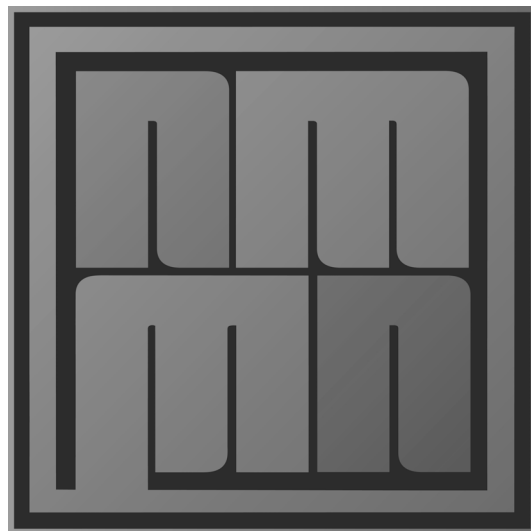


New Mexico Ministry
Network

POLICY

MANUAL

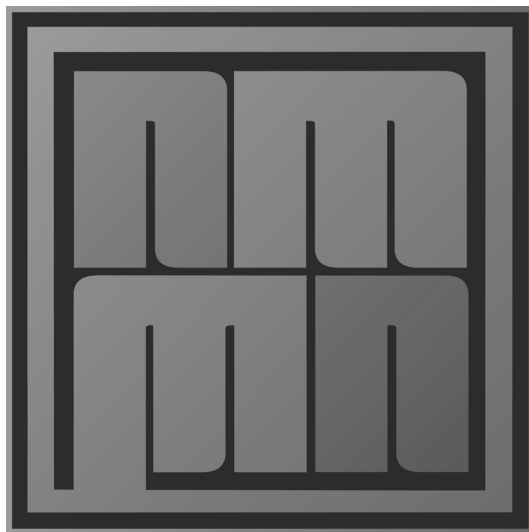
**NETWORK-AFFILIATED
CHURCHES**



Revised 2013

POLICY MANUAL

For Network-Affiliated Churches



New Mexico Ministry Network
of the
Assemblies of God, Inc.
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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. 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 Network is committed to planting new churches, and nurturing present Network-Affiliated Churches so that they become General Council churches. It should be realized that the Network can only act as a facilitator--providing the catalyst so that a group of believers and a pastor are brought together in a Biblical relationship.

Churches established by this Network shall maintain a strong identity 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. ESTABLISHING NEW CHURCHES

Section 1 Minister-Initiated Church Plant

A. When a minister has a vision for an area; he should contact the Network Pastor-Executive Director and the appropriate Area Presbyter for advice and counsel. If there is agreement that there is a need, the minister should continue by obtaining the church plant packet from the Network Office.

B. Once a new church has been approved; all directives of this manual shall be recognized as standards of operational procedure.

Section 2 Church-Initiated Church Plant (Parent Affiliated Church-PAC)

A. When a church has a vision for an area; they should contact the Network Pastor-Executive Director and the appropriate Area Presbyter for advice and counsel. If there is agreement that there is a need, the church should continue by obtaining the parent affiliated church packet.

ARTICLE IV. 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 V. OFFICERS OF NETWORK-AFFILIATED CHURCHES

Section 1 Official Board

The Official Board of the church shall be the Pastor, Presbyter, and the Area Committee. The Pastor shall serve as Defacto Chairman when the full board is not in session. When the full Board is in session, the Area Presbyter will serve as Chairman. This board shall serve as the officers of the corporation, and shall in fact be the official Board of the church. All corporate authority is hereby is vested exclusively in the Official Board.

Section 2 Pastor

A. Appointment: The pastor of this Assembly shall be appointed by the Network Pastor-Executive Director, and the Area Presbyter for a period of one year. The pastor will meet the Area Committee each year for evaluation. A copy of the evaluation with recommendations will be sent to the Network Pastor-Executive Director.

B. The expression of the local assembly may be considered in the selection of a pastor, but the final decision is within the discretion of the Network Pastor-Executive Director, and Area Presbyter.

