

Note to the reader: anything marked in red is a change that needs to be voted on.

**Bylaws of The Christian & Missionary Alliance Church
of Clementon Heights (Pine Hill)**

(As of 9/13/2022)

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 Constitution has three objectives:

1. Set out in general an outline of organization and administration for this church.
2. Define the relationship of this church to the district of which it is an integral part.
3. Relate this church to the denominational framework through which the worldwide work of The Christian and Missionary Alliance is carried out.

The Uniform Constitution for Accredited Churches 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. This church can, in accordance with this Constitution and in a manner that is consistent with the bylaws of The Christian and Missionary Alliance, formulate its bylaws so as to carry out its ministry appropriately and efficiently.

This 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 the unity of faith in the fullness of Jesus Christ as Savior, Sanctifier, Healer, Coming King, and to facilitate the spread of the gospel at home and abroad under the guidance of the Holy Spirit.

ARTICLE I – NAME

The advertising name of this church shall be ***"HOPE CHAPEL of the Christian & Missionary Alliance."***

ARTICLE II – RELATIONSHIP

This church is connected with and subordinate to its parent religious organization, The Christian and Missionary Alliance, a Columbus Ohio nonprofit corporation. In consideration of the mutual benefits generated and derived from this relationship, and understanding that The Christian and Missionary Alliance is relying hereon in agreeing to initiate or continue such a relationship, this church agrees to be subject to and abide by the terms and conditions of Article XVI hereof relating to the reversion of property of accredited churches.

BYLAW ARTICLE II – RELATIONSHIPS

- A. LAY DELEGATE(S) TO GENERAL COUNCIL. Pursuant to Article VI, Section 6.2, paragraph A, Bylaws of The Christian and Missionary Alliance, lay delegates to General Council shall be appointed for each General Council by the governance authority. The delegate(s) shall be certified by the senior pastor and reported to the proper authority upon request.*

- B. LAY DELEGATE(S) TO DISTRICT CONFERENCE. Pursuant to Article II, Section 1, paragraph A, Uniform Constitution for Districts of The Christian and Missionary Alliance, lay delegates to District Conference shall be appointed for each District Conference by the governance authority. The delegate(s) shall be certified by the senior pastor and reported to the proper authority upon request.*

ARTICLE III, Section 1 – MEMBERSHIP

Any person regularly attending Hope Chapel C&MA may apply for membership. This application must be in written form and restate the qualifications of Article III, Section 2. This will be reviewed by the Membership Committee or Governing Board. Said review will include a personal interview or a referral from his/her small group leader.

Section 1a – Membership 1. Pre-Qualifications of Membership

1. Completion of a Hope Chapel Membership class before or within the first year of membership.

ARTICLE III, Section 2 - QUALIFICATION FOR MEMBERSHIP

Each applicant must heartily agree to the following:

1. I believe in my heart that Christ rose from the dead and confess with my mouth that He is my Lord and Savior. (Romans 10:9-10)
2. I accept the Alliance Statement of Faith and so long as I remain in this church I will not teach any contrary doctrine. (1 Corinthians 14:32-33,40)
3. I will continue to pray regularly for the leaders of this congregation and follow them in obedience to our Lord Jesus Christ. (Hebrews 13:17-18)
4. As God enables me, I will continue to faithfully support the work of Hope Chapel financially. (II Corinthians 9:6-15)
5. I purpose that my involvement will continue to go beyond the main Celebration Service to include faithful participation in some discipling relationship. (Acts 2:42,46)
6. I purpose to seek and use my spiritual gifts to build up and encourage my fellow believers in Christ. (Romans 12:4-16)
7. As I am able, I will faithfully attend the Main Celebration Service of our church. (Hebrews 10:24-25)
8. I accept and purpose to follow the Constitution of the Christian Missionary and Alliance and Bylaws of Hope Chapel.

