

1 **Bylaws**
2 **of**
3 **Aurora First Assembly of God**
4 **d/b/a HIGHPOINT CHURCH**
5 **Aurora, Colorado**

6
7 **a Colorado nonprofit corporation**
8 **(Adopted February 28, 2018)**
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10
11 **Preamble**
12

13 For the purpose of establishing and maintaining a place for the worship of Almighty God, our
14 Heavenly Father, to provide Christian fellowship for those of like faith where the Holy Spirit may
15 be honored according to our distinctive testimony, to assume our share of responsibility and the
16 privilege of propagating the gospel of Jesus Christ by all available means, both locally and through-
17 out the world, we, the members of this Church, do hereby recognize ourselves as a local church in
18 fellowship with and as a part of The General Council of the Assemblies of God (hereafter referred
19 to as “General Council”) and the Rocky Mountain District Council of the Assemblies of God
20 (hereafter referred to as “District Council”), and that we do hereby adopt the following articles of
21 church order and submit ourselves to be governed by them.
22

23
24 **ARTICLE I. NAME**
25

26 The name of this Church shall be Aurora First Assembly of God (hereafter referred to as
27 “Church”). This corporation may, by resolution of the Board, (hereafter referred to as “Board”)
28 adopt other names for the purpose of doing business as deemed necessary, convenient, or expedient
29 and in such manner as to be in compliance with the law.
30

31
32 **ARTICLE II. PREROGATIVES AND PURPOSES**
33

34 The prerogatives and purposes of a General Council affiliated church shall be:
35

36 **Section A. To Worship, Fellowship, and Propagate.** The purpose of this Church shall be to
37 establish and maintain a place for the worship of Almighty God, our Heavenly Father; to provide
38 Christian fellowship for those of like faith where the Holy Spirit may be honored according to our
39 distinctive testimony; and to assume our share of responsibility and the privilege of propagating
40 the gospel of Jesus Christ by all available means, both locally and throughout the world.
41

42 **Section B. To Govern.** This Church shall have the right to govern itself and to conduct its own
43 affairs according to the standard of the New Testament Scriptures and these bylaws. We hold as
44 scriptural and fundamental that form of corporate government which is a voluntary cooperative
45 fellowship with the local church being sovereign under our Lord Jesus Christ. This right shall
46 specifically include such matters as the calling of a Lead Pastor (hereafter referred to as “Pastor”);
47 the election of the Board; the discipline of its members; and the establishing of its own services,
48 ministries, and programs.

1 **Section C. To Acquire and Dispose.** This Church shall have the right to purchase or acquire by
2 gift, bequest, or otherwise, either directly or as trustee; to own, hold in trust, use, sell, convey,
3 mortgage, lease, or otherwise dispose of any real estate or chattels as may be necessary for the
4 furtherance of its purposes; and to exercise all other powers conferred upon it by its bylaws or by
5 the applicable nonprofit corporation laws of this state, all in accordance with its bylaws as the same
6 may be hereafter amended.

7
8 **Section D. To Cooperate.** This Church shall seek to cooperate with the District Council and the
9 General Council to extend the work and kingdom of God throughout the world and to participate
10 in District Council and General Council sessions through its chosen delegates and share in the
11 support of the ministries of these bodies.

12
13 **Section E. To Recognize.** This Church shall recognize that the District Council and the General
14 Council have the authority and right to approve scriptural doctrine and conduct, disapprove un-
15 scriptural doctrine and conduct, and to withdraw their certificates of affiliation if deemed neces-
16 sary.

17 18 19 **ARTICLE III. AFFILIATION** 20

21 While maintaining its inherent rights to sovereignty in the conduct of its own affairs, this Church
22 shall voluntarily enter into cooperative fellowship with churches of like faith in the District Coun-
23 cil and General Council with headquarters in Springfield, Missouri.

24
25 **Section A. Assistance.** In the event that significant moral, doctrinal, or organizational disunion
26 may threaten the long-term health of the Church, it may request the assistance and advice of either
27 the District Superintendent of the Rocky Mountain District or the Nonresident Executive Presbyter
28 for the Southwest Area of the Assemblies of God in resolving the matter. Such a request for
29 assistance may be made by the Pastor, by the Board, or by petition signed by at least thirty-three
30 percent (33%) of active members.

31
32 **Section B. Disaffiliation.** In the event that the Church can no longer in good moral or doctrinal
33 conscience affiliate with The General Council of the Assemblies of God, Springfield, Missouri, a
34 two-thirds (2/3) vote shall be required to adopt a motion to disaffiliate which may only be adopted
35 at a special meeting of the membership called only for that purpose. In the event the leadership of
36 the Church ever considers disaffiliation, the District Superintendent or their designee shall be in-
37 vited for a private consultation with the Pastor and Board no less than thirty (30) days prior to
38 taking action. Should a meeting of the membership be called to consider such a proposal, the
39 District Superintendent or their designee shall be invited at least fourteen (14) days beforehand to
40 address the membership for up to twenty (20) minutes concerning the case for continued affiliation.