C. Relationship: He/She shall be amenable to the Presbyter, Area Committee and the Network Pastor-Executive Director.

D. 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 Presbyter, shall appoint an Advisory Board. The number of people serving on this board shall be determined by the pastor in consultation with the Presbyter. 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 person of the local congregation shall fill the office of Secretary-Treasurer. The Pastor, upon approval of the Presbyter, shall appoint this person yearly.

ARTICLE VI. 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 Presbyter.

- A. In the absence of the Presbyter, the Pastor shall contact the Network Office.
- B. The Presbyter shall respond to any inquiries by the Pastor, or refer it to the Official Board.

Section 2

Items that need Network approval shall be presented to the Area Presbyter prior to calling the Network Officers.

Section 3

A standardized report form shall be submitted monthly to the Area Presbyter and the Network Executive Administrator-Chief Financial Officer. This report shall include the following areas: attendance, finances, ministry, and spiritual welfare of the Assembly. (Appendix 1).

Failure to report will call for a letter from the Presbyter requesting an explanation. Inadequate explanation will be referred to the Area Committee for further action. Failure to comply may call for action by the Network Presbytery.

ARTICLE VII. 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 General Council guidelines, as funds are available.
2. Change service times temporarily.
3. Make reasonable purchases and expenditures.
4. Adopt a church ministry style to meet the needs of the local community.
5. Remove any individuals who do not qualify spiritually for positions of leadership.

6. Carry out 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. Make permanent changes as to when services are to be conducted.
3. Become involved in any full-time educational program, or avocation, or any other endeavor, which will hinder the priority of the ministry.
4. Involve the church in money-making schemes other than those normally accepted, such as bake sales, candy sales, car washes, etc.
5. Sign any lease, credit notes, or make other time-payment arrangements for the church.
6. Start a day care center or school.
7. Name the church or make any change to the name.

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

1. Attend Area and Network meetings when possible.
2. Establish, through teaching and training, a group of individuals who could become leaders in the local assembly.
3. A young or inexperienced Pastor should develop a mentor relationship with a mature pastor in the area (perhaps one on the Area Committee.)
4. The pastor and all appointed church leadership shall abstain from alcohol and/or illegal 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 assembly.

B. Method: Board meetings may be conducted in person or by conference call.

C. Quorum: A majority of the members of the Official Board shall constitute a quorum, provided that all Board members have been duly notified.

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, annually, no later than the first of March, of each year. 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 the Pastor or where necessary the Presbyterian or his designee. Minutes shall be taken of all meetings, with a copy sent to the Presbyterian and Network Pastor-Executive Director.

Special Meetings: Special meetings of the membership may be called at the discretion of the Pastor in

consultation with the Presbyter. 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 kept in a safety deposit box of a local bank and should be available to the Pastor and at least one other board member.
- B. Copies of legal documents that are in the safety deposit box should be kept in an appropriate place within the local church, and at the Network Office.
- C. 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 indefinitely.

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

- 1. All workers and volunteers who work with minors under the age of 18 shall be properly screened. Any concerns on background checks should be brought to the Official Board for approval and no person shall be allowed in ministry until cleared by the Official Board.
- 2. The church will follow the Network Policy concerning Registered Sex offenders who attend the local assembly. Contact the Network Office for the current policy.

ARTICLE VIII. FINANCIAL PROCEDURES

Section 1 Bookkeeping

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 system. Bonding of all signatories should be included in the church master insurance policy.
- B. The presbyter should 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 Presbyter 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 Area Committee.

Section 5 Debit Cards

Debit cards are not allowed by any Network-Affiliated Church under any circumstance.

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 Presbyter and Advisory Board.

ARTICLE IX. 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 Network Executive Administrator-Chief Financial Officer.
- C. All properties should be deeded to the New Mexico Ministry Network of the Assemblies of God, Inc., or the Corporation of the local assembly, with a reversion clause in the event of defection from the faith, or the congregation ceasing to function as an Assemblies of God church. All such property, real or chattel, would revert to the New Mexico Ministry Network of the Assemblies of God, Inc.

