

**RESTATED BYLAWS**  
**OF**  
**ALLIANCE BIBLE FELLOWSHIP**

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**RESTATED BYLAWS OF  
ALLIANCE BIBLE FELLOWSHIP  
BOONE, NORTH CAROLINA**

In accordance with the Constitution and Bylaws of the Christian and Missionary Alliance, these bylaws are established for Alliance Bible Fellowship based in Boone, North Carolina (hereinafter “Bylaws”).

**ARTICLE 1 – NAME**

The legal name of the church is Alliance Bible Fellowship of Boone, North Carolina. In all matters of operation and function as a fellowship, other than matters requiring the use of its legal name, this body will be known as Alliance Bible Fellowship (“ABF”).

**ARTICLE 2 – PURPOSE**

We are called by the grace of God, for the glory of God, to become and multiply fully devoted followers of Jesus Christ.

We exist to give glory to God through:

**WORSHIP** (Ephesians 5:19-20) – Offering prayer, praise, thanksgiving and adoration to God.

**EQUIPPING** (2 Timothy 3:16-17) – Establishing fully devoted followers of Jesus Christ who walk with God through an understanding of the entire Bible, obedience to God, relationships with other Christians, and a personal ministry which touches their sphere of influence.

**OUTREACH** (2 Corinthians 5:18-21) – Witnessing through words and actions to God’s salvation through the perfect and finished work of Jesus Christ alone.

**MISSIONS** (Matthew 28:18-20) – Sending and supporting men and women in Christian ministries around the world.

The life, health, quality and ministry of ABF will remain under constant oversight and review by Elders to fulfill the purposes described above. The Elders may make additions, deletions or modifications to church activities or programming to further the purposes and mission of ABF.

ABF Elders shall remain vigilant to build upon the Scriptural foundations established by our Lord through continual prayer, petition, discernment, wise counsel, and obedience to the Word of God. ABF shall maintain a major emphasis on Bible teaching, evangelism of the unchurched, equipping and discipleship of new followers of Christ, equipping each member of the church family, and commissioning members called by God to serve in missions.

In addition, the Elders will endeavor to implement training, teaching, practices, and programs that incorporate the ABF Core Values of Biblical Authority, Intentional Community, Gifted Service, Engaging Worship, Relational Evangelism, and Joyful Generosity.

### **ARTICLE 3 – STATEMENT OF FAITH**

ABF adheres to the Statement of Faith of the Christian and Missionary Alliance published in the Manual of The Christian and Missionary Alliance, General Bylaws set forth below:

There is one God, who is infinitely perfect, existing eternally in three persons: Father, Son, and Holy Spirit.

Jesus Christ is true God and true man. He was conceived by the Holy Spirit and born of the virgin Mary. He died upon the cross, the Just for the unjust, as a substitutionary sacrifice, and all who believe in Him are justified on the ground of His shed blood. He arose from the dead according to the Scriptures. He is now at the right hand of the Majesty on high as our great High Priest. He will come again to establish His kingdom of righteousness and peace.

The Holy Spirit is a divine person, sent to indwell, guide, teach, empower the believer, and to convince the world of sin, of righteousness and of judgment.

The Old and New Testaments, inerrant as originally given, were verbally inspired by God and are a complete revelation of His will for the salvation of men. They constitute the divine and only rule of Christian faith and practice.

Man was originally created in the image and likeness of God; however, he fell through disobedience, incurring thereby, both physical and spiritual death. All men are born with a sinful nature, are separated from the life of God, and can be saved only through the atoning work of the Lord Jesus Christ. The prospect of the impenitent and unbelieving person is existence forever in conscious torment, and that of the believer in Christ, is to have everlasting joy and bliss.

Salvation has been provided through Jesus Christ for all men. Those who repent and believe in Him are born again of the Holy Spirit, receive the gift of eternal life, and become the children of God.

It is the will of God that each believer should be filled with the Holy Spirit and be sanctified wholly, being separated from sin and the world and fully dedicated to the will of God, thereby receiving power for holy living and effective service. This is both a crisis and a progressive experience wrought in the life of the believer subsequent to conversion.

