

Revised
05/21/2017

**CONSTITUTION AND BYLAWS OF
LAKEVIEW TEMPLE, INC.
DOING BUSINESS AS LAKEVIEW CHURCH
INDIANAPOLIS, INDIANA**

PREAMBLE

To maintain a place to worship Almighty God, our heavenly Father, to provide Christian fellowship for those of like faith where the Holy Spirit may be honored according to our distinctive testimony; to assume our share of responsibility and exercise the privilege of propagating the gospel of Jesus Christ by all available means, both at home and in foreign lands; we, whose names appear upon the church roll hereby constitute a local church in fellowship with and a part of the Indiana District Assemblies of God, Inc. (Indiana District) and the General Council of the Assemblies of God (General Council) and adopt the following revised Constitution and Bylaws.

CONSTITUTION

ARTICLE I - NAME

The name of this church shall be Lakeview Church.

ARTICLE II - A NON-PROFIT CORPORATION

This corporation is organized pursuant to the General Non-Profit Corporation Law of the State of Indiana; the property of this corporation is irrevocably dedicated to religious and charitable purposes and upon liquidation, dissolution or abandonment, shall not inure to the benefit of any private person and will revert to the Indiana District as designated in ARTICLE XII.

ARTICLE III - AFFILIATION

This church has voluntarily entered into the relationship of an affiliated church with the General Council, with headquarters in Springfield, Missouri and the Indiana District with headquarters in Indianapolis, Indiana, to share in the privileges and to assume the responsibilities enjoyed by that affiliation.

ARTICLE IV - PREROGATIVES

Section 1. This church shall 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." Ephesians 4:3, 13.

Section 2. It 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, 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.

ARTICLE V - TENETS OF FAITH

This church accepts the Holy Scriptures as the revealed will of God, the all-sufficient rule of faith and practice, and for the purpose of maintaining general unity, adopts the Statement of Fundamental Truths of the General Council, to wit:

1. The Scriptures Inspired

The Scriptures, both the Old and New Testaments, are verbally inspired of God and are the revelation of God to man, the infallible, authoritative rule of faith and conduct (2 Timothy 3:15-17; 1 Thessalonians 2:13; 2 Peter 1:21).

2. The One True God

The one true God has revealed Himself as the eternally self-existent "I AM," the Creator of heaven and earth, and the Redeemer of mankind. He has further revealed Himself as embodying the principles of relationship and association as Father, Son, and Holy Ghost (Deuteronomy 6:4; Isaiah 43:10, 11; Matthew 28:19; Luke 3:22).

3. The Deity of the Lord Jesus Christ

The Lord Jesus Christ is the eternal Son of God. The Scriptures declare:

- (a) His virgin birth (Matthew 1:23; Luke 1:31, 35).
- (b) His sinless life (Hebrews 7:26; 1 Peter 2:22).
- (c) His miracles (Acts 2:22; 10:38).
- (d) His substitutionary work on the cross (1 Corinthians 15:3, 2 Corinthians 5:21).
- (e) His bodily resurrection from the dead (Matthew 28:6; Luke 24:39; 1 Corinthians 15:4).
- (f) His exaltation to the right hand of God (Acts 1:9, 11; 2:33; Philippians 2:9-11; Hebrews 1-3).

4. The Fall of Man

Man was created good and upright, for God said, "Let us make man in our image, after our likeness." However, man by voluntary transgression fell and thereby incurred not only physical death but also spiritual death, which is separation from God (Genesis 1:26; 2:17; 3:6; Romans 5:12-19).

5. The Salvation of Man

Man's only hope of redemption is through the shed blood of Jesus Christ, the Son of God.

(a) Conditions to Salvation

Salvation is received through repentance toward God and faith toward the Lord Jesus Christ. By the washing of regeneration and renewing of the Holy Ghost, being justified by grace through faith, man becomes an heir of God according to the hope of eternal life (Luke 24:47; John 3:3; Romans 10:13-15; Ephesians 2:8; Titus 2:11; 3:5-7).

(b) The Evidences of Salvation

The inward evidence of salvation is the direct witness of the Spirit (Romans 8:16). The outward evidence to all men is a life of righteousness and true holiness (Ephesians 4:24; Titus 2:12).

