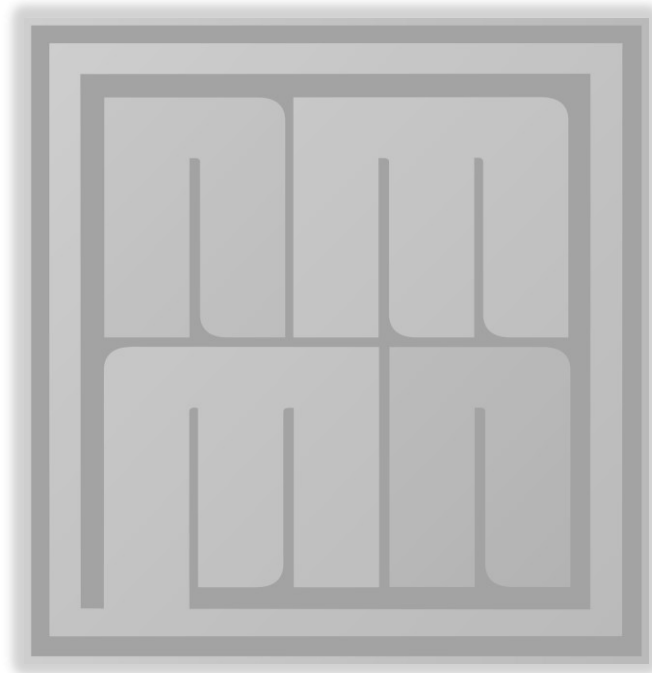


POLICY MANUAL

New Mexico Ministry Network NETWORK AFFILIATED CHURCHES



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PURPOSE OF THIS POLICY MANUAL

As members of the New Mexico Ministry Network, we all share common goals - worship of our God, evangelizing the world around us, maturing and edifying the saints, and responding to human needs with ministries of compassion. In order to accomplish these goals, the following guidelines are set forth to provide a means to reach these mutual objectives and goals, in a framework of order and peace.

ARTICLE I. GENERAL PHILOSOPHY

The New Mexico Ministry Network is committed to the churches of New Mexico, with the goal that every church will be a healthy, life-giving church. Our desire is to assist and serve the Network Affiliated Churches in such a way as to provide a framework to enable us to work together to serve our communities and Network.

Churches established by this Network shall maintain a strong identity through cooperation and participation with the New Mexico Ministry Network of the Assemblies of God.

ARTICLE II. GOVERNMENTAL POLICIES

Section 1.

All Network-Affiliated Churches are to be governed by this Manual, and by the Constitution and By-laws of the New Mexico Ministry Network of the Assemblies of God.

Section 2.

Every Network-Affiliated Church must be in agreement with the doctrinal statement of the Assemblies of God, as well as commonly accepted practices. These should be vocalized from the pulpit and agreed to by the general constituency.

ARTICLE III. ARTICLES OF INCORPORATION

It is the responsibility of the pastor to insure that the local church is incorporated according to the laws of the State of New Mexico and in accordance with the Policy Manual for Network Affiliated Churches. The Pastor should contact the NM State Corporation Commission for a copy of the required form. Articles of Incorporation shall be filed with the State and yearly reports filed as required by law. A copy of the local church's incorporation shall be on file at the Network Office.

ARTICLE IV. OFFICERS OF NETWORK-AFFILIATED CHURCHES

Section 1. Official Board

The Official Board of the church shall be the Pastor and the NM Executive Presbytery. The Pastor shall serve as Chairman when the full board is not in session. When the full Board is in session, the Network Pastor or his designee will serve as Chairman. This board shall serve as the officers of the corporation, and shall be the official Board of the church. All corporate authority is hereby vested exclusively in the Official Board.

