immediately contact the AMN for counsel and recommendations as to appropriate procedures and potential candidates. The church shall follow the Guidelines for Selecting a Pastor (current edition) as published by the AMN. They shall coordinate with and be amenable to the Any Ministry Network Executive Officers' recommendations regarding an interim pastor. The Board of Directors shall function as the Pastoral Search Committee, and may appoint up to three voting partners from among the active voting partnership.

(2) One candidate shall be selected from those considered and asked to present his/her ministry to the congregation.

(3) Said candidate shall be elected as noted in b. of this section.

e. Resignation: It is recommended that the Lead Pastor give thirty (30) days' notice of intent to resign. Resignations shall be submitted to the official Board of Directors. The resignation becomes effective upon the date agreed to by the Lead Pastor and the board of directors. The Board of Directors shall take official action to receive or accept a letter of resignation and to provide for a smooth transition, providing appropriate severance pay and honor to the Lead Pastor for services rendered during his/her tenure.

f. Removal:

(1) Cause: Lead Pastors may be removed only for cause - cause being defined as a failure to maintain the qualifications for office (See section 4.a.), unscriptural conduct (moral or ethical failure), or departure from the tenets of faith held by this church.

(2) Investigation: In the event charges based on grounds for cause are preferred against the Lead Pastor, a preliminary investigation shall be conducted by the Board of Directors.

(3) Notice: The Board of Directors shall determine the facts as best they can, recording same. If allegations supporting the complaint are determined groundless, it shall be dismissed with *prejudice. (No further action will be taken, and if a member be the source of the complaint, said member shall have no further right of redress in either the civil courts or elsewhere.) In the event that facts supporting the complaint have some merit, the Board of Directors shall consult with the Any Ministry Network for counsel, mediation, or intervention. A preliminary hearing shall be conducted before the Board of Directors with a designated representative from the Any Ministry Network presiding as chairperson. If the preliminary hearing reveals substantive issues, and such issues could affect the minister's credentials, it becomes the responsibility of the Any Ministry Network to further investigate, discipline, or resolve. Notice of the outcome of said investigation shall be made to the church.

(4) Dismissal: If the matters affecting the pastor's ability to lead are not based upon moral or ethical charges, but leadership or philosophical issues, the Board of Directors may ask for the Senior Pastor's resignation following a two-thirds' (2/3's) majority vote of no confidence from the Board of Directors, following consultation with the Any Ministry Network. In the event the Senior Pastor does not resign as requested, and if there is no other apparent solution, the matter shall be referred to a hearing within fourteen (14) days before the active voting partners of this church. Said meeting shall be chaired by a representative from the Northwest Ministry Network. A two-thirds' vote of all active partners, present and voting, shall be required to dismiss a Lead Pastor and sustain the action of the Board. Note: Only those members actually present shall be entitled to cast a vote.

**Prejudice refers to the fact that the complaint has been dismissed and will not be considered again in any fashion.*

Section 5. Ministerial Staff/Associates (Pastors):

a. Qualifications: Qualifications are the same as those required of the Lead Pastor listed in Article VIII., Section 4.a of these Bylaws.

b. Selection: All ministerial staff/associate pastor(s) shall be chosen by the Lead Pastor and ratified by the Board.

c. Term of Office/Removal: Any ministerial staff/associate pastor(s) may be removed by the Pastor at will. No ratification by the Board is necessary, nor does the ministerial staff/associate pastor(s) have any appeal.

d. Resignation: Shall be governed in the same manner as that listed in Article VIII., Section 4.e of these Bylaws governing resignation of the Lead Pastor.

e. Membership/Partnership: As noted in Article VII., Section 1 of these Bylaws, ministerial staff/associate pastor(s) are automatically voting partners of the church.

Section 6. The Vice President

a. Election: The Vice President of the Corporation shall be selected annually by consensus from among the members of the Board of Directors during the first Board Meeting following the Annual Business Meeting. His or her term of office shall be for one year.

b. Duties:

(1) The Vice President, subject to this or any other provisions in these Bylaws, and any other corporate officer shall act in all business matters pertaining to the corporation and business affairs of the church in the absence of the President.

(2) The Vice President shall never act as the spiritual leader of this church even in the president's absence.

(3) The Vice President shall perform any other functions as may be customary or as may be directed by the church or the Board of Directors.

c. Removal: The Vice President may be removed from office pursuant to the process delineated in Article VIII., Section 2.g of these Bylaws.

Section 7. The Corporate Secretary

a. Election: The manner in which the Corporate Secretary is elected and his/her term of office shall be as delineated in Article VIII., Section 2.d of these Bylaws.

b. Duties:

(1) The Corporate Secretary's duties shall include keeping a true and accurate record of all business meetings of the church and the Board of Directors. The Corporate Secretary may personally fulfill the duties or delegate as agreed to by the Board of Directors.

(2) The Corporate Secretary shall be custodian of all legal documents and shall be authorized to sign all official and legal documents, to conduct church correspondence where required, and to perform any other functions as are customary or as may be directed by the church or Board of Directors.

c. Removal: The Secretary may be removed from office pursuant to the process delineated in Article VIII., Section 2.g of these Bylaws.

Section 8. The Treasurer:

a. Election: The manner in which the Treasurer is elected and his/her term of office shall be as delineated in Article VIII., Section 2.d of these Bylaws.

b. Duties:

(1) The Treasurer's duties may be delegated to a bookkeeper or accountant, and shall include being the overseer and custodian of all church funds which shall be deposited into bank accounts as designated by the Official Board.

(2) The Treasurer shall be authorized to sign checks and make disposition of funds as may be required in the accurate conduct of church business under the supervision of the Board of Directors and consistent with this or any other provision of these Bylaws.

(3) The Treasurer shall give a financial report to the Board of Directors at its monthly meeting and to the church at its annual meeting.

(4) The Treasurer shall perform any other functions that may be customary or as may be directed by the church or the Board of Directors.

(5) All the duties of the Treasurer may be delegated to others following consultation and consensus by the Board of Directors.

c. Removal: The Treasurer may be removed from office pursuant to the process

delineated in Article VIII., Section 2.g of these Bylaws.

ARTICLE IX. DEPARTMENTS, TEAMS, AND COMMITTEES

The Official Board shall appoint such departments, teams, and committees as is necessary to accomplish the mission of the church and manage its affairs. All such entities shall operate under the supervision of and be amenable to the Official Board. Additional guidance may be provided in Organizational, Operational, or Policy Manuals at the discretion of and with the oversight of the Official Board.

ARTICLE X. COMPENSATION/REMUNERATION

The Lead Pastor and other persons who are supported in whole or part by this church shall have such compensation reviewed by the Official Board at least thirty (30) days prior to the commencement of this church's fiscal year.

ARTICLE XI. PROPERTY AND CONTRACTS

All property, real or chattel, shall be held in the name of this corporation.

Section 1. Real Property: No real property of this church shall be purchased, sold, leased, mortgaged (does not apply to re-financing an existing mortgage or extension of lines of credit), or otherwise alienated without same having been authorized by a least a two-thirds' vote of those active voting partners present and voting at any annual or special meeting called for such purpose except those real property transactions amounting to \$750,000.00 or less.

Section 2. Personal Property: The Board of Directors shall have authority for all purchases and sale of all personal property on behalf of the church. .

Section 3. Contracts: The Official Board of Directors shall have authority to negotiate and sign all contracts on behalf of this church and may authorize the President or other Directors or Officers to do so in writing.

ARTICLE XII. DISSOLUTION

NOTE: *Articles XII – XV should be altered only in consultation with the ANY MINISTRY*

NETWORK.

In the event that this corporation ceases to function as an Any Ministry Network church or is dissolved for any reason, its assets shall be distributed to The Any Ministry Network, provided it qualifies at such time for exemption as an organization described in Section 501(c)(3) of the Internal Revenue Code of 1954, as amended, or a successor statute. In the event that the Any Ministry Network Council does not so qualify, the assets of this corporation shall be distributed to Church Multiplication Network, provided it so qualifies as delineated above.

ARTICLE XIII. RECORDS

The **(CHURCH NAME)** shall, pursuant to the provisions of RCW 24.03.135 (Any state State) or TITLE 30, CORPORATIONS CHAPTER 3 ANYSTATE NONPROFIT CORPORATION ACT 30-3-131 (Any State), maintain an open records policy for members. However, members' right to access such records shall not include records containing personal information of a private nature about any specific individual. Such limitations include, but may not be limited to, ministerial, credential and personnel files, disciplinary records, individual giving, or compensation records. (This should be edited for the state in which the church is officed.)

Article XIV: INDEMNIFICATION

The corporation has the power to indemnify (including the power to advance expenses to) its Directors, officers, employees, and agents made a party to a proceeding, as defined in the Any State Business Corporation Act, without regard to the limitations in RCW 23B.08.510 through 23B.08.550; provided, however, that no such indemnity shall indemnify any such Director, officer, employee, or agent from or on account of: (1) acts or omissions of such Director, officer, employee, or agent finally adjudged to be intentional misconduct or a knowing violation of law; (2) conduct of the Director, officer, employee, or agent finally adjudged to be in violation of RCW 23B.08.310; or (3) any transaction with respect to which it was finally adjudged that such Director, officer, employee, or agent personally received a benefit in money, property, or services to which such person was not legally entitled. **(In Any State, appropriate citation should be provided)**

ARTICLE XV. AMENDMENTS

Amendments to these Bylaws may be made at any regular or special meeting of the partners of this church, provided notice of proposed amendments in written or electronic format has been made available to all directors no less than three weeks prior to consideration. Such proposed amendments shall be adopted upon receiving a sixty percent (60%) vote of legal ballots cast by partners/voting members present. Note: Only those partners/voting members present shall have the right to cast a vote. Absentee ballots or voting by proxy shall not be accepted.

DATED this _____ day of _____, 2011.

_____, 2011 was the date of the meeting of the members at which these

amendments were adopted. A quorum was present at the meeting, and the amendments received a unanimous vote of those members present and entitled to vote.

Church Name

By: _____

Name: Senior Pastor

Board of Directors:

Sample Three

CONSTITUTION AND BYLAWS OF ANY CHURCH

PREAMBLE

Any Church exists to help people throughout the world learn to follow Jesus.

