



**UNITED CHURCH OF GOD MINISTRIES  
INCORPORATED**

**Constitution and Bylaws**

2019

**CONSTITUTION AND BYLAWS  
OF THE  
UNITED CHURCH OF GOD MINISTRIES, INCORPORATED**



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# **CONSTITUTION AND BYLAWS OF THE UNITED CHURCH OF GOD MINISTRIES, INCORPORATED**

## **PREAMBLE**

For the purposes of establishing and maintaining a place for the worship of Almighty God, our Heavenly Father, to provide for Christian fellowship for those of like precious faith where the Holy Spirit may be honored according to our distinctive testimony; to assume our share of responsibility and the privilege of propagating the gospel of Jesus Christ by all available means, both at home and in foreign lands; WE, **United Church of God Ministries, Incorporated (UCGMI)**, do hereby recognize ourselves as a corporation and members whose names appear on the membership roster as defined in Article I, Section 1 of the bylaws of the United Church of God Ministries, Inc., and declare that we hereby adhere to the following articles of church order and submit ourselves to be governed by them.

## ***CONSTITUTION***

### **Article I. Name**

The name of this organization (Here and after referred to as corporation, ministry, or church) shall be **UNITED CHURCH OF GOD MINISTRIES, INCORPORATED** both at home and in foreign lands.

### **Article II. Purpose and Prerogatives**

The purpose of this ministry shall be to:

- a. Establish and maintain a place for worship of/to God
- b. Encourage and promote the evangelization of the Word (Bible).
- c. Encourage and promote the edification of believers.
- d. Promote a basis of fellowship among Christians of like precious faith.
- e. Establish other churches and help nurture their development.
- f. Own, hold in trust, use, sell, convey, mortgage, lease, or otherwise acquire or dispose of such property (real or chattel) as may be needed for the prosecution of its work.

### **Article III. Affiliation and Relationship**

This ministry declares itself to be a corporation or organization with the name United Church of God Ministries, Inc., with the headquarter office at 2808 West Temple Street, Los Angeles, California, 90026 United States of America. Established and affiliated churches or assemblies under this ministry are to share in the privileges and assume the responsibility enjoined by this relationship.

In the furtherance of the above relationship, the UCGMI, both and all established and affiliated churches, agree to:

1. Cooperate by every possible means in the extension of God's work and kingdom throughout the world.
2. Support the activities and programs agreed upon by the United Church of God Ministries, Inc.
3. Participate in the sessions via duly-chosen delegates
4. Share in support of the established or affiliated churches designated by the Board of Directors.
5. Recognize that the Corporate Board of Directors, hereby also called the General Council of the United Church of God Ministries, Inc., the National Chairman and/or members of the Board of Directors shall have the right and authority to:
  - a. Approve Scriptural doctrine and conduct
  - b. Disapprove un-scriptural doctrine and conduct as stated in the constitution
  - c. Be present at church official board and/or membership meetings for whatever reason or purpose.
  - d. Withdraw the certificate of membership if deemed necessary.
6. Recognize that any serious disputes between pastor and the assembly or church, shall be submitted to binding arbitration before a designated panel of the United Church of God Ministries, Inc. in lieu of seeking redress in the civil courts of the town, province, city, State or elsewhere.
7. Submit any serious dispute between members to binding arbitration before a designated panel from this ministry chosen by the Board of Directors in lieu of seeking redress in the civil courts of the town, province, city, State or elsewhere.

#### **Article IV. Principles of Fellowship**

This ministry shall represent the body of Christ as described in the New Testament, recognizing the principles inherent in that body as also inherent in this fellowship, particularly the principles of unity, fellowship, cooperation, and equality. It recognizes that adherence to those principles and their consequent development.

#### **Article V. Tenets of Faith**

**OUR BELIEF...**



**GOD'S WORD**

This ministry declares and accepts the Bible as our all-sufficient rule for faith and practice. This Statement of Fundamental Truths is intended simply as a basis of fellowship among us (i.e., that we all speak the same thing, I Corinthians 1:10; Acts 2:42). The phraseology employed in this statement is not inspired or contended for, but the truth set forth is held to be essential to a full-gospel ministry. No

claim is made that it contains all Biblical truth only that it covers our need as to these fundamental doctrines.

### **1. *The Scriptures Inspired***

The Scriptures, both the Old and New Testaments, are verbally inspired of God and are the revelation of God to man, the infallible, authoritative rule of faith and conduct (I Timothy 3:15-17; I Thessalonians 2:13; II Peter 1:21).