Provision is made in the redemptive work of the Lord Jesus Christ for the healing of the mortal body. Prayer for the sick and anointing with oil are taught in the Scriptures and are privileges for the church in this present age.

The Church consists of all those who believe on the Lord Jesus Christ, are redeemed through His blood, and are born again of the Holy Spirit. Christ is the Head of the Body, the Church, which has been commissioned by Him to go into all the world as a witness, preaching the gospel to all nations. The local church is a body of believers in Christ who are joined together for the worship of God, edification through the Word of God, prayer, fellowship, the proclamation of the gospel, and observance of the ordinances of baptism and the Lord's Supper.

There will be a bodily resurrection of the just and of the unjust; for the former, a resurrection unto life; for the latter, a resurrection unto judgment.

The second coming of the Lord Jesus Christ is imminent and will be personal, visible, and premillennial. This is the believer's hope and is a vital truth which is an incentive to holy living and faithful service.

## **ARTICLE 4 -- MEMBERSHIP**

### **SECTION 1. Types of Membership**

Membership in ABF will be as follows:

Active Voting Membership signifies the fullest level of commitment to ABF with all the responsibilities and privileges inherent in that relationship, including eligibility to vote and hold elected office. Pastoral staff will automatically be Active Voting Members upon employment. Active Voting Members must be at least sixteen years of age. Members under eighteen cannot vote on matters in which legal questions are involved.

Honorary Membership signifies continued relationship by non-resident, former Active Members engaged in some form of Christian ministry. Those who request honorary membership will be considered by the Committee on Church Membership (Article 14, Section 3). Those granted honorary membership have neither the right to vote nor hold office.

### **SECTION 2. Membership Application and Approval Process**

Participants of ABF interested in Active Voting Membership will complete an application for membership to be submitted to ABF Staff or Elders. Applicants for Active Voting Membership must agree with the ABF Statement of Faith, complete the application for membership to the satisfaction of reviewing Elders, attest and describe their faith in Jesus Christ, and meet with at least two Elders who will review the application, interview the applicant, and approve or deny membership based on the applicant's testimony and record. The Elders performing the interview may approve a member by a unanimous vote. After approval, a new member will be added to the official membership record maintained by the church staff.

### SECTION 3. Annual Review of Membership

The Elders or ABF Staff will review the membership record each year to contact members with a prolonged absence and to maintain an accurate record of voting members. The membership list of current Active Voting Members will be compiled one month preceding the yearly meeting for the election of the Nominating Committee (Article 6, Section 1). The Active Voting Membership will be reviewed on the basis of the individual's attendance and exceptions will be granted for the homebound, temporarily relocated members, and other valid reasons.

After a sustained absence of twelve months by a member, or if the individual moves away from the geographical region, he/she will automatically be removed from membership. The Elders or ABF Staff will notify the member of the removal from membership. Following the death of a member, his/her records will be placed in a file for the deceased for a period of seven years.

### SECTION 4. Membership Transfers

Except for honorary membership, all candidates from other churches will follow the membership approval process described in Article 4, Section 2. Upon request by a member, a letter indicating the status of a member will be sent to other churches.

## **ARTICLE 5 – ORDINANCES AND OTHER CHURCH PRACTICES**

### SECTION 1. Ordinances

A. Believer's Baptism. The ordinance of baptism by immersion will be administered to individuals who by profession of faith, and a life of commitment, desire to identify themselves with the Lord Jesus Christ. Every believer is encouraged and expected to follow the example of Scripture and pursue baptism following his/her profession of faith.

B. The Lord's Supper. The observance of the Lord's Supper will be open to all believers and may be commemorated each month during morning worship or at other times as deemed appropriate by the Pastoral Staff or Elders. In addition, the Lord's Supper may also be observed at other times/places such as baptisms, small group meetings, with those unable to attend due to illness, etc.