41 42 43 **ARTICLE IV. TENETS OF FAITH** 44

45 As Tenets of Faith, this Church adopts the Statement of Fundamental Truths of the General Coun-
46 cil as is now and from time to time may be revised. The following is a summary of those funda-
47 mental truths. It is intended simply as a basis for doctrinal purity and fellowship that we all may
48 speak the same thing (Acts 2:42; 1 Corinthians 1:10). The language employed in this article is not

1 inspired or inclusive of all biblical truth but is essential for the scriptural ministry and unity of the
2 Church.

3
4 **Section A. The Scriptures Inspired.** The Bible is inspired by God and is the infallible, authori-
5 tative rule of faith and conduct (Psalm 119; Isaiah 40:8; 1 Thessalonians 2:13; 2 Timothy 3:15-17;
6 2 Peter 1:21).

7
8 **Section B. The One True God.** There is only one true God who exists as a Trinity of three
9 Persons: Father, Son, and Holy Spirit. They are coequal and coeternal, and they coexist in perfect
10 unity (Deuteronomy 6:4; Isaiah 43:10-11; Matthew 28:19; Luke 3:22; 2 Corinthians 13:14).

11
12 **Section C. The Deity of the Lord Jesus Christ.** Jesus Christ, the Son of God, is God and the
13 second person of the Trinity (Matthew 1:23, 28:6; Luke 1:31-35; Acts 1:9-11; 1 Corinthians 15:4;
14 Philippians 2:5-9; 1 Peter 2:22).

15
16 **Section D. The Fall of Humankind.** Humankind was created morally good but was separated
17 from God through original sin (Genesis 1:26-27, 2:16-17, 3:6-7; Romans 5:12-19).

18
19 **Section E. The Salvation of Humankind.** Salvation is received through repentance toward God
20 and faith toward the Lord Jesus Christ (John 14:6; Acts 2:38, 4:12; Romans 5:6-11; 1 Corinthians
21 15:3; Ephesians 2:8-10; Titus 2:11-14, 3:4-7).

22
23 **Section F. The Ordinances of the Church.** The Lord Jesus gave two ordinances to His Church:
24 baptism and communion. Baptism by immersion is a declaration to the world that a believer has
25 decided to follow Jesus, died to sin, and been spiritually raised to new life with Christ (Matthew
26 28:19; Romans 6:3-4). Communion is a symbol expressing our union with the body of Christ, a
27 memorial of Christ's suffering and death, and our anticipation of His Second Coming (Luke 22:14-
28 21; 1 Corinthians 10:16-17, 11:23-26).

29
30 **Section G. Spirit Empowerment.** The baptism in the Holy Spirit is a separate and subsequent
31 experience following conversion that is available to all believers to empower them to live an over-
32 coming life and to be an effective witness in their culture (Luke 24:49; John 7:37-39; Acts 1:4-8,
33 2:4, 8:14-17, 19:1-6; Romans 8:26-27; 1 Corinthians 14). Speaking in tongues is the initial phys-
34 ical evidence of the baptism in the Holy Spirit (Acts 2:1-13, 8:9-19, 9:1-19, 10:44-48, 11:15-17,
35 15:7-9, 19:1-7).

36
37 **Section H. Sanctification.** Sanctification is the process by which a believer separates themselves
38 from evil and becomes more like Christ through the power of the Holy Spirit (Romans 6:11-23,
39 12:1-2; Ephesians 4:20-24; Colossians 3:1-10; 1 Thessalonians 5:23-24; Hebrews 13:12).

40
41 **Section I. The Church and Its Mission.** The Church's mission is to seek and save those who are
42 lost in sin and disciple them as followers of Jesus (Matthew 28:18-20). The Church is the body of
43 Christ and consists of all people who accept Christ, regardless of Christian denomination (1 Co-
44 rinthians 12; Ephesians 1:22-23, 2:19-22, 3:10-11).

45
46 **Section J. The Ministry.** Divinely-called and scripturally-ordained ministers serve and lead the
47 local church in fulfilling its mission (Ephesians 4:11-14; 1 Timothy 3:1-7; Titus 1:5-9; 1 Peter 5:1-
48 4).

1
2 **Section K. Divine Healing.** Divine healing is part of the Christian gospel and provided for in
3 Christ's atonement (Isaiah 53:4-5; Matthew 8:16-17; James 5:14-16).
4

5 **Section L. The Second Coming.** The Second Coming of Christ includes the rapture of believers
6 and the visible return of Christ with His saints to reign on the earth for one thousand years. This
7 is our Blessed Hope (Zechariah 14:1-5; Matthew 24:27-31; Romans 8:23; 1 Corinthians 15:51-56;
8 1 Thessalonians 4:13-18; Titus 2:13; Revelation 1:7, 19:11-16, 20:1-6).
9

10 **Section M. The Final Judgment.** All believers are saved by grace; however, the Lord will grant
11 rewards and responsibilities in the eternal kingdom according to their stewardship of God's gifts
12 (Matthew 25:14-46; 1 Corinthians 3:10-15). There will also be a final judgment when nonbelievers
13 are judged according to their works (Matthew 25:46; Revelation 19:20, 20:11-15, 21:8).
14