Section 2. Pastor

- A. Appointment: The pastor of this Church shall be appointed by the Network Pastor. The pastor shall meet an Executive Presbytery representative each year for evaluation. A copy of the evaluation with recommendations will be sent to the Network Pastor. The expression of the local church may be considered in the selection of a pastor, but the final decision is within the discretion of the Network Pastor.
- B. Relationship: He/She shall be amenable to the Network Pastor.
- C. Removal: The pastor may be removed by the Network Pastor-Executive Director or by a majority vote of the Official Board.

Section 3. Advisory Board

Appointment: The pastor, upon the approval of the Official Board, shall appoint an Advisory Board. The number of people serving on this board shall be determined by the pastor in consultation with the Official Board. They shall be members in good standing in the local congregation. The Advisory Board will have authority only as defined by the bylaws and polices provided in this manual. The term of the Advisory Board shall be one year.

Section 4. Secretary-Treasurer

Appointment: A qualified individual or individuals of the local congregation shall fill the office of Secretary and/or Treasurer. The Pastor, upon approval of the Official Board shall make these appointments annually.

ARTICLE V. COMMUNICATIONS

Lines of communication for the healthy development of the new church, its pastor, and constituency are vital.

Section 1.

The Pastor shall consult the Advisory Board in matters of church welfare, business, and spiritual life. In the absence of an Advisory Board, the Pastor shall call the Official Board.

Section 2.

A standardized report form, signed by the pastor, shall be submitted monthly to the Network Office utilizing the approved forms from the Network.

Failure to report will call for a letter requesting an explanation. Inadequate explanation will be referred to the Executive Presbytery for further action.

ARTICLE VI. MANAGEMENT

Section 1. Authority

A. The Pastor of a Network-Affiliated Church has the authority to accomplish and complete the following:

1. Invite guests to minister in accordance with Network and General Council guidelines, as funds are available.
2. Change service times.
3. Make reasonable purchases and expenditures.
4. Adopt a church ministry style to meet the needs of the local community.
5. Administer and enforce all policies set forth in this manual.

B. The Pastor of a Network-Affiliated Church, **MUST HAVE PRIOR WRITTEN APPROVAL** of the Official Board to initiate the following:

1. Give himself/herself a raise or add pastoral staff.
2. Become involved in any full-time educational program, or avocation, or any other endeavor which will hinder the priority of the ministry.
3. Involve the church in money-making schemes other than those normally accepted.
4. Sign any lease, credit notes, or make other time-payment arrangements for the church.
5. Start a day care center or school.
6. Name the church or make any change to the name.

C. The Pastor of a Network-Affiliated Church, is expected to:

1. Participate in Network meetings.
2. Establish, through teaching and training, a group of individuals who could become leaders in the local church.
3. The Pastor should develop a mentor relationship with a mature pastor in the area as assigned by the Network leadership.
4. The pastor and all appointed church leadership shall abstain from alcohol and/or illegal or recreational drugs.

Section 2. Meetings of the Official Board

- A. Frequency: Board (business) meetings may be called from time to time as the Official Board shall deem necessary for the competent management of the affairs of the church.
- B. Method: Board meetings may be conducted in person or by virtual media.
- C. Quorum: The Pastor and an approved representation of the Official Board shall constitute a quorum.

Section 3. Business Meetings

- A. Rules of Order: In order to expedite the work of the church at any annual or special church meeting, those persons whose names appear on the Membership Roster shall agree to be governed by accepted rules of parliamentary procedure in keeping with the spirit of Christian love and fellowship, under the guidance of the Holy Spirit.
- B. Annual Meeting: An annual meeting of the membership shall be held. Adequate notice of the date and time of the meeting shall be given and such notice shall be made during all regular services, on the two Sundays prior to the meeting. The meeting shall include; progress reports, financial reviews, spiritual progress, and consideration of any matters requested by the Official Board. The meeting shall be presided over by an Executive Presbyter or his designee. Minutes shall be taken of all meetings, with a copy sent the Network Office.
- C. Special Meetings: Special meetings of the membership may be called at the discretion of the Pastor in consultation with the Official Board. Notice of such meeting shall be given during all regular services on the two Sundays prior to the meeting and define the purpose.