6. The Ordinances of the Church

(a) Baptism in Water

The Ordinance of baptism by immersion is commanded in the Scriptures. All who repent and believe on Christ as Savior and Lord are to be baptized. Thus, they declare to the world that they have died with Christ and that they also have been raised with Him to walk in newness of life (Matthew 28:19; Mark 16:16; Acts 10:47-48; Romans 6:4).

(b) Holy Communion

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 our Lord Jesus Christ (2 Peter 1:4), a memorial of His suffering and death (1 Corinthians 11:26), a prophecy of His second coming (1 Corinthians 11:26), and is enjoined on all believers "till He comes!"

7. The Baptism in the Holy Ghost

All believers are entitled to, and should ardently expect and earnestly seek, the promise of the Father and the baptism in the Holy Ghost and fire, according to the command of our Lord Jesus Christ. This was the normal experience of all in the early Christian Church. With it comes the endowment of power for life and service, the bestowment of the gifts, and their uses in the work of the ministry (Luke 24:49; Acts 1:4, 8; 1 Corinthians 12:1-31). This experience is distinct from, and subsequent to, the experience of the new birth (Acts 8:12-17; 10:44-46; 11:14-16; 15:7-9). With the baptism in the Holy Ghost come such experiences as overflowing fullness of the Spirit (John 7:37-39; Acts 4:8), a deepened reverence for God (Acts 2:43; Hebrews 12:28), an intensified consecration to God and dedication to His work (Acts 2:42), and a more active love for Christ, for His Word, and for the lost (Mark 16:20).

8. The Evidence of the Baptism in the Holy Ghost

The baptism of believers in the Holy Ghost is witnessed by the initial physical sign of speaking with other tongues as the Spirit of God gives them utterance (Acts 2:4). The speaking in tongues, in this instance, is the same in essence as the gift of tongues (1 Corinthians 12:4-10, 28), but different in purpose and use.

9. Sanctification

Sanctification is an act of separation from that which is evil, and of dedication unto God (Romans 12:1, 2; 1 Thessalonians 5:23; Hebrews 13:12). The scriptures teach a life of "holiness without which no man shall see the Lord" (Hebrews 12:14). By the power of the Holy Ghost we are able to obey the command: "Be ye holy, for I am holy" (1 Peter 1:15, 16).

Sanctification is realized in the believer by recognizing his identification with Christ in His death and resurrection, by faith reckoning daily upon the fact of that union, and by offering every faculty continually to the dominion of the Holy Spirit (Romans 6:1-11, 13; 8:1, 2, 13; Galatians 2:20; Philippians 2:12, 13; 1 Peter 1:5).

10. The Church and Its Mission

The Church is the Body of Christ, the habitation of God through the Spirit, with divine appointment 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 (Ephesians 1:22, 23; 2:22; Hebrews 12:23).

Since God's purpose concerning man is to seek and to save that which is lost to be worshipped by man, and to build a body of believers in the image of His Son, the priority reason-for-being of the Assemblies of God as part of the Church is:

- a. To be an agency of God for evangelizing the world (Acts 1:8; Matthew 28:19, 20; Mark 16:15, 16).
- b. To be a corporate body in which man may worship God (1 Corinthians 12:13).

- c. To be a channel of God's purpose to build a body of saints being perfected in the image of His Son (Ephesians 4:11-16; 1 Corinthians 12:28; 14:12).

The Assemblies of God exists expressly to give continuing emphasis to this reason-for-being, in the New Testament apostolic pattern, by teaching and encouraging believers to be baptized in the Holy Spirit. This experience:

- a. Enables them to evangelize in the power of the Spirit with accompanying supernatural signs (Mark 16:15-20; Acts 4:29-31; Hebrews 2:3, 4).
- b. Adds a necessary dimension to worshipful relationship with God (1 Corinthians 2:10-16; 12, 13 and 14).
- c. Enables them to respond to the full working of the Holy Spirit in expression of fruit, gifts, and ministries as in New Testament times for the edifying of the body of Christ (Galatians 5:22-26; 1 Corinthians 14:12; Ephesians 4:11, 12; 1 Corinthians 12:28; Colossians 1:29).

