

# BYLAWS FOR CROSSROADS CHURCH AIKEN OF THE CHRISTIAN AND MISSIONARY ALLIANCE

## PREAMBLE

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

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

This document constitutes the Bylaws for Crossroads Church Aiken of The Christian and Missionary Alliance (the "Church"). These Bylaws shall govern the nonprofit corporation or association through which the Church operates legally. As used herein, the term "Church" shall refer to such legal entity.

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

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

The Constitution of the C&MA (the "Constitution") has been framed and adopted by the General Council, the denomination's highest governing body. The accredited churches of The Christian and Missionary Alliance have participated in this process through their authorized delegates. The Church, in accordance with the Constitution and in a manner consistent with the Bylaws of The Christian and Missionary Alliance, has formulated these Bylaws so as to carry out its ministry appropriately and efficiently.

This Preamble and Part 1 (General Bylaws) shall apply at all times. Part 2 (Church Bylaws) shall apply at any time in which the Church is an Accredited Church.

## **PART 1: GENERAL BYLAWS**

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### **ARTICLE I. ECCLESIASTICAL AUTHORITY**

The ecclesiastical authority of the C&MA shall be exercised through the district of the C&MA having jurisdiction over the Church, as such district may be determined from time to time by the C&MA (the "District"). Without limiting the foregoing, the District shall at all times have the responsibility to determine the status of the Church as either a "Developing Church" or an "Accredited Church" in accordance with and subject to the requirements of the Manual.

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### **ARTICLE II. MEMBERSHIP**

#### **Section 2.1. Members.**

The Church shall have an Ecclesiastical Member and General Members. Subject to the rights granted to the Ecclesiastical Member in these Bylaws, the qualifications, rights, and manner of admission for the General Members shall be set forth in these Bylaws.

#### **Section 2.2. Ecclesiastical Member.**

The District shall be the Ecclesiastical Member of the Church. The voting rights and the ecclesiastical authority of the District may be exercised by any such entity the governing instrument of the District may prescribe or, in the absence of such provision, as the executive committee of the District may determine.

#### **Section 2.3. General Members.**

The Committee on Membership shall approve an individual as a General Member upon a determination that the individual satisfies the following:

- Confession of faith in Jesus Christ and evidence of regeneration.
- Belief in God the Father, Son, and Holy Spirit; in the verbal inspiration of the Holy Scriptures as originally given; in the vicarious atonement of the Lord Jesus

Christ; in the eternal salvation of all who believe in Him and the eternal punishment of all who reject Him.

- Acceptance of the doctrines of the Lord Jesus Christ as Savior, Sanctifier, Healer, and Coming King as defined in relevant C&MA materials.
- Full sympathy with the mission and core values of The Christian and Missionary Alliance, and cooperation by systematic support of its work.
- A personal commitment to this fellowship which shall be demonstrated by such outward signs as regular attendance at its functions, regular giving of tithes and offerings in support of the local program as well as C&MA Missions, availability for local ministry assignments, and maintaining unity through the practice of speaking well of the Church and its leaders as well as that of settling differences quickly in the spirit of Matthew 5:23- 24 and 6:14-15.
- Agreement to abide by the Uniform Policy on Discipline, Restoration, and Appeal of The Christian and Missionary Alliance (see Manual).
- Baptism (by immersion) is outward obedience to the commands of the Lord.
- Submitting to the leadership of this church and supporting the beliefs, vision, and values.
- Encouraging others in word and action, praying and caring for one another, refraining from gossip and slander, being gracious, gentle and kind toward one another, and forgiving one another as God in Christ forgave.
- Abiding by the policies on member discipline of this church.

We promote membership in this local church as a means of unifying the body according to the teaching of the Word of God, meeting together for regular worship, edifying and encouraging one another, equipping each for service, and being a living testimony to make disciples in the community and beyond.

To become a member one must be 16 years old or older. An Elder or Elder-designee will meet with the candidate for membership to confirm and document their commitment to accept the requirements for membership as outlined above.

Members who have transferred to another church or who request in writing that their membership be terminated will be removed from the church roll.