PRINCIPLES OF CONSTRUCTION

These Constitution and Bylaws are created with the intention to describe a church government, which is faithful to the values of the Holy Scriptures while at the same time able to function effectively within the principles of law empowering modern corporate governance. In deference to the Holy Scriptures, voting is not favored as it is in corporate governance. The community of faith called the Church, as embodied in its various units of governance within this described structure, is expected to make decisions through consensus and affirmation as the Spirit enables. Nonetheless, for the sake of clarity, certain provisions requiring a vote are maintained. However, when a consensus or affirmation is called for, the intention of these Constitution and Bylaws is not to describe a formal process of voting, but rather a different method of decision-making. Once reached, a consensus decision shall become final when entered into the official minutes of the meeting. This standard shall provide for clarity in finality as to determining when a consensus has been reached following any discussion. Additionally, opportunities for affirmation are provided for so that the Church Partnership might join in the decisions made by Church Leadership. May the Spirit direct his church as to how the processes of affirmation and consensus, operating in the sphere of Christian love, may guide the local Church in determining the will of the Lord.

CONSTITUTION

ARTICLE 1

NAME

The name of this Church shall be as follows: Any Church, hereinafter referred to as the "Church".

ARTICLE 2

PURPOSES AND PREROGATIVES

SECTION 1. GOVERNMENT

This Church shall have the right to govern itself and to conduct its own affairs according to the standard of the New Testament Scriptures and of Any Denomination. This right shall specifically include such matters as the appointment of a Lead Pastor, the appointment of the Advisory Council, the appointment of the Leadership Council, the discipline of its Partners, and the conducting of its own services and Church programs.

SECTION 2. PROPERTY

This Church shall have the right to purchase or acquire by gift, bequest or otherwise, either directly or as trustee, and to own, hold in trust, use, sell, rent, convey, mortgage or otherwise dispose of any real estate or assets as may be deemed necessary for the furtherance of its purposes, in accordance with its Constitution and Bylaws. All property of the Church shall be deeded to the Church and held in its name.

SECTION 3. PURPOSES

The purposes of the Church shall be to establish and maintain a community of worship, to provide for Christian fellowship and discipleship, and to assume our share of the responsibility and privilege of propagating the gospel of Jesus Christ through the power of the Holy Spirit by all available means, both in our region and throughout the world.

ARTICLE 3 AFFILIATION

SECTION 1. FELLOWSHIP

This Church shall have perpetual existence and is a sovereign assembly. As such, this Church maintains the right to govern its own affairs. Recognizing, however, the benefits of cooperation with other like-minded congregations, this Church voluntarily affiliates with the Any in its national and district expressions. This Church also reserves the right to network with other organizations, as it deems beneficial. All matters of affiliation shall be decided as prescribed in these Constitution and Bylaws.

SECTION 2. CONFORMATION

This Church shall maintain its standards of Partnership, qualifications for Leadership Council Members, Advisory Council Members, and requirements for Pastoral Staff as set *by the Holy Scriptures*.

SECTION 3. RECOGNITION

Officers of the Any Denomination shall be recognized and respected by the Lead Pastor and Partners of this Church.

ARTICLE 4 TENETS OF FAITH

SECTION 1. ABOUT SCRIPTURE

We believe God inspired the writing and protected the transmissional process of the Scriptures, both the Old and New Testaments, to equip humankind to honor and obey God in every area of life. As such, Scripture, interpreted in context, will be our only source for what we believe, what we do, and how we act towards others.

SECTION 2. ABOUT GOD

We believe there is one true God who is eternally self-existent and the creator of all things. God is beyond human understanding and imagination and has revealed himself through his Word. God is all-knowing, all-powerful, and all-present. He is unconditionally loving, relentlessly merciful, and absolutely just. He has revealed himself as Father, Son, and Holy Spirit.

SECTION 3. ABOUT JESUS CHRIST

We believe Jesus Christ was fully human and fully God. Jesus was born of a virgin, lived a sinless life, performed miracles, died a substitutionary death on the cross, rose from the dead on the third day, and is at the right hand of God interceding for his people.

SECTION 4. ABOUT HUMANITY

We believe that humankind is created in the image of God. As such, we were designed to be representatives for God on the earth. However, we believe that all have sinned and fall short of the glory of God. We believe that unconditional love, unlimited forgiveness, and undying hope are found in Jesus Christ - the one and only mediator between God and man.

SECTION 5. ABOUT THE HOLY SPIRIT

We believe the Spirit of God indwells every believer. The fruit of the Spirit is the by-product of a spirit-filled life and evidence of spiritual maturity. The gifts of the Spirit should be earnestly sought and used to serve others, edify the church, and glorify God. We believe every Christian, empowered by the Holy Spirit, will be an effective witness for God throughout the world.

ARTICLE 5

PARTNERSHIP

The Members of this Church as referenced in its Articles of Incorporation shall be called Partners. In deference to the Holy Scriptures the term Partners shall be used solely to reflect the spiritual responsibilities that the Church Members share with the Church Leadership. In no way is the term Partner intended to create or imply a legal relationship of partnership, joint venture or any other legal relationship other than that of Member as defined by the Articles of Incorporation of this Church, the Business Corporation Law of Any State, as now enacted, and the Nonprofit Corporation Law of Any State, as now enacted.

The Partnership of this Church shall consist of those who have met the requirements for Partnership as stated in these Constitution and Bylaws, have been received into Partnership, and who voluntarily agree to be governed by these Constitution and Bylaws. All Partners of this Church agree to abide by the Partnership Covenant. Partnership in this Church does not simply imply joining the organization, but partnering in accomplishing its mission. As such, every Partner should have a vested interest in ensuring that this Church succeeds in its mission.

ARTICLE 6

GOVERNMENT AND CHURCH MANAGEMENT

SECTION 1. LEAD PASTOR

The Lead Pastor shall be responsible for the mission of the Church, shall make decisions regarding the direction of the Church, and shall be accountable for those decisions to the Advisory Council.

SECTION 2. ADVISORY COUNCIL

The Board of Directors identified in this Church's Articles of Incorporation shall be named the Advisory Council. The Advisory Council shall consist of no less than five and no more than eight individuals who shall be responsible for advising, supporting, and holding the Lead Pastor accountable for the mission of the Church. At least one-half of the Advisory Council Members shall also be Partners of this Church. No more than two Members shall be related to each other. Partners shall be determined to be related to the fourth degree of consanguinity. For the purposes of determining relatedness, husbands and wives shall each respectively be deemed to be blood relatives of each other's families. The Advisory Council shall approve the decisions of the Lead Pastor to borrow money in excess of fifteen percent (15%) of the previous year's total revenue or in excess of twenty-five thousand dollars (\$25,000), whichever is lesser, approve staff hiring decisions and salaries of the Pastors and Staff of the Church, determine the salary of the Lead Pastor, make disciplinary decisions regarding Advisory Council Members, approve the annual budget, approve appointments to the Leadership Council, make disciplinary decisions

regarding the Lead Pastor, appoint a new Lead Pastor when the position becomes vacant in consultation with the Leadership Council and the Partners, and amend these Constitution and Bylaws when it is deemed necessary to fulfill the mission of the Church.

SECTION 3. LEADERSHIP COUNCIL

The Lead Pastor shall appoint leaders to the Leadership Council of this Church who shall help to fulfill the mission of the Church by leading the ministries of the Church that help people learn to follow Jesus, assisting in developing the annual budget, equipping people for ministry, and making disciplinary decisions regarding the Church Partnership.

SECTION 4. PARTNERSHIP

The Partnership shall fulfill the mission of the Church by learning to follow Jesus, being involved in ministry, giving regularly, helping fulfill missional decisions of the Lead Pastor, and affirming the decisions previously made by the Lead Pastor and approved by the Advisory Council when such decisions result in the need to borrow money in excess of fifteen percent (15%) of the previous year's total revenue or purchase or lease real property. Partners will also affirm the decision of the Advisory Council regarding the appointment of a new Lead Pastor at any official partnership meeting

ARTICLE 7 MEETINGS

SECTION 1. ANNUAL VISION MEETING

There shall be an Annual Vision Meeting of the Church in which the goals for the coming year shall be presented along with a financial report from the previous year. Special Partnership Meetings may be held as the occasion requires.

SECTION 2. ADVISORY COUNCIL MEETINGS

The Advisory Council shall meet at least three (3) times per year at the call of the Lead Pastor. Special meetings of the Advisory Council may be held as the occasion requires.

SECTION 3. LEADERSHIP COUNCIL MEETINGS

The Leadership Council shall meet at least six (6) times per year at the call of the Lead Pastor. Special meetings of the Leadership Council may be held as the occasion requires.

SECTION 4. NOTICE OF MEETINGS

Notice of the Annual Vision Meeting and Partnership Meetings shall be announced from the pulpit and included in any weekly church announcements that are regularly distributed at least two weeks prior to the meeting. Notice of any meeting of the Advisory Team shall be given at least two weeks prior to the meeting. Notice may be given by fac-simile, electronic mail, or hand delivery, and shall be deemed given when received. Any Advisory Team Member may waive notice of any meeting by a written statement executed either before or after the meeting. Attendance and participation at a meeting without objection to notice shall also constitute a waiver of notice.

SECTION 5. QUORUM

A quorum of one-fourth (25%) of the Church Partnership is required at all meetings when decisions which have been previously made by the Lead Pastor and approved by the Advisory Council to borrow money in excess of fifteen percent (15%) of the previous year's total revenue or purchase or lease real property are to be affirmed by the Partnership or when a new Lead Pastor is to be affirmed by the Partnership.

A quorum of sixty percent (60%) of the Advisory Council Members constitutes a quorum at all

Advisory Council Meetings. Additional Advisory Council Members may be required to be present to conduct specific business as outlined in these Constitution and Bylaws. A quorum of one-half (50%) of the Leadership Council Members constitutes a quorum at all Leadership Council Meetings.

When referenced in these Constitution and Bylaws, an official meeting of any of the aforementioned bodies is defined as a meeting at which a quorum is present.

SECTION 6. VOTING

Whenever a vote is required to be taken by the Church Partnership, the Advisory Council, or the Leadership Council, as required by law, the Articles of Incorporation of this Church, or these Constitution and Bylaws, each Advisory Council Member, Leadership Council Member, or Church Partner shall have one vote. Voting by proxy shall not be permitted.

ARTICLE 8

FINANCE

SECTION 1. SOURCES

Funds for the maintenance of the vision and mission of the Church shall be provided by the voluntary contributions of its Partners, friends, and guests without pressure or coercion.

SECTION 2. ADMINISTRATION

Offerings shall be received by the Church at times and in ways agreed upon by the Lead Pastor and the Advisory Council. Funds received shall be administered by the Leadership Council, under the direction of the Lead Pastor. All funds shall be deposited in a bank or financial institution selected by the Finance Director and affirmed by the Leadership Council. Records shall be kept of all receipts and disbursements (Malachi 3:10; 1 Corinthians 16:1-2; 2 Corinthians 9:6-8). Those responsible for handling or dispersing funds shall be properly bonded or insured and shall be subject to state and federal criminal background checks, as well as financial background checks.