### SECTION 2. Other Church Practices

A. Presentation of Children. It is the privilege of all believing parents to present their children to the Lord during a public worship service for the purpose of consecrating the parents to the God-given responsibility of rearing their children in the nurture and admonition of the Lord and presenting each child to God as an expression of Christian stewardship.

B. Prayer for the Sick and other Scriptural Needs. Upon request by the sick, the Elders will anoint them with oil and pray for them on the Scriptural authority of James 5:13-16. Prayer and laying on of hands may be appropriate for commissioning to ministry, seeking the Lord's direction, or other needs as determined by the Elders 2 Timothy 1:6.

## **ARTICLE 6 – BUSINESS MEETINGS OF THE MEMBERSHIP**

### SECTION 1. Yearly Business Meetings and Schedule

The ministry operational year will run from June 1 to May 31, and the financial calendar year will run from January 1 to December 31. The first business meeting or meeting by electronic communication will be held for the following purposes:

- 1) The Treasurer will present to the congregation a Treasurer's report for the previous year and the approved budget for the current year. The Treasurer may present the report and budget by electronic communication at the discretion of the Governing Board.
- 2) Two church members shall be elected to the Nominating Committee during the first business meeting. Following the first business meeting, the Governing Board will elect two additional members to the Nominating Committee.
- 3) Dispensing with other pertinent matters.

The second business meeting or meeting by electronic communication will be held at a later date for the following purposes:

- 1) The Nominating Committee's nominations for Elders, Deacons, Deaconesses, church officers, and Alliance Men's and Women's Presidents will be presented to the Active Voting Members, and then the election of said positions will occur. Voting may be by secret written ballot or by electronic means such as email or other confidential electronic means.
- 2) Annual ministry reports may be presented to the congregation at the discretion of the Elders. At the discretion of the Governing Board, evaluation forms for current ministries may be developed and distributed at the meeting to be filled out by Active Voting Members. The Governing Board can use the completed evaluation forms, along with its own evaluations, as input in the oversight of the church ministries.
- 3) Dispensing with other pertinent matters.

An agenda along with accompanying, applicable documents will be available at the church in writing no later than the Sunday morning preceding an annual business meeting.

All elected and appointed positions begin their terms on June 1. During late May, outgoing leaders should meet with newly elected leaders for prayerful evaluation and initial planning.

## SECTION 2. Provisions for Additional Meetings

Additional meetings of the Active Voting Membership may be called by the church Governing Board when necessary. Meetings of this type will be announced to the Membership at least one week prior to convening. A written agenda of such called meetings will be available at the church the Sunday preceding the meeting.

## SECTION 3. Quorum

A quorum of fifty percent plus one (simple majority) of the current Active Voting Membership will be necessary for business meetings or meetings by electronic communication.

## SECTION 4. Method of Procedure

Where there is no existing legislation, the current edition of ROBERT'S RULES OF ORDER will apply. A simple majority of the quorum present or the quorum voting will decide normal business matters. All elections will be by secret ballot. Voting may be by written ballot or electronic ballot such as email or other confidential electronic communication. Provision will be made for an absentee ballot if requested by an Active Voting Member. Except for the position of Elder, after failure to get a simple majority vote from a quorum of the current Active Voting Membership to fill a position, the Governing Board may fill the position by the requisite vote of the Elders.

## SECTION 5. Personnel Elected at Annual Meetings

The following offices and positions are designated by the C&MA Uniform Constitution of Accredited Churches for election at annual meetings: Secretary, Treasurer, Elders, and two Nominating Committee members. Therefore, provision is hereby made for two Nominating Committee members to be elected at an annual meeting in January. In addition, the following volunteer positions are to be elected at the April/May business meeting of the Membership: Secretary, Treasurer, Elders, Deacons, Deaconesses, Alliance Men's President and Alliance Women's President. Term of office begins with the first business meeting of June. Absentee ballots will be made available one week prior to a vote.

