**BYLAWS TO THE CONSTITUTION  
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 of Boone, NC.

**ARTICLE 1 – NAME**

In all matters of its function as a fellowship, excluding those matters necessitating the use of its full corporate name, this body will be known as TheAlliance Bible Fellowship.

**ARTICLE 2 – PURPOSE**We exist to give glory to God through:  
WORSHIP (Ephesians 5) – As we offer prayer, praise, thanksgiving and adoration to God.

EQUIPPING (2 Timothy 3) – As we establish Christians in a 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) – As we give witness through words and actions to God’s salvation provided only in Jesus Christ.  
MISSIONS (Matthew 28:18-20) – As we send out, and support, men and women in Christian ministries around the world. The whole on-going life and ministry of our fellowship will be constantly evaluated in light of the purpose. Additions, deletions and modifications will be made to our various programs of ministry as they assist the Fellowship in achieving its objective.  
  
 Therefore, to implement the purpose, we are committed to build upon those foundations well-laid by our Lord and continually confirmed by our experience together. This will be accomplished through a major emphasis on Bible teaching, and a strategy of evangelism of the unchurched, enfolding and establishing the new Christian, equipping each member of the church family and extending our ministry as we commission individuals called by God to go out from us.  
  
**ARTICLE 3 – STATEMENT OF FAITH**   
 The Alliance Bible Fellowship adheres to the Statement of Faith of the Christian and Missionary Alliance published in the Manual of The Christian and Missionary Alliance, General Bylaws:

1. There is one God, who is infinitely perfect, existing eternally in three persons: Father, Son, and Holy Spirit.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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 the Alliance Bible Fellowship will be as follows: Active Voting Membership signifies the fullest level of commitment to the Fellowship with all the responsibilities and privileges inherent in that relationship, including the right to vote and to hold elected office. Active Voting Members must be at least sixteen years of age. Members under eighteen cannot vote on matters in which legal questions are involved.  
  
 Active Associate Membership signifies a level of commitment to the Fellowship that some adults or youth, twelve to fifteen years of age, may choose. Though their involvement may be limited, they desire the watchcare that commitment to the fellowship and its leadership afford. Such membership need not interfere with the person’s membership in another church. Those holding Active Associate membership have neither the right to vote not to hold office. Application for Active Voting Membership is always an option to adults holding Active Associate Membership when they reach the age of sixteen years.

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 to hold office.

SECTION 2. Application for Membership

Application for membership will be considered under qualifications as outlined in the C&MA Constitution ARTICLE III **–** Membership. All applicants for Voting or Associate Membership will read the Constitution, Bylaws and membership Handbook in their entirety, fill out and sign the “Application for Active Membership” form, and return it to a Pastor or one of the Elders  
  
 SECTION 3. Examination for Membership  
  
 All applicants for Voting or Associate Membership will meet with the Committee on Church Membership (Article 14, Section 3) for examination as to their experience of conversion and belief in the fundamental doctrines of the Scripture as set forth herein in ARTICLE 3 – Statement of Faith and their agreement with the principles and the objectives of the Christian and Missionary Alliance and such other matters as the committee deems necessary. The committee will then act upon the application. Affirmative action by this committee constitutes acceptance into membership of the Alliance Bible Fellowship.  
  
 SECTION 4. Annual Review of Membership

The Elders will annually review the membership roll, keeping it current as to Active Voting Members in particular. They will provide to the membership a list of the current Active Voting Membership 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, (exceptions will be granted for the homebound).  
  
 After three month of non-attendance at corporate church services by a member, the Elders will contact the individual, inquiring as to his/her intention regarding membership. 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 will correspond with the individual informing them of action removing their name from active membership. Following the death of a member, his/her records will be placed in a file for the deceased.

SECTION 5. Membership Transfers  
  
 All candidates for any form of membership, except honorary, in theAlliance Bible Fellowship will appear before the Committee on Church Membership for examination. Upon request 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 of the Fellowship; 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. 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  
  
 C. Commissioning of New Leadership. Following the election of new Elders and Deacons ,all the Elders and Deacons will be presented to the congregation during a public service of the church for prayer and consecration.  
  