SECTION 3. SOLICITATION

No individual, association, or corporation shall be permitted to solicit funds from the people of the Church for any reason without the consent of the Leadership Council.

SECTION 4. BORROWING

The Lead Pastor shall have the authority to borrow such sums as may be needed from time to time to advance the mission of the Church provided the transaction does not involve the purchase or lease of real property and is not in excess of fifteen percent (15%) of the previous year's total revenue or twenty-five thousand dollars (\$25,000), whichever is lesser. Such transactions must have two signatures, the Lead Pastor and a Member of the Advisory Council. Any transaction which involves the borrowing of monies in excess of fifteen percent (15%) of the previous year's total revenue or in excess of twenty-five thousand dollars (\$25,000), whichever is lesser, shall be approved by a consensus decision during any official meeting of the Advisory Council. Any transaction which involves the borrowing of monies in excess of fifteen percent (15%) of the previous year's total revenue shall also be affirmed by a two-thirds vote of the Partnership of the Church during any official Partnership Meeting. Any transaction involving the purchase or lease of real property shall be approved by a consensus decision during any official meeting of the Advisory Council, and affirmed by a two-thirds vote of the Partnership of the Church present at any official Partnership Meeting.

SECTION 5. AUDIT

On a biennial basis, the Advisory Council shall be responsible for obtaining an audit of the finances of the Church from an authorized independent source, the results of which shall be presented at the Vision Meeting.

SECTION 6. CONFLICTS OF INTEREST

(a) In the event that any Advisory Council Member or Leadership Council Member has a conflict of interest that might properly limit such Member's fair and impartial participation in the Council deliberations or decisions, such Member shall inform the Council as to the circumstances of such conflict. If those circumstances require the nonparticipation of the affected Member, the Council may nonetheless request from the Member any appropriate non-confidential information which might inform its decisions.

"Conflict of interest," as referred to herein, shall include but shall not be limited to, any transaction by or with the Church in which an Advisory Council Member or Leadership Council Member has a direct or indirect personal interest, or any transaction in which such Member is unable to exercise impartial judgment or otherwise act in the best interests of the Church.

(b) No Advisory Council Member or Leadership Council Member shall take part in the final deliberation in any matter in which he or she, members of his or her immediate family, or any organization to which such director has allegiance, has a personal interest that may be seen as competing with the interest of the Church. Any Advisory Council Member or Leadership Council Member who believes he or she may have such a conflict of interest shall so notify his or her respective Council prior to deliberation on the matter in question, and the respective Council shall make the final determination as to whether any Council Member has a conflict of interest in any matter. The minutes of the respective Council Meeting shall reflect disclosure of any conflict of interest and the recusal of the interested Council Member.

ARTICLE 9 PROPERTY

SECTION 1. PURCHASE AND LEASE

All property of the Church shall be deeded to the Church and held in its name. The purchase or lease of real property must be approved by a consensus decision during any official meeting of the Advisory Council, and affirmed by a two-thirds vote of the Partnership of the Church present at any official Partnership Meeting.

SECTION 2. SALE AND LEASE

Real property of the Church may be sold, leased, mortgaged, or otherwise disposed of only if approved by a consensus decision of the Advisory Council during any official meeting of the Advisory Council, and affirmed by a two-thirds vote of the Partnership of the Church present at any official Partnership Meeting.

SECTION 3. DOCUMENTATION AND AUTHORITY FOR PURCHASE, SALE, AND BORROWING

The Lead Pastor and the Finance Director shall certify all documents relating to the purchase, sale, lease, or mortgage that the same has been duly authorized in accordance with these Constitution and Bylaws. Such certification shall be held to be conclusive evidence thereof.

SECTION 4. DISSOLUTION

Upon dissolution of the Church Corporation or the winding up of its affairs, the Advisory Council shall, after making provision for the payment of all of the liabilities of the Church, dispose of all the assets of the Church exclusively for the purposes of the Church Corporation in such manner to Any Denomination as set forth in these Constitution and Bylaws or, in the event such Any

Denomination is not in existence, to the Church Multiplication Network or, in the event that Church Multiplication Network is not in existence, to such other organizations which are described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or the corresponding provisions of any subsequent United States Internal Revenue Law, as the Advisory Council shall determine. Any assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the Corporation is then located to such organizations described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or in accordance with the corresponding provisions of any subsequent United States Internal Revenue Law, as such court shall determine.

ARTICLE 10 AMENDMENTS

SECTION 1. AMENDMENTS

This Constitution may be amended by the unanimous vote of the Advisory Council Members then in office.

BYLAWS ARTICLE I PARTNERSHIP

SECTION 1. STANDARD OF PARTNERSHIP

Only those shall be eligible for Partnership in this Church who:

1. Are followers of Jesus Christ (Matthew 4:19).
1. Are baptized in water by immersion after beginning to follow Jesus.
1. Evidence a consistent Christian life (Matthew 22:37-39; Galatians 5:19-23).
1. Subscribe fully to the Tenets of Faith as set forth in Article IV of the Constitution of Any Church.
1. Have attended the Partnership class, have signed and agreed to abide by the Any Church Partnership Covenant.
1. Have renewed their Partnership agreement annually by reaffirming their commitment to abide by the Partnership Covenant.
1. Are at least sixteen (16) years old.

SECTION 2. PARTNERSHIP REMOVAL AND REINSTATEMENT

The Leadership Council shall have the right to remove from Partnership any Partner who willfully and without good cause absents himself or herself from the regular services of the Church for a period of two (2) consecutive months except for physical disability, or who no longer abides by the standards of Partnership outlined in Article I, Section 1 of these Bylaws. If the former Partner shall desire reinstatement, he or she shall request in writing from the Leadership Council to have his or her name returned to the Partnership list. Upon receiving the request, the Leadership Council shall render a consensus decision at any official meeting of the Leadership Council.

SECTION 3. VOLUNTARY TERMINATION

A Partner may terminate his or her Partnership by informing the Leadership Council, in writing, of his or her desire to do so. Such termination requires no action by the Leadership Council.

SECTION 4. DISCIPLINE

1. All discipline shall be prayerfully administered according to the Scriptures (Matthew 18:15-17; 1 Corinthians 5:9-13; 2 Thessalonians 3:11-15; Romans 16:17).
1. If a Partner of this Church falls below the standard of Partnership in faith or in practice, in such a way that the Partner's life hinders the influence of the Church in the community, or if his or her spirit be contentious and discordant to the well-being of Church life, then by consensus decision of the Leadership Council at any official meeting of the Leadership Council, his or her name may be removed from the Church Partnership list.
1. The disciplined Partner shall be notified, in writing, regarding the reason for the discipline. Such notice shall be sent by certified mail to the address of record listed in the Church database.
1. A disciplined Partner may request reinstatement in writing to the Leadership Council, and the Leadership Council shall consider such requests at any official meeting of the Leadership Council and reach a decision on all such requests by consensus.

ARTICLE II
DUTIES OF THE OFFICERS - ADVISORY COUNCIL
AND LEADERSHIP COUNCIL

SECTION 1. LEAD PASTOR

The Lead Pastor shall:

1. Be a credentialed minister of Any Denomination.
1. Be the spiritual overseer of the Church and shall direct its activities.
1. Be the President of the Corporation and act as Chairman of all meetings of the Advisory Council, the Leadership Council, and the Church Partnership.
1. Be the general supervisor of all activities of the Church and shall be an *ex officio* member of all departments and ministry teams.
1. Plan and direct all activities of the Church, including all special meetings and guest speakers.
1. Select the ministerial, professional, and administrative staff and determine their job portfolios.
1. Be responsible for hiring all employees at the Church. No one shall be employed or discharged without the Lead Pastor's expressed approval. He or she shall have the prerogative, with the approval of the Advisory Council, to add paid staff as the ministries of the Church require.
1. Appoint the Any Ministry Network Advisor with the approval of the Any Denomination.
1. Appoint individuals to the Advisory Council with the unanimous approval of the Any Denomination Advisor(s).
1. Appoint individuals to the Leadership Council with the approval of the Advisory Council.
1. Be responsible for a monthly report to the Advisory Council that includes the following: number of decisions to follow Christ, service attendance, discipleship progress, equipping for ministry progress, and a summary of financial stewardship.

SECTION 2. THE ADVISORY COUNCIL:

1. The Members of the Advisory Council shall be:
 - a. The Lead Pastor. The Lead Pastor shall chair the Advisory Council meetings except during times when the Advisory Council is assessing his or her effectiveness as a leader or his or her remuneration.

- b. The Any Denomination Advisor(s). The Any Denomination Advisor(s) shall consist of at least one person and no more than three persons within the Any Denomination. He or she could be an official, a presbyter, or a regional ministry leader.
- c. A Leadership Advisor. The Leadership Advisor shall assess the Lead Pastor's effectiveness as a leader. He or she could be a leadership coach, a business leader, or a pastor with demonstrated leadership ability.
- d. A Health Advisor. The Health Advisor shall assess the Lead Pastor's well-being, including family, emotional, financial, spiritual, and physical health. He or she could be a counselor, another pastor, or church leader who can effectively assess personal health. If a qualified individual is unavailable, the Advisory Council shall procure assessment of the Lead Pastor's personal health from a qualified source outside of the Advisory Council.
- e. Leadership Council Advisor(s). At least one person and no more than three persons from the Leadership Council of the Church shall be Members of the Advisory Council.