#### **Section 2.4. Removal.**

General Members may be removed from membership by the Committee on Membership under one or more of the following circumstances:

- Submission of a written letter of resignation to the Elders of the Church.

- Failure to meet the qualifications of membership as stated above as determined by the Elders (in consultation with the Committee on Membership, if any), if reconciliation is not obtained and/or disharmony is caused within the church body without repentance.
- Disciplinary action is taken under the Uniform Policy on Discipline, Restoration and Appeal of The C&MA.

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

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## **ARTICLE III. ORDINANCES AND PRACTICES**

Baptism and the Lord's Supper are recognized as the two ordinances of the Church. The Dedication of Children is recognized as a practice of the Church.

### **Section 3.1. Baptism.**

We practice the baptism of believers by immersion as a Biblical ordinance and command of the Lord. Believers' baptism by immersion is taught and practiced as the scriptural mode. The Pastor or other Elders shall oversee baptism. They shall provide the instruction about baptism and shall administer the baptisms themselves or choose other spiritually respected people to do these ministries.

### **Section 3.2. Lord's Supper.**

We regularly observe and administer the Lord's Supper as a Biblical ordinance, to be performed at a minimum of once a quarter. The Pastor or other Elders shall oversee the Lord's Supper. They shall provide the instruction about the Lord's Supper and shall administer the Lord's Supper themselves or choose other spiritually respected people to do these ministries.

### **Section 3.3. Dedication of Children.**

We recognize that children are a gift from God (Psalm 127:3); as believers we are called to recognize that children belong first and foremost to God. As such, the Church will provide opportunities for the dedication of children to God, before the members of the Church, as witnesses of the parents' commitment to raise children in accordance with the prescribed methods in the Word. We practice the dedication of children to encourage the parents that raising children is also the responsibility of the church body. (Deuteronomy 6:4-7, I Samuel 1, Luke 2:22)

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## ARTICLE IV. BIBLICAL CHARACTER AND STANDARDS

### Section 4.1. Biblical Beliefs.

As described in the Preamble, the Church is a Christian community of faith that exists to exercise and express its Biblical beliefs, since these beliefs are grounded in an understanding of Holy Scripture. Any Church members and employees who participate in the life of the Church, follow the Biblical commands to live out their faith, in community, and in association with other believers.

#### Section 4.1.1. What We Believe.

The Church understands the local church is the visible organized expression of the Body of Christ and that the local church finds broader meaning and outreach in fulfilling its Biblical responsibilities within the life and witness of the denomination. In addition, those who participate in the life of the Church, including the Church's members and employees, are to follow the Biblical commands to live out their faith, in their community, and in association with other believers. Accordingly, the Church community is an exercise and expression of the Church's Biblical beliefs and standards.

**Section 4.1.1.a.** WE BELIEVE the Bible is the inspired Word of God and is without error. (2 Tim. 3:16)

**Section 4.1.1.b.** WE BELIEVE there is only one God, eternally existent in three persons: Father, Son, and Holy Spirit. (Genesis 1: 1-2) (Isaiah 9:6) (John 3:16)

**Section 4.1.1.c.** WE BELIEVE the shed blood of Jesus Christ on the cross provides the sole basis for the forgiveness of sins; salvation occurs when a person places his/her faith in the death and resurrection of Christ as the sufficient payment for one's sin. (Colossians 1:14) (Ephesians 1:7) (John 3:16) (John 10:9)

**Section 4.1.1.d.** WE BELIEVE Jesus Christ is the head of the church. The purpose of the church's body is to glorify God by loving Him with heart, mind, and soul and to make Him known to a lost world (Matthew 22:37) (Matthew 28:19)

**Section 4.1.1.e.** WE BELIEVE marriage is the uniting of one man and one woman in covenant commitment according to Biblical standards. (Genesis 1: 26-28) (Genesis 2:18, 21-24) (Ephesians 5:22-33)

**Section 4.1.1.f.** WE BELIEVE that Gospel transformation occurs through:

- **COMMUNION:** embracing a deeper intimacy with God by connecting with him through prayer, worship, and the Scriptures.
- **COMMUNITY:** extending Christ's love into all our relationships as we each become more and more like Jesus.
- **COMMISSION:** engaging the mission of Christ by sacrificially using our Spirit-giftedness, resources, prayers, and time to reach others for His Kingdom.