**ARTICLE 6 – BUSINESS MEETINGS OF THE MEMBERSHIP** SECTION 1. Yearly Business Meetings and Schedule  
  
 The ministry calendar year will run from June 1 to May 31, and the financial calendar year will run from January 1 to December 31. There will be **at least two** scheduled business meetings of the Active Voting Membership each year.  
  
The first business meeting will be held in January for the following purposes.  
  
 1) The Treasurer will present to the congregation an audited Treasurer’s report for the previous year and the approved budget for the current year

2) Two church members shall be elected to the Nominating Committee. (In February, the Governing Board will elect two additional members to the Nominating Committee.)  
  
 3) Dispensing with other pertinent matters.  
  
The second business meeting will be held during late April or early May for the following purposes.

1) The Nominating Committee’s nominations for Elders, Deacons, church officers, Trustees~~,~~ and Alliance Men’s and Women’s Presidents will be presented to the congregation, and then the election of said positions will occur. Since the Secretary and Treasurer of the Governing Board must be Elders, it may be necessary for one or both of them to be presented in ballot after the election of Elders (but within 10 days of the meeting).  
  
 2) Annual ministry reports will be presented to the congregation. At the discretion of the Governing Board [see Article 9, Section 1], 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.  
  
A tentative agenda, and where applicable, an audited Treasurer’s report, budget, Nominating Committee report, ministry reports, evaluation forms, and other pertinent information 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 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 their 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.  
  
 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 fifty percent plus one of the current Active Voting Membership will decide normal business matters. All elections will be by secret, written ballot except when only one name is before Membership. The Membership may then act to waive the secret written ballot and instruct the secretary to cast a unanimous ballot electing the individual. Such a vote to waive the written ballot must be unanimous. Provision will be made for an absentee ballot. Except for the position of Elder, after failure to get a simple majority vote of the current Active Voting Membership to fill a position, a simple majority of those present will decide the position. If after failure to get a simple majority of those present to fill the position, the position will be decided by the Governing Board.   
  
 SECTION 5. Personnel Elected at Annual Meetings  
  
 The following offices and positions are designated by the C&MA 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 personnel are to be elected at the April/May business meeting of the Membership: Secretary, Treasurer, Elders, Deacons, Trustees, 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 Constitution, 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. In addition, the Governing Board will have authority to hire pastoral staff who are not considered “official workers” (such as youth minister interns, etc.). In these cases, the district superintendent will be informed of the hiring. An annual evaluation (based on the financial 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.  
  
**ARTICLES 8 – NOMINATING COMMITTEE** The Nominating Committee will consist of the Senior Pastor, two Active Voting members elected by the Governing Boards, (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 the Treasurer. The Governing Board may appoint other pastoral staff to be either voting or non-voting board members. There must be at least five Elders on the board

SECTION 2. Authority   
  
 The Governing Board will adhere to the Christian and Missionary Alliance Constitution and these ABF church bylaws and insure that they are followed and implemented. 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, and will also conduct church business as outlined in the C&MA Constitution, Articles V and VI. All officers, committees, organizations and auxiliary personnel, except the Nominating Committee, are amenable to 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 without prior approval of the Governing Board or their designees.  
  
 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 one week 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 the Governing Board.

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. The Board will report to the Membership annually.  
  
 SECTION 8. Unfulfilled Tenure  
  
 Should either an officer of the church or a person elected by the Membership, except an Elder, be unable to complete his or her tenure of office for any reason, the Governing Board may appoint an Active Voting member to complete the aforementioned tenure 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 (other than those appointed by the Deaconsand all auxiliary personnel (as set forth in ARTICLE 13 of these Bylaws) not elected at the Annual Active Voting Membership meetings. 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 public each year by the first day of June. The Board will have the power to appoint additional committees or personnel at its discretion.  
  
**ARTICLE 10 – ELDERS** SECTION 1. Qualifications

Men from among the Active Voting membership who are committed to and are manifesting progress in the qualifications for spiritual leadership as set forth in the Scriptures (1Timothy 3:1-12, Titus 1:5-16, etc.), may be considered to serve as Elders.  
  
 SECTION 2. Selection of Elders  
  
 A. There will be at least five Elders (in addition to pastoral staff), but no limit as to the maximum number. 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.  
  