11. The Ministry

A divinely called and scripturally ordained ministry has been provided by our Lord for the threefold purpose of leading the Church in (1) Evangelization of the world (Mark 16:15-20), (2) Worship of God (John 4:23,24) and (3) Building a body of saints being perfected in the image of His Son (Ephesians 4:11-16).

12. Divine Healing

Divine healing is an integral part of the gospel. Deliverance from sickness is provided for in the atonement, and is the privilege of all believers (Isaiah 53:4, 5; Matthew 8:16, 17; James 5:14-16).

13. The Blessed Hope

The resurrection of those who have fallen asleep in Christ, and for their translation together with those who are alive and remain unto the coming of the Lord, is the imminent and blessed hope of the Church (1 Thessalonians 4:16, 17; Romans 8:23; Titus 2:13; 1 Corinthians 15:51, 52).

14. The Millennial Reign of Christ

The second coming of Christ includes the rapture of the saints, which is our blessed hope, followed by the visible return of Christ with His saints to reign on the earth for one thousand years (Zechariah 14:5; Matthew 24:27, 30; Revelation 1:7; 19:11-14; 20:1-6). This millennial reign will bring the salvation of national Israel (Ezekiel 37:21, 22; Zephaniah 3:19, 20; Romans 11:26, 27) and the establishment of universal peace (Isaiah 11:6-9; Psalm 72:3-8; Micah 4:3, 4).

15. The Final Judgment

There will be a final judgment in which the wicked dead will be raised and judged according to their works. Whosoever is not found written in the Book of Life, together with the devil and his angels, the beast and the false prophet, will be consigned to everlasting punishment in the lake which burneth with fire and brimstone, which is the second death (Matthew 25:46; Mark 9:43-48; Revelation 19:20; 20:11-15; 21:8).

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 Peter 3:13; Revelation 21:1).

ARTICLE VI - ORDINANCES

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

Section 2. The ordinance of the Lord's Supper shall be observed regularly as enjoined in the Scriptures (Luke 22:19-20; 1 Corinthians 11:23-26).

ARTICLE VII - MEMBERSHIP

Section 1. MEMBERSHIP ELIGIBILITY. Membership in this church shall be open to all who give evidence of their faith in the Lord Jesus Christ, subscribe to its Tenets of Faith, agree to be governed by its constitution and bylaws and are approved for membership by the Pastor and the Elders.

Section 2. VOTING MEMBERSHIP. The voting membership of this church shall consist of all persons whose names appear on the current active membership roll together with the Pastors and spouses.

ARTICLE VIII - CHURCH OFFICERS, ELDER BOARD AND DEACONS/DEACONESES

Section 1. OFFICERS. The Pastor, the Secretary, and the Treasurer shall be the designated legal officers of this church and trustees for the church in the holding and conveying of property and in the signing of all legal instruments and documents. Other officers may be added as needed.

Section 2. ELDER BOARD. There shall be an Elder Board consisting of not less than three members in addition to the Pastor. The Elder Board shall appoint a Secretary and a Treasurer of the church. Additional members may be added to the Elder Board as needed.

Section 3. DEACONS/DEACONESES. There shall be no less than six Deacons/Deaconesses. Additional Deacons/Deaconesses may be added as needed.

ARTICLE IX - MEETINGS

Section 1. Meetings for public worship shall be announced each Lord's Day, and during the week as deemed appropriate, under the direction of the Pastor and Elders.

Section 2. There shall be an annual business meeting of the church at which time the election of the Elders and Deacons/Deaconesses shall be held and the reports of church officers and departments shall be presented.

Section 3. Special business meetings may be called when agreed upon by the majority of the Elders or by petition having been signed by one-third of the active membership of the church. Said petition shall be given to the Pastor or Secretary.

Section 4. Any meeting at which the dissolution of this church, or its merger with another congregation or its withdrawal from affiliation with the Assemblies of God, is discussed shall not be considered a duly called meeting unless the District officary has been invited and is present.

Section 5. The Pastor shall meet with the Elders at least quarterly at a time and place agreed upon by the Pastor and the Elders.