Section 4. Records and Documents

- A. All legal documents should be secured in an appropriate place within the local church and a copy at the Network Office, and shall be available to the Pastor and at least one other board member.
- B. All past financial records, church rolls (membership), invoices, insurance papers, deeds, notes, title policies, marriage and baptismal records, files, background checks on workers with minors, etc., are considered to be permanent records and must be kept in safe storage.

Section 5. Observing and Complying with Current Network Policies Concerning Liability Issues

A. All workers and volunteers who work with minors under the age of 18 shall be properly screened and undergo a background check. Any concerns on background checks should be brought to the Official Board for approval and no person shall be allowed to serve until cleared by the Official Board.

B. The church will follow the Network Policy concerning Registered Sex offenders who attend the local church and send a copy of all documentation to the Network Office.

ARTICLE VII. FINANCIAL PROCEDURES

Section 1. Bookkeeping

The Treasurer shall have responsibility in accordance with that position for the financial accounting for the church. All Network-Affiliated Churches shall require an approved bookkeeping system, which includes fund accounting for each ministry/department of the church. A unified bookkeeping system is required, as multiple departments having their own accounts is prohibited. Wherever possible a computerized bookkeeping system is encouraged.

Section 2. Bank Accounts

A. The church shall have a two-signature bank account.

B. A Network Executive leader shall also be registered to sign for each Network-Affiliated Church, in both their checking and savings accounts. The power to sign checks should be used by the Network Leadership in emergencies only.

Section 3. Designated Funds

Great care should be taken to insure that monies designated for specific projects within the church are accounted for in the bookkeeping system, set aside, and then used only for the designated purpose.

Section 4. Financial Review

All Network-Affiliated Churches shall annually have a general review of finances by the Official Board and/or Network Leadership.

Section 5. Debit Cards

Only non-cash Debit cards are allowed by Network-Affiliated Churches.

Section 6. Pastorate Compensation/Reimbursement

When the minister leaves the pastorate, said minister should have no expectation for compensation or reimbursement past his departure date unless prior provision has been processed through the Official Board.

ARTICLE VIII. PROPERTY

Section 1. Purchase

- A. Before any property is purchased, the Official Board must examine the needs and financial ability of the Network-Affiliated congregation.
- B. All escrow transactions must be approved and require the signature of the Network Pastor/Executive Director and/or the Assistant Network Pastor.
- C. All properties shall be deeded to the New Mexico Ministry Network of the Assemblies of God, Inc; or the Corporation of the local church. The Official Board of the church shall act as Trustee of the property.

Section 2. Property Tax Exemptions

It is the responsibility of the local Network-Affiliated Church Pastor to seek and keep current tax exemption for the church properties, and to complete any necessary forms required to originate this exemption, and yearly declarations.

Section 3. Building Codes

Whenever any construction is contemplated, all state and local building codes must be complied with, including requirements for engineers, architects, contractor's license, permits, bonds, insurance, etc.

ARTICLE IX. INSURANCE

Every Network-Affiliated Church is required to have a master insurance policy in force, and kept in force at all times. Assistance in providing insurance carriers or further information may be obtained by contacting the Network Office. This policy shall have provisions for the following adopted policy, and a Certificate of Insurance as well as a copy of the Declarations Page shall be on file at all times with the Network Office.

Minimum Network Insurance Requirements

The New Mexico Network has adopted the following insurance requirements in order to protect the Network's assets and the legal liability of the Network officials that serve as the official Board of Directors for the affiliate church in this Network.

1. Licensed property and casualty companies as approved by the New Mexico Ministry Network. Those approved include Church Mutual, Brotherhood Mutual, and Guide One and are required to provide a Certificate of Insurance naming the New Mexico Network as additional named insured.