2. Advisory Council Members:

- a. Shall meet the requirements of an elder as outlined in 1 Timothy 3:1-7 and Titus 1:5-9. If a Member of the Advisory Council has a moral failure, ceases to meet the requirements of an elder as outlined in 1 Timothy 3:1-7 and Titus 1:5-9, or is divisive on the Council or contentious towards the Lead Pastor without biblical cause, other Members of the Advisory Council shall have the authority to request an evaluation of the Advisory Council Member. The Any Denomination representative shall chair the evaluation. A majority vote of the Advisory Council Members present at an official meeting of the Advisory Council shall result in the dismissal of the Advisory Council Member. The Denomination Advisor shall notify the Advisory Council Member of his or her termination. The terminated Advisory Council Member shall abide by the stipulations set by the Advisory Council regarding such termination.
- b. Shall advise and support the vision of the Lead Pastor to fulfill the mission of the Church.
- c. Shall be appointed by the Lead Pastor. The Leadership and Health Advisors shall be appointed for one-year terms. The rest of the Advisory Council Members (Any Denomination & persons from the Leadership Council) shall be appointed for staggered three-year terms. At the time of his or her appointment, each Advisory Council Member other than the Leadership Advisor or the Health Advisor shall be assigned to Class A, Class B, or Class C, and an effort shall be made to keep each class of these Members approximately equal size. Each Member shall hold office for a term of three years, except for the initial Advisory Council appointed at the organizational meeting in 2011:
 - 1. Members in Class A shall have their term expire in 2012 (and every three years thereafter);
 - 2. Members in Class B shall have their term expire in 2013 (and every three years thereafter);and
 - 3. Members in Class C shall have their term expire in 2014 (and every three years thereafter).
- d. Persons appointed to the Advisory Council from the Leadership Council can be reappointed to the Advisory Council with one year off between each successive three-year term.
- e. Shall assess the leadership effectiveness of the Lead Pastor.
- f. Shall approve the Leadership Council appointments by the Lead Pastor.
- g. Shall approve the annual budget.
- h. Shall hold the Lead Pastor accountable for the mission of the Church.
- i. Shall remove the Lead Pastor from his or her leadership role if he or she ceases to be

effective in fulfilling the mission of the Church, has a moral failure (an inappropriate sexual relationship, financial impropriety, or any action the Penn-Del District Superintendent deems inappropriate for a spiritual leader), or ceases to meet the requirements of an overseer as outlined in 1 Timothy 3:1-7 and Titus 1:5-9. Any Advisory Council Member has the authority to request an evaluation of the effectiveness of the Lead Pastor at any time. The Any Ministry Network Advisor(s) shall chair the evaluation. A unanimous vote of the Advisory Council Members then in office shall result in the dismissal of the Lead Pastor. The Any Ministry Network Advisor shall notify the Lead Pastor of his or her termination. The Lead Pastor shall abide by all stipulations set by the Advisory Council regarding such termination.

SECTION 2A. ANY MINISTRY NETWORK ADVISOR(S)

The Any Ministry Network Advisor(s) shall:

- a. Meet the requirements of an elder as outlined in 1 Timothy 3:1-7 and Titus 1:5-9.
- b. Be appointed by the Lead Pastor and approved by the Any Denomination.
- c. Chair the Advisory Council in the absence of the Lead Pastor and when the Lead Pastor is being assessed.

SECTION 2B. LEADERSHIP ADVISOR

The Leadership Advisor shall:

- a. Meet the requirements of an elder as outlined in 1 Timothy 3:1-7 and Titus 1:5-9.
- b. Be appointed by the Lead Pastor and approved by the Any Denomination Advisor(s).
- c. Chair the Advisory Council in the absence of the Any Denomination Advisor and the Lead Pastor.
- d. Present an annual evaluation of the leadership effectiveness of the Lead Pastor to the Advisory Council. The specific criteria for the evaluation shall be established by the Advisory Council and shall include, but not be limited to the following: commitments to Christ, service attendance, discipleship progress, equipping for ministry progress, financial stewardship, and overall leadership effectiveness.

SECTION 2C. PERSONAL HEALTH ADVISOR

The Personal Health Advisor shall:

- a. Meet the requirements of an elder as outlined in 1 Timothy 3:1-7 and Titus 1:5-9.
- b. Be appointed by the Lead Pastor and approved by the Any Ministry Network Advisor.
- c. Present an annual report to the Advisory Council regarding the personal health of the Lead Pastor in the following areas of his or her life, that is, spiritual health, emotional health, physical health, and relational health, including marriage and family life.

SECTION 2D. LEADERSHIP COUNCIL ADVISOR(S)

The Leadership Council Advisor(s) shall:

- a. Be appointed by the Lead Pastor from the Leadership Council of the Church.

SECTION 3. LEADERSHIP COUNCIL (DEACONS)

The Leadership Council members shall:

1. Be appointed by the Lead Pastor and approved by a consensus decision of the Advisory Council.
1. Be Partners of the Church.
1. Meet the standards of deacons as outlined in 1 Timothy 3:8-13.
1. Have the following responsibilities:
 1. Support the vision and leadership of the Lead Pastor.

1. Assist the Lead Pastor in leading and directing the ministries of the Church.
1. Assist the Lead Pastor in equipping the Church for ministry.
1. Assist the Lead Pastor in preparing the annual budget.

ARTICLE III VACANCIES

SECTION 1. LEADER PASTOR

In the event of a vacancy of the Lead Pastor office, the following actions shall take place:

- a. The Any Denomination Advisor shall provide oversight of the Church until the Lead Pastor office is filled.
- b. The Any Denomination Advisor shall appoint an interim leader of the Church until the Lead Pastor office is filled.
- c. The Any Denomination Advisor shall appoint a search committee of at least five persons of which at least one half shall be Partners of the Church. The search committee shall seek input from the Advisory Council, Leadership Council, and Partnership of the Church before presenting a prioritized list of the best candidates to the Advisory Council for consideration.
- d. The Any Denomination Advisor shall serve as the chair of the search committee.
- e. The Advisory Council shall consult with the Leadership Council regarding the appointment of the new Lead Pastor. A unanimous vote of the Advisory Council members then in office shall result in the appointment of a new Lead Pastor.
- f. The Church Partnership shall have the opportunity to provide input and to affirm the appointment of the Advisory Council before a final decision is made and before the new Lead Pastor is presented to the congregation.

SECTION 2. ADVISORY COUNCIL MEMBERS

If an Advisory Council Member is unable to fulfill his or her term, the Lead Pastor shall appoint someone approved by the Any Ministry Network Advisor to fulfill the vacancy.

ARTICLE IV SALARIES

SECTION 1. REMUNERATIONS

- a. The Advisory Council shall determine the salary of the Lead Pastor.
- b. The Lead Pastor shall recommend the amount of remuneration for employees of the Church to the Advisory Council who shall make the final decisions based on comparative norms and budget considerations.
- c. Paid staff members on the Advisory Council shall exempt themselves from remuneration decisions of the Church.

ARTICLE V INDEMNIFICATION

SECTION 1. INDEMNIFICATION

Unless otherwise prohibited by law, the Corporation shall indemnify any Advisory Council or Leadership Council Member and may by resolution of the Advisory Council indemnify any employee, against any and all expenses and liabilities incurred by him or her in connection with any claim, action, suit, or proceeding to which he or she is made a party by reason of being an Advisory Council Member, Leadership Council Member, or employee. However, there shall be no indemnification in relation to matters as to which he or she shall be adjudged to be guilty of a criminal offense or liable to the Corporation for damages arising out of his or her own gross

negligence in the performance of a duty to the Corporation.

Amounts paid in indemnification of expenses and liabilities may include, but shall not be limited to, counsel fees and other fees; costs and disbursements; and judgments, fines, and penalties against, and amounts paid in settlement by, such Advisory Council Member, Leadership Council Member, or employee. The Corporation may advance expenses or, where appropriate, may itself undertake the defense of any Advisory Council Member, Leadership Council Member, or employee. However, such Advisory Council Member, Leadership Council Member, or employee shall repay such expenses if it should be ultimately determined that he or she is not entitled to indemnification under this Article.

The Advisory Council may also authorize the purchase of insurance on behalf of any Advisory Council Member, Leadership Council Member, employee, or other agent against any liability incurred by him or her, which arises out of such person's status as an Advisory Council Member, Leadership Council Member, employee, or agent, whether or not the Corporation would have the power to indemnify the person against that liability under law.

ARTICLE VI AMENDMENTS

SECTION 1. AMENDMENTS

These Bylaws may be amended by the unanimous vote of the Advisory Council Members then in office.

SAMPLE FOUR

GENERIC BYLAWS for CHURCHES GOVERNED BY ANY DENOMINATION

ARTICLE I. NAME

The name of this church shall be: _____

ARTICLE II. PURPOSES

Inasmuch as the Lord Jesus Christ came to glorify the Father (John 17:4), so the purpose of this Church shall be to glorify God (Ephesians 1:12).

2. Inasmuch as the Lord Jesus Christ came to make disciples (Mark 1:17), so the purpose of this Church shall be to disciple persons in Christian belief and practice (Matthew 28:18-20).

3. Inasmuch as the Lord Jesus Christ came to save sinners (Luke 19:10), so the purpose of this Church shall be to proclaim salvation through repentance, forgiveness, and faith in Christ (Luke 24:47).

4. Inasmuch as the Lord Jesus Christ came to serve (Mark 10:45), so the purpose of this church is to meet human need as resources are available (Matthew 25:31-46).

ARTICLE III. AFFILIATION

This Church is a Member Church of the ANY DENOMINATION.

This Church shares in the privileges and assumes the responsibilities enjoyed by its affiliation with the DENOMINATION.

ARTICLE IV. TENETS OF FAITH

The Tenets of Faith of this Church shall be those given in the Constitution of ANY DENOMINATION. A concise statement of these Tenets of Faith is given as follows:

Statement of FAITH

INSERT YOUR STATEMENT OF FAITH HERE

ARTICLE V. MEMBERSHIP

Section 1. Standard of Membership

The standard of membership in this Church shall be:

1. Evidence of a genuine experience of salvation (John 1:12-13, 3:3-8; I Peter 1:18-25).
2. Evidence of a consistent Christian life (Romans 6:4, 13:13-14; Ephesians 4:17-32; 5:1-2,15; I John 1:6-7). Any immorality condemned in Scripture, including the sexual immoralities of

fornication, adultery, and homosexuality, shall be considered grounds for refusing membership until repentance is assured.

3. Agreement with the Tenets of Faith as set forth in Article IV.
4. Agreement to give ten percent of income (the tithe) on a regular basis, as well as other contributions as the Lord enables, for the support of this Church in accordance with the Scriptures (Malachi 3:20; I Corinthians 16:2; II Corinthians 9:6-9).
5. Agreement to comply with and be bound by these bylaws.
6. Evidence of a cooperative, submissive, humble and Christ-like spirit as the Scriptures enjoin.