## **ARTICLE 7 – PASTORAL STAFF**

As set forth in the C&MA Uniform Constitution of Accredited Churches Article VIII, pastoral staff members will be called by the Governing Board and appointed by the district superintendent after a conference with the Governing Board. Pastoral staff include all those whose position calls for licensing as an "official worker", as defined in the General Regulations in the Manual of the Christian and Missionary Alliance (C&MA Regulations). In addition, the Governing Board will have authority to hire staff who are not considered "official workers" under C&MA Regulations such as youth minister interns, building and grounds personnel, audio visual lighting technicians and other similar operational roles. An annual evaluation based on a calendar year of all pastoral staff, as well as other paid staff, will be conducted by the Governing

Board in November. The Governing Board will evaluate the pastoral staff, and the pastoral staff will evaluate the other staff and report back to the Governing Board. The results of these evaluations will be used to provide written feedback to the staff and also as input in salary decisions for the upcoming financial year's budget.

## **ARTICLE 8 – NOMINATING COMMITTEE**

The Nominating Committee will consist of the Senior Pastor, two Active Voting Members elected by the Governing Board (one of which cannot be a current Elder), and two Active Voting Members elected by the church membership at the January meeting. Both the Governing Board and the congregation will elect by ballot from at least four nominees, respectively. Members of the Nominating Committee will be spiritually mature and have adequate knowledge of the qualifications of the Active Voting Members to discern their leadership qualities.

All nominations for Elders, Deacons, and other elected positions must be made through the Nominating Committee. The Nominating Committee compiles a list of nominees using all or part of the recommendations from the Active Voting Membership, as well as its own recommendations. The Committee will prayerfully consider each name submitted and after thorough review based on scriptural principles, submit a nominee for each position.

## **ARTICLE 9 – CHURCH GOVERNING BOARD**

### **SECTION 1. Composition**

The Governing Board will be composed of the Senior Pastor and all of the Elders, including the Elders elected as the Secretary and Treasurer. The Governing Board may appoint other pastoral staff to be either voting or non-voting Governing Board members. There must be at least five Elders on the board. At least three-quarters of the Elders shall be non-staff members. The terms Governing Board or Elder will be used interchangeably throughout the Bylaws.

### **SECTION 2. Authority**

The Governing Board will adhere to the Christian and Missionary Alliance Constitution as long as the C&MA denomination beliefs and practices remain consistent with the Holy Scriptures and will oversee and operate ABF in accordance with the ABF Bylaws. Within these constraints, the Governing Board will have authority over all the affairs of the church. It will be responsible for the spiritual oversight of the church. All officers, committees, organizations, personnel, and members are subject to the authority of the Governing Board. No offerings or financial support will be solicited from the church membership without prior approval of the Governing Board. Church facilities and property will not be used by nonmembers or third parties without prior approval of the Governing Board or their designees, and in accordance with the ABF Facility Use policy.

### SECTION 3. Chairman

The Senior Pastor will serve as Chairman of the Governing Board. In the absence of the Chairman, or at his request, the Vice Chairman will function as Chairman of the Governing Board.

### SECTION 4. Vice-Chairman

The Governing Board will elect an Elder to serve as Vice Chairman of the Governing Board.

### SECTION 5. Secretary and Treasurer

The Secretary and Treasurer are elected church officers (see Article 12, Sections 1 and 2 herein).

### SECTION 6. Order of Meeting

A. The Governing Board will meet at least once a month. Additional meetings of the Governing Board may be called as necessary by the Board Chairman or by one-half of the other board members.

B. A written agenda for each Governing Board session will be available to each Board member at least three days prior to the session. Following approval of the minutes, the Board members will have the opportunity to amend, adjust and/or approve the agenda.

C. A quorum of two-thirds of the Governing Board is required to conduct business sessions. All decisions require approval by two-thirds of Governing Board members present at the meeting. Presence includes physical presence or presence by teleconference or videoconference.

