

BYLAWS

Of the

The Assembly

Revised November, 2012

ARTICLE I. DUTIES AND OFFICERS

Section 1. The Lead Pastor

The Lead Pastor shall be considered as the spiritual overseer of the assembly and shall direct all of its activities. He shall act as the chairman of all business meetings of the assembly and of the Board of Deacons. He shall be an ex-officio member of all committees and departments. He shall provide for all the services of the assembly and shall arrange for all special meetings, conventions or revival campaigns. No person shall be invited to speak or preach in the assembly without his approval.

When it is determined that Staff Members or Church Employees are needed, the Lead Pastor and the Board of Deacons shall appoint such individuals and determine compensation, duties and term of office. All such individuals shall be under the direct supervision of the Lead Pastor and answerable to him in all matters.

When a Lead Pastor resigns, it is understood that his ministerial assistants shall submit their resignations also, so that the newly elected Lead Pastor may

establish a staff of his own choice. The new Lead Pastor may establish a staff of his own choosing with the approval of the Board.

Section 2. Board of Deacons

The Board of Deacons is chosen to serve the church and the Lead Pastor and, therefore, shall act in advisory capacity with the Lead Pastor in all matters pertaining to the assembly in its spiritual life and in the ministry of its own ordinances. They shall act as an examining committee for all applicants with sole authority to approve or disapprove for membership and also in the administration of discipline. They shall serve with the Lead Pastor in the administering of all funds, as annually reviewed by the membership.

A majority present at any meeting of the Board of Deacons shall constitute a quorum, provided all the members have been notified to be present.

The Lead Pastor shall act as the Chairman of the Board. One member of the Board of Deacons, shall serve as Vice-Chairman of the Board, to serve as Chairman when necessity arises. The Vice-Chairman will be elected by the Board of Deacons and will be chosen from the group of deacons serving their final year.

Section 3. Recording Secretary

The Recording Secretary shall keep the minutes of the official meetings of the Board of Deacons and of the annual and special business meetings of the assembly.

Section 4. Treasurer / Business Administrator.

All financial receipts of the assembly shall be deposited by the Treasurer / Business Manager who is hired by the Lead Pastor and Board. Disbursed as authorized by the Lead Pastor and the Board of Deacons. All checks shall be countersigned by selected Board members. All disbursements shall be made and signed by the Treasurer / Business Manager. All disbursements over \$1,000 shall be signed by two people authorized by the Lead Pastor and the Board.

A financial report shall be given to the church membership at the Annual Business Meeting. An itemized report of receipts and disbursements shall be given to the Board of Deacons each month. All accounts may be subjected to an outside audit under the direction of the Lead Pastor and the Board of Deacons biannually or on departure of the person approved to disburse funds. Monthly disbursements shall be reviewed by a panel of three deacons.

ARTICLE II. QUALIFICATIONS

Section 1. Lead Pastor

The Lead Pastor and Senior Associate Minister must be credentialed ministers in good standing with the Assemblies of God.

Section 2. Deacons

- (a) The deacon must be chosen from "among you" (Acts 6:3), a lay member of the local congregation for at least one year. A deacon shall be at least 21 years old.
- (b) The deacon must be a man of good reputation, "men of honest report" (Acts 6:3). The confidence and trust of the congregation and community are essential.
- (c) The deacon is in a spiritual ministry, "full of the Holy Ghost" (Acts 6:3), according to (Acts 2:4) and continuing to be "full" (Eph.5:18).
- (d) The deacon is required to make decisions in practical and temporal matters as well as giving support to the Lead Pastor in spiritual matters, so sound direction and wise counsel needs "wisdom" (Acts 6:3).
- (e) The deacon must be willing to be involved in the work of God through the church; he is to "serve" (Acts 6:2).
- (f) The deacon is to the "grave" (I Tim. 3:8), i.e. steadfast and serious.
- (g) The deacon is "not double-tongued" (I Tim. 3:8), i.e., a man of his word, dependable.
- (h) The deacon is "not given to much wine" (I Tim.3:8), i.e., his is a total abstainer from alcoholic beverages and does not depend on physical stimulants.

- (i) The deacon is “not greedy of filthy lucre” (I Tim. 3:8), i.e., his is a faithful steward with his tithe, generous, and not motivated by money.
- (j) The deacon is proper in his doctrine, “holding the mystery of the faith in a pure conscience”. (I Tim. 3:9, fully subscribing to the tenets of faith of the Assemblies of God.
- (k) The deacon is a mature believer, “and let these also first be proved” (I Tim.3:10).
- (l) No person shall be eligible to serve as a deacon if either he, or his spouse has a former living companion, unless the divorce occurred prior to his or her conversion or the scriptural causes of a former spouse’s marital unfaithfulness (Matthew 19:9), or abandonment of the believer by the unbeliever (1 Cor. 7:10-15). The Lead Pastor and the Board of Deacons shall have authority to determine whether a nominee qualifies regarding a former marriage when the termination of that marriage is consistent with the scriptural position or if the former marriage ended prior to conversion.
- (l) The deacon leads his home in Christ, “ruling their children and their own houses well” (I Tim. 3:12).
- (m) The deacon’s wife must be an example of the Christian life, “grave, not slanderers, sober, faithful in all things (I Tim. 3:11).