2. Will provide a 60 day notice of cancellation to the Network.

3. Will provide the following coverage and limits without exception:

I. Property Insurance

- a. Property coverage meaning all permanent structures owned or leased on or off your premises.
- b. Personal property meaning all church owned property including \$5,000 minimum coverage for property you are in care, custody and in control of. This should include your interest in improvements and betterments; i.e., fixtures, alterations, installations or additions to the building or structures you occupy but do not own.
- c. Agreed Value Replacement Cost meaning coverage for buildings and personal property should be insured for replacement cost without deduction for depreciation.
- d. Special Form Coverage
- e. Deductible of \$1000 minimum for TIV of \$250,000 or greater \$500 minimum for TIV < \$250,000.
- f. Ordinance or law compliance should be included.
- g. Flood coverage should be obtained if property is in flood zone A or V.

II. Crime Insurance

- a. Blanket Employee Dishonesty \$10,000 minimum
- b. Money and Securities inside/outside \$10,000.

III. Bodily Injury and Property Damage \$1,000,000

- General Aggregate \$3,000,000
- Personal and Advertising Injury \$1,000,000
- Fire Legal \$1,000,000
- Products and Completed Operations \$1,000,000

*Additional insured must include; employees, volunteers, church members, managers or lessor of premise, lessor of leased equipment, designated persons (to be defined), premise & operations.

I. Employee Benefit Liability

Annual Aggregate \$1,000,000 (If benefits are provided)

II. Pastoral Professional / Counseling Liability

Annual Aggregate \$1,000,000

- III. Sexual or Physical Abuse or Molestation
Per occurrence - minimum \$500,000

- IV. Commercial Auto Insurance
 - Liability (combined limit) \$1,000,000
 - Non-Owned/Hired Liability \$1,000,000
 - Hired, Non-Owned Physical Damage Coverage \$100,000
 - Uninsured/Underinsured Motorist \$1,000,000
 - Medical Payments \$10,000
 - Drive Other Car (if necessary)
 - Employees as Insured (if necessary)

*Physical Damage for an Auto is optional with the local congregation but required where loans are in place.

- V. Umbrella Liability Insurance
 - Excess Liability each Occurrence \$1,000,000 (Optional)

- VI. Directors and Officers Liability \$1,000,000 coverage

- VII. Employment Practices Liability \$50,000

- VIII. Cyber Coverage \$50,000

- IX. Systems and Equipment breakdown coverage Replacement Cost

- X. Workers Compensation \$500,000/\$500,000/\$500,000 Coverage

- XI. Mission Trip Insurance for all attending.

<https://www.agfinancial.org/services/services-for-churches/church-insurance/mission-assure>

BY-LAWS FOR NETWORK-AFFILIATED CHURCHES

ARTICLE I. NAME

The name of this Church shall be _____,
New Mexico, Inc.

ARTICLE II. AFFILIATION

This Church shall be affiliated with the New Mexico Ministry Network of the Assemblies of God, Inc., as a Network-supervised Church, in accordance with the policies established in the Network Manual.

ARTICLE III. PURPOSE

The New Mexico Ministry Network is committed to the churches of New Mexico, with the goal that every church will be a healthy, life-giving church. Our desire is to assist and serve the Network Affiliated Churches in such a way as to provide a framework to enable us to work together to serve our communities and Network.

Churches established by this Network shall maintain a strong identity through cooperation and participation with the New Mexico Ministry Network of the Assemblies of God.

ARTICLE IV. TENETS OF FAITH

This Church shall accept the Holy Scriptures as the revealed will of God, the all-sufficient rule of faith and practice, and for the purpose of maintaining general unity, it shall adopt the Statement of Fundamental Truths as approved by the New Mexico Ministry Network of the Assemblies of God.