### SECTION 7. Access to the Governing Board

It is the privilege of each church member, adherent, or regular attender to approach a Governing Board member with a matter of concern at any time. A proposal for consideration by the Governing Board will be presented in writing or by scheduling a personal appearance before the Board. Any Board member may request that an issue be considered by the Governing Board. The majority of the Board, Chairman or Vice Chairman may in their discretion decide whether an issue is placed on the agenda and deliberated. The Board may report to the Membership annually on matters the Board determines in its discretion should be presented to Membership.

#### SECTION 8. Unfulfilled Term

Should either an officer of the Governing Board or church, or a person elected by the Membership, except an Elder, be unable to complete his or her term of office for any reason, the Governing Board may appoint an Active Voting Member to complete the remaining term of office. The Governing Board may call an additional church business meeting for the purpose of electing replacement Elders.

#### SECTION 9. Appointment Powers of the Governing Board

The Governing Board will appoint all committees related to the governance and oversight of ABF other than those appointed by the Deacons and/or Deaconesses for designated Deacon responsibilities. These members will be appointed at the first regular meeting of the Board following the April/May Annual Active Voting membership meeting. A list of these appointments will be made available to Active Voting Members each year by the first day of June. The Board will have the power to create necessary committees and appoint committee members or volunteer leadership positions at its discretion.

#### SECTION 10. Indemnification

ABF shall maintain Directors and Officers Insurance on behalf of ABF officers and Governing Board members/Elders against any liability asserted against them collectively or individually related to their capacity and role as an officer, elder or member of the Governing Board.

ABF, at the discretion of its Governing Board, may indemnify any Voting Member who serves as an Officer or Elder against claims, liabilities, expenses and costs necessarily incurred by him or her in connection with a defense, settlement of action, suit or proceeding, civil or criminal, in which such person is made a party by reason of being an Officer or Elder, to the extent not otherwise compensated, indemnified, or reimbursed by insurance, if 1) the conduct of the Officer or Elder was in good faith, 2) the person reasonably believed that his or her conduct was in the best interests of the Church, and 3) in the case of a criminal proceeding, the person had no reasonable cause to believe that his conduct was unlawful.

### **ARTICLE 10 – ELDERS**

#### SECTION 1. Qualifications

Men from among the Active Voting Membership who are committed to and who manifest the qualifications for spiritual leadership as set forth in the Scriptures (1 Timothy 3:1-12, Titus 1:5-16), may be considered for service as an Elder.

## SECTION 2. Selection of Elders

A. There will be at least five Elders, not including pastoral staff on the Board. There will be no more than 25 Elders unless the Governing Board amends the Bylaws to increase the number of Elders. Should the church be unable to elect the required number of Elders, the District Superintendent will be consulted to develop an alternate plan of action.

B. The Active Voting Membership is encouraged to recommend to the Nominating Committee men whom they believe meet the qualifications for Elder as outlined in Section 1 of this Article.

## SECTION 3. Term of Service

Elders will be elected for two-year terms. The terms will be staggered so that approximately one-half of the terms expire annually. Any Elder may be removed by a 2/3 vote of the Governing Board present at an Elder meeting.

## SECTION 4. Areas of Service

Elders, together with the pastoral staff, will provide the spiritual oversight, leadership and shepherding of the church and its programs. Elders will assist the pastoral staff in the service of the Lord's Table and Believers' Baptism when necessary. They will pray for and anoint the sick for healing when called upon to do so. They will ensure that complete records are maintained for members, presentation of children, baptisms, weddings, and funerals. They will hold as an important part of their ministry the visitation of members and adherents, especially the sick and hospitalized, the elderly, the discouraged, the troubled, the depressed, and new believers. The Elders, at the request of the Senior Pastor, will meet with him for prayer and discipleship. The Senior Pastor will contribute to equipping Elders to be effective in their areas of service. Men from among the Elders may be designated to shepherd a given number of persons in the church.

# ARTICLE 11 – DEACONS/DEACONESSES

## SECTION 1. Qualifications

Men from among the Active Voting Membership of this body who are committed to and are manifest the qualifications for spiritual service as set forth in the Scriptures (I Timothy 3:1-13, Titus 1:5-16, etc.), may be considered to serve as Deacons. In addition, as set forth in Article X, Section 3 of the C&MA Uniform Constitution of Accredited Churches, women from among the Active Voting Membership who are in good standing and of high spiritual maturity and character may serve as Deaconesses.