(n) The deacon shall be a consistent financial supporter of this assembly. As a leader in the church, he shall feel his responsibility to support it with tithes and offerings.

Section 3. Recording Secretary

The Recording Secretary shall keep the minutes of the official meetings of the Official Board and of the annual and special business meetings of the Assembly. He shall maintain the membership records.

Section 4. Treasurer / Business Administrator

The Business Administrator shall serve ex officio as Treasurer and a non-voting member of the Official Board. He shall be the custodian of all legal documents and have possession of the corporate seal.

The Treasurer / Business Administrator shall be entrusted with all the finances of the Assembly subject to the supervision of the Official Board. The Treasurer / Business Administrator shall deposit all funds, in the name of the Assembly, in financial institutions whose accounts are insured by the FDIC, with the exception of AG Financial Solutions if such action is approved by a majority vote of the Official Board. The Treasurer / Business Administrator shall disburse all funds by check as authorized by the Pastor and Official Board. The Treasurer / Business Administrator shall keep an itemized account of the receipts and disbursements and shall prepare an itemized report for the regular meetings of the

Official Board, as well as a summary report to the Assembly at its annual business meeting. The accounts may be audited at the discretion of the Official Board.

ARTICLE III. ELECTIONS AND VACANCIES

Section 1. The Lead Pastor

The Lead Pastor shall be elected by a 2/3 majority to serve indefinitely .

The election by the church shall be by secret ballot and a 2/3 majority shall constitute an election.

Section 2. The Board of Deacons

When a member's term has expired, he cannot succeed himself, but may be elected to the board after sitting off for one year. The Board of Deacons shall be nominated and screened by the Lead Pastor and sitting Board. The Lead Pastor has the privilege to invite the Church membership to recommend names of potential Board members to the Lead Pastor or active Board members during the screening process.

The screened nominates will be vetted and chosen by the Lead Pastor and the sitting Board. The vetted new Board selections will be presented to the church body for ratification. A simple majority is needed to constitute ratification of recommend Board member(s).

If there is no ratification of a submitted board member, the Lead Pastor and Board will follow the same vetting process and present the next board member nominee at a special election.

The number of Board members shall be five. Ratification of Board members shall alternate annually by voting on one new board member for a three year term, followed by voting on two new board members for a three year term.

In case a need arises for new board members to be added due to transfer, death, etc. The Lead Pastor and sitting board may present a new board member to the church body for ratification for a term that brings the number of board members into proper balance.

In case of the vacancy of a Board member during a term, the selection to the replace, the exiting board member, will take place at the next annual church business meeting.

Section 3. The Recording Secretary / Business Administrator

The Recording Secretary shall be elected by the official church board from among its membership.

The Treasurer / Business Administrator shall be appointed by the Lead Pastor with the approval of the Board. The Recording Secretary and Business Administrator can be the same person if one person can fulfill the responsibilities of both positions.

Section 4. Vacancies

(A) The Lead Pastor

The tenure of office shall terminate at the end of his term of service. In the event a Lead Pastor has serious charges preferred against him or his ministry has ceased to be effective, power is vested in the Board of Deacons to ask for the resignation of the Lead Pastor at any of its regular business meetings. If such resignation is refused, the Pastorate shall not be considered vacant until the action of the Board of Deacons has been confirmed by a 2/3 vote of the congregation at a meeting called for the purpose; such meeting shall be presided over by the District Officials. When a vacancy in the Pastorate shall occur, a supplement shall be arranged for by the Board of Deacons until a Lead Pastor shall be chosen as prescribed in Section 1. No minister shall be considered as Lead Pastor without the church, through its elected officers, first contacting the District Superintendent.

In the case of a Lead Pastor's removal from office, a report of such action shall be made to the District Officials. If the Lead Pastor cannot fulfill his normal responsibilities the Board may appoint the Senior Associate Pastor to fulfill the duties of the Lead Pastor.

(B) Other Officers

(1) Any office may be declared vacant by an act of a majority of the membership of the Board of Deacons at any regular or special business meeting.

(2) Grounds for such action shall be:

(a) Unscriptural conduct.

(b) Doctrinal departure from the tenets of faith.

(c) Incompetency in office.

(d) For any good and sufficient cause.