1. The Scriptures Inspired (2 Timothy 3:15-17; I Thessalonians 2:13; 2 Peter 1:21)
2. One True God (Deuteronomy 6:4; Isaiah 43:10,11; Matthew 28:19; Luke 3:2)
3. The Deity of the Lord Jesus Christ (Matthew 1:23, Luke 1:31, 35; Hebrews 7:26, I Peter 2:22)
4. The Fall of Man (Genesis 1:26, 27; 2:17; 3:6, Romans 5:12-19)
5. The Salvation of Man (Luke 24:27; John 3:3, Romans 10:13-15; Ephesians 2:8, Titus 2:11; 3:5-7)
6. The Ordinances of the Church (Matthew 28:19; Mark 16:17; Acts 10:47-48; Romans 6:4)
7. The Baptism in the Holy Spirit (Luke 24:49; Acts 1:4,8; I Corinthians 12:1-31; Acts 8:12-17)
8. The Initial Physical Evidence of the Baptism in the Holy Spirit (Acts 2:4; I Corinthians 12:4-10)
9. Sanctification (Romans 12:1-2; 1 Thessalonians 5:24; Hebrews 12:14, 13:12 I Peter 1:15-16)
10. The Church and Its Mission (Ephesians 1:22-23, 2:22, Hebrews 12:23, Acts 1:8, James 1:27)
11. The Ministry (Mark 16:15-20; John 4:23-24, Ephesians 4:11,16; Psalm 112:9; Galatians 2:10)
12. Divine Healing (Isaiah 53:4-5; Matthew 8:16-17; James 5:14-16)

13. The Blessed Hope (I Thessalonians 4:16-17; Romans 8:23; Titus 2:13; I Corinthians 15:51-52)
14. The Millennial Reign of Christ (Zechariah 14:5. Matthew 24:27-30. Revelation 1:7, 19:11-14)
15. The Final Judgment (Matthew 25:46; Mark 9:43-48; Revelation 19:20, 20:11-15; 21:8)
16. The New Heavens and the New Earth (2 Peter 3:13; Revelation 21, 22)

ARTICLE V. ORDINANCES

Section 1.

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

Section 2.

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

ARTICLE VI. MEMBERSHIP

Section 1. Membership Eligibility

Active voting membership in this church shall be open to all those who possess the following qualifications:

1. Pray regularly for the church and its leadership and ministries. Ephesians 6:18; 2 Thessalonians 1:11-12
2. Contribute to the life and health of the church by regularly attending services (in person or remotely), serving in ministries, and assisting in outreach efforts. Acts 1:8; Romans 12:3-8; Hebrews 10:24-25; 1 Peter 4:10
3. Support the church financially through tithes and offerings. 1 Corinthians 16:2; 2 Corinthians 9:6-15
4. Participate in membership meetings to receive reports, vote on matters placed before the membership, and ratify or elect qualified individuals to serve. Acts 6:1-7
5. Protect the unity of the church by resolving disagreements, misunderstandings, and conflicts as outlined in the Scriptures. Matthew 18:15-17; 1 Corinthians 1:10
6. Familiarize themselves with the church's spiritual vision, mission, values, Bylaws, policies, and procedures. Isaiah 30:8; Habakkuk 2:2
7. Fulfill other responsibilities specifically reserved for members in the Bylaws. Ecclesiastes 4:9-12

Section 2. Reception of Members

The Pastor and Advisory Board shall serve as a Membership Committee to approve all candidates for membership in this Church. Those desiring to apply for membership shall fill out the application form provided and submit it to the Pastor.

After proper investigation by the Membership Committee and the applicant is endorsed for membership, he/she may be publicly received at any convenient service and his/her name inscribed upon the membership roll.

Section 3. Inactive Members

Those who shall have moved from the community, but who have not yet transferred their membership to another church, together with those who for any other cause (except physical disability, or temporary absence from the community) who shall have absented themselves from the regular services of the church for a period of ninety (90) days or more, shall be classified as inactive members, and shall not be qualified to participate in the business of the Church. If such inactive members shall have become active again by resumed attendance at church services, and if they have not departed from the standard of membership of the Church, upon request and review the Membership Committee may return their name to the active list without formal reception into membership again.

Section 4. Revision of Membership Roll and Discipline of Members

It shall be the duty of the Membership Committee to revise the membership roll of the Church once a year, prior to the annual business meeting.

