Local Church Bylaws

Bridging the Gap by empowering future generations to lead and impact the Kingdom of God.

THE GAP ENDS HERE.

PENTECOSTAL CHURCH OF GOD

Revised: 1/27/2015

ARTICLE I ~ Order

In order to facilitate the conduct of business in an orderly and satisfactory manner, church councils shall be governed by the accepted rules of parliamentary procedure.

ARTICLE II ~ Membership

Section 1. The standard of Membership

The standard of membership in this church shall be:

A. Evidence of a genuine experience in regeneration (new-birth). (John 1:12-13, 3:3-8, I Peter 1:8-25).

B. A consistent Christian life as evidenced by Christ-like character, careful cultivation of the fruits of the Spirit. (Galatians 5:22), and by abstinence from the works of the flesh (Galatians 5:19-21) and all other popular sins of the world. (Romans 6:4, 8:1-4, 13:13, 14, Ephesians 4:17-32, 5:1, I John 1:6, 7, I Corinthians 8:8-13, II Corinthians 6:1-18).

C. Belief in the baptism of the Holy Spirit as in Acts 2. That the member be either filled with the spirit or earnestly seeking.

D. Full subscription to the tenets of faith as set forth in Article II of the Constitution.

E. Willingness to support the church with the faithful attendance and regular financial contributions according to his or her ability.

Section 2. Reception of Members

A. Persons desiring to become active members of this assembly shall fill out the application form provided and submit it to the Pastor. The Pastor shall examine the applicant according to the standard membership and after being passed on by the church board; favorably, they shall be received into the assembly at any of the regular services.

B. All persons who have met the membership requirements shall be placed on the church roster as an inactive member for a period of 2 months, and after all requirements have been met they shall be placed on the active membership list.

Section 3. Voluntary Termination of Membership

A. Members in good standing who may wish to sever their relationship with this assembly may do so by submitting their request in writing to the Pastor.

B. Members in good standing, who may desire transfer to another congregation, may apply to the Treasurer for a letter; which shall be granted on the approval of the Pastor, said letter to be signed by the Pastor and the Treasurer of the assembly.

Section 4. Active Membership

All those who meet the standards for membership, as set forth in the Bylaws, whose names appeared on the original membership roll of the assembly, together with those names which shall be added from time to time, shall constitute the active membership of the assembly. The active membership shall constitute the legal membership of the assembly.

Section 5. Voting Requirements of Active Members

A. Must be faithful in attendance of both church services and church business meetings.

B. Must be faithful in tithing.

Section 6. Inactive Membership

Enrolled members who shall cease to meet the standards for membership as set forth in the Bylaws, or who shall be under charges for misconduct shall be considered as inactive members. Said members shall loose membership and voting privileges until they are restored to fellowship and their standing to be settled by the definite action of the assembly through its officers.

Section 7. Junior Membership

Those members who otherwise meet the standards for membership as set forth in the Bylaws but because of age limitations do not qualify for legal membership shall constitute the junior membership and shall not have governmental privileges.

Section 8. Discipline

A. Grounds for Discipline

   a. Any member who willfully absents himself from the services for a period of one (1) consecutive month, shall be temporarily suspended from active membership pending investigation and final decision in his case.

   b. Unscriptural conduct, radical departure from the tenets of faith held by this church (see Article II of the Constitution), or failure to maintain membership standards of the church shall be considered sufficient grounds upon which such person shall be disqualified as a member.

B. Manner of Discipline

a. The discipline of delinquent members shall be administered upon the action of the Official Board, such action being based upon a complaint made in writing to the Pastor by the complainant, and after a proper hearing of the case. The following instructions shall be observed as occasion may require. (Matthew 18:16-20, Romans 16:17, 18, I Corinthians 2:6, II Thessalonians 3:12).

b. If in an opinion of the Official Board the situation demands, names may be dropped from the assembly roster by a two-thirds vote of the Official Board

c. If in the opinion of the Official Board there is reasonable hope for restoration, members may be placed in the inactive membership. If restoration has not occurred within one (1) year, such name shall be dropped from the roster.

d. Members dealt with in the above manner will be duly informed of such actions.

C. Appeal

a. If a name is removed for cause, appeal may be made to the Official Board for reconsideration of their action.

Section 8. Revision of Roster

The roster shall be kept current and an annual revision made under the direction of the Official Board, such revision to occur not less than two (2) months prior to the annual Church Council.