#### **Section 4.1.2. Through Its Activities.**

The Church believes all Church activities, including the responsibilities of every Church member and employee, should be rendered in service to God as a form of worship. Therefore, the Church as a community of faith, exercises and expresses its Biblical beliefs and standards, in every activity, action, and responsibility.

#### **Section 4.2. Standards for Church Activities and Facilities.**

The Church shall engage in activities and use its facilities solely to exercise and express the Biblical beliefs of the Church and the C&MA and to further the mission of both. The Church may provide services or goods to, and may allow use of its facilities by, other groups and persons who are not members of the Church.

No Church activity, nor any use of Church facilities by another group or person, may be conducted or permitted if the Church determines that such activity or use expresses a message of support by the Church for any view contrary to the Biblical beliefs of the Church and the C&MA. The determination as to whether any particular activity or use of Church facilities is not permitted requires both spiritual discernment and an understanding of the C&MA beliefs and standards which are applied to each particular circumstance. Such determination shall be made in conformance with this discernment and these beliefs and standards in the sole discretion of the Senior Pastor and Elders of the Church, or their designee(s).

With respect to uses by other groups or persons, the Church may consider, without limitation, both the content of the proposed activities and whether the group or person is generally perceived as advocating views contrary to the Biblical beliefs of the Church and the C&MA.

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## **ARTICLE V. OTHER GENERAL BYLAWS**

### **Section 5.1. Governance Authority.**

Subject to these Bylaws, the Elders of the Church shall have the corporate authority of the board of directors under applicable nonprofit corporation law, with respect to the Church.

**Section 5.2. District Support.**

The Church shall, from inception, give to the District budget in accordance with the formula established in the District Bylaws.

**Section 5.3. Severability (The Blue-Pencil Clause).**

If any provision of these Bylaws becomes invalid, it shall not affect the other provisions of these Bylaws.

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**ARTICLE VI. AMENDMENT POLICY**

**Section 6.1. Constitution.**

The Uniform Constitution for Accredited Churches (the "Constitution") may be amended only in accordance with the applicable provisions set forth in the Manual. The Constitution, as amended from time to time, shall supersede any inconsistent provision in the Preamble and the Bylaws of the Church. Upon any amendment of the Constitution, the Ecclesiastical Member shall be deemed to have made the same amendment to the Bylaws of the Church.

**Section 6.2. Preamble.**

The Preamble of these Bylaws may be amended only by the Ecclesiastical Member, provided no such amendment may be inconsistent with any provision of the Manual applicable to member churches of the C&MA or with any provision of the Policy.

**Section 6.3. Accredited Church Bylaws.**

Upon the recommendation of the Elder Leadership Team, Parts 1 and 2 of these Bylaws, other than and pursuant to the Constitution, may be amended by a four-fifths majority of the votes cast at any official business meeting of the General Members. No such amendment may be inconsistent with any provision of the Manual (including the Constitution) applicable to accredited churches of the C&MA. A copy of any amendments to Parts 1 and 2 shall be provided to the Ecclesiastical Member. In addition, the Ecclesiastical Member may amend Parts 1 and 2, but only to incorporate amendments to the Constitution pursuant to Section 6.1.

## **PART 2: CHURCH BYLAWS**

When this Church is an Accredited Church, the Preamble, Part 1 and this Part 2 (Accredited Church Bylaws) shall include and are subject to the Uniform Constitution for Accredited Churches of The Christian and Missionary Alliance (the "Constitution"), which document, as amended from time to time in accordance with the Manual, is incorporated herein by this reference.

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### **ARTICLE I. MEMBER VOTING RIGHTS**

#### **Section 1.1. Ecclesiastical Member.**

The Ecclesiastical Member shall not have the right to vote for Elders.

#### **Section 1.2. General Members.**

General Members shall have the authority to elect and remove all Elders of the Church, except for Senior Pastor, in accordance with the Constitution.