15 **Section N. The New Heavens and the New Earth.** There will be new heavens and a new earth
16 "where righteousness dwells" and resurrected and transformed believers worship and work in the
17 New Jerusalem (Matthew 25:23; 2 Peter 3:13; Revelation 21 and 22).
18
19

20 **ARTICLE V. ORDINANCES**

21

22 **Section A. Baptism in Water.** The ordinance of baptism by immersion in water shall be practiced
23 and made available to all who have believed in the Lord Jesus Christ and who give clear evidence
24 of their salvation (Matthew 28:19; Romans 6:3-5; Colossians 2:12).
25

26 **Section B. Holy Communion.** The ordinance of the Lord's Supper shall be observed regularly as
27 instructed in the Scriptures (Luke 22:19-20; 1 Corinthians 11:23-26).
28
29

30 **ARTICLE VI. MEMBERSHIP**

31

32 While becoming a Christian involves committing oneself to Christ, becoming a church member
33 involves committing oneself to other believers (2 Corinthians 8:5).
34

35 **Section A. Qualifications of Membership.** Individuals who possess the following qualifications
36 shall be eligible for active membership:

- 37 1. Testimony to an experience of the "new birth" (John 3:3-7; 2 Corinthians 5:17).
- 38 2. Evidence of a consistent Christian life (Romans 6:4, 13:12-14; Ephesians 4:17-32, 5:1-2,
39 15; 1 John 1:6-7).
- 40 3. Willingness to contribute regularly to the financial support of the Church (1 Chronicles
41 29:14; Matthew 23:23; 1 Corinthians 16:1-2; 2 Corinthians 9:6-15).
- 42 4. Acceptance of the Tenets of Faith as set forth in these bylaws (Acts 2:42; 1 Corinthians
43 1:10).
- 44 5. Having reached at least 18 years of age.
- 45 6. Regularly attended the services and supported this Church for a period of at least three (3)
46 consecutive months.

7. Commitment to resolve disagreements, misunderstandings, and conflict as outlined in Matthew 18:15-20 (Psalm 133:1; John 17:20-23; 1 Corinthians 11:19; Ephesians 4:2-3; Colossians 3:14; Titus 3:10).
8. Signed and agreed to the church's "Commitment to Member Partnership."
9. Agreement to being governed by the bylaws of this Church.

Section B. Responsibilities of Membership. Members shall:

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, 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 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, bylaws, and fund policy (Isaiah 30:8; Habakkuk 2:2).
7. Fulfill other responsibilities specifically reserved for members in the bylaws (Ecclesiastes 4:9-12).

Section C. Procedure for Membership. Those eligible for membership and who desire to become members of this Church shall make the fact known to the Pastor (or the pastor's designee) who shall examine the applicant according to the qualifications for membership. The Pastor shall present to the Board, along with a recommendation, the names of those who apply for membership. The Board, exclusively, shall determine the eligibility of applicants and approve membership. Those approved for membership shall have their names added to the membership roster. No applicant for membership shall be accepted as a member within thirty (30) days before a meeting of the membership.

Section D. Pastoral Staff and Spouses. By virtue of employment, the paid pastoral staff and their spouses shall be considered active members of the Church during their tenure of service. Their membership shall be subject to Article VI, Section G.

Section E. Inactive Membership. Active members who shall absent themselves from the services of the church or who cease to contribute of their means to its support for a period of three (3) consecutive months may be removed from membership by a majority vote of the Board.

Section F. Voluntary Termination. A member who is not currently under disciplinary action may terminate their membership by informing the Pastor in writing. Such termination does not require Board action.

Section G. Discipline. The Bible holds the church responsible to lovingly confront unscriptural practices and behaviors that threaten effective Christian witness in the community of faith. All discipline shall be prayerfully administered according to the Scriptures (Matthew 18:15-17; Romans 16:17; 1 Corinthians 5:9-13; 2 Thessalonians 3:11-15) and the following procedures:

- 1 1. **Grounds.** Discipline is an exercise of scriptural authority for which the church is respon-
2 sible (Matthew 18:15-20; Luke 17:3-4; John 20:23; Acts 16:4; Ephesians 5:11; 1 Timothy
3 5:19-20; 2 Timothy 4:2; Hebrews 13:17). The purpose of discipline is to promote repent-
4 ance and restoration through exposing sinful behavior. It is to be redemptive in nature as
5 well as corrective. Any member of the Church is subject to discipline on the basis of un-
6 scriptural conduct or doctrinal departure from the Tenets of Faith of this Church as deter-
7 mined by the sole discretion of the Board. The discipline of ministers who hold credentials
8 with the Assemblies of God is administered by the District Council and The General Coun-
9 cil of the Assemblies of God.
- 10 2. **Procedure.** The Church and its members shall follow the disciplinary procedure as set
11 forth in Matthew 18:15-20. This procedure consists of the following steps:
 - 12 a. The Pastor or a designated member of the Board discusses the charges with the member
13 in an effort to resolve the matter privately.
 - 14 b. If the first step does not resolve the matter, then the member shall have the opportunity
15 to meet and be heard by the Pastor and officers of the Board in an effort to resolve the
16 matter privately.
 - 17 c. If the first and second steps do not resolve the matter, then the officers of the Board
18 may submit the matter to an executive session of the full Board. The decision of a
19 majority of those present at such a board meeting called for that specific purpose shall
20 be final. The decision of the Board will be recorded in the minutes of the meeting but
21 not the deliberation pertaining to the decision. A member found culpable may be dis-
22 missed from membership in the Church (Matthew 18:17). However, lesser disciplinary
23 sanctions may be imposed as appropriate, depending on the circumstances of each case.
- 24 3. **Resignations.** If a member voluntarily terminates their membership while under discipline
25 or charges that could otherwise bring about discipline, such resignation shall not deprive
26 the Board from hearing and making disciplinary determinations of the charges as deemed
27 necessary or proper for the record.