ARTICLE III ~ Finance

The church shall be financed according to the scriptural method, i.e. by tithe and offerings of its members and supporters.

Section 1. The Budget

A. The church shall operate on a unified budget.

B. Each department of the church shall be assigned an expenditure budget and shall operate its department within said budget.

C. All monies received in any or all departments for budgetary purposes shall be deposited with the Church Treasurer for the unified budget.

D. All monies received by any or all departments for any purpose shall be properly accounted for and deposited with the Church Treasurer.

Section 2. Church Treasurer

All monies received from tithe, offerings, and from all other sources shall be accounted for by the Church Treasurer.

Section 3. Banking

The Church Treasurer shall deposit all monies received in a bank designated by the Pastor and Official Board.

Section 4. Audit

The Official Board and Pastor may call for an audit of all books annually by a professional or public accounting firm.

Section 5. Withdrawals

All withdrawals from the regular church treasury shall be under the supervision of the Pastor and Church Treasurer.

Section 6. Salaries

A. The Pastor shall be given a salary for financial support, including housing and utilities in the amount and manner of which shall be determined by agreement between the Pastor and the Official Board then brought before church members for a majority vote.

B. Insurance, vacation pay, expense account, retirement and social security will be determined by the Pastor and the Official Board then brought before church members for a majority vote.

C. The Pastor shall be given expenses for all District Council and National Council meetings of PCG unless the church is unable to afford such, which is to be determined by the Official Board then brought before church members for a majority vote.

D. The salaries of any other full or part-time employees shall be set by the Church Official Board with the advice and council of the Pastor then brought before church members for a majority vote.

E. Regular financial support to missionaries, missionary projects and other person(s) and causes shall be decided by and causes shall be decided upon by the Pastor and the Official Board then brought before church members for a majority vote.

F. The above statements, A through E will be voted upon by a majority vote at a regular business meeting.

ARTICLE IV ~ Government and Official Functions

Section 1. Pastor

A. Qualifications

a. The Pastor shall have been saved a sufficient number of years and have had experience enough that he shall have wisdom in the handling of church affairs.

b. He shall be sound in doctrine and apt to teach.

c. He shall be of sufficient age to be mature in judgment.

d. He shall be filled with the Holy Ghost.

e. Not double-tongued or gossip.

f. Doesn't engage in questionable business practices

g. Possess a clear conscience.

h. Not a new Christian.

i. Faithful in all things.

j. Male pastor - Husband of one wife (married to one wife). Female pastor - Wife of one husband (married to one husband).

k. Rearing well-behaved children.

l. Good financial manager at home.

B. Duties

a. The Pastor is designated in the scriptures as the head of the church under the leadership of the Lord Jesus, and is referred to under the title "Pastor" (Ephesians 4:11), "Overseer" (Acts 20:28), and "Shepherd" (1 Peter 5:12).

b. The Pastor shall be chairman of the Official Board and shall preside over all Church Councils.

c. The Pastor shall be the general supervisor of all activities of the church, and shall be the ex-officio member of all other boards, committees and programs.

d. The Pastor shall be responsible for all spiritual services, and shall have oversight in arranging for special services, conventions, etc. No person shall be invited to speak or preach in the assembly unless, by understanding and in full harmony with the Pastor's wishes.

C. Term

a. Indefinite, after the first year election.

Section 2. Deacon's (Board Members) Qualifications

Definition of Deacons – A ministering servant dedicated to serving, caring for, and strengthening the local church through the ministry of service. Also provides for the evangelism and discipleship of the church.

A. Qualifications

a. Must be a growing Christian in character, commitment, devotion, and understanding of God's Word.

b. Demonstrates a spirit of servitude.

c. Possesses a desire to serve.

d. Demonstrates faithfulness (stable, constant, dependable).

e. Is consistent in tithing.

f. Submits to authority.

g. Works well with others (team members).

h. Is a self starter (has initiative, is responsible, is not lazy).

i. Participates in Biblical praise and worship.

j. Willing to learn.

k. Attends: Sunday School – both AM & PM Services and Mid-week Services regularly. If possible, missing no more than one (1) Sunday and 1 mid-week service quarterly. EXCEPTIONS: work, vacation, or sickness.

l. Accepts responsibility for being an example.

m. Member in good standing one year.

n. At least 25 years of age.