#### **Section 1.3. Age Requirement for Voting.**

All Members of the Church who have reached the age of 18 may vote on all Church business matters, including issues related to Church Elders.

#### **Section 1.4. Church Business.**

On general Church matters in which no legal questions are involved, it is understood that all General Members in good and regular standing are entitled to vote. In matters involving titles of property or legal procedure, the laws of the state determine the age at which members are eligible to vote.

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### **ARTICLE II. MEMBER MEETINGS**

#### **Section 2.1. Annual Meeting.**

##### **Section 2.1.1. Time and Location.**

The Annual Meeting shall be held during the fourth quarter of each year, before the annual budget is finalized. The time and location of the annual meeting shall be determined by the Elders.

### **Section 2.1.2. Annual Reports.**

Annual Reports are to be submitted to the members by the Pastor(s), the Elders, all Committees by their Chairperson(s), all Officers, or others deemed necessary by the members. All reports shall be in writing and made available to the members no less than one week prior to the annual meeting and presented to the members at the Annual Meeting by the entity responsible for each report.

### **Section 2.1.3. Elections.**

Those elected at the Annual Meeting shall be the Elders (except for the Senior Pastor) as determined in these Bylaws. All other positions shall be determined by the Elders, who shall appoint persons to those positions.

### **Section 2.2. Special Church Meetings.**

Special Church meetings can be called by any Elder, any Officer, any Committee Member, or at the request of at least ten General Members. All special business meetings of the members shall be held in accordance with state law. At a minimum, special meetings shall be called at least two Sundays prior to the meeting and notice of the meeting shall be publicly announced both orally and in writing for two consecutive weeks.

### **Section 2.3. Parliamentary Procedure.**

Roberts Rules of Order shall govern matters of Church business at all meetings. The Elders will appoint a Parliamentarian to officiate Roberts Rules of Order prior to each meeting.

### **Section 2.4. Quorum.**

A quorum of any properly called church business meeting shall consist of those voting members who are present, not to be less than twenty-five percent of the entire Church voting membership.

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## **ARTICLE III. GOVERNANCE AUTHORITY**

### **Section 3.1. General.**

The governance authority are the Elders. The Elders shall conduct the affairs of the Church between annual meetings and shall be subject to the membership and the

district superintendent as constitutionally defined. The Church governance structure, as provided for in Section 3.2, is in accordance with the governing documents of The C&MA, the responsibilities of Elders as defined in the Manual, the Bylaws of the district, and the laws of the state. The members of the governance shall satisfy the scriptural standards for church leadership, as referenced in the relevant sub-sections of Section 4.2, and shall be members of the Church.

The Senior Pastor shall be chairman or, at his request, the Elders shall elect an elder as chairman. An elder also shall be elected as vice chairman. Meetings shall be held for prayer and business, and abbreviated minutes shall be provided in writing to the Church Membership within two Sundays. Special meetings of the Elders may be called by the chairman or by written request of one-half of the Elders' membership. All officers, committees, and organizations except the Nominating Committee are subject to the collective oversight of the Elders.

### **Section 3.2. Governance Structure.**

The governance structure of the Church is a single-board system with all Elders and shall be known as the Board of Elders. The number serving on the Board of Elders shall be at least three, including the Senior Pastor. There must always be an odd number of members on the Board of Elders. The Board of Elders shall consist of the Senior Pastor, and elected Elders.

### **Section 3.3. Quorum for Board of Elders Business.**

A quorum for the legal conduct of business at all meeting of the Board of Elders shall be two-thirds of the Board membership.

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## **ARTICLE IV. OFFICERS**

### **Section 4.1. Officers of the Church.**

The Officers shall be members of the Church and shall satisfy the scriptural standards for church leadership, as referenced in the relevant sub-sections of Section 4.2. With the exception of the Senior Pastor, all officers shall be elected at the annual meeting of the Church, such as secretary, treasurer, assistant treasurer and any other officers as may be required by state law or as determined by the Elders or Nominating Committee.

### **Section 4.2 Duties and Scriptural Standards for Church Officers.**

The duties of leaders are set forth in the Constitution, these Bylaws, and position descriptions adopted by the Board of Elders.