ARTICLE VII. GOVERNMENT

32 **Section A. Governance.** Under the headship of Christ (Ephesians 1:22; Colossians 1:18), the
33 leading of the Holy Spirit, and the directives of these bylaws, this Church shall be autonomous and
34 self-governing. The active membership shall be the final decision-making body in matters of gov-
35 ernance except when certain powers, responsibilities, and doctrinal positions have been so dele-
36 gated or entrusted to others through these bylaws.

38 **Section B. The Board.** The general governance of this Church shall be entrusted to the Board
39 which shall consist of the Pastor and eleven deacons.

- 40 1. **Deacon.** The deacon has two primary functions: The first is spiritual in fulfilling the bib-
41 lical role of deacon (Acts 6:1-7; Romans 16:1-2; 1 Timothy 3:8-13). The second is legal
42 in serving on the board of directors and establishing policy for the organization. Board
43 members should be individuals who can fulfill both roles without sacrificing their focus
44 and commitment to their primary spiritual role as deacon.
- 45 2. **Pastor.** The pastor has two primary functions: The first is spiritual in fulfilling the biblical
46 role as pastor and overseer of the Church (1 Timothy 3:1-7; Titus 1:6-9; 1 Peter 5:1-4).
47 The second is legal in serving as the chair of the Board and chief executive officer, respon-
48 sible for managing the day-to-day operations of the Church. The pastor should be a person

1 who can fulfill both roles without sacrificing focus and commitment to the primary spiritual
2 role as pastor and overseer.
3

4 **Section C. Duties of the Board.** The Board shall:

- 5 1. Function as the board of directors and establish policy for the organization.
- 6 2. Have general charge and management of the affairs, funds, and property of the Church with
7 authority to carry out the purposes of the Church according to these bylaws.
- 8 3. Act in the approval of applications for membership and the administration of discipline.
- 9 4. By special resolution, make financial provision for paid staff to serve in the administration
10 of programs or ministries. Funding for positions not already provided for in the budget
11 shall be presented by the Pastor and subject to approval by the Board. All staff shall serve
12 as subordinates to the pastor or the pastor's designee.
- 13 5. Select a temporary chair of the Board in the event of a vacancy in the office of pastor.
- 14 6. Elect a secretary and treasurer from among its members by secret ballot.
- 15 7. Serve as the nominating committee in the selection of a new pastor and deacons.
- 16 8. Be authorized to periodically update the membership roster, removing from the list of
17 members all names of those who may have become inactive or whose lives may have be-
18 come inconsistent with the standards and teachings of the church (Matthew 18:15-17; Ro-
19 mans 16:17-18; 1 Corinthians 11:19).
- 20 9. Meet monthly or at least ten (10) times each year.
- 21 10. Approve the list of authorized signers for checks issued by the Church.
- 22 11. Assist in special tasks, needs, committees, or portfolios when assigned by the Pastor.

23
24 **Section D. Officers.** The officers shall be: president (also referred to as Pastor), secretary, and
25 treasurer. They shall have the following qualifications and duties:

- 26 1. **Pastor.** The Pastor shall be in good standing with both the General Council and the District
27 Council, holding a current fellowship card. The Pastor shall be a person of mature Chris-
28 tian experience and knowledge who shall meet the requirements as set forth in 1 Timothy
29 3:1-7, Titus 1:5-9, and 1 Peter 5:1-4. By virtue of office, the Pastor shall:
 - 30 a. Be the spiritual overseer of the Church; set vision; and direct its staff, ministries, and
31 activities. All volunteer and paid staff shall serve as subordinates to the Pastor or the
32 Pastor's designee.
 - 33 b. Be recognized as president of the Church, a member of the Board, chair of the Board
34 and chair of all the business meetings of the Church.
 - 35 c. Provide for all services of the Church and specifically arrange for all special meetings,
36 conventions, and campaigns. No person shall be invited to speak or preach within the
37 Church without the Pastor's approval.
 - 38 d. Be chair of the nominating committee for the selection of deacon nominees. The Pastor
39 shall privately interview those nominated, ascertaining their eligibility and availability
40 to serve as deacons.
 - 41 e. Conduct a training class at least once a year on the responsibilities of the Board, offic-
42 ers, and other Church leaders. Such a training course shall be based upon the scriptural
43 directives for church leadership and the Church bylaws.
 - 44 f. Appoint an existing board member to serve as chair in the temporary absence of the
45 Pastor.
 - 46 g. Be an ex officio member of all committees.
 - 47 h. Sign legal documents on behalf of the Church.