### **2. *The One True God***

The One True God has revealed Himself as the eternal self-existent "I AM," the Creator of heaven and earth, and the Redeemer of mankind. He has further revealed Himself as embodying the principles of relationship and association as Father, Son, and Holy Ghost (Deuteronomy 6:4; Isaiah 43:10-11; Matthew 28:19; Luke 3:22).

## **THE ADORABLE GODHEAD**

### **a.) Terms Defined**

The terms "Trinity" and "persons", as related to the Godhead, while not found in the Scriptures, are words in harmony with Scripture, whereby we may convey to others our immediate understanding of the doctrine of Christ respecting the Being of God, as distinguished from "gods many and lords many." We, therefore, may speak with propriety of the Lord, our God, who is one Lord, as a trinity or as one Being of three persons, and still be absolutely scriptural (Matthew 28:19; II Corinthians 13:14; John 14:16-17).

b.) **Distinction and Relationship in the Godhead.** Christ taught a distinction of persons in the Godhead, which He expressed in specific terms of relationship Father, Son, and Holy Ghost, but that this distinction and relationship, as to its mode, is inscrutable and incomprehensible, because unexplained (Luke 1:35; I Corinthians 1:24; Matthew 11:25-27; 28:19; II Corinthians 13:14; I John :2-4).

c.) **Unity of the One Being of Father, Son, and Holy Ghost (Spirit).**

Accordingly, therefore there is that in the Son which constitutes Him the Son and not the Father, and there is that in the Holy Ghost which constitutes Him the Holy Ghost and not either the Father or the Son. Wherefore, the Father is the Begetter, the Son is the Begotten, and the Holy Ghost is the one proceeding from the Father and the Son. Therefore, because these three persons in the Godhead are in state of unity, there is but one Lord God almighty and his name one (John 1:18; 15:26; 17:11, 21; Zechariah 14:19).

d.) **Identity and cooperation in the Godhead.** The Father, the Son, and the Holy Ghost (Spirit) are never identical as to person; nor confused as to relation; nor divided in respect to the Godhead; nor opposed as to cooperation. The son is in the Father, and the Father is in the Son as to

relationship. The son is with the Father, and the Father is with the Son as to fellowship. The Father is not from the Son, but the Son is from the Father as to authority. The Holy Ghost (Spirit) is from the Father, and the Son proceeding as to nature, relationship, cooperation, and authority. Hence, no person in the godhead exists or works separately or independently of the others (John 5:17-30, 32, 37; John 8:17-18).

- e.) **The Title, Lord Jesus Christ.** The appellation, "Lord Jesus Christ," is a proper name. It is never applied in the New Testament either to the Father or to the Holy Ghost. It, therefore, belongs exclusively to the Son of God (Romans 1:1-3, 7; II John 3).
- f.) **The Lord Jesus Christ, God with Us.** The Lord Jesus Christ, as to his divine and eternal nature, is the proper and only Begotten of the Father, but as to his human nature, he is the proper Son of Man. He is, therefore, acknowledged to be both God and man, who because he is God and man, is "Immanuel", God with us (Matthew 1:23; I John 4:2, 10, 14; Revelation 1:13,17).
- g.) **The Title, Son of God.** Since the name, "Immanuel", embraces both God and man in the one person, our Lord Jesus Christ, it follows that the title, Son of God, describes his proper deity, and the title, Son of Man, his proper humanity. Therefore, the title, Son of God belongs to the order of eternity, and the title, Son of Man, to the order of time (Matthey 1:21-23; II John 3:8; Hebrews 7:3, 1:1-13.)
- h.) **Transgression of the Doctrine of Christ.** Wherefore, it is a transgression of the doctrine of Christ to say that Jesus Christ derived the title, Son of God, solely from the fact of the incarnation, or because of his relation to the economy of redemption. Therefore, to deny that the Father is a real and eternal Father, and that the Son is a real and eternal Son is a denial of the distinction and the relationship in the Being of God; a denial of the Father and the Son; and a displacement of the truth that Jesus Christ is come in the flesh (II John 9; John 1:1-2, 14, 18, 29, 49; I John 2:22-23; 4:1-5; Hebrews 12:2).
- i.) **Exaltation of Jesus Christ as Lord.** The Son of God, our Lord Jesus Christ, having by Himself purged our sins, sat down on the right hand of the Majesty on high, angels and principalities and powers having been made subject unto him. Ad having been made both Lord and Christ, He sent the Holy Ghost that we, in the name of Jesus, might bow our knees and confess that Jesus Christ is Lord and the glory of God the Father until the end when the Son shall become subject to the Father that God may be all in all (Hebrews 1:3; I Peter 3:22; Acts 2:32-36; Romans 14:11; I Corinthians 15:24-28).
- j.) **Equal Honor to the Father and to the Son.** Wherefore, since the Father has delivered all judgment unto the Son, it is not only the express duty of all in heaven and on earth to bow the knee, but it is an unspeakable joy in the Holy Ghost to ascribe unto the Son all the attributes of Deity, and to give Him all the honor and the glory contained in all the names and titles of the Godhead, except those that express relationships See paragraphs b., c., and d.) and