Section 2. Categories of Membership

The Church shall have four categories of members. The designation of such categories and the qualifications and rights of the members of such categories shall be as follows:

1. **Active.** Active membership shall be open to all those eighteen (18) years of age and older who shall freely give of themselves to the commitments of membership as stated in Section 1 of this Article. The voting membership shall be composed of the active members who have been active members for at least ninety consecutive days prior to a regular or specially called business meeting.
2. **Associate.** Associate membership shall be composed of those who for various reasons do not wish to be active members but who desire the fellowship of the Church. They shall freely give of themselves to the commitments of membership as stated in Section 1 of this Article, but shall be non-voting members.
3. **Junior.** Junior membership shall be open to those whose age is below eighteen (18) years of age, who have sufficient spiritual and mental maturity to freely give of themselves to the commitments of membership as stated in Section 1 of this Article. Junior members shall be non-voting members. When a junior member reaches the age of eighteen (18), the Board shall change his membership to another appropriate category.
4. **Inactive.** Any enrolled member who fails to attend services regularly or who ceases to take an active part in the life of the Church may be transferred to the inactive roll according to the procedures set forth in this Article, Sections 8 and 9. Inactive members shall not have a vote in Church meetings. A written request by the inactive member or a motion by a member of the Board for reinstatement to the prior status shall be considered at the next duly noticed meeting of the Board. An affirmative vote of two-thirds of a quorum of the Board shall be required for such action.

Section 3. Election of Members

1. **By application or transfer.** Persons desiring to become members of the Church shall fill out an application form approved by the Board. The Board may accept, in lieu of a completed application, a letter of transfer from another Assemblies of God church. The Pastor or his designated membership committee shall examine the application or transfer according to the standards of membership (Section 1), and shall make recommendations to the Board. The Board shall consider the application or transfer at its next duly noticed meeting. An affirmative vote of two-thirds of a quorum of the Board shall be required for election to membership. Persons so elected shall be publicly received into membership at any regular church service.

2. Membership Class. The Pastor and Board may authorize the establishment of a membership class and require any prospective member to complete the class prior to the prospective member's submission of an application or transfer. The Membership Class shall be under the direction of the Pastor or his designee.

3. Credentialed Ministers. Ministers credentialed with ANY DENOMINATION, other than those on the church staff or payroll, may hold Associate Membership in this Church. Ministers credentialed with ANY DENOMINATION who are on the church staff or payroll may hold active membership during the time they hold position with the Church. Except for the provision just given, active membership may not be given to any ANY DENOMINATION credentialed minister without the written approval of the ANY DENOMINATION Executive Presbytery.

Section 4. Resignation

Any member desiring to resign may file a written resignation with the Pastor or Secretary who shall present it to the Board at its next duly noticed meeting. An affirmative vote of two-thirds of a quorum of the Board shall be required to approve the resignation.

Section 5. Transfer

Any member desiring to be transferred to some other church may apply to the Pastor or Secretary for a letter of transfer. Said letter shall be granted if approved by an affirmative vote of two-thirds of a quorum of the Board.

Section 6. Alteration or Termination of Membership

Unscriptural conduct or failure to maintain and abide by the standards of membership given in Sections 1 and 10 of this Article shall constitute sufficient grounds upon which any member may be removed from the membership or disciplined by being placed in a category of membership other than active membership (Matthew 18:15-18; Romans 16:17-18; I Corinthians 5:11; Galatians 1:8-9; Titus 3:1-5). The Board shall have the duty to investigate any charges against a member and to determine whether there has been unscriptural conduct or failure to maintain and abide by the standards of membership given in Sections 1 and 10 of this Article. The Board shall ascertain what action has been taken by the Pastor or others to counsel or assist the member. In acting upon any such investigations, the Board shall follow the procedures set forth in this Article, Sections 7, 8 and 9. Upon a vote in accordance with these procedures the Board may terminate the membership and strike that member's name from the roll or reclassify his membership.

Section 7. Review of Membership Roll

The Pastor and Board shall revise the membership roll within ninety (90) days of the annual business meeting and at such other times as they deem necessary. The review preceding the annual business meeting shall be completed not less than fifteen (15) days prior to the meeting. At its annual revision and more often as need may require, the Board shall remove from the roll all names of members who are deceased, together with the names of those who have resigned, or whose membership has been terminated. The roll shall accurately reflect the category of membership of each member.

Section 8. Action of the Board Affecting Membership Status

The Board by an affirmative vote of two-thirds of a quorum may alter or terminate the membership of a member for cause at any duly noticed meeting provided that at least ten (10) days prior written notice of such pending action is given to the said member. The member

involved shall be given an opportunity to be heard at such meeting.

Section 9. Right of Appeal

Any member whose membership has been altered or terminated by the Board has the right to appeal. Appeal for reconsideration may be made to the Field Director and Sectional Leadership Team, with the Board of the Church. Its decision is final.

Section 10. Necessity of Unity

1. Cooperative action. The membership of this Church shall give consent to its forms of government, together with the past policies mutually agreed upon, and agree to the policy of fundamental unity and agreement, alike in doctrine, conduct and action, and shall conform to the Scriptural injunction that there be no divisions in the body. They shall be subject to those who may be delegated to rulership as the Word of God plainly teaches, that the principle of Christian fellowship may be kept inviolate and perpetuated, recognizing its fundamental importance. A member who exercises the rights of membership given in these bylaws shall not be deemed to be lacking cooperative action unless such a member refuses to abide by a final decision once that decision has been reached or pursues his bylaw-created rights with an un-Christlike spirit and manner.

2. Attitude toward strife. Inasmuch as no Christian institution can comply with the plain teaching of Scripture unless unity and harmony predominates within its circle, no member of this Church may use means to incite or engender strife, but shall work in harmony with the membership, the Board, and church officers, as did the early Church (Acts 2:42). If there is cause for dissatisfaction, it shall be called to the attention of the Pastor and the Board in a manner and spirit which conforms to provisions given in these bylaws.

ARTICLE VI. Meetings

Section 1. Regular Services

Meetings for public worship shall be held as may be determined by the Pastor and Board.

Section 2. Special Services

Services, conventions, and other special services shall be planned by the Pastor. The Pastor may counsel with the Board in such planning; he shall keep it informed of such plans.

Section 3. Annual Business Meeting

The church year shall coincide with the calendar year, beginning on January 1 and running through December 31 of each year. There shall be a general meeting of the membership to be known as the annual business meeting. It shall be held annually during the months of January or February for the transaction of such business as may be brought to the meeting. The time and place of the annual business meeting shall be set by the Board.

The annual business meeting may be postponed for a reason, for a period not to exceed thirty (30) days, by action of the Pastor and Board.

Section 4. Order of Business

The regular order of business for the annual business meeting of the Church shall be as follows:

1. Devotional
2. Roll call
3. Approval of prior minutes
4. Report of the Pastor

5. Report of the Treasurer
6. Report of committees
7. Unfinished business
8. Nominations for open Board positions (if applicable)
9. New business
10. Adjournment

Section 5. Special Business Meetings

Special business meetings of the church may be called by:

1. The Key Leader of ANY DENOMINATION; or
2. The Secretary of the Board upon the written order of a majority of the Board.

Section 6. Notice of Business Meetings

Notice of all annual and special business meetings shall be made by verbal announcement during two consecutive Sunday morning services prior to such meeting. Notice may additionally be published in the form of bulletin announcements, mail, or in such other form as may be determined by the Board. An exception regarding notice of a business meeting shall be made when it is called by the KEY LEADER; in such case, the notice shall be made by verbal announcement during one Sunday morning service provided notice of such a meeting shall have been mailed to the active membership at least seven (7) days prior to the meeting.

Section 7. Quorum

There shall be two alternatives in determining a quorum.

1. When the purpose of voting is to request the ANY DENOMINATION Executive Presbytery to change the Church from that of a ANY DENOMINATION governed Church to a Self Governing Church, no matters may be voted on and no business may be conducted unless fifty percent (50%) or more of the active members shall be present to constitute a quorum.
2. No matters may be voted on and no business may be conducted at any meeting, when called for any other purpose except that specified in the immediately preceding paragraph, unless twenty-five percent (25%) or more of the active members shall be present to constitute a quorum, referred to in these bylaws as a minimum quorum.

Section 8. Absentee Voting

Absentee voting or absentee ballots shall not be permitted at any annual or specially called Church business meeting. This prohibition extends to all elections and all issues.

Section 9. Unauthorized Meetings and Activities

No member of this Church shall promote private enterprises, activities, or meetings (such as private prayer meetings, Bible studies, action groups) which involve the membership of this Church which have not been sanctioned by the Pastor and Board. No member shall use his influence to draw other members of the Church into such outside activities. If additional services are desired besides those provided for, such services must have the approval of the Pastor and be under his general supervision. In the event the Church is temporarily without a Pastor, such services must have the approval of the Board.

ARTICLE VII. THE BOARD

Section 1. Definition

There shall be a Board of this Church which shall be comprised of the Pastor and such other members as are appointed by the District Superintendent. Such a Board may be referred to as the Official Board or the Board of Directors. "Board member" shall be a term referring to members of the Board other than the Pastor, although the Pastor shall be a member of the Board.

Section 2. Qualifications

1. The Board member's relationship to God. Board members shall be persons who evidence a mature and vital walk with God. They shall be the persons whom others readily identify as those who walk in Christ's steps; who can be turned to in times of spiritual need for Godly and wise counsel; who manifest a life of holiness, wisdom, and faith, and who are filled with the Spirit (Acts 2:4; 6:3).
2. The Board member's relationship to family. A Board member may be unmarried or married to one spouse. A Board member's family shall be a positive, wholesome, and imitable influence upon others (inasmuch as children who have come of age cannot be coerced into the Faith, Board members are not to be regarded as necessarily derelict in their Christian duties if their teenage and older children are not believers) (Luke 15:11-13).
3. The Board member's relationship to self. A Board member shall be a wholesome person spiritually and emotionally. The Board member's life shall manifest the fruit of the Spirit (the life qualities of the indwelling Christ): love, joy, peace, endurance, kindness, goodness, faithfulness, gentleness, and self-control.
4. The Board member's relationship to the Body of Christ. Board members shall be persons to whom believers look for guarding the Church from false doctrine and false teachers, promoting and/or teaching sound doctrine within the Church, and providing leadership, direction and counsel to the congregation in matters pertaining to the Church as a whole. Their involvement in the life of the congregation and commitment to the standards of membership given in Article V, Sections 1 and 10, shall be exemplary.
5. The Board member's relationship to the world. Board members must be above reproach, having a good reputation among those outside the Church.

Board members shall bear the qualifications of life given for the office of deacon (I Timothy 3:8-13) or bishop (I Timothy 3:1-7), and exhibit the qualities of character found in Matthew 5:3-12; Romans 12:9-21; I Corinthians 13; Galatians 5:22-26; and II Peter 5:1-9.