(3) Any incumbent under charges shall have opportunity for a fair and impartial hearing of his case before the assembly if he so desires.

ARTICLE IV. MEMBERSHIP

Section 1. Membership Eligibility and Reception

Active voting membership in this assembly shall be open to all those who possess the following qualifications:

- a. A testimony to an experience of the “new birth.”
- b. Having been baptized in water by immersion.
- c. Display evidence of a consistent Christian life. Members must hate the use tobacco, not align themselves with alcoholic beverages and be a total abstainer of illegal drugs and does not abuse prescription medications and does not depend upon illegal physical stimulants. (Ro 6:4, 8:1-4; 13:13, 14; Eph 4:17-32; 5:1,2,15; 1Jn 1:6,7)
- d. An indication of a willingness to contribute regularly to the financial support of The Assembly.
- e. Acceptance of the Tenets of Faith as set forth in Article IV of the bylaws.
- f. Having reached at least 18 years of age.
- g. Having regularly attended services of, and supported, this assembly for a period of at least thirty days prior to the date of application for membership.
- h. Agreement to be governed by the bylaws of this assembly, and of the Arkansas District Council of the Assemblies of God, as both may be amended from time to time and who display evidence of a cooperative, submissive, humble and Christ-like spirit as the scriptures enjoin.

- i. People who don't meet a. – h. above shall be moved to inactive status and forfeit their voting privilege.
- j. However, in no case shall persons be accepted into membership who are known to be living in a common-law state of matrimony.
- k. Any person meeting these standards may become a member by completing a series of membership classes as prescribed by the Lead Pastor. Upon completion of the classes persons shall submit an a) application according to Article IV, Section 4 of the Bylaws and b) by signing the Membership covenant. All membership applications shall be approved by the Board.
- l. Members in good standing in other Assemblies of God churches may be received into membership in this church by transfer letter from an Assemblies of God Church upon approval of the Lead Pastor and the Official Board.
- m. Names shall not be placed on the roll in private, nor removed without due action of the Board or Church.

Section 2. Voting Privilege

(A) All active members 18 years of age or older constitute the voting membership of the Assembly.

(B) Absentee Voting. There are no provisions for absentee voting, except in a Pastoral election. Such ballots must be signed by the absentee voter and presented in a sealed envelope to the presiding officer or to the Church Secretary to be counted.

Section 3. Reception of Members

(a) Persons desiring to become members of the Assembly shall make the fact known to the Pastor, who shall examine the applicant according to the standards for membership.

(b) The Pastor shall present the names of those who apply for membership with his recommendations to the Official Board, which shall act upon said recommendations and render a final decision. All persons who have met the membership requirements and have been approved shall be received into the Assembly and their names added to the roster. In order to meet the requirements for membership, applicants must have regularly attended this assembly for a period of at least sixty days.

Section 4. Discipline

(A) Any member of the assembly who willfully absent himself from the regular services for a period of three consecutive months or cease to contribute of their means to its support or who shall be under charges, shall be temporarily

suspended from active voting membership pending investigation and final decision in his case.

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

(C) The matter of discipline should be considered very sacred and serious, since it involves our welfare throughout eternity. Strictly Scriptural methods should be employed. All local difficulties should be settled as nearly as possible by the local church.

The procedure should be:

(1) Going to the offender in the spirit of meekness with the view of reconciling him to the church or the offended party.

(2) If the matter cannot be resolved after a private conference with the offending member, the matter will be considered by the official board of the assembly. The official board of the church will set up a meeting to discuss the offense in order to determine if charges should be filed against the member. If charges are filed, the offending member would be notified of the charges by registered mail with receipt requested. The member being charged would be requested to meet with the official board for the purpose of defending himself. If the member refuses to appear before the board, it would be considered an admission of guilt and the action of the board

would be final. Following the hearing with the member, the board would make its decision regarding the matter and notify the member in writing of the action taken.

The member shall also be advised

that he could appeal the decision of the board to the membership if the appeal is presented to the board within ten days of the notice being received.

(3) If an appeal is made and a hearing is conducted before the membership, a District Official shall be invited to officiate at such a hearing. After the board has presented the reasons for its action, the member being disciplined would present his defense before the membership. The membership would, by secret ballot, express whether to sustain the action of the board. It would require a majority of the membership present to sustain the board's action. If a fair hearing has been conducted, the action of the church would be final.

(4) If the issue involved doctrine, unscriptural practices or sinful conduct, and the church failed to sustain the action of the official board, the board of the church shall request the Executive Presbytery of the Arkansas District to make investigation into the matter. If, in the opinion of the District Officiary, guilt has been established, the District would notify the church membership that it would need to reconsider its decision, since violations in these areas could not be condoned by a church affiliated with the Assemblies of God.