- 1 2. **Secretary.** The secretary shall have been an active member of the Church for at least one
2 year immediately preceding election to office, currently support the Church with tithes,
3 have a cooperative spirit, be actively involved in church ministries, and be faithful in
4 church attendance. The secretary shall work with the Pastor or the Pastor's designee to:
5 a. Keep the minutes of the official meetings of the Board and of the annual and special
6 business meetings of the Church.
7 b. Ensure that a record of the membership of the Church is kept and perform any other
8 clerical work necessary to the proper discharge of their duties.
9 c. Ensure the safe keeping of all legal documents.
10 d. Ensure that annual corporation reports with the Secretary of State are filed as may be
11 required by state law.
12 e. Sign legal documents on behalf of the Church.
13 3. **Treasurer.** The treasurer shall have been an active member of the Church for at least one
14 year immediately preceding election to office, currently support the Church with tithes,
15 have a cooperative spirit, be actively involved in church ministries, and be faithful in
16 church attendance. The treasurer shall work with the Pastor or the Pastor's designee to
17 ensure that:
18 a. Accounting procedures conform with U.S. generally accepted accounting principles.
19 b. All funds are deposited in a federally insured bank account designated by the Board.
20 c. Accurate records are kept of all deposits and disbursements.
21 d. Monthly itemized financial reports are submitted to the Board.
22 e. Checks issued on behalf of the Church are signed by authorized signers.
23 f. Records are made available for an annual accounting audit or review as directed by the
24 Board.
25 g. A comprehensive financial report is included in the annual business meeting to be re-
26 viewed by the members of the Church.
27

28 **Section E. Deacon Qualifications.** The deacons shall be persons of mature Christian experience
29 and knowledge who shall meet the requirements and responsibilities as set forth in Acts 6:1-7,
30 Romans 16:1-2, and 1 Timothy 3:8-13. Deacons shall be at least 30 years of age and have been
31 members of the Church for at least one year. They shall currently support the Church with their
32 tithes and offerings, have a cooperative spirit, be actively involved in church ministries, and regu-
33 larly attend church services. They shall not hold ministerial credentials, and their term of service
34 shall not overlap that of an immediate family member serving on the Board or Church staff. Im-
35 mediate family shall be defined as spouse, mother, father, son, daughter, sister, brother, stepparent,
36 stepchild, grandparent, or grandchild.
37

38 **Section F. Fiduciary Duties.** The law imposes several fiduciary duties on officers and deacons
39 including the duties of due care and diligence, loyalty, avoidance of self-dealing, expending des-
40 ignated contributions for the purposes specified, and not comingling personal and corporate funds.
41 Each officer and deacon shall perform their duties in good faith, in a manner they reasonably be-
42 lieve to be in the best interests of the Church, and with the care an ordinarily prudent person in a
43 like position would exercise under similar circumstances. In the performance of their duties, they
44 shall be entitled to rely on information, opinions, reports or statements, including financial state-
45 ments and other financial data, prepared or presented by the Church, designated committee of the
46 Board, legal counsel, a public accountant, or other person as to matters within such person's pro-
47 fessional or expert competence. An officer or deacon shall not be liable to the Corporation or its

1 members for any action taken or omits to take if, in connection with such action or omission, they
2 perform such duties in compliance with this Section F.
3
4

5 **ARTICLE VIII. ELECTIONS, VACANCIES, AND REMOVALS** 6

7 **Section A. Elections.**

8 **1. Pastor.**

- 9 a. The Pastor shall be nominated by the Board and elected by the membership. Recom-
10 mendations may be made to the Board by any member of the Church.
11 b. The Pastor shall serve for an indefinite period unless removed by a vote of two-thirds
12 (2/3) of the entire membership of the board in executive session. The decision of the
13 Board will be recorded in the minutes of the meeting but not the deliberation pertaining
14 to the decision.
15 c. Pastoral elections shall be by secret ballot at the annual business meeting of the Church
16 or at a special business meeting called for that purpose. Only one candidate shall be
17 considered at a time. A two-thirds (2/3) vote of all votes cast in a regular or special
18 meeting of the membership shall be required to constitute an election.

19 **2. Secretary and Treasurer.** The secretary and treasurer shall be elected by the Board from 20 among its members. The term of office shall be one year, and they may serve consecutive 21 terms without limitation.