Section 3. Duties

1. The Board shall act in an advisory capacity to the Pastor in all matters pertaining to the Church in its spiritual life.
2. The Board, with the Pastor, shall be the executive body in the conduct of the functions and privileges of the Church. They shall serve as directors of the corporation.
3. The Board, with the Pastor, shall act in the examination of applicants for membership and in the discipline of members.
4. The Board, with the Pastor, shall be the trustees of the Church property and finances, and shall be responsible for care of the same.
5. The Board shall conduct itself within guidelines and procedures given it in the Bylaws

and the Manual for ANY DENOMINATION CHURCHES, Pastors and Boards, and shall be monitored by the Field Directors.

6. The Board, with the Pastor, shall adopt procedural rules from time to time as necessary for the proper functioning of the Church.

7. The Board and the Pastor shall fulfill their spiritual and temporal duties in a spirit of servanthood to the Lord, the Church, and one another. Neither the Pastor nor the Board are to exercise dictatorial leadership over one another or the Church; but shall cooperatively work together as a model of Christian unity and leadership, each submitting to one another as the Spirit, need, or circumstance may require. When disunity becomes present between the Pastor and Board, it shall be the responsibility of each to attempt to solve the difficulty between them; if failing to do so, it shall be the responsibility of each to seek the mediating efforts of the District Superintendent or his designee in order that the conflict may not be carried into the Church, but resolved within the circle of leadership.

8. The Board shall determine the salary of the ministers and employees of the Church, as provided in Article XII, Section 7. The Pastor shall be provided an annual paid vacation, if possible, time and length to be determined by mutual agreement. The Board shall also endeavor to provide the finances necessary for the Pastor to attend ANY DENOMINATION meetings. Such attendance shall not be considered a part of the Pastor's vacation.

Section 4. Number of Board Members

The number of persons serving as Board members shall be a minimum of three (3) plus the Pastor. As the church grows, others can be added at the discretion of the KEY LEADER.

Section 5. Election of Board Members

The KEY LEADER shall appoint the Board members. Board members may be appointed from within or outside the church so long as the Board member is either a member of an ANY DENOMINATION church.

Section 6. Term of Office

The term of office shall be for a period of three (3) years. The time may be extended at the discretion of the KEY LEADER upon recommendation of the Field Director.

Section 7. Regular Meetings

The Pastor shall call a regular meeting of the Board within thirty (30) days after the annual business meeting. Thereafter, the Board may provide by resolution the time and place for the holding of additional regular meetings of the Board. The Board shall meet a minimum of nine (9) times a year.

Section 8. Special Meetings

Special meetings of the Board may be called by or at the request of the Pastor or any two (2) Board members. The person or persons authorized to call special meetings of the Board may fix the time and place for holding any special meeting of the Board called by them.

Section 9. Notice of Meetings

Notice of regular meetings of the Board may be made by a Board resolution adopted at the initial meeting of the Board following the annual business meeting, or at any subsequent meeting of the Board during its term.

Notice of any special meeting of the Board shall be given at least four days previously thereto

by written notice delivered personally or sent by mail pursuant to Article XI. Any Board member may waive notice of any meeting. The attendance of any Board member at any meeting shall constitute a waiver of notice of such meeting, except where a Board member attends for the express purpose of objecting to the transaction of business because of failure of notice. The business to be transacted at the meeting need not be specified in the notice or waiver of notice of such meeting, unless specifically required by law or by these bylaws.

Section 10. Quorum

A majority of the Board members shall constitute a quorum for the transaction of business at any meeting of the Board. If less than a majority of Board members are present at said meeting, a majority of the Board members present may adjourn the meeting from time to time without further notice.

Section 11. Manner of Acting

The act of a majority of the Board members present and voting at a meeting at which a quorum is present shall be the act of the Board, unless the act of a greater number is required by law or these bylaws.

Section 12. Vacancies

In the event of a vacancy due to the resignation, death, or removal of a Board member, the District Superintendent shall select his replacement.

A Board member shall have vacated his office when he submits a written resignation or when he verbally resigns to the District Superintendent.

A Board member may have his office declared vacant by the District Superintendent.

ARTICLE VIII. OFFICERS AND STAFF

Section 1. Pastor

1. Qualifications. The Pastor of this church shall at all times be a credentialed minister of the ANY DENOMINATION, or a minister serving with the express written approval of the Executive Presbytery of the ANY DENOMINATION. In no event shall a former Pastor of this Church who is no longer credentialed by the ANY DENOMINATION, serve as an employee of this Church without the express written consent of the Executive Presbytery of the ANY DENOMINATION, Inc.

2. Duties.

The Pastor, as designated in the Scriptures, is the head of the Church under the leadership of the Lord Jesus, and is referred to under the title of "pastor" or "shepherd" (Ephesians 4:11), "bishop" or "supervisor" (I Timothy 3:2-7), and "presbyter" or "elder" (Titus 1:5).

b. The Pastor shall have oversight of the Church, its ministries and employees, in accordance with the provisions of Article VII, Section 3.

c. The Pastor shall be the President of the Corporation, Chairman of the Board, and shall preside over all Church Business meetings and Board meetings; except when the KEY LEADER provides otherwise.

d. The Pastor shall be an ex-officio member of all other Boards and committees within the Church.

e. The Pastor shall be responsible for the preparation of the agenda of all Church business meetings and Board meetings, except when the KEY LEADER provides otherwise.

f. The Pastor shall provide for all services of the Church and shall arrange for all special meetings, conventions, and revival campaigns. No person shall be invited to minister in the Church without his approval.

g. The Pastor shall endeavor to represent the Church in ANY DENOMINATION activities.

h. The Pastor shall perform all other duties necessary to the work of the ministry.

3. Manner of election.

a. The Pastor shall be chosen by the key leaders of ANY DENOMINATION.

b. The ANY DENOMINATION Leadership Team may receive an advisory secret ballot vote from the active membership prior to the appointment of a pastor, it being understood that said advisory vote shall not be binding upon the ANY DENOMINATION Administrative Committee.

4. Term of office. The term of the Pastor's office shall be for an indefinite period; the term to expire upon thirty days notice given by resignation of the Pastor, or by action of the KEY LEADER. The Pastor's ministry shall be reviewed at least annually by the Field Director and ANY DENOMINATION Presbyter, who may make recommendations to the ANY DENOMINATION Leadership Team concerning continuation of the Pastor's tenure.

Section 2. Other Pastors and Employees

All associate and assistant pastors, directors of youth, music and education, and any other members of the pastoral or Church staff and all other Church employees shall be appointed by the Pastor, subject to prior ratification by the Board. All appointments shall expire whenever the office of Pastor is vacated or by action of the Pastor and Board.

Section 3. Vice-Chairman

The Field Director shall be a member of the Board and shall serve as Vice-Chairman of the Board. He shall preside over, or designate a Chairman pro tem for all Church business meetings and Board meetings in the absence of the Pastor. If the Office of Pastor is vacated, the Field Director shall assume responsibility for the general supervision of the Church.

Section 4. Secretary

The Secretary of the Church shall be a member of the Board and shall keep, or cause to be kept, a book of minutes of all Church business meetings and meetings of the Board. He shall keep, or cause to be kept, a record of the membership of the Church, and shall be custodian of all legal documents of the Church and its corporate seal. He shall perform such other duties as belong to his office. The Secretary shall be appointed by ANY DENOMINATION.

Section 5. Treasurer

The Treasurer of the Church shall be a member of the Board and shall be responsible for all monies received into the treasury of the Church and shall disburse, or cause to be disbursed, such funds as directed by the Board under authority granted by the Board or these bylaws. He shall keep, or cause to be kept, itemized records of all receipts and disbursements, and shall furnish financial reports to the Board monthly and to the membership annually. His records shall be available at all times for audit under the direction of the Board. The Treasurer shall be appointed by ANY DENOMINATION.

ARTICLE IX. DEPARTMENTS AND COMMITTEES

Section 1. Committees of the Board

The Board, by resolution adopted by a majority of its members, may designate one or more committees, each of which shall consist of one or more Board members, which committees, to the extent provided in said resolution, shall have and exercise the authority of the Board in the management of the Church; but the designation of such committees and the delegation thereto of authority shall not operate to relieve the Board or any individual Board member of any responsibility imposed by law or these bylaws upon it or the Board member.

Section 2. Other Committees and Departments of the Church

Other committees and departments within the Church not having or exercising the authority of the Board in the management of the Church may be provided for by a resolution adopted by a majority of the Board present at a meeting at which a quorum is present. The members of such committees or the personnel of such departments shall be appointed by the Pastor subject to ratification by the Board. Anyone so appointed shall serve at the pleasure of the Pastor or Board.

Section 3. Chairman

One member of each committee shall be appointed chairman by the person or persons authorized to appoint the members thereof.

Section 4. Vacancies

Vacancies in the membership of any committee or department position may be filled by appointments in the same manner as provided in the case of the original appointments.

Section 5. Quorum

Unless otherwise provided in the resolution of the Board designating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

Section 6. Duties

Each committee may adopt rules for its own government not inconsistent with these bylaws or with rules adopted by the Board.

ARTICLE X. MANNER OF GIVING NOTICE

Whenever these bylaws do not state otherwise, notice is required to be given to any Board member, officer, or member, and such notice shall not be construed to mean personal notice, but may be given in writing, by mail, by depositing the same in the post office or mailbox, in a postpaid sealed envelope, addressed to such member, officer, or Board member at such address as appears on the records of the Church and such notice shall be deemed to be given at the time when the same shall be thus mailed.

ARTICLE XI. FINANCE

Section 1. Income

The financial needs of the Church shall be met by tithes, offerings, gifts, devises, bequests, trusts, annuities, contributions and such other means as the Board may approve.

Section 2. Budget

The Board shall prepare annually a unified budget for the Church. Said unified budget shall include all monies received or expended by or for any and all departments of the Church.

Section 3. Banking

The Treasurer shall properly account for or cause to be accounted all monies received by any and all departments of the Church and immediately deposit or cause to be deposited the same in the bank account or accounts of the Church which the Board shall from time to time establish.

Section 4. Withdrawals

Two signatures shall be required on any withdrawal of monies from any account. The persons authorized to sign for said withdrawals shall be the President, Vice-President, Secretary, Treasurer, or persons named by the Board. All withdrawals shall be made under the supervision of the Board.

Section 5. Audit

The Board shall audit the books annually or more often. They shall review monthly income and disbursements statements.

Section 6. Encumbering

The Board shall not have the power to borrow. Authority to borrow is vested in the ANY DENOMINATION Executive Presbytery (Article XIII, Section 2).