ARTICLE III, Section 3 - REMOVAL OF MEMBERSHIP

Any member may remove himself or herself from membership of Hope Chapel C&MA by requesting removal in writing to any pastor, elder, deacon, or staff member of Hope Chapel C&MA. If a member of the church is in the process of being disciplined (Matthew 18:15-17), the disciplinary process will continue even though the person may withdraw from membership. Any member failing to qualify for membership, as defined in Article III and Bylaws Section 2, will be removed from membership by the Membership Committee (i.e. **the Governing Board**), and will be notified of such action in writing.

ARTICLE III, Section 4 – LITIGATION

The Hope Chapel of the Christian & Missionary Alliance affirms the teaching of I Corinthians 6:1-8. All church members are therefore asked to agree to first attempt the following process to resolve differences which come between them rather than bring a law suit for damages against the church, or any individual serving in some capacity as a church representative, whether for physical, mental, spiritual, emotional, psychological or other perceived damages, or for any counseling related incident. We also recognize the right of each person to report violations of the law to the appropriate authorities. Every member of Hope Chapel agrees to submit any grievance against the church, or any individual board member, member of the pastoral staff, individual church leader, or any other member serving the church in any capacity, to binding mediation under the authority of the District Executive Committee of the Metropolitan District of the Christian & Missionary Alliance. If the point does not yield to mediation, all church members agree not to litigate, but instead to submit the case to binding third-party arbitration according to the rules set forth by the American Arbitration Association and the laws of the State of New Jersey.

ARTICLE IV – ORDINANCES

Baptism and the Lord's Supper are recognized as the two ordinances of the church.

Believers' baptism by immersion is taught and practiced in the scriptural mode. The pastor or other elders shall oversee baptism. They shall provide

the instruction about baptism and shall administer baptisms themselves or choose other spiritually respected people to do these ministries.

The Lord's Supper is administered regularly. The pastor or other elders shall oversee Communion. They shall provide the instruction about Communion and shall administer the Communion themselves or choose other spiritually respected people to do these ministries.

ARTICLE V - ANNUAL MEETING

Hope Chapel will hold an annual meeting no later than the second Sunday in February at 6:30 PM. This meeting will be held at Hope Chapel. This may be re-scheduled as deemed necessary by notifying the membership through the church bulletin at least one week prior to the re-scheduled meeting.

ARTICLE VI - THE CHURCH GOVERNING BOARD

The **Governing Board** shall be the Church's Governing Authority. No less than **3 individuals will serve on the board at a time**. During times of transition (or other times deemed necessary by the elders), paid staff members, ministry leaders, or officers may be invited to serve on the board with the endorsement of the membership. This Board shall function as the "coaching staff" of Hope Chapel. The **Board's** primary focus will be to assist the Lead Pastor in determining the vision, setting policy, providing pastoral care, disciple, and training individuals so they can perform their God-given ministries effectively. Other decisions, ministry details, and administration shall be delegated to the Leadership Team (See ARTICLE X, Section 12).

ARTICLE VII – PASTORAL STAFF

The governance authority shall not give consideration to any candidate for the pastoral staff without the approval of the district superintendent. Pastoral staff members shall be called by the governing authority and appointed by the district superintendent. The district superintendent shall suggest to the governance authority the names of such workers as in his judgment have proper qualifications for pastoral staff. Upon appointment by the district superintendent, a pastoral staff member and spouse become members of this church. 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.

Any member of the pastoral staff may resign from this church by giving due notice of this intention to the district superintendent and the governance authority. The governance authority may, in conjunction with the district superintendent, ask for the resignation of any member of the pastoral staff. Before such action is taken, the governance authority and that member shall follow the guidelines as prescribed by the district superintendent. The district superintendent, with the approval of the District Executive Committee, shall have the authority to remove or transfer a member of the pastoral staff when the governance authority is in disagreement or whenever circumstances make such removal or transfer advisable

ARTICLE X, Section 1, Part 1 - THE SELECTION OF ELDERS

The Board shall submit to the membership, men qualified for eldership as defined in I Timothy 3:1-7 and Titus 1:5-10. A meeting of the membership may be called at any time to select an elder provided the membership receives notification beforehand of who is a candidate. Any member who has concerns about a candidate for a Governing Board Member should contact The Pastor, Chair, or Vice Chair of the Governing board to voice those concerns prior to the membership meeting. All members are eligible to approve or disapprove of any nominee by written ballot. All ballots must include the member's name to be valid. Membership approval is required for a nominee to serve as an elder. Former elders may be reinstated within one year by approval of the Board.