 SECTION 4. Areas of Service  
  
 Elders, together with the pastoral staff, will provide the general oversight, watchcare and nurture of the church and its programs. They will assist the pastoral staff in the service of the Lord’s Table and Believers’ Baptism. They will pray for and anoint the sick for healing when called upon to do so. They will ensure that complete records are kept of the reception of 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 assume responsibility for equipping the 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** SECTION 1. Qualifications  
  
 Men from among the Active Voting Membership of this body who are committed to and are manifesting progress in the qualifications for spiritual leadership 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 Constitution ,women from among the Active Voting Membership who are in good standing and of high spiritual caliber may serve as deacons.

SECTION 2. Selection of Deacons  
  
 A. The Nominating Committee (Article 8) will decide the number of Deacons to serve the needs of the fellowship.  
  
 B. The Active Voting Membership is encouraged to recommend to the Nominating Committee men/women whom they believe meet the qualifications for Deacon as outlined in Section 1 of this Article.   
 SECTION 3. Term of Service  
  
 Deacons will be elected for two-year terms. The terms will be staggered so that approximately one-half of the terms expire annually.  
  
 SECTION 4. Areas of Service  
  
 Deacons 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 and registering guests. 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 and annually to the congregation.  
  
 SECTION 5. Order of Meeting  
  
 A. Authority. The Deacons will be amenable to the Governing Board. The Governing Board may delegate duties to the Deacons through the Administrative Committee (see Article 14, Section 2). Officers will serve one year terms.   
  
 B. Chairperson. The Chairperson of this group is elected by the Deacons 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 will elect a Deacon to serve as Vice-Chairperson.  
  
 D. Secretary. The Deacons will elect a Deacon to serve as Secretary. 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 at least once a month. Additional meetings of the Deacons may be called as necessary by the Chairperson or by one-half of the Deacons. A quorum of two-thirds of the Deacons is required to conduct a meeting. A majority of the Deacon Board must be in agreement to make a decision. All decisions are amendable to the Governing Board.  
  
**ARTICLE 12 – OFFICERS** The officers will be Active Voting Members of this church and will satisfy the scriptural standards for church leadership. They will consist of the following who will be 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 one week following each meeting. He will carry on all correspondence as directed by and in behalf of the Governing Board or the membership. He will record all policies established by the Governing Bard in the Policies and Procedures manual (Article 16). He will write and maintain as a permanent record all matters of business transactions during meetings of the membership.  
 He will, with the help of a secretary or 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 on the membership roll.  
  
 He will, with the assistance of the other members of the Governing Board, formulate and submit an annual report for the Membership.

SECTION 2. Treasurer

He will supervise the payment of all bills by check, filing canceled checks with the invoices for all payments made. He will report monthly on an approved format to the Governing Board and annually to the Membership, or when otherwise requested to do so by either body. He will supervise the keeping of a separate record of total receipts. The treasurer will present requests for designated ministry projects to the elders for approval.  
  
 SECTION 3. Missionary Treasurer  
  
 The treasurer may also serve as Missionary Treasurer.  
  
 SECTION 4. Assistant Treasurer  
  
 He/she will, along with a member of the Committee on Finance other than the Treasurer, count all monies received. He/she will keep a careful, confidential record of each contributor’s giving (including missionary funds), for income tax purposes. He/she will send out a statement of personal giving to each contributor annually by January 31. 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.  
  
 **ARTICLE – AUXILIARY PERSONNEL** SECTION 1. Qualifications  
  
 Those persons who are Active Voting Members in good standing and of high spiritual caliber may be considered for service in the various areas of auxiliary personnel.  
  
 SECTION 2. Term of Office  
  
 All auxiliary personnel appointed or elected will have a term of one year.  
  
 SECTION 3. Trustees  
 Two Trustees will be elected at the April/May business meeting. The Trustees will be custodians of all church property and will be responsible for holding church properties in the best interest of the membership. The Trustees will have authority as signatories for the Membership in legal matters, as set forth in the C&MA Constitution Article X, Section 4.  
  
 SECTION 4. Director of Discipleship Ministries  
  
 In lieu of a full-time, salaried pastoral staff person, this designation will refer to the chairperson of the Committee on Christian Education, who will be appointed by the Governing Board from among the Active Voting Members. He/she will keep the objectives of Christian Education before the Committee. He/she will serve as member of all committees responsible for the various phases of the Christian Education program. He/she will report semi-annually to the Governing Board, annually to the Membership, and on other occasions when called upon to do so by the Governing Board.  
  