Section 7. Salaries

The Pastor shall be given regular and adequate financial support to the best of the Church's financial ability, the amount and manner of which shall be determined by agreement between the Pastor and Board. The salaries of all members of the pastoral staff and other full-time or part-time employees shall be set by the Board with the advice and counsel of the Pastor. All salaries and benefits shall be reviewed by the Board on an annual basis or more frequently as the Board desires. A general principle shall be that as the church prospers and the General Fund income grows under the Pastor's leadership, that percentage of growth shall be applied to the Pastor's salary for the next year.

Section 8. Missionary commitments and Missions Projects

Regular financial support to missionaries, missionary projects, and other person(s) and causes related to missions shall be decided upon by the Board.

Section 9. Benevolence Fund

The Church, in the exercise of its religious purposes and mission, has established a benevolence fund to assist persons in financial need. The Church welcomes contributions to the fund. Donors may feel free to suggest beneficiaries of the fund or of their contributions of the fund. However, the administration of the fund, including all disbursements, is subject to the exclusive control and discretion of the Board. The Board may consider suggested designations, but in no event is it bound to honor them. Donors wishing to make contributions subject to these conditions ordinarily may deduct their contributions if they itemize their deductions. Checks should be made payable to the Church, with a notation that the funds are to be placed in the benevolence fund.

Section 10. "First Money"

It is the responsibility of the Pastor, as CEO of the church, to safeguard the testimony and financial reputation of the Church. "First money" shall go to the payment of the mortgage and other bills of the church before salaries, either current or past. This applies also to any back or unpaid salaries at the time of the Pastor's resignation.

ARTICLE XII. COOPERATION WITH ANY DENOMINATION

Section 1. Benefits of Affiliation

This Church may receive the following benefits resulting from its status as a Member Church of the ANY DENOMINATION.

1. Purpose. This Church is entitled to participate in the reasons-for-being of ANY DENOMINATION as declared in the Constitutional Declaration of the ANY DENOMINATION Constitution.
2. Doctrine. This Church is undergirded by sound Biblical doctrine (see Article IV).
3. Pastors and Staff Ministers. This Church may be assured that those serving the Church in a ministerial capacity shall be credentialed by and accountable to the ANY DENOMINATION, or have the express written approval of the Executive Presbytery of the ANY DENOMINATION.
4. Itinerant ministers. This Church is entitled, through its Pastor, to the strengthening ministry of evangelists, teachers, and various types of itinerant ministers credentialed with ANY DENOMINATION.
5. Listing. This Church is entitled to be listed in the current annual DENOMINATION Yearbooks. Such listing qualifies the Church to receipt donations given it and accords the Church the benefit of being under the umbrella of the ANY DENOMINATION qualification as a non-profit corporation bearing Internal Revenue 501(c)(3) status.
6. Oversight and Accountability. This Church is entitled to receive counsel and direction from those whose election and qualification have set them aside as overseers in God's work. Such counsel and direction may come from the Field Director or elected ANY DENOMINATION Officials.
7. U.S. and Foreign Missions. This Church is entitled to participate in the vibrant home and foreign missionary work of ANY DENOMINATION through giving its people and financial resources for the spread of the Gospel under a program with strict doctrinal and financial accountability.
7. Departments. This Church is entitled to utilize the services of ANY DENOMINATION departments for the strengthening of its local ministry.
9. This Church is entitled to utilize the resources of ANY DENOMINATION campus ministries for its college students to be nurtured in the Faith within a Christian or secular college context.
10. ANY DENOMINATION Christian Conference Center. Subject to availability and expense, this Church is entitled to the use of this excellent resource for Christian conference grounds in an idyllic mountain setting. Whether through use of CONFERENCE CENTER for the church itself, or through the Church's participation in DENOMINATION conferences and camps, CONFERENCE CENTER may be utilized for the evangelization and edification of all ministered to by this Church.
11. SET FREE. This Church may avail itself of the resources of SET FREE in seeking to minister to those within our Church and community who are dependent upon chemicals or alcohol.
12. Official Representation. This Church, by action of its Board, may appoint one of its members to serve as a lay representative at ANY DENOMINATION business meetings.

13. Church Loans. This Church may utilize the resources of the ANY DENOMINATION financial standing to help it obtain church financing.

14. Change in Status. When the church is capable in maturity, leadership and finance to become a self governing assembly, the pastor shall obtain permission from ANY DENOMINATION to present this to the Church. At any regular or specially called business meeting, the active membership by majority vote of a maximum quorum may request the ANY DENOMINATION Executive Presbytery to change the membership status of the Church from that of a ANY DENOMINATION LED Church to that of a SELF GOVERNING ANY DENOMINATION Affiliated Church.

Section 2. Responsibilities of Affiliation

1. Prayer. This Church shall pray for the global, national and regional ministry of ANY DENOMINATION.

2. Support.

a. NATIONAL. This Church shall send an offering each year to the NATIONAL OFFICE OF ANY DENOMINATION for its support in an amount not less than one dollar per Church constituent.

b. REGIONAL. This Church shall send a minimum of one percent (1%) of its general fund, on a monthly basis, to the REGIONAL Ministries Fund for the under girding of the REGIONAL work and expansion. Additional offerings may be given to REGIONAL departments and ministries.

c. Missions. This Church shall support to the best of its ability, on a monthly basis, foreign missionaries from ANY DENOMINATION. To the best of its ability, and through the invitation of the Pastor, this Church shall have such appointed missionaries hold services and minister at missions meetings and conventions, and constituents of this Church shall be encouraged to give faith promises and/or offerings for the support of these missionaries and the approved projects they represent.

d. Church Planting and Strengthening. This Church shall give an amount equivalent to ten percent (10%) of its foreign missions giving to REGIONAL Home Missions for planting and strengthening ANY DENOMINATION churches within the REGION.

3. Ministry and Mission. This Church shall maintain pure doctrine, operate within its own and ANY DENOMINATION bylaws, conduct itself in a manner consistent with ANY DENOMINATION principles and integrity, and ensure that its assets are not dissipated but at all times conserved and dedicated to the historic mission of the ANY DENOMINATION.

4. Integrity and Fidelity. This Church shall seek to exalt Christ in all its conduct and ministries. It shall remain faithful to live and proclaim the Gospel. It shall identify with and affirm its affiliation with the ANY DENOMINATION.

5. Records. This Church shall cause a copy of its important corporate records to be kept on file at the ANY DENOMINATION Office. Such records shall include, but not be limited to the current:

a. Articles of Incorporation

- b. Constitution and/or Bylaws
 - c. Annual Financial Report
 - d. Copies of Property Deeds
 - e. Completed Annual Church Ministries Report furnished by ANY DENOMINATION
 - f. All amendments made to the Articles of Incorporation, Constitution and/or Bylaws
 - g. Proof of current casualty and comprehensive liability insurance. This Church shall list ANY DENOMINATION as an additional insured on its liability insurance policy.
 - h. Federal identification number.
6. Accountability. The ANY DENOMINATION Articles of Incorporation and Bylaws shall take precedence over the Articles of Incorporation and Bylaws of this Church. ANY DENOMINATION shall not usurp the authority properly vested in this Church; however, when the governance provisions of this ANY DENOMINATION's Articles of Incorporation and/or Bylaws, the ANY DENOMINATIONS provisions of this Church are either silent on or in conflict with provisions made in the ANY DENOMINATION's Articles of Incorporation and/or Bylaws, the ANY DENOMINATION's provisions shall govern.
7. Arbitration. Any controversy or claim between this Church, or any member or officer of this Church, or any person claiming to be a member or officer of this Church and ANY DENOMINATION or any other member or officer of this church, for which either party may have a cause for legal action (redress from any civil court) shall be submitted to binding arbitration. The arbitrators shall be chosen from the Panel of Arbitrators elected by ANY DENOMINATION in accordance with its bylaws. The disputing parties shall each select one arbitrator from the Panel of Arbitrators, and the third arbitrator shall be selected by the two previously selected arbitrators. Such arbitration shall proceed in accordance with Title 9 of the ANY STATE Code of Civil Procedure, or any successor statute.

ARTICLE XIII. PROPERTY

Section 1. Title

All property of whatever kind and wherever situated regardless of how it is acquired by the Church shall be held, sold, transferred or conveyed in the name of the Corporation and/or the ANY DENIMONATION.

Section 2. Acquisition-Disposition

The ANY DENOMINATION Executive Presbytery shall have the power to mortgage, encumber or hypothecate the assets of the Church. From time to time real and/or personal property may be offered to the Church by a donor or donors which is intended to provide support to the Church rather than for actual use by the Church. The Board shall have the power to accept and to dispose of such property in such manner as they deem appropriate and to execute any and all documents necessary and/or convenient provided such action is authorized by a two-thirds vote of the Board. All other transactions involving real property, whether by purchase, lease, mortgage, encumbrance, sale or otherwise, must be approved by a majority of the ANY DENOMINATION Executive Presbytery.

Section 3. Documents

The President and Secretary shall execute any conveyance, lease, or mortgage when properly approved by the ANY DENOMINATION Executive Presbytery or by the Board when authorized by the ANY DENOMINATION Executive Presbytery.

Section 4. Dissolution

The property of this Corporation is irrevocably dedicated to religious purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person. Upon the dissolution or winding up of the corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to the ANY DENOMINATION if at the time of the dissolution of this Corporation the ANY DENOMINATION is then organized and operated exclusively for religious purposes and has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code. In the event that the ANY DENOMINATION shall not be organized and operated exclusively for religious purposes, upon the dissolution or the winding up of the corporation, the assets of this Corporation remaining after payment or provision for payment of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for religious purposes and which has established its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code. Section

5. Acknowledgment of Express Trust

This Corporation acknowledges that heretofore contributions have been received by this Corporation upon affirmative representations that such contributions would be used to support and advance the objectives and mission of the ANY DENOMINATION, Inc.,. In keeping with the historical policy of this Corporation, through this bylaw provision, this Corporation represents and warrants that all assets and contributions received by this Corporation shall be used to support and advance the objectives and mission of ANY DENOMINATION. In addition, the assets of this Corporation are and henceforth shall be impressed with an express trust requiring that such assets be used to support and advance the objectives and mission of the ANY DENOMINATION, through such an affiliation.

It is the intent of this bylaw provision to create a trust that is subject to the provision of Section 1111 of the STATE Corporation's Code, or any successor code provision. The express written consent of the Executive Presbytery of the ANY DENOMINATION shall be required to amend, remove or revoke this bylaw provision.

Section 6. Disposition of All or Substantially All of Church Assets

The sale, lease, conveyance, exchange, transfer or other disposition of all or substantially all assets of this corporation, shall require the consent or waiver of ANY STATE Attorney General pursuant to Section 9633 of ANY STATE's Corporations Code, or any successor code provision, as well as the written consent, or written waiver of the Executive Presbytery of the ANY DENOMINATION. The express written consent of the Executive Presbytery of the ANY DENOMINATION shall be required to amend, remove or revoke this paragraph.