ARTICLE X - DEPARTMENTS AND COMMITTEES

Section 1. There may be departments such as the World Missions Department, Home Missions Department, Christian Education Department, Youth Ministries, Men's Ministries, Women's Ministries, Music Department, Daycare Center, Day School, Youth Center, Coffee House Ministry, etc. Other departments may be added as needed.

Section 2. All departments and committees shall be subordinate to the Church and shall contribute to the harmony and development of the whole. They shall be under the general supervision of the Pastor and Elders, and the Pastor shall be an ex officio member of all committees and departments.

ARTICLE XI - FINANCES

All funds for the maintenance and outreach of the church shall be provided by the voluntary contributions of tithes and offerings by members and friends of the church. Offerings shall be accepted by the Church, at such times and in such ways, as agreed upon by the Pastor and Elders, and shall be disbursed by the Treasurer or designee under their direction (Malachi 3:10; Luke 6:38; 1 Corinthians 16:1-2; 2 Corinthians 9:6-8).

ARTICLE XII - PROPERTY

Section 1. HOLDING OF PROPERTY. All real property shall be taken, held, sold, transferred, or conveyed in the name of the church with the Pastor, the Secretary, and the Treasurer acting as the authorized and duly constituted agents of the church.

Section 2. PURCHASE OF REAL ESTATE AND CONSTRUCTION OF FACILITIES. No property shall be purchased, nor facilities constructed, without approval of the Elders.

Section 3. DISPOSING OF PROPERTY. No real property of the church shall be sold, mortgaged, or otherwise alienated without authorization of at least two-thirds of the voting membership in attendance at a regular or special business meeting which has been called for consideration of the same. All other types of property may be sold, leased, or mortgaged at the discretion of the Pastor and Elders.

Section 4. PROPERTY RIGHTS AND REVERSION.

In the event this church ceases to function as an Assemblies of God church, or severs its affiliation as described in Article III, all property, real or chattel, shall revert to the Indiana District presently located at Indianapolis, Indiana. The Indiana District shall have full authority to use or dispose of the property at its discretion. In the event property of this church is sold or leased, proceeds derived therefrom shall be used by the Indiana District in furthering the gospel of Christ.

In the event the church shall be divided over doctrinal differences, the church property shall belong to the members holding to the Tenets of Faith as set forth herein, regardless of majority. District officary shall be called in to arbitrate the differences, and the final decision for the disposal of the property shall rest in their hands.

ARTICLE XIII - DISTRICT SUPERVISION

If at any time the active membership of this church falls below twenty in number, or there are not at least three men who are active members and qualified to serve as Elders in addition to the Pastor, this church shall become a district supervised church upon request of the congregation or upon declaration of the District Executive Presbytery.

ARTICLE XIV - AMENDMENTS

This Constitution may be amended by a two-thirds vote of the voting membership of the church in attendance at any regular or special business meeting called for that purpose, provided due notice of the proposed change(s) shall be appropriately communicated with all diligence to all voting members. This provision for amending the Constitution does not apply to Article V-Tenets of Faith, which stands unless amended by the General Council.

BYLAWS

ARTICLE I - DUTIES OF THE PASTOR, ELDER BOARD AND DEACONS/DEACONESSES

Section 1. THE PASTOR

- (a) The Pastor shall be the spiritual overseer of the church and direct all of its activities.
- (b) The Pastor shall be the President of the corporation.
- (c) The Pastor shall act as chairman of all business meetings of the church and of all meetings of the Elders.
- (d) The Pastor shall be an ex officio member of all departments or other committees.
- (e) 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 speak or preach in the church, or at any of its functions, without his knowledge and approval.
- (f) The Pastor shall invite, subject to the Elders' approval, all assistant or associate pastors to serve the church. They shall be directly responsible to the Pastor who shall assign their responsibilities and determine their length of employment. The Pastor shall consult with the Elders regarding changes in pastoral personnel, duties and salaries.