## SECTION 2. Selection of Deacons/Deaconesses

A. The Nominating Committee pursuant to Article 8 will decide the number of Deacons/Deaconesses to serve the needs of ABF.

B. The Active Voting Membership is encouraged to recommend to the Nominating Committee men/women whom they believe meet the qualifications for Deacon/Deaconess as outlined in Section 1 of this Article.

### SECTION 3. Term of Service

Deacons/Deaconesses will be elected for two-year terms. The terms will be staggered so that approximately one-half of the terms expire annually. Any Deacon or Deaconess may be removed by a 2/3 vote of the Governing Board present at an Elder meeting.

### SECTION 4. Areas of Service

Deacons/Deaconesses will assist in the day-to-day ministries of the church, i.e. property management and maintenance, social activities, preparation for communion and baptismal services, helps, benevolence, ushering, greeting. They arrange for flowers or other tokens of concern in times of sickness and death. They will recommend, monitor and keep current church policies on all matters as above, which are delegated to them by the Governing Board. They will report monthly to the Governing Board through their Chairperson.

### SECTION 5. Order of Meeting

A. Authority. The Deacons/Deaconesses will be subject to the authority of the Governing Board. The Governing Board may delegate duties to the Deacons/Deaconesses. Officers will serve one year terms.

B. Chairperson. The Chairperson of this group is elected by the Deacons/Deaconesses with the approval of the Governing Board. In the absence of the Chairperson, or at his/her request, the Vice Chairperson will function as Chairperson.

C. Vice Chairperson. The Deacons/Deaconesses will elect a Deacon/Deaconess to serve as Vice Chairperson.

D. Secretary. The Deacons/Deaconesses will elect a Deacon/Deaconess to serve as Secretary for its meetings. The Secretary will keep the minutes of the meetings and provide them to the Chairperson in time for reporting to the Administrative Committee.

E. Meetings. There will be regularly scheduled meetings of the Deacons/Deaconesses at least once a month. Additional meetings of the Deacons/Deaconesses may be called as necessary by the Chairperson or by one-half of the Deacons/Deaconesses. A quorum of two-thirds of the Deacons/Deaconesses is required to conduct a meeting. A majority of the Deacons/Deaconesses present may approve a decision. This group may vote to approve actions not subject to the Governing Board or actions delegated to the Deacons by the Governing Board. The Governing Board has final authority on all actions taken by the Deacons/Deaconesses during their meetings.

## ARTICLE 12 – OFFICERS

The officers will be Active Voting Members of this church and will satisfy the Scriptural standards applied to Elders and Deacons/Deaconesses. The officer positions consist of those who are elected for one-year terms at the April/May business meeting of the church.

### SECTION 1. Secretary

The Secretary will be an Elder and thus a member of the Governing Board. He will keep the minutes of all meetings of the Governing Board and see to it that they are permanently recorded and that copies are given to the Senior Pastor and optionally to all Governing Board members within two weeks following each meeting. He will carry on all correspondence as directed by and on behalf of the Governing Board or the membership. He will record all policies established by the Governing Board in the C&MA Policies and Procedures Manual (Article 16). He will document and maintain a permanent record all matters of business transactions during meetings of the membership.

He will, with the help of administrative personnel, maintain a current membership roll according to categories set forth in ARTICLE 4, Section 1 of these Bylaws and, as much as possible, maintain a list of those who regularly attend and support this fellowship though not Active Voting Members.

### SECTION 2. Treasurer

He will supervise the payment of invoices with an accounting system that documents substantiation for all expenditures. He will provide financial reports monthly to the Governing Board in an approved format. Annual financial reports to membership will also be made available. Reasonable financial reports may be requested by the Governing Board or Active Voting Members of ABF for disclosure purposes. He will supervise the keeping of a separate record of total receipts. The Treasurer or other Elder will present requests for designated ministry projects to the Elders for approval.