ARTICLE XIV. INITIATIVE

Section 1. Right of Members

An active member may originate a petition requesting consideration of a matter. Prior to circulation, the petition shall be filed with the Board for its consideration of the matter raised. If the active member desires to appeal the decision of the Board to the matter raised, only then may the petition be circulated.

If the petition requests a special business meeting or intervention by ANY DENOMINATION, a

minimum of twenty-five percent (25%) of the active members signing the petition shall be sufficient to require the calling of the special business meeting or intervention by ANY DENOMINATION.

Section 2. Manner of Circulation

The circulation of the petition shall be as follows. The petition shall be placed in a folder on a podium or stand in the church foyer where it shall remain for a reasonable time during and after two consecutive Sundays and midweek services. Signatures shall be invalid if added at any place or time other than that which is provided for above. Except for a petition calling for intervention by the ANY DENOMINATION, the custodian of the petition shall be a member appointed by the Board. The petition shall be delivered to the Board by its custodian for consideration by the Board; however, when the petition calls for intervention by ANY DENOMINATION, the originator of the petition shall be the custodian of it and shall present the petition to ANY DENOMINATION in person or by certified mail.

Section 3. Consequences of Improper Circulation

Any member who circulates a petition in violation of the above sections of this Article shall be considered as having violated the membership requirement of Article V, Section 1, 5 or Section 10; and therefore shall be subject to the provisions of Article V, Section 6.

ARTICLE XV. MINUTES AND FINANCIAL REPORTS

The minutes of all Board meetings and the monthly and annual financial reports presented to the Board shall be open for inspection at all reasonable hours to any active member. In the event the Board meets in a duly called Executive Session, the minutes shall record the general topic of the Executive Session.

ARTICLE XVI. ROBERT'S RULES OF ORDER

Where not in conflict with other provisions of these bylaws, Robert's Rules of Order, latest edition, shall control the procedure for all business meetings of the Church, the meetings of the Board, and committees established by or pursuant to the Articles of Incorporation and/or the Bylaws of this Church.

ARTICLE XVII. NUMBER AND GENDER

Except where the context indicates otherwise, words in the singular number shall include the plural, and words in the masculine gender shall include the feminine, and vice versa.

ARTICLE XVIII. AMENDMENTS

Amendments to the Articles of Incorporation and to these bylaws may be made by majority vote of the ANY District Council Executive Presbytery.

CHURCH BYLAWS ESSENTIALS

This list is not an exhaustive list of requirements or recommendation. It is to be viewed as a minimum listing of essentials.

REQUIREMENTS:

1. A concise statement of your tax exempt purpose
2. A board of directors and statement defining their responsibilities, how they are elected/appointed, and the length of their terms.
3. A dissolution clause – If the organization ceases to exist, assets must go to another non profit or a government entity.
4. An inurement clause – No director or officer can have a legal right to any assets of the corporation.
5. An indemnification clause – insurance coverage for officers and directors
6. A conflict of interest clause – See 1023 Form instructions for a sample
7. A statement detailing who sets the compensation of officers and directors and how the amounts are determined.
8. A statement detailing membership requirements, voting rights, and responsibilities.
9. A statement that the organization will not engage in or sponsor any political activity.
10. A statement detailing how contracts for work or service are assigned/granted and how this will be handled if this contract is bided for by an officer/director.
11. A statement detailing how funds will be raised and who will determine how they are disbursed.

RECOMMENDATIONS:

1. There should be a minimum of five board members and not more than two of these should be related.
2. There needs to be accountability for all leadership, and that accountability needs to be fully defined.
3. No officer/director should have an indefinite term.
4. Those handling finances should be screened and bonded/insured.

5. A conflict resolution procedure should be defined in detail.
6. All compensation should be fair and reasonable and should be given commensurate with the assigned duties. Compensation should be compared with the compensation given by other similar organizations of comparable size in your location.
7. It is wise to have an election process defined for officers/directors. These should not be appointed or chosen by the pastor/CEO or executive officers.

Addendum Two

Sample 5

Steps to Planting a Church In Our Organization

The following steps are designed to help you setup your church in a manner that is legally and organizationally sound. As each step is completed, write the date in the blank to the left of the step number. This will help prevent the church planting process from being delayed due to an incomplete step.

The ICP (individual church planter), Sector, Region, or Parent church should take the initiative to begin the approval process.

_____ **Step 1:** Read through the Church Planting Manual to insure you understand everything involved!

_____ **Step 2:** It is the responsibility of the church planter to contact the Presbyter of the Sector in which the church will be started. The purpose of this contact is to set up the two essential meetings that are defined in steps three through five. In many cases it will work well to combine these meetings to minimize the travel required for the participants.

_____ **Step 3:** When the geographical location of the proposed plant is within the ministry scope of an existing church, it is the responsibility of the planter to initiate a meeting that includes the Presbyter, the Regional Multiplication Director and the pastor of the existing church. The purpose of this meeting is to define the kind of relationship that will exist between the existing church and the new church plant. Issues to be discussed should include but not necessarily be limited to the following categories:

1. How should the church planter manage individuals who “migrate” into the new church plant from the existing church?
2. How should the church planter manage unsolicited interaction with members of the existing church? (For example- bumping into them at the grocery store or receiving a call from an existing church member expressing interest in joining the new church, etc.)
3. Suggest that any help the existing church can provide is welcome. The church planter should enter into this discussion with the expectation that the existing church will give no access whatsoever to any of its resources. This will posture the church planter to be thankful for any assistance received from the existing church. On the other hand, the existing church should be encouraged to manifest

a “Kingdom heart” toward the plant and keep in mind the scriptural admonition to be generous (Luke 6:38). It is especially important for these guidelines to be followed when a staff pastor is leaving or being sent out by an existing church to plant a church within its ministry scope. It is essential that a staff pastor honor the desire of the senior pastor in every detail. It is vital that the planter go the extra mile to make sure that good communication takes place on every step of the planting journey.

_____ **Step 4:** Complete and return the Background Investigation Consent form on page 12 to the Regional Office.

_____ **Step 5:** The prospective church planter and spouse will participate in a Behavioral Assessment Interview (unless waived by the Church Multiplication Team). This interview will be conducted by trained assessors and all fees will be paid from the Regional church planting funds. You will be contacted by the CMT to set up the time and place for this interview.

_____ **Step 6:** Upon completion of the Behavioral Assessment Interview, the prospective planter and spouse, if married, will be interviewed by the Church Planting Multiplication Team to review the results of the Assessment.

_____ **Step 7:** Once the Church Multiplication team has affirmed the planting project, the planter should complete the paperwork required by the State as soon as possible. The Church Multiplication Team is prepared to help you through this process. Call us if you have any questions. Here’s how it works. Completed samples of all the required forms are in this manual beginning on page 17. The forms should be completed in the following order.

1. _____ Articles of Incorporation and Dissolution Clause– Nonprofit Corporation. (\$50 online fee or \$125 paper fee.) Church Planters are required to add the Dissolution Clause provided by the Church Multiplication Team to the Articles of Incorporation. For the Dissolution Clause (sample is on page 23) download and complete the form from the Church Multiplication site. Using the sample articles on page 20-22 as a guide, complete the Articles of Incorporation online at www.sos.state.st.us. Under the Business Center tab click on the “File a Business Document: Creating a new record.” Fill out the forms for a new non profit corporation. You should attach the Dissolution Clause document to the Articles of Incorporation before submitting the document to the State.
2. _____ Application for Employer Identification Number (EIN)– Form SS-4. Using the sample form SS-4 on page 26 as a guide, complete the SS-4 form (page 25) and mail to INTERNAL REVENUE SERVICE, ATTN: EIN Operation, Philadelphia, PA 19255. You may download this form from the Church

Multiplication website. When you receive your EIN number, you should contact the Church Multiplication Team immediately and give us the number. Once we receive your EIN, we will forward the application to National Office. Once we receive notification that your church is now recognized by the national organization, then we will send you your 501C-3 packet.

3. _____ When you receive the 501C-3 packet from the Church Multiplication Team-Fill out the form DR 0715 (the application for state sales tax exemption), make 2 copies of the form and the letters from the District verifying your 501C-3 status. Follow the instructions in the packet. Within 1-2 weeks after you have completed the forms and sent them to the state, you will receive a Tax Certificate from the state. Upon receiving this certificate, send a copy of the tax certificate to the Church Multiplication Team.

_____ **Step 8:** After you have your Articles of Incorporation and EIN, you should open a church checking account. Without the completion of these procedures, by law, a checking or savings account cannot be opened by any FDIC bank.

_____ **Step 9:** Once the church checking account is opened it is possible for the church planter to receive personal income through the church plant. Whenever the planter and/or staff begin to receive personal income through the church plant, it is the responsibility of the planter to contact your insurance provider to set up your Workman's Compensation Account. Do not skip this step! It is required by law!

_____ **Step 10:** Within the first month of filing Articles of Incorporation, the church planter should contact his or her assigned coach and set up the first coaching appointment. Each church planter is expected to meet with their coach face-to-face at least once each month.

_____ **Step 11:** Every church planter should attend a Church Multiplication Start Training before beginning public meetings. Each Church Plant project will receive up to \$350 from Multiplication Team funds to assist with training expenses.

_____ **Step 12:** Liability and property insurance is an absolute necessity for new church plants! It is the responsibility of the church planter to activate property and liability insurance coverage with your insurance provider prior to
a). your first meeting where children and/or youth meet separately from the adults (even if the meeting is held in a home), or
b). your first public meeting in a rented, leased or donated facility (even if youth and/or children are meeting in the same room).

_____ **Step 13:** Because of the Affordable Healthcare Act church planters are now

required to obtain health insurance through the best option available.

_____ **Step 14:** You should have a music copyright license in place if you are planning to use any type of projection or printed music materials for worship. Christian Copyright Licensing International is a commonly used provider. You may view their web site at <http://www.ccli.com> . Their web site includes an online application.

_____ **Step 15:** Children's and Youth Risk Management Policy. Your church should adopt, implement, and abide by a risk management policy to protect children and youth in your church.

_____ **Step 16:** Church Government. Within 8 weeks following the filing of your Articles of Incorporation, you should hold your first Official Board meeting.

In the first meeting of the Board, the following agenda items should be considered:

- a. Adoption of Risk Management Policy and Procedures.
- b. Determine the salary package for the pastor.
- c. Adopt a Constitution and Bylaws
- d. Approve new church start-up budget.