Section 2. THE ELDER BOARD

- (a) The Elders shall serve as the Board of Administration concerning all business affairs and ministries of the church. **The Elders shall serve under the oversight and guidance of the Pastor who shall act as chairman of the Board.** All decisions of the Elders shall be binding on all parties concerned when carried by a majority vote of the Board.
- (b) The Elders may assist the Pastor in the ministry of the church's ordinances.
- (c) The Elders may assist in the examination of applicants for church membership.
- (d) The Elders may assist the Pastor in the revision of the membership rolls of the church in accordance with the provisions of the Constitution and Bylaws.
- (e) The Elders shall assist the Pastor in the administration of discipline of church members.
- (f) Whenever the church is temporarily without a Pastor, the Elders are empowered to authorize an Elder to temporarily serve as president of the corporation.
- (g) The Elders shall review the Pastoral staff salary and benefits on an annual basis to ensure the Pastors receives an appropriate salary and benefits including retirement.

- h) The Elders may also assist the Pastor in determining appropriate retirement benefits for other employees of the church. Retirement funds will be deposited in an approved retirement fund such as a qualified pension plan or an Individual Retirement Account (IRA). Once designated and set aside, these retirement funds shall not be available for any other purpose by the Elders, Pastor, or any other individual.

Section 3. THE SECRETARY

- (a) The Secretary shall keep minutes of official meetings of the Elder Board, the annual congregational business meeting, and special business meetings of the church.
- (b) The Secretary shall keep a record of the membership of the church.
- (c) The Secretary or designee(s) shall be the custodian of all legal documents and be in possession of the corporate seal.
- (d) The Secretary shall perform any other clerical work necessary to the proper discharge of duties.

Section 4. THE TREASURER

- (a) The Treasurer shall be entrusted with all the finances of the church which are committed to them. An appointed designee(s) shall deposit all funds, as agreed upon by the Pastor and Elders, in responsible bank(s) in the name of the church and shall make disbursements as authorized by the Pastor and Elders.
- (b) All checks and withdrawals of the church shall be signed by the Treasurer, the Secretary or their designees. Two signatures are required on all checks. The church will carry employee dishonesty insurance coverage. The coverage will be approximately equal to the average monthly income based on the total income from the previous year.
- (c) The Treasurer or designee(s) shall keep an itemized account of receipts and disbursements. The Treasurer shall make an itemized report at the regular meetings of the Elders, and a summarized report to the church at its regular business meetings, or at such times as requested by the Pastor and Elders.
- (d) Accounts of the church shall be audited under the direction of the Pastor and Elders.

Section 5. THE DEACONS/DEACONESSES

- (a) The Deacons/Deaconesses shall be responsible for administering benevolence funds and meeting the practical needs of church members and the community, which may include, but not be limited to:
- meeting crisis needs
 - assisting the distribution of Thanksgiving and Christmas gifts to the needy
 - assisting with the care and enhancement of the church buildings and property
 - assisting the elderly and needy individuals
 - assisting with the oversight of funeral meals, and
 - overseeing the visitation of widows and shut-ins.
- (b) The Deacons/Deaconesses shall meet as necessity demands at the request of the Pastor or the Pastor's designee. The Pastor shall act as the chairperson of the Deacons/Deaconesses.

ARTICLE II - QUALIFICATIONS OF THE PASTOR, ELDER BOARD AND DEACON/DEACONESSES

Section 1. The Pastor shall be a credentialed minister of the Assemblies of God in good standing.

Section 2. ELDER BOARD

- (a) Elders shall be of mature Christian experience and knowledge who shall, as closely as possible, meet the requirements as set forth in 1 Timothy 3:8-13; and Titus 1:5-9.
- (b) They shall be at least twenty-one years of age and shall have been active members of the church for at least one year.
- (c) They shall pay their tithes into the church and shall be faithful in attending services and prayer meetings.

Section 3. DEACONS/DEACONESSES

- (a) Deacons/Deaconesses shall be men and women of mature Christian experience and knowledge who shall, as closely as possible, meet the requirements as set forth in Acts 6:1-7.
- (b) They shall be at least twenty-one years of age and shall have been active members of the church for at least one year.

