

**Sample Church Ministry  
Constitution and By-Law Document**  
for  
**Full Gospel Assemblies**  
**International**  
Parachurch Ministries

This document shall serve as a sample only. All constitution and by-law documents are to be constructed uniquely to the needs and requirements of the **ministry** for which they are intended. Clauses of this document may be used in part or whole after careful consideration to their application. Wording and sections highlighted in bold are to be carefully reviewed, along with the document in its entirety, to insure such wording is applicable. **Ministries** utilizing this sample Church ministry constitution and by-laws document as reference assume responsibility for all and any liability arising from such usage.

The  
Constitution and By-Laws  
of

**Ministry Name**

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**Ministry Address**

CONSTITUTION AND BY-LAWS  
OF

**Ministry Name**  
**Ministry Address**  
**Ministry Address**

Adopted this **Month, Day, Year**

**CONSTITUTION**

**ARTICLE I. NAME**

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

**ARTICLE II. PREROGATIVES**

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

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

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

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

**ARTICLE III. GOVERNMENT**

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

**ARTICLE IV. TENETS OF FAITH**

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

## 1. The Scripture Inspired.

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

## 2. The One True God.

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

## 3. Man, His Fall and Redemption.

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

## 4. The Salvation of Mankind

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

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

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

## 5. Baptism in Water.

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

## 6. The Lord's Supper.

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

## 7. The Promise of the Father.

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

## 8. Baptism in the Holy Spirit.

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

## 9. Entire Sanctification.

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

## 10. The Church.

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

## 11. The Ministry and Evangelism.

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

## 12. Divine Healing.

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

## 13. The Blessed Hope.

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

## 14. The Millennial Reign of Jesus.

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

## 15. The Lake of Fire.

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

## 16. The New Heavens and the New Earth.

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

## **ARTICLE V. ORDINANCES**

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

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

## **ARTICLE VI. MEMBERSHIP**

Active membership of this ministry shall be those that are actively serving as officers and trustees of the ministry.

## **ARTICLE VII. OFFICERS**

### Section 1 - Description

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

### Section 2 - Board of Trustees

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

## **ARTICLE VIII. MEETINGS**

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

Section 2. There shall be an annual administrative meeting of the ministry at which time the confirmation of trustees shall take place and the report of all officers shall be read. This meeting shall be held during the last two weeks of January. The time and place shall be announced by the pastor / director. Due notice to be given a minimum of 14 days prior to the date of the meeting.

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

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

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

### Section 6. Fiscal Year

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

## **ARTICLE IX. DEPARTMENTS & COMMITTEES**

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

## **ARTICLE X. FINANCES**

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

## **ARTICLE XI. PROPERTY**

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

## **ARTICLE XII. AMENDMENTS**

This Constitution and ByLaws may be amended or changed by a two thirds confirmation vote of the active membership of the ministry who are in attendance at any regular or special meeting called for that purpose. Due notice of meetings and purposes to be given a minimum of 14 days prior to the date of any such meeting.

## BYLAWS

### ARTICLE I. OFFICERS

#### Section 1 - Offices of Ministry

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

#### Section 2 - Designation of Corporate Officers

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

#### Section 3 - Eligibility for Continuance in Office

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

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

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

(D) Only qualified individuals are eligible for election or appointment to any ministry office or position. Temporary or interim appointments may be considered for positions within the ministry. Temporary or interim appointees shall not serve as members of the board of trustees.

#### Section 4 - Terms of Office

The length of terms of office shall be as follows:

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

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

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

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

#### Section 5 - Election and Appointment of Officers

(A) The offices of Pastor / Director(s) shall be filled by the appointment of a Full Gospel Assemblies licensed or ordained minister of the gospel and shall be made and/or approved by two-thirds confirmation vote of the board of trustees.

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

#### Section 6 - Pastoral / Director Oversight of Ministry, Ministry Officers and Staff

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

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

### Article II. Duties of Officers

#### Section 1 - The Pastor / Director

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

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

#### Section 2 - The Board of Trustees

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

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

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

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

(2) to sell, convey, alienate, transfer, lease, assign, exchange, or otherwise dispose of, and to mortgage, pledge, or otherwise encumber the real and personal property of the ministry, to borrow money and incur indebtedness for

the purpose and the use of the ministry; to cause to be executed, issued, and delivered for the indebtedness, in the name of the ministry, promissory notes, bonds, debentures, or other evidence of indebtedness; and to secure repayment by deeds of trust, mortgages, or pledges.