### SECTION 3. Missionary Treasurer

The Treasurer may but is not required to serve as Missionary Treasurer. The Missionary Treasurer maintains records detailing donations for missions and missionary support payments by ABF.

### SECTION 4. Assistant Treasurer

The Assistant Treasurer, along with a member of the Committee on Finance other than the Treasurer, shall count all monies received. The Assistant Treasurer will keep an accurate, confidential record of each contributor's giving for income tax purposes. The Assistant Treasurer will send out a statement of personal giving to each contributor by January 31 each year detailing all contributions to ABF. A depositor (other than the Treasurer or Assistant

Treasurer) will be appointed by the Governing Board, and will bank all receipts and keep a permanent record of deposits, providing the Treasurer with copies of the same.

#### SECTION 5. Termination

Any Officer may be removed by a 2/3 vote of the Governing Board present at an Elder meeting.

### **ARTICLE 13 – KEY VOLUNTEER SERVICE ROLES**

#### SECTION 1. Qualifications

Those persons who are Active Voting Members in good standing and of high spiritual caliber may be considered for service as key volunteers for the ministry of ABF.

#### SECTION 2. Term of Office

All key volunteers appointed or elected will have a term of one year.

#### SECTION 3. Alliance Men's President

The Alliance Men's President will be elected at the April/May business meeting. He will preside at all meetings of the Alliance Men. He is subject to the authority of the Governing Board and will report (at least annually) to the Board. He will actively promote the stated objectives of the Alliance Men as outlined in the Manual of the Christian and Missionary Alliance or the Governing Board. He serves as an ex-officio member of the ABF Men's Ministry Team.

#### SECTION 4. Alliance Women's President

The Alliance Women's President will be elected at the April/May business meeting. She will preside at all meetings of the Alliance Women. She is subject to the authority of the the Governing Board and will report (at least annually) to the Board. She will actively promote the stated objectives of the Alliance Women as outline in the manual of the Christian and Missionary Alliance or the Governing Board. She serves as an ex-officio member of the ABF Women's Ministry Team.

### **ARTICLE 14 – STANDING COMMITTEES**

#### SECTION 1. General Guidelines for Committees of the Board

The Governing Board may establish a committee for any purpose that will assist in carrying out the oversight and leadership of ABF. The Governing Board may appoint members to each committee by a two-thirds vote of those present at a Governing Board meeting. Board committees will report to the Governing Board as necessary for proper oversight and updates.

All committees will meet soon after their appointment and organize with the election of a chairperson, vice chairperson, and secretary whenever these positions have not already been designated by the Governing Board. All committee meetings, including time and place will be inserted in the church calendar, preferably at a regular time. While the Constitution states that the Senior Pastor is a member ex-officio of all committees, he generally will not meet with every committee, unless requested to do so. All committees are appointed for one year unless approved by the Governing Board due to extenuating circumstances. All committee chairpersons must be Active Voting Members. The purpose and function of each committee is outlined below. Further details pertaining to the operation of some committees will be specified in the church Policies and Procedures Manual defined in ARTICLE 16 herein.

#### SECTION 2. Committee on Church Membership

The Committee on Church Membership shall consist of all the Elders. Two or more Elders will follow the Article 4, Section 2 of these Bylaws to review and approve the members that will become part of the Active Voting Membership. The Senior Pastor or his Elder designee will serve as Chairman. The Elders are responsible for assigning a group of at least two current Elders who will conduct the membership interview. All members of the Elder Board are eligible to conduct membership interviews.

The Membership Committee has the authority to recommend to the Governing Board the removal from membership any individual who no longer fulfills the qualifications for membership as set forth in the Constitution and Bylaws. Such removal will require action by the Governing Board. If such removal is for reason other than twelve months of non-attendance or moving from the region (as set forth in ARTICLE 4 herein), then such removal will immediately be reported to the Secretary, or another Board designee, who will communicate the action in writing to the dismissed member.