thus honor the Son even as we honor the Father (John 5:22-23; I Peter 1:8; Revelation 5:6-14; Philippians 2:8-9; Revelation 7:9-10; 4:8-11).

### **3. *The Deity of the Lord Jesus Christ***

The Lord Jesus Christ is the eternal Son of God. The Scripture declare his:

- a.) Virgin Birth (Matthew 1:23; Luke 1:31, 35).
- b.) Sinless Life (Hebrew 7:26; I Peter 2:22).
- c.) Miracles (Acts 2:22; 10:38).
- d.) Substitutionary work on the cross (I Corinthians 15:3; II Corinthians 5:21).
- e.) Bodily resurrection from the dead (Matthew 28:6; Luke 24:39; I Corinthians 15:4)
- f.) Exaltation to the right hand of God (Acts 1:9, 11; 2:33; Philippians 2:9-11; Hebrews 1:3).

### **4. *The Fall of Man***

Man was created good and upright; for God said, "Let us make man in our image, after our likeness." However, man by voluntary transgression fell and thereby incurred not only physical death but also spiritual death, which is separation from God (Genesis 1:26-27; 2:17; 3:6; Romans 5:12-19).

### **5. *The Salvation of Man***

Man's only hope of redemption is through the shed blood of Jesus Christ, the Son of God.

- a.) Conditions to Salvation: Salvation is received through repentance toward God and faith toward the Lord Jesus Christ. By the washing of regeneration and renewing of the Holy Ghost, being justified by grace through faith, man becomes an heir of God according to the hope of eternal life (Luke 24:47; John 3:3; Romans 10:13-15; Ephesians 2:8; Titus 2:11, 3:5-7).
- b.) The Evidence of Salvation. The inward evidence of salvation is the direct witness of the Spirit (Romans 8:16). The outward evidence to all men is a life of righteousness and true holiness (Ephesians 4:24; Titus 2:12).

### **6. *The Ordinance of the Church.***

- a.) Baptism in Water. The ordinances of baptism by immersion is commanded in the Scriptures. All who repent and believe on Christ as Saviour and Lord are to be baptized. Thus, they declare to the world that they have died with Christ and that they also have been raised with him to walk in newness of life (Matthew 28:19; Mark 16:16; Acts 10:47-48; Romans 6:4).
- b.) Holy Communion. The Lord's Supper, consisting of the elements (bread and the fruit of the vine), is the symbol expressing our sharing the divine nature of

our Lord Jesus Christ (II Peter 1:14); a memorial of his suffering and death (I Corinthians 11:26); and a prophecy of his second coming (I Corinthians 11:26); and is enjoined on all believers "till he comes!"

### ***7. The Baptism of the Holy Ghost.***

All believers are entitled to and should ardently expect and earnestly seek the promise of the Father, the baptism in the Holy Ghost and fire, according to the command of our Lord Jesus Christ. This was the normal experience of all in the early Christian church. With it comes the enduement of power for life and service, the bestowment of the gifts and their uses in the work of the ministry (Luke 24:49; Acts 1:4-8; I Corinthians 12:1-31). This experience is distinct from and subsequent to the experience of the new birth (Acts 8:12-17; 10:44-46; 11:14-16; 15:7-9). With the baptism in the Holy Ghost come such experiences as an overflowing fullness of the Spirit (John 7:37-39; Acts 4:8), a deepened reverence for God and dedication to his work (Acts 2:42), and a more active love for Christ, for His Word, and for the lost (Mark 16:20).

### ***8. The Evidence of the Baptism in the Holy Ghost.***

The baptism of believers in the Holy Ghost is witnessed by the initial physical sigh of speaking with other tongues as the Spirit of God gives them utterance (Acts 2:4). The speaking in tongues in this instance is the same as the gift of tongues (I Corinthians 12:4-10, 28). But different in purpose and use.

### ***9. Sanctification***

Sanctification is an act of separation from that which is evil, and of dedication unto God (Romans 12:1-2; I Thessalonians 5:23; Hebrews 13:12). The Scriptures teach a life of "holiness, without which no man shall see the Lord" (Hebrews 12:14). By the power of the Holy Ghost, we can obey the command: "Be ye holy; for I AM Holy" (I Peter 1:15, 16).