 SECTION 5. Director of Adult Discipleship  
  
 The Director may be appointed by the Governing Board. He/she is a member of the Committee on Christian Education. He/she will administer the work of Adult Discipleship. He/she will carry out the policies and programs as they relate to Adult Discipleship that issue from the Committee on Christian Education. He/she will report on the work of Adult Discipleship at each meeting of the Committee on Christian Education. He/she will plan, in conjunction with the Committee on Christian Education, a regular training for workers in Adult Discipleship.  
  
 SECTION 6. Director of Youth Discipleship  
  
 In lieu of a pastoral staff person, the Director may be appointed by the Governing Board. He/she is a member of the Committee on Christian Education, and will report quarterly to that Committee. He/she will coordinate the entire youth work of the fellowship. He/she will administer the decisions of the Committee on Christian Education as they pertain to youth work. He/she will be the chairperson of the Youth Council. He/she has the responsibility of developing and communicating the youth ministry.  
  
 SECTION 7. 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 amenable to the Governing Board and will report (at least semi-annually) to the Board and annually to the Membership. He will actively promote the stated objectives of the Alliance Men as outlined in the Manual of the Christian and Missionary Alliance. He serves as an ex-officio member of the ABF Men’s Ministry Team.  
  
 SECTION 8. 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 amenable to the Governing Board and will report (at least semi-annually) to the Board and annually to the Membership. She will actively promote the stated objectives of the Alliance Women as outline in the manual of the Christian and Missionary Alliance. She serves as an ex-officio member of the ABF Women’s Ministry Team.  
  
**ARTICLE 14 – STANDING COMMITTEES** SECTION 1. General Guidelines for Standing Committees  
  
 The standing committees will report semi-annually (or as otherwise requested) to one of the following three groups, as listed below:  
  
**Governing Board:** Administrative, Christian Education, Discipline, Membership, Missions, Music and Pulpit Supply  
**Administrative Committee:** Finance  
**Deacons:** Benevolence, Nursery, Property and Housekeeping, Ushers and Hospitality.  
  
 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 (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. Administrative Committee  
  
 A. Composition. The Administrative Committee will be composed of the Senior Pastor, the Treasurer, the Secretary, two Elders and the Chairperson of the Deacons.The two Elders will serve one-year terms.  
  
 B. Authority/Areas of Service. The Committee will be amenable to the Governing Board. The Committee will research the business matters currently before the Governing Board, and reach decisions which are then brought before the Governing Board as recommendations. The Governing Board will either approve or reject the recommendations, request further research, or request additional options be submitted. The Governing Board may also delegate administrative duties or authority to perform specific tasks to the Committee.  
  
 C. Chairman. The Administrative Committee will elect an Elder as Chairman. In the absence of the Chairman, or at his request, the Vice-Chairman will function as Chairman.  
  
 D. Vice-Chairman. The Committee will elect an Elder to serve as Vice-Chairman of the Committee.  
  
E. Secretary. The Committee will elect either the Secretary (Secretary of the Governing Board) or another Elder to serve as Committee Secretary. Minutes of the Administrative Committee meetings will be distributed to the Governing Board no later than the next Board meeting.  
  
 F. Order of Meeting.   
  
 1. There will be regularly scheduled meetings of the Administrative Committee at least once a month. Additional meetings may be called as necessary by the Chairman or by one-half of the Committee members.  
 2. A quorum of two-thirds of the Committee will be required to conduct a meeting.  
 3. A majority of the entire Committee must be in agreement in order for a decision to be recommended to the Governing Board, otherwise all viable options (and their advantages/disadvantages) must be presented to the Governing Board.  
  
 SECTION 3. Committee on Church Membership  
  
(The Senior Pastor or his Elder designee will serve as Chairman. The Chairman is responsible for rotating a group of three current and/or former Elders and will conduct the membership interviews. The Board of Elders will review all applications for membership prior to their interviews. It will act on the basis of the procedures set forth in ARTICLE 4 – MEMBERSHIP of these bylaws.  
  
The Membership Committee has the authority to recommend to the Governing Board the removal from membership of 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 who will communicate the action in writing to the dismissed member.  
  