22 **3. Deacons.** Deacons shall be nominated by the Board and elected by the membership by a 23 majority vote at an annual or special meeting of the Church. Nominations for deacons shall 24 not be accepted from the floor during any business meeting. Deacons shall serve for three- 25 years (3) or until their successors are elected. The terms of deacons shall be staggered to 26 accommodate continuity by electing four (4) deacons one year, four (4) the next year, and 27 three (3) the year after that. 28

29 **Section B. Vacancies and Removals.**

30 **1. Pastor.** When a vacancy in the office of the pastor shall occur, the Board shall seek the 31 advice and counsel of the district superintendent concerning the pastoral search and the 32 selection of an interim pastor. The interim pastor shall not be considered a candidate for 33 the office of pastor unless prior approval is given by the Board. During the interim time 34 the church is without a pastor, the Board shall call the church to pray and make a prayerful 35 determination of the goals and needs of the church. The Board will screen pastoral candi- 36 dates as to their compatibility with the unique culture, goals, and needs of the church. After 37 much prayer and diligent research, the Board shall recommend one candidate to the mem- 38 bership as prescribed in Article VIII, Section A.1. If a pastor's credentials are withdrawn 39 by the district or General Council, the pastor's term of office shall be automatically termi- 40 nated.

41 **2. Secretary and Treasurer.** The offices of secretary and treasurer shall be vacant upon 42 resignation, removal by the Board by majority vote or upon the termination of the officer's 43 membership. In the event a vacancy occurs in these offices, the Board, by majority vote, 44 by secret ballot, shall appoint an individual to serve in the office for the remainder of the 45 unexpired term.

46 **3. Deacons.** The offices of deacon shall be vacant upon resignation, removal by the Board 47 by majority vote, or upon the termination of the deacon's membership. In the event a va- 48 cancy occurs in these offices, the Board, by majority vote by secret ballot, shall appoint an

1 individual to serve in the office for the remainder of the unexpired term. Should the number
2 of board members fall below one-half (1/2) of the number required, a special meeting of
3 the membership shall be called within ninety (90) days for the purpose of filling all vacan-
4 cies.
5

7 **ARTICLE IX. MEETINGS**

9 **Section A. Meetings for Worship.** Meetings for public worship shall be held on Sunday and
10 during the week as may be provided for under the direction of the Pastor or the Board if there is
11 no pastor.
12

13 **Section B. Board Meetings.** The Board shall meet monthly or at least ten (10) times each year or
14 at the call of the pastor with the time and place to be announced. Special meetings of the Board
15 may also be called by the secretary upon the written request of two-thirds (2/3) of the Board and
16 prior notice to all members. A majority of the board shall constitute a quorum.
17

18 **Section C. Electronic Meetings.** The Board may meet to address a singular issue by means of
19 electronic communication in which all participants can interact with each other and vote. Elec-
20 tronic meetings shall be documented with minutes recording the absence of technical difficulties,
21 the quorum established, members present, motions considered, and votes cast by each member.
22 Such minutes shall then be presented at the next regular meeting to be verified by a majority vote
23 of the Board.
24

25 **Section D. Annual Business Meetings.** There shall be an annual business meeting of the Church
26 at which time the election of deacons shall take place and the report of all officers shall be pre-
27 sented. This meeting shall be held on the second Wednesday in March or on a date rescheduled
28 by the Board no later than thirty (30) days after. Notice of the date, time, and place shall be an-
29 nounced by mail and postmarked at least fourteen (14) days immediately preceding the meeting.
30

31 **Section E. Special Business Meetings.** Special business meetings of the Church may be called
32 by the Pastor or the Secretary of the board, upon the written request of two-thirds (2/3) of the
33 Board, or by a petition signed by thirty-three percent (33%) of the active members. Petitions per-
34 taining to the business affairs of the Church shall be submitted to the Pastor or the Secretary of the
35 board. No more than one petition on a given subject shall be recognized in any twelve-month (12)
36 period. Notice of the date, time, place, and purpose of each special business meeting shall be
37 announced from the pulpit during morning worship services on each of the two Sundays immedi-
38 ately preceding the date of the meeting. No business other than that specified in the notice of
39 meeting shall be transacted at any special meeting of the Church.
40

41 **Section F. Proxy Voting and Absentee Ballots.** Proxy voting and absentee balloting shall not be
42 allowed in the conduct of business at any meeting of the Board or membership.
43

44 **Section G. Voting Constituency.** The voting constituency at all business meetings of the Church
45 shall consist of all active members who are present. No member under the process of discipline
46 shall be entitled to vote until the process is completed.
47

1 **Section H. Quorum.** Provided the Church membership has been properly notified as to the time
2 and date of a regular or special business meeting, those members present shall constitute a quorum.
3

4 **Section I. Order of Business.** The regular order of business for the annual business meeting shall
5 be as follows:

- 6 1. Devotional
 - 7 2. Acceptance of previous minutes
 - 8 3. Report of treasurer
 - 9 4. Report of committees
 - 10 5. Unfinished business (if any)
 - 11 6. Elections
 - 12 7. New business
 - 13 8. Adjournment
- 14

15 **Section J. Parliamentary Authority.** All business meetings of the Church shall be governed by
16 parliamentary procedure as set forth in the current edition of *Robert's Rules of Order Newly Re-*
17 *vised* and consistent with the spirit of Christian love and fellowship in all cases to which they are
18 applicable and not inconsistent with these bylaws, statutes, and any special rules of order the
19 Church may adopt.
20