Section 2 Property Tax Exemptions

It is the responsibility of the local Network-Affiliated Church Pastor to seek tax exemption for the church properties, and to fill out whatever forms may be required to originate this exemption, and yearly declarations, whenever required.

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 X. INSURANCE

Every Network-Affiliated Church is required to have a master insurance policy in force, before initiating its first service, 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:

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 company doing business in New Mexico with a A.M. Best Rating of no less than "A".
2. Will provide a Certificate of Insurance naming the New Mexico Network as additional named insured.
3. Will provide a 60 day notice of cancellation to the Network.
4. 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. Replacement Cost meaning coverage for buildings and personal property should be insured for replacement cost without deduction for depreciation.
- D. Ordinance or law compliance should be included.
- E. Flood coverage should be obtained if property is in flood zone.

II. Crime Insurance

- A. Blanket Employee Dishonesty including \$50,000 for volunteer workers of the insured as employees. (Optional)
- B. Theft Disappearance and Destruction, Money and Securities inside/outside \$10,000. (Optional)

III. Commercial General Liability

Bodily Injury and Property Damage	\$1,000,000
General Aggregate	\$3,000,000
Personal and Advertising Injury	\$1,000,000
Fire Legal	\$3,000,000
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.

IV. Employee Benefit Liability	
Annual Aggregate	\$1,000,000
V. Pastoral Professional Liability	
Annual Aggregate	\$1,000,000
VI. Sexual or Physical Abuse or Molestation	
Per occurrence - minimum	\$300,000
VII. Commercial Auto Insurance	
Liability (combined limit)	\$1,000,000
Non-Owned/Hired Liability	\$1,000,000
Uninsured/Underinsured Motorist	\$1,000,000
Medical Payments	\$10,000
Drive Other Car (if necessary)	
Employees as Insured (if necessary)	

*Physical Damage to property is optional with the local congregation but recommended where loans are in place.

VIII. Umbrella Liability Insurance	
Excess Liability each Occurrence	\$1,000,000 (Optional)
Excess Liability Aggregate	\$1,000,000 (Optional)

(Limits up to \$10,000,000 available per congregation)

IX. Directors and Officers Liability including Employment Practices Liability	
Limits per loss	\$1,000,000 (Optional)
Limits per Policy Period	\$1,000,000 (Optional)

X. Systems and Equipment breakdown coverage	Replacement Cost
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XI. Workers Compensation	
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ARTICLE XI. PROCESS FOR BECOMING A GENERAL COUNCIL CHURCH

Section 1

It is the goal of the Network to see that all Network-Affiliated Churches achieve self-governing status. However, this process should not be unduly hastened, before the church has fully matured, and is able to handle its own affairs, in accordance with generally accepted practices of the Assemblies of God. It is not the desire of the Network to hold back any Assembly from achieving its potential in becoming a self-governing church.

Whenever a new work is begun, a three to five year plan should be drawn up to move the church to General Council status.

Section 2

Churches will only become self-governing when they have demonstrated they can successfully do the work God has called them to do. The means of judging the above will include the quality of lay leadership, financial stability, membership, unity within the body, a lack of continued troubling circumstances, and other variables.

Section 3

When a Network-Affiliated Church achieves a membership of twenty or more members and has shown evidence of maturity in all levels of church responsibility, they may request the Official Board to give consideration of their becoming a General Council Affiliated church. Subject to the recommendation of the Official Board, they shall initiate the following steps:

1. Obtain an application from the Network Office for setting the church in order.
2. If not done previously, three months prior to the business meeting, a membership class shall be initiated by the Pastor, to train the congregation and leadership, in accepted doctrines, practices, and principles of church government, of the Assemblies of God by using the suggested courses listed in Article XI, Section A.
3. A charter membership roll shall be established.
4. The standardized Constitution and By-laws (General Council "Recommended Bylaws for Local Assemblies", or Network-approved Constitution and By-Laws shall be distributed among the membership.
5. A business meeting shall be called for by the Pastor and chaired by a Network officer, and the church set in order.
6. The new membership will then proceed to ratify the proposed Constitution and By-laws, and to elect officers. Officers shall be elected according to its newly established Constitution and By-laws.
7. Articles of Incorporation shall be on file at the Network Office.