 SECTION 4. 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 committee will function as set forth in ARTICLE 10, Section 1 of the Constitution in accordance with the uniform Policy on Discipline, Restoration, and Appeal of the C&MA.   
  
 SECTION 5. 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 6. Committee on Missions  
  
 A Missions Committee will be appointed by the Governing Board. The Missions Committee will function and be constituted as outlined in the Constitution, ARTICLE X, Section 5. The purpose of the Committee will be to assist the pastoral staff and elders in developing missions policies, support policies, administering the year-round missions program, planning and promoting the annual missions conference, and promoting the financial and prayer support of worldwide missions.   
  
 SECTION 7. Committee on Christian Education  
  
 A Committee on Christian Education may be appointed by the Governing Board. The Committee on Christian Education will function and be constituted as outlined in the Constitution, ARTICLE X, Section 7. The members of this committee will consist of Pastoral staff and/or the appointed Directors. The purpose of the Committee will be to coordinate the discipleship ministries of the overall church family. If a Committee is not appointed, the Governing Board will provide this oversight.  
  
 SECTION 8. Committee on Church Music  
  
 The Committee on Church Music may be appointed by the Governing Board. The Chairperson may be appointed by the Governing Board. This committee will consider ways of raising our church music standards so the music of the church will best portray the splendor of the Gospel and result in the glory of God. It will see that there is a schedule of accompanists for each service, and a song leader in each service for which the Senior Pastor desires one. This Committee will secure the recruitment of people gifted in music for choirs and ensembles, instrumental and vocal. The Committee will work with the Senior Pastor to maintain spiritually uplifting music in keeping with the theme of the worship and fellowship times. The Committee will be amenable to the Governing Board.  
  
 SECTION 9. Committee on Finance The Committee on Finance will be composed of the Treasurer (who will be chairman), 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 10. Committee on Benevolence  
  
 The Committee on Benevolence will be composed of two or three Deacons appointed by the Deacons. They will review all requests concerning persons, ministries, and projects for benevolence . 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. Any expenditures of funds not allocated in the Benevolence budget will be with the consent of the Governing Board.  
  
 SECTION 11. Committee on the Nursery  
  
 In lieu of a paid staff person(s), the Committee on the Nursery will be appointed by the Deacons who will designate a Deacon as the Chairperson. This Committee will provide for the recruitment and scheduling of nursery attendants during all public services. Any expenditures of funds not allocated in the budget will be with the consent of the Governing Board. The Chairperson will report the work of the Committee semi-annually to the Deacons and annually to the Membership.   
  
 SECTION 12. Committee on Property and Housekeeping  
  
 The Committee on Property and Housekeeping will be appointed by the Deacons and chaired by a Deacon. This Committee will be responsible for the attractiveness of the church facilities with regard to the general maintenance, cleanliness and neatness of the buildings and grounds. The Chairperson will report the work of the Committee semi-annually to the Deacons and annually to the Membership.  
  
 SECTION 13. Committee on Ushers and Greeters  
  
 Ushers will be appointed by the Deacons, which will also designate a Deacon as chairman of Ushers. The chairman will be responsible for a continual program of training for the general improvement of the ushering ministry of the church. Each usher on duty will strive to give a neat appearance and extend a friendly attitude to all who are present. A ministry of greeting guests may be developed by the committee. The chairman will report the work of the Committee semi-annually to the Deacons and annually to the Membership.

SECTION 14. Committee on Hospitality

The Committee on Hospitality will be appointed by the Deacons and chaired by a Deacon. It will be responsible for arranging the setup, serving, and cleanup at church-wide events. Any expenditures of funds not allocated in the budget will be with the consent of the Governing Board. The Chairperson will report the work of the Committee semi-annually to the Deacons and annually to the Membership.  
  
**ARTICLE 15 – AMENDMENTS**

SECTION 1. Approach to Annual 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.  
  
**ARTICLE 16 – MANUAL OF POLICIES AND PROCEDURES** The Governing Board is responsible for formulating and maintaining a current Policies and Procedures Manual in accordance with these Bylaws and in a manner which is consistent with the C&MA Constitution and these Bylaws. The Policies and Procedures Manual will provide detailed guidelines for implementing these Bylaws. The Policies 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