#### **Section 4.2.1. Senior Pastor.**

I Timothy 3:1-13 and Titus 1:6-9 provide the Biblical characteristics required for the Senior Pastor. The Senior Pastor will provide directional leadership to the congregation by equipping it with a vision for life and ministry anchored in God's Word and leading them to grow in the knowledge of Jesus Christ through the teaching and preaching of God's Word.

The Senior Pastor will be the chairman of the Board of Elders and will preside over all meetings of the congregation, except in matters pertaining to his relationship to the church or, at his request, the Elders shall elect an individual as chairman of said meeting.

The Senior Pastor will have oversight of the pastoral staff, including their personal and professional development. He is a member ex officio of all Church committees and organizations. When the membership has no pastor, the chairman or vice chairman of the governance authority shall have oversight of the Church in conjunction with the district superintendent. The Senior Pastor shall be the president of the Church where such office is required by law.

The Senior Pastor's term of office will be indefinite, and may be ended by either his request or that of the Board of Elders, in consultation with the District Superintendent.

#### **Section 4.2.2. Elders.**

The call of Christ, the Chief Shepherd to Men, to serve as Elders is both discerned and confirmed by the Church membership. Elders shall, therefore, be male members of the Church. The Pastor and the other Elders are the highest level of servant leadership in the Church. As undershepherds, Elders shall serve with the Senior Pastor to oversee both the temporal and spiritual affairs of the Church in order to accomplish Christ's mission. They shall be the Committee on Discipline in accordance with the Manual. All officers, committees, and organizations except the Nominating Committee are subject to the collective oversight of the Elders. The qualifications for Elders are set out in 1 Timothy 3:1-13 and Titus 1:6-9. Further, each must be an active member of the Church.

As the leaders and shepherds of the congregation, all Elders will:

- Assist the Senior Pastor in implementing God's present vision for the Church, remaining sensitive to the creative leading of the Holy Spirit, and overseeing the Church ministries to accomplish Christ's mission.
- Be constantly vigilant to the physical, mental, and spiritual needs of the congregation, be available to pray with members of the congregation, and to anoint the sick upon request.
- Work to produce a strong sense of community in the church, functioning as stewards of the collective spiritual gifts of the congregation so that provision is made for the body to function corporately to bring about its growth, health, and edification.
- Approve all service ministry leaders and appoint special task forces and committees as deemed necessary. Additional committees and organizations may be established by the Elders as the need arises unless otherwise specifically provided for in these Bylaws. Such committees and organizations shall not have authority to act on behalf of the Church, except to the extent expressly provided for by action of the Elders.
- Arouse interest in discipleship and missions by personal example, maintaining an open heart and home to the unchurched.
- Oversee all disciplinary matters of the church, and to act redemptively in those matters.
- Serve as a Trustee of the Church as appropriate.
- Ensure Crossroads Church Aiken is in alignment with the Constitution and Manual of the C&MA at all times.

#### **Section 4.2.3. Secretary.**

The Secretary shall keep the minutes of membership meetings and conduct the correspondence of the Church as directed by the Elders. The secretary shall attend and keep minutes of other meetings including the Elders' meetings. As a member of the Board of Elders, the Secretary must meet the Biblical characteristics of I Timothy 3:1-13 and Titus 1:6-9.

#### **Section 4.2.4. Treasurer.**

The Treasurer shall be responsible for oversight of the receipt of all monies of the Church and shall be responsible for ensuring the payment of all bills on the order of the governance authority, the keeping of proper book records of all transactions, and the filing of canceled vouchers and receipts for payments made. The governance

authority shall determine where funds of the Church shall be kept. No offerings shall be solicited from the membership except upon approval of the governance authority.

#### **Section 4.2.5. Assistant Treasurer.**

The Assistant Treasurer shall, with another person or through two other persons appointed by the Elders, be responsible to ensure all monies are counted and to keep a separate record of all receipts. The Assistant Treasurer shall issue receipts to the donors.

#### **Section 4.2.6. Deacons.**

Deacons will be appointed, as necessary, by the governance authority. The deacons shall be members of the Church. The deacons shall have charge of those ministries and charities of the Church as determined by the governance authority, assist the Treasurer with the receipt of offerings, and make monthly reports as directed. Where there are no deacons, the governance authority shall assume responsibility for their ministries until such are elected or appointed.