ARTICLE X, Section 1, Part 2 - THE REMOVAL OF ELDERS

Elders may remove themselves from the position of an elder at any time by submitting a letter of resignation or written request for leave. The Board may remove an elder, based upon the validation of any concerns about said elder's qualifications, as defined in ARTICLE X, Section 1.

ARTICLE X, Section 1, Part 3 - THE SELECTION OF Governing Board Members.

The Board shall submit to the membership, men qualified for eldership as defined in I Timothy 3:1-7 and Titus 1:5-10, and mentioned in Acts 6:1-7. A meeting of the membership may be called at any time to select a Governing Board member provided the membership receives notification

beforehand of who is a candidate. **Any member who has concerns about a candidate for a Governing Board Member** should contact The Pastor, Chair, or Vice Chair of the Governing board to voice those concerns prior to the membership meeting. All members are eligible to approve or disapprove of any nominee by written ballot. All ballots must include the member's name to be valid. Membership approval is required for a nominee to serve as an elder. Former elders or Governing Board members may be reinstated within one year by approval of the Board. **Spouses may not serve on the Governing Board together.**

ARTICLE X, Section 1, Part 4 – THE REMOVAL OF A GOVERNING BOARD MEMBER

Governing Board members may remove themselves from the position of a Governing Board member at any time by submitting a letter of resignation or written request for leave. The Board may remove, based upon the validation of any concerns about said board members' qualifications, as defined in ARTICLE X, Section 1.

ARTICLE X, Section 2 - THE LEADERSHIP TEAM

The Leadership Team shall consist of leaders and/or representatives of cell groups, large groups, ministries, and committees. These shall coordinate the ministries of the church within the guidelines and parameters set by the Board's vision and direction. They shall make appropriate decisions to effectively minister and delegate responsibilities to qualified individuals.

ARTICLE X, Section 3, Part 1 – THE GOVERNING BOARD

Section 1. Senior Pastor.

The senior pastor shall have oversight of this church. He shall be chairman of the governance authority except as he may choose to proceed according to the provisions in Article VI. He shall preside at all regular or special meetings of the church membership. 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 this church where such office is required by law.

Section 2. Head Deacon.

The Head Deacon shall form and lead the Deacon and Deaconess team in accordance with the Governing Board. Deacon's responsibilities shall be both ministerial and operational. The role of the Deacon is to assist the Elders so that the Elders may focus on prayer, teaching, and shepherding of the church.

Section 3. Treasurer.

The treasurer shall receive all monies of this church and shall be responsible for the payment of all bills on the order of the governance authority as specified in the local church bylaws, keeping proper book records of all transactions, and filing canceled vouchers and receipts for payments made. The governance authority shall determine where the funds of this church shall be kept. No offerings shall be solicited from the membership except upon approval of the governance authority.

Section 4. Member at Large.

The Members at Large serve as an additional opportunity to provide representation from the congregation on the Governing Board.

Section 5. Assistant Treasurer.

The assistant treasurer shall, with another person or persons appointed by the governance authority, be responsible to count all monies and keep a separate record of all receipts. The assistant treasurer may be empowered to issue receipts to the donors.

Section 6. Elders.

Elders shall serve as leaders and Pastors of the church. Elders are responsible for the spiritual leadership and covering of the church and execute this ministry by overseeing the teaching, membership, baptism, discipleship, and prayer ministries of the church.

ARTICLE XI – MISSIONS MOBILIZATION

Missions mobilization shall be done through the coordination of mission activities by a designated person or team of persons from within Hope Chapel.

ARTICLE XIV – NOMINATING COMMITTEE

The two elected representatives on the nominating committee shall be submitted to the membership for approval. This may be done at a special meeting or at the church annual meeting. Church membership is required to be considered for inclusion on this committee. All members are eligible to approve, or disapprove of any nominee by written ballot. All ballots must include the member's name to be valid. Membership approval is required for a nominee to serve on the nominating committee.