BY-LAWS FOR NETWORK-AFFILIATED CHURCHES

ARTICLE I. NAME

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

ARTICLE II. AFFILIATION

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

ARTICLE III. PURPOSE

The purpose this Assembly is to win the lost to Christ, to disciple them as they mature, and to lead the church into a General Council Affiliated church as efficiently and quickly as possible without sacrificing the maturity required in a General Council Affiliated church.

ARTICLE IV. TENETS OF FAITH

This Assembly 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 assembly shall be open to all those who possess the following qualifications:

1. A testimony to an experience of the "new birth."
2. Having been baptized in water by immersion.
3. Evidence of a consistent Christian life (Romans 6:4; 8:1-4; 13:13, 1 Ephesians 4:17-32; 5:1, 2, 15; 1 John 1:6,7).
4. An indication of a willingness to contribute regularly to the financial support of the church of which he is to become a member.
5. Acceptance of the Tenets of Faith as set forth in Article IV of these bylaws.
6. Having reached at least 18 years of age.
7. Having regularly attended services of, and supported, this assembly for a period of at least three consecutive months prior to the date of application for membership.
8. Agreement to being governed by the bylaws of this assembly, and of the New Mexico Ministry Network of the Assemblies of God, as both may be amended from time to time.

Section 2 Reception of Members

The Pastor and Advisory Board shall serve as a Membership Committee to pass upon all candidates for membership in this Assembly. Those desiring to apply for membership shall fill out the application form provided and submit it to the Pastor or Executive Administrator-Chief Financial Officer.

If after proper investigation by the Membership Committee, 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 assembly 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 Assembly. 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 Assembly, 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 Pastor and Advisory Board to revise the membership roll of the Assembly 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 Assembly 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 Assembly. 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 5 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 Assembly 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 Assembly shall be the Pastor, Secretary-Treasurer, Official Board/Area Committee, 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 Assembly, 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 Assembly (except those which require the Network Officiary 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 Assembly and shall arrange for all special meetings, conventions, and revival campaigns. No person shall be invited to preach or speak in the Assembly without his/her approval.

B. Official Board - (The Area Committee) Official Board shall have the final responsibility in all business, and spiritual matters of the Assembly as outlined in Article V. "Officers of Network-Affiliated Churches", in the Network Manual. They shall be the custodians of the church property, and shall be the officers of the corporation.

C. Advisory Board - The Advisory Board shall act in an advisory capacity to the Pastor in matters pertaining to the life of the Assembly, 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.

Members of the Advisory Board should recognize they have been chosen to serve, and not to govern the Assembly and it is their responsibility to carry out policies established by the Pastor and the congregation, in cooperation with the Official Board.

D. Secretary-Treasurer - The Secretary-Treasurer shall keep the minutes of the Advisory Board, and the Official Board, when requested. He/she shall keep the minutes of the annual church meeting and special business meeting of the Assembly. He/she shall keep a record of the membership of the Assembly 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 Secretary-Treasurer shall be the custodian of all funds of the Assembly in accordance with the Network Manual.

ARTICLE VIII. ELECTIONS AND VACANCIES

Section 1 Pastor

The Pastor shall be appointed to serve for a period of one year, by the Network Pastor-Executive Director and Area Presbyter, and will be reviewed by the Area Committee every year or as needed.

An expression from the local Assembly may be considered in the selection of a pastor, but the final decision is within the discretion of the Network Pastor-Executive Director, and the Area Presbyter.

Section 2 Official Board

The Official Board of the church shall be the Presbyter, Area Committee and the Pastor. The Pastor shall serve as defacto chairman. The Presbyter shall act as Chairman when the Board is in session. These officers shall be selected in accordance with the Constitution and By-Laws of the New Mexico Ministry Network of the Assemblies of God.

Section 3 Advisory Board

The Pastor, upon approval of the Presbyter, will appoint the Advisory Board. The number of persons serving shall be determined by the pastor and Presbyter. 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.