#### **Section 4.3. Removal of Officers.**

Any officer or auxiliary official of the Church, except licensed pastoral staff, may be removed by a two-thirds majority vote of the Elders and the approval of the district superintendent if, in the judgment of the Elders, the best interests of the Church will be served, in accordance with the guidelines of Matthew 18:15-20, looking to I Corinthians 5 and II Thessalonians 3 for clarification on the last step in Matthew 18. If the officer being removed is an Elder, he can only be removed by a two-thirds majority vote of the voting membership at either the annual meeting or a special meeting called for this purpose.

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## **ARTICLE V. PASTORAL STAFF**

### **Section 5.1. Pastoral Staff.**

Pastoral staff includes all those whose position calls for licensing as an "official worker," as defined in the Manual.

### **Section 5.2. Hiring of Pastoral Staff.**

When pastoral staff members are needed, the district superintendent shall suggest to the Elders the names of such workers as in his judgment have proper qualifications. The Elders may give consideration to any candidate for the pastoral staff with the

approval of the district superintendent. Once the Elders has weighed all candidates and decided on the one to hire, it will refer the candidate back to the district superintendent for final appointment, at which time the pastoral staff member and spouse shall become members of the Church.

### **Section 5.3. Resignation of Pastoral Staff.**

Any member of the pastoral staff may resign from the Church by giving written notice to the district superintendent and the Elders. The Elders may, in conjunction with the district superintendent, ask for the resignation of any member of the pastoral staff. Before such action is taken, the Elders and the resigning member shall follow the guidelines as prescribed by the district superintendent.

### **Section 5.4. Removal of Pastoral Staff.**

The district superintendent, with the approval of the District Executive Committee, shall have the authority to remove a member of the pastoral staff when the Elders is in disagreement or whenever circumstances make such removal advisable.

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## **ARTICLE VI. MISSIONS**

In following the commands given in Matthew 28:18-20 and Mark 16:15, the Church shall participate in the worldwide missions and church planting ministries of The Christian and Missionary Alliance, and the support of the Great Commission Fund. At the Annual Meeting, the Elders or its designee(s) will present a mission goal and support plan which states those ministries the Church plans to support, how the Church plans to support them, and financially how said support will occur. The Elders shall specify the means by which it proposes to mobilize members' involvement, including prayer and recruitment of men and women for vocational ministry both at home and abroad. Great Commission Fund gifts shall each month be forwarded to the Treasurer of The Christian and Missionary Alliance at the National Office.

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## **ARTICLE VII. DISCIPLE-MAKING MINISTRIES**

A major ministry of the Church is making disciples of Jesus Christ, The disciple-making process includes evangelism, building up believers, equipping workers, and multiplying leaders, among adults, youth, and children. The purpose of disciple-

making ministries is to bring people to a saving knowledge of Christ, to teach Biblical principles emphasizing missions and the centrality of Christ as Savior, Sanctifier, Healer, and Coming King, and to equip people for evangelism and Christian service.

A Director of Disciple-making Ministries may be appointed to oversee the disciple-making ministries of the Church. He or she may serve as a member of the pastoral staff and will answer directly to the Senior Pastor. An advisory team will be appointed by the Elders to assist the director in leading the congregation's disciple-making ministries to children, youth, and adults.

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## **ARTICLE VII. PROPERTY AND RECORDS**

### **Section 8.1. Property.**

The Church may acquire, own, dispose of, improve, encumber, and convey property, real and personal, for church purposes, in conformity with the laws of the state where the property is situated. Real property may be purchased, sold, conveyed, exchanged, mortgaged, or encumbered only by order of the membership through the Elders, in consultation with the district superintendent.

### **Section 8.2. Records.**

The official records of all Church offices and departments are the property of the Church. Copies of the official records shall be given to the District upon request. In the event of the death or resignation of an officer, or upon the appointment of a successor, the records shall be passed on to the new officer. All records other than current shall be kept in a secure repository selected by the Church Elders.

