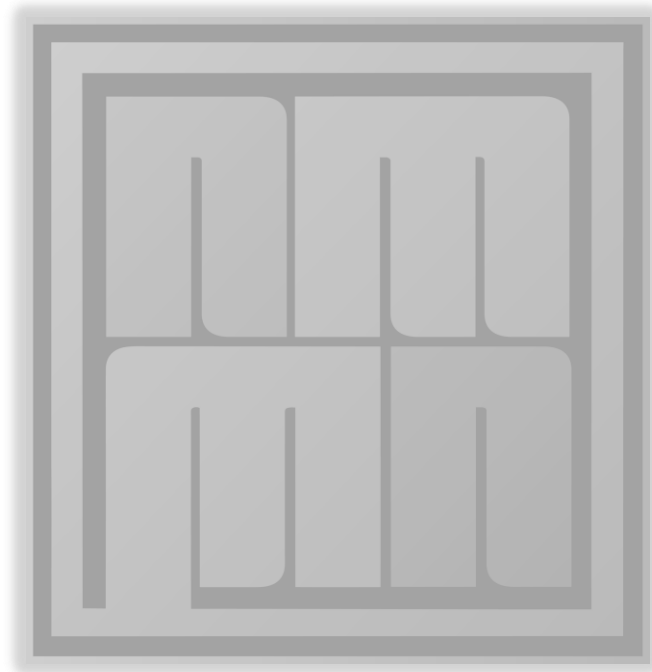


# POLICY MANUAL

## 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. 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 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, the assigned Presbyter, and Committee. The Pastor shall serve as Defacto Chairman when the full board is not in session. When the full Board is in session, the 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 Church shall be appointed by the Network Pastor-Executive Director, and the Presbyter. The pastor will meet the Presbyter and 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 church may be considered in the selection of a pastor, but the final decision is within the discretion of the Network Pastor-Executive Director, and Presbyter.

C. Relationship: He/She shall be amenable to the Presbyter, 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 individual of the local congregation shall fill the office of Secretary and Treasurer. The Pastor, upon approval of the Presbyter, 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 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 Presbyter prior to calling the Network Officers.

## Section 3.

A standardized report form shall be submitted monthly to the Presbyter and 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 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 Presbyter or Network leadership.
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 church.
- B. Method: Board meetings may be conducted in person or by virtual media.
- C. Quorum: The Presbyter and any members of the team 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 the Presbyter or his designee. Minutes shall be taken of all meetings, with a copy sent to the Presbyter 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 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**

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 church. Contact the Network Office for the current policy.

## **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 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 Official Board and/or Network Leadership.

### **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 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 Bylaws should contain a reversion clause stating 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 and keep current 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 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:

## **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. 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. 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 \$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.

## IV. Employee Benefit Liability

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

## V. Pastoral Professional / Counselling Liability

Annual Aggregate \$1,000,000

## VI. Sexual or Physical Abuse or Molestation

Per occurrence - minimum \$500,000

## VII. 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 to Auto is optional with the local congregation but required where loans are in place.

## VIII. Umbrella Liability Insurance



Excess Liability each Occurrence \$1,000,000 (Optional)

IX. Directors and Officers Liability \$1,000,000 coverage

X. Employment Practices Liability \$50,000

XI. Cyber Coverage \$50,000

XII. Systems and Equipment breakdown coverage Replacement Cost

XIII. Workers Compensation \$500,000/\$500,000/\$500,000 Coverage

XIV. Mission Trip Insurance for all attending.

[https://www.agfinancial.org/services/services-for-churches/church-insurance/mission-assure'](https://www.agfinancial.org/services/services-for-churches/church-insurance/mission-assure)  
[inancial.org/services/services-for-churches/church-insurance/mission-assure'](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 \_\_\_\_\_ of \_\_\_\_\_, 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 purpose this Church 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 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)

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## **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. A lifestyle that reflects 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, Ephesians 4:17-32; 5:1, 2, 15; 1 John 1:6,7).
4. A practice of contributing regularly to the financial support of the church of which he is to become a member through tithes and offerings.
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 church 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 church, and of the New Mexico Ministry Network of the Assemblies of God.

### **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 Church. Those desiring to apply for membership shall fill out the application form provided and submit it to the Pastor.

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 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 Pastor and Advisory Board 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 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 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. Official Board –Official Board shall have the final responsibility in all business, and spiritual matters of the Church 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 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.

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.

D. 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-Executive Director and Presbyter, and will be reviewed by the Presbyter and 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-Executive Director, and the Presbyter.

### **Section 2. Official Board**

The Official Board of the church shall be the Presbyter, 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**

It is required that each Network Affiliated Church have an active 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. 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 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 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 Presbyter and Network Pastor-Executive Director shall take whatever action is appropriate.

B. Other Officers - Any other office may be declared vacant by the Pastor and Presbyter.

### **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 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 Presbyter and 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 the vote of the membership of the Church. 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 Church with full rights under the provision of the Constitution and By-laws of the New Mexico Ministry Network.

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**

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.

## **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 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. 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 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 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 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.



**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.)