21 **ARTICLE X. MINISTRIES AND DEPARTMENTS**

22

23 The Board shall create and maintain such discipleship ministries, outreaches, and sub-organiza-
24 tions as may be necessary and advisable for the extension of its work. All such ministries and
25 organizations shall be subordinate to the Church and shall contribute to the harmony and develop-
26 ment of the whole. They shall be under the general supervision of the Pastor and Board, and the
27 Pastor shall be an ex officio member of all committees or departments.
28

29 **ARTICLE XI. FINANCE**

30

31 **Section A. Fund Policy.** To fulfill our scriptural obligation for responsible stewardship (Proverbs
32 16:8; Luke 16:10-11), the Church shall maintain a Fund Policy. The policy shall outline the pro-
33 cedures for managing funds from the point of contribution to their disbursement as expenditures
34 and finally to their reporting back to the Board and membership. The Fund Policy shall be re-
35 viewed periodically by the board officers and approved by the Board.
36

37 **Section B. Annual Budget.** The annual operating budget shall be determined by the Board and
38 reflect the vision, values, and ministry objectives of the church.
39

40 **Section C. Solicitation.** No person, department, or ministry shall be allowed to solicit funds from
41 the people of the church or use adherent contact information for any reason without the prior con-
42 sent of the Pastor.
43

44 **Section D. Remuneration.** The Pastor and church staff shall be remunerated for services by a
45 salary, hourly wage, or by other means agreed upon by the Pastor and the Board. The Board shall
46 review remunerations at least annually (1 Timothy 5:17-18). In the event the Pastor is removed
47
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1 from office by a vote of the board, the Pastor shall be given a minimum of two months' regular or
2 average remuneration as severance pay.

3
4 **Section E. Reimbursements.** The Pastor and staff shall be given consideration by the Board for
5 approved expenses related to their attendance at church functions, District Councils, General
6 Councils, and other ministerial events.

7
8 **Section F. Conflict of Interest.** A conflict of interest may arise when a contract, significant trans-
9 action, or leadership role between the church and one or more board members, officers, or em-
10 ployees with either a direct or indirect financial, personal or relational interest and shall only be
11 entered into if:

- 12 1. The material facts and nature of the relationship or interest is disclosed to the Board.
- 13 2. The Board discusses and evaluates the merits of the situation with all parties.
- 14 3. The affected person withdraws from deliberative discussion and voting on the matter.
- 15 4. The circumstances are approved by a majority of disinterested board members who have
16 determined that it is in the best interest of the church to do so.
- 17 5. The minutes record such disclosure, abstention, and rationale for the Board's decision.

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20 **ARTICLE XII. PROPERTY**

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22 **Section A. Title.** All property of the Church shall be deeded to the Church and held in its name
23 or, if required by law, to trustees acting on behalf of the Church and their successors in office.

24
25 **Section B. Purchases and Sales of Property.** Purchases, sales, or improvements of real property
26 in excess of thirty-five percent (35%) of the previous year's annual tithes and offerings shall be
27 authorized by a two-thirds (2/3) vote of the membership of the Church.

28
29 **Section C. Dissolution.** Upon the dissolution of the Church, none of its funds or assets shall be
30 distributed to any officer, deacon, trustee, or any other individual. After paying or making provi-
31 sion for the payment of all of the liabilities of the Church, the Board shall dispose of all of the
32 funds and assets of the Church by conveying the same to the Rocky Mountain District Council of
33 the Assemblies of God for the purposes of the Church, provided that said District Council at the
34 time qualifies as an exempt organization under section 501(c)(3) of the Internal Revenue Code of
35 1986 (or the corresponding provisions of any future United States Internal Revenue Law). Any
36 such funds or assets not so disposed of shall be disposed of by the District Court of the county in
37 which the principal office of the corporation is then located to an Assemblies of God church or
38 organization operated exclusively for Christian purposes.

39
40 **Section D. Merger, Consolidation, or Absorption.** In the event the leadership of this Church
41 ever considers a merger, consolidation, or absorption of any kind, the District Superintendent or
42 their designee shall be invited for a private consultation with the Pastor and Board no less than
43 thirty (30) days prior to taking action. Should the members be asked to vote on such a proposal,
44 the District Superintendent or their designee shall be invited at least fourteen (14) days beforehand
45 to address the membership for up to twenty (20) minutes concerning the merits of the proposal.

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3 **ARTICLE XIII. ARBITRATION OF DISPUTES**