ARTICLE III - ELECTIONS AND VACANCIES

Section 1. THE PASTOR

- (a) The Pastor shall be elected to serve for an indefinite period of time.
- (b) The Pastor shall be nominated by the Elders who, when serving as a Nomination Committee, may invite the District Superintendent or other district officer designated by them to sit with them. Any member of the church may suggest names for the consideration of the Committee.
- (c) The Elders shall interview candidates for the pastorate, after which they shall nominate one for presentation, in an election at a business meeting of the church called for that purpose.
- (d) Secret ballots shall be cast in all pastoral elections. A two-thirds majority of all votes cast shall be required to constitute an election.
- (e) In the event a Pastor has serious charges preferred against them, or the ministry has ceased to be effective, power is vested in the Elders to ask for a resignation. If such resignation is refused, the pastorate shall not be considered vacant until the action of the Elders has been confirmed by a majority vote of the congregation at a meeting called for that purpose. Such a meeting shall be presided over by the district officary. In the event of a Pastor's removal from office a report shall be made to the district office.
- (f) When a vacancy in the pastorate occurs, supply ministries shall be arranged by the Elders in consultation with the Indiana District office.
- (g) It shall be agreed between the Pastor and the church at the time of the election that, should the Pastor resign, the Pastor will give the church at least thirty days notice before vacating the pulpit. It shall be further agreed that, should the church request the Pastor's resignation, they will grant the Pastor (except in cases involving moral turpitude) at least thirty days in which to vacate the pulpit or pay the Pastor thirty days salary in advance.

Section 2. THE ELDER BOARD AND DEACONS/DEACONESSES

- a) A Nominating Committee shall nominate candidates for the Elder Board and Deacons/Deaconesses. The Nominating Committee shall consist of at least the Pastor, two incumbent Elders, and two active members of the church not serving as Elders. Other members may be added to the Nominating Committee as desired.
- b) Prior to submission for ratification by the active membership, the candidates selected by the Nominating Committee shall be submitted to the Elder Board for approval.

- c) Active members will ratify each candidate for Elder or Deacon/Deaconess by marking a secret ballot signifying approval or disapproval. Successful candidates must be ratified by at least two thirds of the members voting on their nomination.
- d) The Elders and Deacons/Deaconesses shall be announced at the annual business meeting.
- e) All terms shall be for three years. If a vacancy occurs before the end of a three-year term, the Pastor may elect to utilize the foregoing procedure to nominate and ratify an individual to complete the term.
- f) Elders and Deacons/Deaconesses may only serve one full term and then must sit out one year before again being nominated as a candidate for the Elder Board or Deacons/Deaconesses.
- g) The Pastor may also appoint one additional Elder, Deacon and Deaconess to serve a one year term from the individuals nominated by the Nomination Committee.

Section 3. VACANCIES

- (a) A vacancy in any department or committee of the church may be filled by the Pastor and Elders at any of their regular or special meetings.
- (b) Vacancies in any office of the church, its departments, or committees may be declared by action of the Pastor and the Elders at any regular or special Elders meeting. Grounds for such action shall be:
 - (1) Unscriptural conduct
 - (2) Doctrinal departure from the tenets of faith
 - (3) Incompetency in office
 - (4) For failure to cooperate with the church's programs and ministries
 - (5) Resignation
 - (6) Death
 - (7) For any other good and sufficient reason.

Section 4. ABSENTEE BALLOTS AND BLANK BALLOTS

- (a) Absentee ballots of voting members shall be permissible in cases where the voting member is unable to attend said meeting due to illness, death in the immediate family, employment during the meeting, or is on vacation.
- (b) Official absentee ballots (OAB) for the annual business meeting containing all the names of the candidates shall be obtained from the church office, signed by the absentee voter, and returned to the church office two business days prior to the annual business meeting.
- (c) Absentee ballots shall be used only for voting for Elders and Deacons/Deaconesses and items of business requiring a vote which were circulated two Sundays before the meeting. The items must appear on the OAB. Voting on non-previously circulated business items cannot be done with absentee balloting.
- (d) Blank ballots shall not be included in the determination of any election or vote result.

ARTICLE IV - MEETINGS

Section 1. QUORUM

- (a) **Congregational Meetings.** No meeting of the congregation shall be considered official, and no record shall be kept of its proceedings, unless the meeting has been duly announced and one-fifth or more of the voting members are present to constitute a quorum.

(b) **Elder Board Meetings.** No meeting of the Elders shall be considered official, and no record shall be kept of its proceedings, unless one-half or more of the members are present to constitute a quorum.