The names of those whose lives no longer conform to the standards for membership, or who willfully cause discord within the Church by word or action (Romans 16:17, 18) may be removed from the membership roll by majority vote of the Pastor and Advisory Board. It is understood that no such action shall be taken unless and until patient and persistent effort shall have been made to win such individuals back to the standard of faith and conduct of this Church. If any individual removed from membership shall protest the action of the Pastor and Advisory Board, he/she shall be entitled to a hearing before the Official Board, whose action by majority vote shall be considered final.

Section. Transfer of Membership

A letter of transfer, signed by the Pastor and Secretary, shall be granted upon request. Such a letter shall be addressed to the Pastor or Secretary of the receiving church, and shall state whether the member is in good standing in the local Church or not. If he/she is not in good standing, reason for his/her unfavorable rating shall be indicated.

ARTICLE VII. ADMINISTRATION

Section 1. Officers and Committees

The Officers of the Church shall be the Pastor, Secretary, Treasurer, Official Board, and the Advisory Board.

Special and standing committees may be appointed at any time and for any purpose as may become necessary; but all committees shall be auxiliary and shall function under the direction of the Pastor, Official Board, and Advisory Board.

Section 2 . Duties of Officers

- A. Pastor - The Pastor shall be considered the spiritual overseer of the Church, and shall direct all its activities. He/she shall be president of the corporation, and shall act as chairperson of all business meetings of the Church (except those which require the Network Leadership to be present) and of the Advisory Board . He/she shall act as ex-officio member of all committees or departments. He/she shall provide for all the services of the Church and shall arrange for all special meetings, conventions, and revival campaigns. No person shall be invited to preach or speak in the Church without his/her approval.
- B. Advisory Board – The Advisory Board shall act in an advisory capacity to the Pastor in matters pertaining to the life of the Church, and shall assist in such matters as the pastor may request. They shall assist the Pastor in the care of routine matters of business of the church, and in the examination of applicants for membership. If the pastorate is vacant, they shall be available to the Official Board to act in an advisory capacity, in helping to secure a new Pastor. The Pastor and Advisory Board shall meet at least monthly on a regular basis.

The Advisory Board shall assist in administering the physical and financial affairs of the church which include the coordination of ministries and activities of the church as well as administering the ordinances of the church. Members of the Advisory Board should recognize they have been chosen to serve and not to govern the Church, and it is their responsibility to carry out policies established by the Pastor and the congregation, in cooperation with the Official Board.

- C. Secretary & Treasurer - The Secretary shall keep the minutes of the Advisory Board, when requested. He/she shall keep the minutes of the annual church meeting and special business meeting of the Church. He/she shall keep a record of the membership of the Church and perform any other clerical work necessary to the proper discharge of his/her duty. He/she shall be the custodian of all legal documents.

The Treasurer shall be the custodian of all funds of the Church in accordance with the Network Manual with all funds deposited in an approved bank or financial entity.

ARTICLE VIII. APPOINTMENTS AND VACANCIES

Section 1. Pastor

The Pastor shall be appointed by the Network Pastor, and will be reviewed by the Official Board as needed.

An expression from the local Church may be considered in the selection of a pastor, but the final decision is within the discretion of the Network Pastor or his designee.

Section 2. Official Board

The Official Board of the church shall be the Executive Presbytery and the Pastor. The Network Pastor or his designee shall act as Chairman when the Board is in session. These officers shall be selected in accordance with the Constitution and Bylaws of the New Mexico Ministry Network of the Assemblies of God.

Section 3. Advisory Board

It is required that each Network Affiliated Church have an active Advisory Board.

The Pastor will appoint the Advisory Board upon approval of the Official Board. The number of persons serving shall be determined by the pastor and Official Board. They shall be members in good standing in the local congregation and must have been active members of the church for a minimum of six months. The Advisory Board will have authority only as conferred by the Official Board. The term of office shall be for one year. The Pastor and Advisory Board shall meet at least monthly on a regular basis. Minutes shall be kept of each meeting and both minutes and monthly financial reports shall be approved monthly by the Advisory Board.