### Section 3 - The Minister of Records / Secretary

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

### Section 4 - The Minister of Finance / Treasurer

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

### Section 5 - The Minister of Education - Children & Youth Ministries

The minister of education shall supervise ministries of education. In consultation with the pastor / director, he shall recommend the appointment of the teachers and educators of the ministry. He shall preside at educational ministry meetings, and report on the condition of the Education Ministries at the annual ministry administration meeting.

### Section 6 - The Minister of Hospitality

The minister of hospitality, in cooperation with the pastor / director, shall appoint a sufficient number of assistants to care for the work of hospitality of the ministry to its members and participants.

### Section 7 - Pastoral / Directorship Staff

Under the direction and guidance of the pastor / director, the staff, including but not limited to, co-pastor / director, associates, assistants and others conducting pastoral / directorship responsibilities of the ministry, shall assist the pastor / director in carrying out the responsibilities and vision of the ministry.

### Section 8 - Duties of All Officers

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

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

## **ARTICLE III. MEMBERSHIP**

### Section 1 - The Standard of Membership.

The standard for membership consideration for the ministry shall be:

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

## Section 2 - Duties of a Member

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

## Section 3 - Reception of Members.

(a) The pastor / director shall present the names of those who are considered for membership with his recommendation to the board of trustees, who shall act upon said recommendation. All persons who shall have met the membership requirements and have been passed on favorably shall be received into the ministry at any of the regular meetings and their names inscribed on the roster.

## Section 4 - Discipline of a Member

### (A) - Discipline Committee

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

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

(1) Members are expected to demonstrate special loyalty and concern for one another. When a member becomes aware of or involved in an offense of such magnitude that it hinders spiritual growth and testimony, he is to go alone to the offending party and seek to restore his brother. Before he goes, he should first examine himself. When he goes, he should go with a spirit of humility and have the goal of restoration.

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

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

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

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

## Section 5 - Termination of Membership

(A) The membership of any individual member shall be automatically terminated without notice if the member in question has not attended a regularly scheduled meeting of the ministry in the preceding 60 days or in the event that the member fails to perform his responsibilities and meets requirements for dismissal as described within Bylaws Article II (B), Section 8. Upon good cause being shown to the pastor / director, this provision for termination may be waived in the case of any individual member at the discretion of the pastor / director.

(B) A member may resign at any time.

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

## Section - 6 Revision of Membership

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

## **Article IV - Ministry of Education and Discipleship**

### Section 1 - Purpose

The ministry believes that it is to provide the children, youth and adults it serves with the gospel of Jesus Christ, and an education and ministry which is based upon and consistent with Biblical teachings. The ministry believes that the home and church are responsible before God for providing a Christian education. To this end, this church ministry shall engage in ministries of education and discipleship in keeping with the following dictates:

### Section 2 - Church and Community Participation

All ministry, programs, or ministry of instruction formulated and offered by the ministry shall be for the benefit of the church, and while keeping within the mandate of the commission of the Lord Jesus Christ of Mark 16:15, this ministry shall promote the Gospel and encourage all to participate in all ministry, programs or instruction for the promotion of the Gospel message.

### Section 3 - Staff Membership

Staff shall not be required to be members of this ministry. This provision shall apply to temporary personnel, interim staff, missionaries, evangelists, or ministers engaged for the purpose of delivering sermons, teaching, conducting revivals, or other special assistance on a temporary basis.

### Section 4 - Statement of Faith Accord

All ministry, programs, and ministry of instruction shall be taught and presented in full accord with the statement of faith of the ministry.

## Section 5 -Unity

All ministry, programs and ministry of instruction shall be conducted as an integral and inseparable offering of the ministry.

## Section 6 - Teaching

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

## Section 7 - Christian Walk

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

## **ARTICLE V - PROPERTY RIGHTS / DISSOLUTION**

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

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

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

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

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

## Article VI. Unauthorized Expenditures

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

## Article VII. Tax-Exempt Provisions

### Section 1 - Private Inurement

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

### Section 2 - Political Involvement

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

### Section 3 - Racial Nondiscrimination

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

### Article VIII. Designated Contributions

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

### **ARTICLE VII. ORDER OF BUSINESS**

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

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

### **ARTICLE VIII. AMENDMENTS**

This constitution and bylaws may be amended or changed by a two thirds confirmation vote of the active membership of the ministry who are in attendance at any regular or special meeting called for that purpose. Due notice of meetings and purposes to be given a minimum of 14 days prior to the date of any such meeting.

### **ARTICLE IX. REVISION**

**(For revised documents)**

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

**Adoption**

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Minister of Records / Secretary