(c) **Deacons/Deaconesses, Departments and Committees.** No meeting of the Deacons/Deaconesses, any departmental or other committee of the church shall be considered official, and no record shall be kept of its proceedings, unless one-half or more of the members are present to constitute a quorum.

Section 2. ANNOUNCEMENT OF MEETINGS

(a) **Congregational Meetings.** All regular and special business meetings of the church shall be announced at all services, at least, on the two Sundays prior to the meeting. An explanation as to the purpose of each meeting shall be included in said announcements.

(b) **Elder Board Meetings.** All Elders shall be notified of each Board meeting except in cases where illness, absence from the area, or an emergency makes it impractical.

Section 3. MINUTES. Accurate minutes shall be kept of all Congregational Business Meetings, Elder Board Meetings, Deacon/Deaconess meetings, and all departmental or other committee meetings. Said minutes shall be made a permanent part of the church's records and shall be kept in a safe place at the church, except in instances when such is considered impractical and a different location is agreed upon by the Pastor and the Elders.

ARTICLE V - MEMBERSHIP

Section 1. RECEPTION OF MEMBERS

(a) Persons desiring membership in this church shall study the Constitution and Bylaws of the church. They shall also complete an application for membership and present it to the Pastor or the Pastor's secretary.

(b) The Pastor and Elders shall evaluate the applicant's qualifications for membership according to the standards for membership.

(c) Upon approval for membership by the Pastor and Elders, the Secretary shall inscribe their name on the church roll.

(d) Persons desiring to transfer their membership to this church from another Assembly of God shall study the Constitution and Bylaws. A letter of transfer may then be received from their former church. Upon approval for transfer by the Pastor and Elders, the Secretary shall inscribe their name on the church roll.

(e) All new members shall be required to attend the New Members Class.

(f) All new members shall be publicly recognized in a regular Sunday service of the church.

Section 2. THE STANDARDS OF MEMBERSHIP ARE AS FOLLOWS:

(a) An evidence of a genuine experience in regeneration (the new birth) (John 1:12-13; John 3:3-8; 1 Peter 1:18-25).

(b) An evidence of a consistent Christian life (Romans 6:4; 8:1-4; 13:13-14; Ephesians 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 and Bylaws adopted by the church.

(d) A willingness to attend the services and contribute regularly to the support of the church according to his or her ability.

Section 3. CATEGORIES OF MEMBERSHIP

(a) Active Membership

- (1) Active members shall be at least eighteen years of age.
- (2) Shall meet the standards for membership as outlined in Section 2 and shall have been received as members according to Section 1.
- (3) Shall enjoy voting privileges in all business meetings of the church.

(b) Junior Membership

- (1) Junior membership shall be open to those between the ages of twelve and eighteen.
- (2) Shall meet the standards for membership as outlined in Section 2 and shall have been received as members as outlined in Section 1.
- (3) Junior membership in this church shall not carry voting privileges in any of the church business meetings.

(c) Honorary Membership

- (1) Active members who are engaged in the ministry of the gospel, or who are enrolled in training for the same, and are unable to regularly attend the services of the church shall be placed on the Honorary Membership Roll.
- (2) Active members who are serving a tour of duty in the armed forces of our country and are unable to regularly attend the services of this church shall be placed on the Honorary Membership Roll.
- (3) Active members who, by reason or advanced years or physical disability, are unable to regularly attend the services of this church shall be placed on the Honorary Membership Roll.
- (4) Honorary members may be reinstated to active membership by regular attendance at the services and by making the desire known to the Pastor.
- (5) Honorary membership in this church shall not carry voting privileges in any of the church business meetings.

(d) Inactive Membership

- (1) Active members who shall, without good cause, absent themselves from the services of the church for a period of three consecutive months or more, who cease to contribute of their means to its support, who may be out of harmony with its teachings or its ministries, who shall be under charges of misconduct, or who may have fallen under condemnation through sinful and worldly practices, may be transferred to the inactive membership roll.
- (2) All transfers from the active membership roll to the inactive membership roll shall be made at the discretion of the Pastor and the Elders.
- (3) The standing of inactive members shall be determined annually by action of the Pastor and Elders.