Section 4. Qualifications

All officers of the Church shall be Spirit-filled members in good standing for a minimum of six months, shall possess a spirit of cooperation, a desire to see the church move forward, shall regularly attend its worship service, and regularly support the church with their time and financial means. Officers or Advisory Board Members shall abstain from alcoholic beverages and all illegal and recreational drugs.

Section 5. Removal of Officers

A. Pastor - If at any time there shall be question concerning the soundness of the Pastor's doctrine, the propriety of his/her conduct, or the effectiveness of his/her ministry, After

careful investigation, the Official Board and Network Pastor shall take whatever action is appropriate.

B. Other Officers - Any other Office may be declared vacant by the Pastor and Official Board

ARTICLE IX. MINISTRIES

Section 1. Authority

Ministries, such as Sunday School, Student Ministries, Men's Ministries, Women's Ministries, etc., may be formed within the Church.

Section 2. Organization

The Pastor and Advisory Board shall appoint all leadership of each ministry.

Section 3. Funds

- A. The church Treasurer shall be responsible for all ministry funds. All Network-Affiliated Churches shall require an approved bookkeeping system which includes fund accounting for each ministry/department of the church. A unified bookkeeping system is required, as multiple departments having their own accounts is prohibited. Wherever possible a computerized bookkeeping system is encouraged. Two signatures shall be required on all bank accounts.
- B. When the minister leaves the pastorate, said minister should have no expectation for compensation or reimbursement past his departure date unless prior provision has been processed through the Official Board.

ARTICLE X. PROPERTY

Section 1.

All property of this Church shall be deeded to the corporation of the church, or to the New Mexico Ministry Network of the Assemblies of God, Inc., who shall hold the property in trust for the Church. The Official Board of the Church shall act as Trustee of the property.

Section 2.

The Pastor and Official Board of the Church shall certify in such conveyance, lease, or mortgage that the same has been duly authorized by approve by a majority vote of the membership of the Church. Such certificates shall be held to be conclusive evidence thereof.

Section 3.

In the event the Church should cease to function as an Assembly of God Church, title to all property, real or chattel, shall revert to the New Mexico Ministry Network of the Assemblies of God, Inc.

Section 4.

The local church shall be responsible to provide adequate property and casualty, liability and vehicle insurance according the Minimum Network Insurance Requirements outlined in the Policy Manual for Network-Affiliated Churches and shall have a current certificate of insurance on file with the Network Office at all times.

ARTICLE XI. BUSINESS MEETINGS

Section 1

Minutes shall be kept of all Advisory Board Meetings and attached to the monthly report.

Section 2.

There shall be an annual business meeting of the Church at which time financial and ministry reports will be given. The Pastor and Advisory Board shall set the time and date of this meeting, in consultation with the Official Board. Adequate announcement shall be made at all regular services on at least two Sundays prior to the date of the meeting.

The Pastor, shall preside over all business meetings, except those meetings which are deemed necessary for the Official Board to preside. The Official Board shall be notified thirty days prior to any business meeting in regard to purpose, date, time, and place.

Section 3.

Special business meetings may be called by the Official Board, or the Pastor in consultation with the Official Board.

Section 4.

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

Section 5.

The suggested order of business for the annual business meeting of the church:

- (1) Devotional

- (2) Reading of the previous minutes by the Secretary
- (3) Report of the Treasurer
- (4) Report of Committees as needed
- (5) Business
- (6) Adjournment.

Section 6. Voting Constituency and Quorum

- A. The voting constituency shall consist of all active members of the Church who are 18 years of age or older, and who are in good standing.
- B. All active members of the Church participating in a regular or special business meeting shall constitute a quorum, provided adequate announcement has been made according to Article XI, Section 2 of these By-Laws.