### **Section 8.3. Audit.**

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

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## **ARTICLE IX. NOMINATIONS AND ELECTIONS**

### **Section 9.1. The Nominating Committee.**

The Nominating Committee, consisting of five total members, will include the Senior Pastor, two voting members of the Church membership selected by the governance authority, and two elected from the Church voting membership by the Deacon Body at least one month prior to the annual meeting.

### **Section 9.2. Nominations for Election.**

The Nominating Committee shall present at least one name for each office to be filled. Also, any voting member may nominate a person for an elected position according to the following:

- Every nominee must be a voting member of the Church.
- Nominations must be submitted in writing to the Nominating Committee at least two weeks prior to the annual meeting.
- The Nominating Committee will ensure nominees meet the criteria of the Constitution and Bylaws for holding elected office.
- The nominating committee will create a report in writing on all nominees' willingness and ability to serve. This report is to be presented only to the Elders in closed session to go no further.
- Once the Nominating Committee has completed its work and rendered its report, an Official Ballot will be prepared for use at the Annual Meeting. The Official Ballot will contain the names as presented for each position and will be made available to the Church at least one week prior the annual meeting.
- There will be no nominations received from the floor during the election process.

### **Section 9.3. Elections.**

The officers shall be elected by ballot (see Section 10.2.E.) at the annual meeting.

### **Section 9.4. General Council Lay Delegates.**

In accordance with the Amended and Restated Constitution and Bylaws of The Christian and Missionary Alliance, an accredited church may send two lay delegates to represent the Church during the biennial General Council of The Christian and Missionary Alliance. Should the Church have 150 or more in voting membership (as reported in the most recent annual report of the church), the Church may send an additional delegate for each additional 100 voting members or fraction thereof. Lay delegates shall be appointed and certified by the Elders.

### **Section 9.5. District Conference Lay Delegates.**

In accordance with the Uniform Constitution for Districts of The Christian and Missionary Alliance, an accredited church shall be entitled to send two lay delegates to represent the Church during the District Conference. Should the Church have 150 or more in voting membership (as reported in the most recent annual report of the church), the Church may send an additional delegate for each additional 100 voting members or fraction thereof. Lay delegates shall be appointed and certified by the Elders.

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## **ARTICLE X. REVERSION OF PROPERTY**

All of the Church's real and personal property shall be subject to the applicable property reversion provisions in the Manual with 2/3 vote of voting membership.

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## **ARTICLE XI. CHURCH SECURITY**

The Elders will establish a committee to draft a comprehensive Security Document, which will be adopted by vote in a special meeting or the next General Meeting. This security document will be the regulatory guide for all future security committee decisions, and all general decisions by the Church, its Elders, and Members regarding church security from that point forward. The Security Document will address such issues as preventing violence on church campus and at church events, the prevention of or removal of church intruders, and all other security topics the security committee deems necessary and appropriate. The Security Document can be amended, as needed, following the procedures set forth in these Bylaws.

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## **ARTICLE XII. CHURCH SAFETY**

The Elders will establish a committee to draft a comprehensive Safety Document, which will be adopted by vote in a special meeting or the next General Meeting. This safety document will be the regulatory guide for all future safety committee decisions, and all general decisions by the Church, its Elders, and Members regarding church safety from that point forward. This document will seek to address fire

preparedness, health concerns, parking lot and traffic flow, disabled and elderly accessibility concerns, and any other safety topics the safety committee deems necessary and appropriate. The Safety Document can be amended as needed following the procedures set forth in these Bylaws.

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## **ARTICLE XIII. CHILDREN'S MINISTRY**

We recognize that children are a gift from God (Psalm 127:3). Pursuant to this belief, the Elders will establish a committee specifically to draft and revise a comprehensive children's ministry document. As of the time of the drafting of these Bylaws, such a document exists and is called the Kids Crossing Policies. This Kids Crossing Policies document will be the regulatory guide for all future decisions regarding the Church's children's ministry, and all general decisions by the Church, its Elders, and Members from that point forward regarding children's ministry. The Kids Crossing Document can be amended as needed following the procedures set forth in these Bylaws.