B. Biblical Qualifications -

a. Acts 6:1-3

i. Good reputation (financially responsible, truthful, morally above reproach, respectable, even-tempered).

ii. Full of the Holy Ghost (fruit of the Spirit in evidence seeking to be Spirit led).

iii. Full of wisdom (listening to all sides of an issue so an intelligent decision can be made).

b. Timothy 3:13-18

i. Not double-tongued or gossip.

ii. Doesn't engage in questionable business practices (trustworthy).

iii. Possess a clear conscience.

iv. Not a new Christian.

v. Faithful in all things.

vi. Husband of one wife (married to one wife).

vii. Rearing well-behaved children.

viii. Good financial manager at home.

C. Duties

a. Participate in monthly leadership meetings and others upon request.

b. Along with the pastoral staff, provide leadership and vision for the church.

c. Work with ministry directors to head various ministries.

d. Maintain church policy and procedures regarding whatever matters may arise between meetings.

e. Pray regularly for the congregation.

i. Property Management Team

1. Overseeing maintenance of inside and outside of building, yard and church vehicles.

2. Opening and closing building for services, (heating, cooling, lights, lock-up, etc.)

ii. Membership Management Team

1. Look for ways to serve, assist, and take care of the church membership.

2. The final authority concerning membership standing

iii. Pastor's Support Team

1. Approves department leaders appointed by Pastor.
2. Informs Pastor of problems and shares Pastor's vision to members.
3. Oversee special events for Pastoral Team - i.e. Pastor Appreciation Day.
4. Make every available attempt to be at church related functions on and off campus.
5. Other assignments as deemed necessary.

D. Election

a. Elected by church members.

b. Secret ballot vote

E. Term

a. First term, one (1) year.

b. Second term, two (2) years

c. Every two (2) years thereafter.

F. Discipline

a. Any Deacon can be removed from office for misconduct or failure to work as a team.

b. Must have a majority vote of the Official Board to remove a Board Member.

c. Any Deacon who fails to comply with the above in **ANY** way, automatically forfeits their right to office.

Section 4. Secretary/Treasurer

A. Duties

a. Participate in monthly leadership meetings and others upon request.

b. Make weekly deposits

c. Balance Books monthly

d. Present a financial report to the Board each month

e. Send appropriate reports to District Office (Monthly)

f. Responsible for paying all bills

g. Write out all checks and signs checks with the Pastor.

h. Keep accurate church records including receipts of purchases, attendance, membership, baptismal, child dedications, special mailing lists, etc.

i. Maintain up to date files in the filing cabinet of the church office.

j. Send out Text/Email Blasts to all first time guests

k. Keep Minutes of meetings - Church Business Meetings, Board Meetings & Leadership Meetings

l. Order/maintain office and administrative supplies, including stamps, copy paper, toner, etc.

m. Complete Annual Local Church Report (ALCR)

n. Make every available attempt to be at church related functions on and off campus.

o. Other assignments as deemed necessary.

B. Qualifications

   a. Must be willing to work with Pastor.

   b. Must have a desire and a clear calling.

   c. Must know how to audit, keep records, type, and have sufficient organizational skills.

C. Term

   a. Annual vote by church members.

Section 5. Departments

A. The Pastor shall appoint as many department heads as deems necessary to fulfill the needs of the church.

B. Each department's expectations shall not conflict with the Church Bylaws.

Section 6. Committees

A. Operation committees shall be appointed by the Pastor as needed to serve in an advisory capacity in expediting the work and ministry of the church.

B. Other committees may be created as the occasion may demand.

Section 7. Official Board

The Pastor and the Board Members shall constitute the Official Board. The Pastor shall serve as chairman and shall be empowered to break all tie votes. The official board shall also act as trustees of the church.

ARTICLE V ~ Meetings

Section 1. Regular Services

Regular church services shall be held on each Lord's Day and during

the week as may be provided for under the direction of the Pastor.

Section 2. Church Councils

A. The church shall coincide with the calendar year, beginning January 1, and running through December 31 of each year.

B. The annual Church Council of the church shall be held on a date decided upon by the Pastor and the Official Board

Section 3. Notices

Notice shall be by announcements from the pulpit 4 services prior to said meetings, and posted in writing where required by law.

Amendment - 3/06/05: *In the event an emergency meeting needs to be held by the church and cannot wait the four (4) consecutive meetings to be announced and needs an immediate vote, the above statement will be overridden as long as the meeting is called by the Pastor or a Board Member.*

ARTICLE VI ~ Amendments

All amendments must be brought before the church for a majority vote, as revisions deem necessary.