Section 5 . Severance and Transfer of Membership

Members in good standing who may wish to sever their relationship with the assembly, or who may desire to be transferred to some other congregation, may apply to the Lead Pastor or secretary for a letter, which shall be granted on the approval of the Lead Pastor and Board of deacons; said letter shall be signed by the Lead Pastor and Secretary of the assembly.

Section 6. Membership Rolls

The Pastor and Official Board shall be authorized to revise the membership roll of the Assembly at least annually. This review will be to remove from the active member list, all the names of those who have died, together with the names of those who have withdrawn from the fellowship, or who no longer meet the requirements of active membership. If appeal is made to the Official Board for reconsideration of the action, and reinstatement is not granted, the dismissed member may submit the matter to the active membership of the Assembly in a special business meeting. The membership roll will be visited in the November board meeting, members who have not given in that calendar year will be go on the list of possible removal from membership role. The Only active members of the Church shall be permitted to attend such a special business meeting. The decision of a majority of the active membership present at such a meeting shall be final (Matthew 18:15-17; Romans 16:17-18; I Corinthians 5:1-5; II Thessalonians 3:6-15).

ARTICLE V. DEPARTMENTS, ORGANIZATIONS AND COMMITTEES

The Assembly shall provide for the establishment of departments, organizations and committees as needs of the work may require. These departments, organizations and committees shall be under the general supervision of the Pastor and Official Board.

ARTICLE VI. FINANCES

Section 1. Compensation

The official church board shall determine all salaries and shall have general oversight in all financial matters in every department of the assembly. All records shall be Subject to audit and to each department shall submit an annual report.

Section 2. Financial Report

A financial report shall be given to the church membership at its annual business meeting.

ARTICLE VII. PROPERTY RIGHTS

Section 1.

All property, real or chattel, shall be taken, held, sold, transferred, or conveyed in the name of the assembly by Deacons and their successors in office.

Section 2.

No real property of the assembly shall be sold, leased, mortgaged or

otherwise alienated without the same shall have been first recommended by the Deacons and/or the official board and then approved by at least a two-thirds majority vote of these voting in a regular or special business meeting, or by the district as provided in Article II of the Constitution.

Section 3.

Chattel property (property other than real estate) may be sold, leased, mortgaged or otherwise disposed of by the Deacons and the official board.

Section 4.

The Lead Pastor and Secretary of the assembly shall certify in such conveyance, lease or mortgage, that the same has been duly authorized by the vote of the membership. Such certificated shall be held to be conclusive evidence thereof.

Section 5.

In the event that the assembly herein mentioned ceases to function as a church body, then the said property, real or chattel, shall revert to the Arkansas District Council of the Assemblies of God, whose headquarters are located at Little Rock, Arkansas. The Arkansas District Council of the Assemblies of God shall forthwith have of the property by the said Arkansas District Council of the Assemblies of God, the proceeds derived there from shall be used by the said Arkansas District Council in furtherance of the gospel of Christ.

Standing Resolution 1.

Whereas, the church will need to purchase property in the general area of the church, when it is available, and whereas, due and proper notice must be given to the membership before a special meeting may be called to consider property transaction, and whereas, time could be a critical factor, causing us to lose valuable property that is necessary for the church's orderly growth, therefore be it resolved that the board be given authority to purchase property that would become available, up to, but not to exceed \$25,000.00.

Standing Resolution 2.

Whereas, the church will accumulate property that will be used for purposes other than Worship and Christian education, namely, parsonages, building and property acquired for further expansion of worship and Christian education, etc. and whereas, no provision has been made for the board's authority to lease, rent or dispose of unwanted, unused buildings without calling a business meeting to get proper authority, therefore, be it resolved that the Board of Deacons be given the authority to sell, trade, or lease building and properties not connected to the sanctuary or educational unit.

ARTICLE VIII. ORDER OF BUSINESS

Business meetings shall be governed by Robert's Rules of Order, Newly Revised, and should be conducted in the spirit of Christ, and in brotherly counsel. The regular order of business for the annual meeting of the assembly shall be as follows:

1. Devotional
2. Reading of Minutes by Secretary
3. Report of Treasure
4. Reading of Roster
5. Unfinished Business
6. Election of Officers

Order of elections

Pastor (when necessary)

Deacon Board Member

7. New Business
8. Adjournment

It shall be recognized that the great purpose of all rules and forms is to serve the will of the Assembly rather than to restrain it; to facilitate and not to obstruct the expression of its deliberative sense.

ARTICLE IX. AMENDMENTS

The Bylaws may be amended at any regular or special called business meeting of the assembly by a two-thirds vote of the membership present, provided the proposed amendment has been presented to the membership, either by direct mail or announced two weeks prior to the meeting.