Section 4 Executive Administrator-Chief Financial Officer

The Executive Administrator-Chief Financial Officer of the Assembly shall be appointed yearly by the Pastor, upon approval of the Presbyter.

Section 5 Qualifications

All officers of the Assembly shall be 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 alcohol and all illegal drugs.

Section 6 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, two of the Church Advisory Board members, or one-third of the active membership, or the Presbyter and the Area Committee may request an investigation. All such complaints must be in writing and personally signed by the petitioners. After careful investigation, the Area Presbytery and Network Pastor-Executive Director shall recommend whatever action is appropriate.

B. Other Officers - Any other office may be declared vacant by a majority vote of the Pastor and Official Board, for reasons of unscriptural conduct, departure from the Tenets of Faith, or incompetence in office. Any such action shall be reported to the Network Pastor-Executive Director immediately. Any officer so removed may appeal to the Network Executive Committee for review of the action.

ARTICLE IX. MINISTRIES

Section 1 Authority

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

Section 2 Organization

The Pastor and Advisory Board shall appoint all leadership of each ministry. Nominations may be submitted to the Pastor and Advisory Board for their approval by each ministry.

Section 3 Funds

A. The church Secretary/Treasurer shall hold 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.

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 Presbyter and Advisory Board.

ARTICLE X. PROPERTY

Section 1

All property of this Assembly 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 Assembly. The Official Board of the Assembly shall act as Trustee of the property.

Section 2

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

Section 3

In case of a defection from the faith as set forth in the Statement of Fundamental Truths in the Constitution of the New Mexico Ministry Network of the Assemblies of God, Inc., or from affiliation with the Assemblies of God, any portion of the membership subscribing to and practicing the above mentioned Tenets of Faith and retaining their affiliation with the Assemblies of God, shall hold possession of and full title to all property of the Assembly with full rights under the provision of the Constitution and By-laws of the New Mexico Ministry Network.

In the event the Assembly 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

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.

Minutes shall be kept of all Advisory Board Meetings and attached to the monthly report. (Appendix 2-Guidline for Advisory Board Meetings)

Section 2

There shall be an annual business meeting of the Assembly 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 Presbyter. 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 Presbyter or Network Officer to preside.) The Presbyter 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 Pastor, by the Official Board, (Area Committee), or by petition signed by not less than one-third of the active membership of the Assembly. Adequate announcement, including the purpose of the special meeting shall be made at all regular services on two Sundays prior to the date of the meeting. The Area Presbyter, and the Network Pastor-Executive Director shall be notified of all such meetings before announcement of special business meetings shall be given to the congregation.

Section 4

All business meetings of the Assembly 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
- (5) Unfinished business
- (6) New Business
- (7) Adjournment.

Section 6 Voting Constituency and Quorum

A. The voting constituency shall consist of all active members of the Assembly who are 18 years of age or older, and who are in good standing and not under charges.

B. All active members of the Assembly responding to the call for a regular or special business meeting shall constitute a quorum, provided adequate announcement has been made according to Article XI, Section 1 and 2 of these By-Laws.

ARTICLE XII. DEVELOPMENT

When the Assembly has developed sufficiently to meet the requirements of affiliation with the General Council of the Assemblies of God, as a sovereign Assembly, procedure as outlined in Article XI. of the Network Manual shall be initiated, and completed to establish a sovereign, self governing Assemblies of God Church.

CERTIFICATION OF THE ADOPTION OF BY-LAWS

**FOR A NETWORK-AFFILIATED
ASSEMBLIES OF GOD CHURCH**

We the undersigned, as representatives of _____
(Church name)

have reviewed the Policy and Procedural Manual for Network-Affiliated Churches and hereby certify that at a business meeting called for the purpose of adopting By-Laws for the church, these By-Laws were adopted at said meeting on the _____ day of _____, 20 ____, by a majority vote of those members present.

Signed: _____
Pastor

Secretary

(An exact copy of the Church By-Laws and this certification must be mailed to the New Mexico Ministry Network of the Assemblies of God, 6640 Caminito Coors, NW, Albuquerque, New Mexico, 87120, within ten days of the church meeting in which they were adopted.)