#### SECTION 3. Committee on Church Discipline

The Committee on Church Discipline will consist of the Senior Pastor (or his Elder designee) and two to four Elders appointed by the Governing Board. The purpose of the committee is to oversee and manage church discipline related to actions, conduct or beliefs of ABF members.

#### SECTION 4. Committee on Pulpit Supply

The Committee on Pulpit Supply will be composed of three Elders appointed by the Governing Board. It will be responsible for scheduling guest speakers to fill the pulpit in the absence of the Senior Pastor. It will, in consultation with the Senior Pastor, extend invitation to special speakers to fill the pulpit at various times. No potential guest speaker will be contacted to speak except at the express invitation of this Committee. Any suggestions for special speakers may be presented to this Committee for consideration.

#### SECTION 5. Committee on Missions

A Missions Committee will be appointed by the Governing Board. The Missions Committee will function and operate in accordance with guidelines and under the authority of the Governing Board. The purpose of the Committee will be to assist the pastoral staff and Elders in developing mission's policy and strategy, administering the year-round missions program, planning and promoting the annual missions conference, and promoting the financial and prayer support of worldwide missions.

#### SECTION 6. Committee on Finance

The Committee on Finance will be composed of the Treasurer, who will act as Chair of the committee, the Assistant Treasurer, and two active voting members who will be appointed by the Governing Board. This Committee will annually formulate and present to the Governing Board for its adjustments and approval a proposed budget for the next fiscal year. On approval by the Governing Board, the budget will be presented at the January business meeting.

#### SECTION 7. Committee on Benevolence

The Committee on Benevolence will be composed of two or three Deacons/Deaconesses appointed by the Deacons/Deaconesses. They will review all requests concerning persons, ministries, and projects for benevolence per the Benevolence Policy. They will prayerfully consider the validity of the request and determine the character and record of the person or ministry to receive the gift. If the designation is not approved, all monies received toward the same will be refunded to the donor. The Committee will report all decisions to the Deacons/Deaconesses. Any expenditures of funds not allocated in the Benevolence budget will be with the consent of the Governing Board.

#### SECTION 8. Personnel Committee

The Personnel Committee shall consist of at least 3 members including the Senior Pastor and two Elders who are not ABF staff. Additional Elders or ABF Staff may be appointed to the committee. A majority of the committee shall be non-staff members. The committee will give oversight and assist with hiring, promotions, compensation, discipline and other human resource issues as necessary. The committee will inform and make recommendations to the Elders regarding hiring and other material human resource matters prior to the Elders approval of hiring or other significant personnel decisions.

## **ARTICLE 15 – AMENDMENTS**

### **SECTION 1. Bylaw Amendments at Business Meeting**

The Governing Board may propose amendments to these Bylaws at regularly scheduled business meetings of the church. Any Active Voting Member may present such a proposed amendment to the Governing Board. Such a proposed amendment must be submitted in writing at least thirty days prior to the business meeting. The Governing Board will present the proposed amendment at the business meeting accompanied by a recommendation to adopt, amend, or not adopt the proposed amendment. The recommendation of the Governing Board and other pertinent information regarding any proposed amendment will be available at the church at least one week prior to the business meeting.

### **SECTION 2. Vote Necessary to Amend Bylaws**

Any change in the Bylaws requires a two-thirds affirmative vote of the current Active Voting Membership. Voting may be by written or electronic ballot.

## **ARTICLE 16 – POLICY AND PROCEDURES MANUAL**

The Governing Board is responsible for formulating and maintaining a current Policy and Procedures Manual in accordance with these Bylaws and in a manner which is consistent with the C&MA Constitution and these Bylaws. The Policy and Procedures Manual will provide detailed guidelines for implementing these Bylaws. The Policy and Procedures will be formulated and amended by action of the Governing Board.

Adopted November 22, 1981

Alliance Bible Fellowship

Amended on December 8, 1985

Amended on April 26, 1987

Amended on April 13, 1997

Amended on January 25, 1998

Restated Bylaws approved on March , 2022