Section 4. CHANGES IN CATEGORY OF MEMBERSHIP

- (a) Any change in category of membership, made by the Pastor and the Elders, shall be recorded in minutes of the board meeting in which the change was determined.
- (b) Any member whose membership category is changed shall be notified by the Secretary in writing with a copy of said notification kept as a part of the permanent records of the church.

Section 5. DISCIPLINE OF MEMBERS

- (a) Unscriptural conduct or doctrinal departure from the Tenets of Faith held by this church shall be considered sufficient grounds upon which a person may be removed from the membership roll by majority vote of the Elders. It is understood that no such action shall be taken unless and until patient and persistent effort shall have been made to win such individuals back to the standard of faith and conduct of this church (Matthew 18:15-17; Romans 16:17-18; 1 Corinthians 5:11; Galatians 1:8-9; Titus 3:1-15).
- (b) Removal of a name from any category of membership for disciplinary reasons, by the Pastor and Elders, shall be recorded in minutes of the board meeting in which the action was taken.
- (c) A member whose name is removed from any category of membership for disciplinary reasons shall be notified of the same in writing by the Secretary with a copy of said notification kept as a part of the permanent records of the church.
- (d) An active member whose name has been removed from the membership roll may appeal to the Pastor and Elders for reconsideration of their action. A Junior or Honorary member whose name may be removed shall not have the right of appeal.
- (e) In the disciplining of members the following principles shall be observed: Matthew 18:15-17; Romans 16:17-18; 2 Thessalonians 3:6-15.

Section 6. RESIGNATION AND TRANSFER

- (a) Members in good standing who may wish to sever their relationship with this church may do so by submitting a written request to the Pastor or Secretary. The Secretary shall then remove their names from the membership roll.
- (b) Members in good standing who may wish to transfer their membership to another Assembly of God Church may request a letter of introduction (transfer) from the Pastor or Secretary which shall be granted upon approval of the Pastor and Elders. The Secretary shall then remove their names from the membership roll.

Section 7. REVISION OF MEMBERSHIP ROLL

- (a) The Secretary shall be authorized to remove from the membership rolls all names of those who have become deceased.
- (b) The Pastor and Elders shall review annually the standing of all inactive members and make disposition regarding them.
- (c) The membership roll shall be revised annually.

ARTICLE VI - DEPARTMENTS AND AUXILIARY MINISTRIES

Section 1. RELATIONSHIP TO THE CHURCH

- (a) All departments, auxiliaries, and committees shall be subordinate to the church and shall contribute to the harmony and development of the whole.

- (b) They shall be under the general supervision of the Pastor and the Elders with the Pastor being an ex officio member of all departments, auxiliaries, and committees.
- (c) The Pastor and Elders shall in consulting with the various departments, auxiliaries, and committees determine all their policies and programs.

Section 2. RELATIONSHIP TO THE DISTRICT. All departments and auxiliaries shall, as much as possible, cooperate with and participate in the programs and policies of their equivalent departments on the district level.

Section 3. OTHER DEPARTMENTS

- (a) Other departments, such as the World Missions Department, Home Missions Department, Christian Education Department, Youth Ministries, Men's Ministries, Women's Ministries, Music Department, Daycare Center, Day School, Youth Center, Coffee House Ministry, etc, Elders, etc., shall operate under the Constitution and Bylaws or policy approved by the Pastor and Elders.
- (b) Other departments or committees, either special or standing, may be created by the congregation or the Elders as need may arise.

ARTICLE VII - ORDER OF BUSINESS

All business meetings of the church shall be conducted according to accepted rules of parliamentary procedure and in keeping with the spirit of Christian love and fellowship.

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

- (a) Devotional
- (b) Reading of previous minutes by Secretary
- (c) Report of Secretary
- (d) Report of Treasurer
- (e) Report of departments and auxiliaries
- (f) Unfinished business
- (g) Announce results of Elder and Deacon/Deaconesses Election
- (h) New business
- (i) Adjournment

ARTICLE VIII - AMENDMENTS

These Bylaws may be amended by a majority vote of the active members of the church in attendance at any regular or special business meeting called for that purpose, provided due notice of the proposed change shall have been mailed to all voting members at least two weeks prior to the time of said meeting.