4 Inasmuch as the Scriptures require Christians to take their disputes to the saints and not to the civil
5 courts (1 Corinthians 6:1-8), all disputes which may arise between any member of the Church and
6 the church itself or between any member of the Church and any pastor, officer, board member,
7 director, employee, volunteer, or other worker of the church shall be resolved by binding arbitra-
8 tion if efforts to mediate or conciliate the dispute have failed. Either party to the dispute may
9 initiate the arbitration process by filing a written request for arbitration with the other party within
10 a reasonable time after the dispute has arisen and efforts to mediate or conciliate have failed. In
11 such a case, the member and the Church shall each name an arbitrator, and the two so selected
12 shall name a third. All arbitrators must be born-again believers who are members of an Assemblies
13 of God church. Before accepting the appointment, the third arbitrator chosen by the other two
14 shall disclose any financial or personal interest in the outcome of the arbitration and any existing
15 or past financial, professional, family, or social relationships which are likely to affect impartiality
16 or which might reasonably create an appearance of partiality or bias. On the basis of such disclo-
17 sures, either of the parties to the arbitration may disqualify such a candidate from serving as the
18 third arbitrator. A third arbitrator who serves without objection from either party has a continuing
19 duty to disclose relationships or interests which may impair their impartiality. Regardless of the
20 stage of the arbitration process, either party may disqualify such a person from further participation
21 on the basis of such disclosures. The arbitration process shall not proceed until the third arbitrator
22 is selected. The arbitrators shall appoint the time and place for the hearing and cause notification
23 to the parties to be served personally or by registered mail not less than thirty (30) days before the
24 hearing. Appearance at the hearing waives such notice. The arbitrators may adjourn the hearing
25 from time to time as necessary and upon request of a party and for good cause or upon their own
26 motion postpone the hearing to a later date. The arbitrators may hear and determine the contro-
27 versy upon the evidence produced notwithstanding the failure of a party duly notified to appear.
28 The parties are entitled to be heard, present evidentiary material to the controversy, and cross-
29 examine witnesses appearing at the hearing. The hearing shall be conducted by all the arbitrators,
30 but a majority of them may determine any question and render a final award. If during the course
31 of the hearing an arbitrator for any reason ceases to act, they shall be replaced in the same manner
32 in which they were originally selected. At their absolute discretion, the arbitrators may admit as
33 evidence any affidavit or declaration concerning the matters in dispute, a copy thereof having been
34 given at least five (5) days previously to the party against whom the same is offered; but the person
35 whose evidence is so taken shall be subject to cross-examination by such party. The arbitrators
36 shall have the power to order and direct what they shall deem necessary to be done by either of the
37 parties relating to the matters in dispute. Cost of the arbitration shall be determined and assessed
38 by the arbitrators. Any submission of a dispute to arbitration shall not be revoked by the death of
39 any party to the dispute, and any award will be binding upon such person's heirs and successors.
40 The decision of the arbitrators shall be binding on both parties, and both parties shall submit them-
41 selves to the personal jurisdiction of the civil courts in this state (including federal courts) as well
42 as the courts of any other state which may have jurisdiction over any dispute contemplated by this
43 Article for the entry of a judgment confirming the arbitrators' award. The arbitration process is
44 not a substitute for any disciplinary process as set forth in the bylaws of the Church and shall in
45 no way affect the authority of the Church to investigate reports of misconduct, conduct hearings,
46 or administer discipline. Any matter not provided for herein shall be governed by the provisions
47 of the Uniform Arbitration Act. If a dispute results in an award of monetary damages, then use of
this arbitration procedure is conditioned on acceptance of the procedure by the liability insurer of

1 the church and the insurer's agreement to honor any arbitration award up to any applicable policy
2 limits.

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5 **ARTICLE XIV. INDEMNIFICATION**
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7 **Section A. Insurance.** The Church will purchase and maintain liability insurance on behalf of
8 any and all persons who are or were a board member, officer, leader, employee, committee mem-
9 ber, or volunteer of the church (while serving in their capacity as such). Such insurance will be
10 purchased for the purpose of protecting such persons from covered loss resulting in liability as-
11 serted against the above individuals in connection with their activities on behalf of the church.
12

13 **Section B. Indemnification Request.** Should any board member, officer, leader, employee, com-
14 mittee member, or volunteer of the Church incur any liability as a result of their affiliation with or
15 service to the church that is not covered by the ministry's insurance policy and should such liability
16 result in any out-of-pocket cost to such individual, then such individual may request indemnifica-
17 tion from the Church. The granting of full or partial indemnification shall be at the discretion of
18 the Board as set forth in Section C herein.
19

20 **Section C. Indemnification Decisions.** In relation to any indemnification request that is made
21 pursuant to Section B herein, if such request is made by an individual who is not currently serving
22 on the board of the Church, then the indemnification decision (whether to indemnify the requesting
23 individual and the dollar amount of such indemnification) will be made by the Board. Such deci-
24 sion of the Board will be final. If the indemnification request is being made by a person who is
25 currently serving on the Board, then the indemnification decision (whether to indemnify the re-
26 questing party and the dollar amount of such indemnification) will be made by the remaining dis-
27 interested members of the board. A decision on the indemnification request by a majority of dis-
28 interested members of the Board will be final.
29

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31 **ARTICLE XV. BYLAW REVIEW AND AMENDMENTS**
32

33 **Section A. Decennial Review.** Every decade in which the year ends in zero, the Board shall de-
34 termine if the current bylaws are adequate or in need of being updated through amendment or
35 revision.
36

37 **Section B. Amendments.** These bylaws may be amended by a two-thirds (2/3) vote at any regular
38 or special meeting of the membership provided the proposed amendment is submitted in writing
39 and mailed to each member one (1) month prior to the time of meeting.