Sanctification is realized in the believer by recognizing his identification with Christ in His death and resurrection, and by faith reckoning daily upon the fact of that union, and by offering every faculty continually to the dominion of the Holy Spirit (Romans 6:1-11, 13; Romans 8:1-3; Galatians 2:20; Philippians 2:12-13; I Peter 1:5).

### ***10. The Church and its Mission***

The church is the body of Christ, the habitation of God through the Spirit, with divine appointment for the fulfillment of her great commission. Each believer, born of the Spirit, is an integral part of the general assembly and church of the firstborn, which are written in heaven (Ephesians 1:22-23; 2:22; Hebrews 12:23).

Since God's purpose concerning man is to seek and save that which is lost, to be worshipped by man, and to build a body of believers in the image of his Son, the

priority reason-for-being of the United Church of God Ministries, Inc. as part of the church is to be:

- a. An agency of God for evangelizing the world (Acts 1:8; Matthew 28:19-20; Mark 16:15-16);
- b. A corporate body in which man may worship God (First Corinthians 12:13); and
- c. A channel of God's purpose to build a body of saints being perfected in the image of his Son (Ephesians 4:11-16; I Corinthians 12:28; I Corinthians 14:12).

The **United Church of God Ministries, Inc.** exists expressly to give continuing emphasis to this reason-for-being in the New Testament apostolic pattern by teaching and encouraging believers to be baptized in the Holy Spirit. This experience:

- a. Enables them to evangelize in the power of the Spirit with accompanying supernatural signs (Mark 16:15-20; Acts 4:29-31; Hebrews 2:3-4);
- b. Adds a necessary dimension to worshipful relationship with God (I Corinthians 2:10-16; I Corinthians 12, 13, and 14); and
- c. Enables them to respond to the full working of the Holy Spirit in expression of fruit, gifts, and ministries as in New Testament times for edifying the body of Christ (Galatians 5:22-26; I Corinthians 14:12; Ephesians 4:11-12; I Corinthians 12:28; Colossians 1:29).

### ***11. The Ministry***

A divinely called and scripturally-ordained ministry has been provided by our Lord for a threefold purpose of leading the church in:

- a. Evangelizing the world (Mark 16:15-20),
- b. Worshipping God (John 4:23-24), and
- c. Building a body of saints being perfected in the image of His Son (Ephesians 6:11-16).

### ***12. Divine Healing***

Divine healing is an integral part of the gospel. Deliverance from sickness is provided in the Atonement and is the privilege of all believers (Isaiah 53:4-5; Matthew 8:16-17; James 5:14-16).

### ***13. The Blessed Hope***

The resurrection of those who have fallen asleep in Christ and their translation together with those who are alive and remain unto the coming of the Lord is the imminent and blessed hope of the church (I Thessalonians 4:16-17; Romans 8:23; Titus 2:13; I Corinthians 15:51-52).

#### ***14. The Millennial Reign of Christ***

The second coming of Christ includes the rapture of the saints, which is our blessed hope, followed by the visible return of Christ with his saints to reign on the earth for one thousand years (Zechariah 14:5; Matthew 24:27, 30; Revelation 1:7; 19:11-14; 20:1-6). This millennial reign will bring the salvation of national Israel. (Ezekiel 37:21-22; Zephaniah 3:19-20; Romans 11:26-27) and the establishment of universal peace (Isaiah 11:6-9; Psalm 72:3-8; Micah 4:3, 4).

#### ***15. The Final Judgement***

There will be a final judgment in which dead will be raised and judged according to their works. Whosoever is not found written in the Book of Life, together with the Devil and his angels, the beast and the falls prophet, will be consigned to everlasting punishment in the lake which burneth with fire and brimstone, which is the second death (Matthew 15:46; Mark9:43-48; Revelation 19:20; 20:11-15; 21:8).

#### ***16. The New Heaven and the New Earth***

“We, according to His promise, look for new heavens and new earth, wherein dwelleth righteousness” (II Peter 3:13; Revelation 21 and 22).

### **Article VI. Dissolution**

In the event that this corporation ceases to function as a United Church of God Ministries, Inc. internationally or is dissolved for any reason, its assets shall be entrusted to the General Headquarters of the United Church of God Ministries in the United States, provided it continues to be qualified at such time for exemption as an organization described in Section 501C (3) of the Internal review Code of 1954.

In the event that the General Headquarters of the United Church of God ministries, Inc. does not so qualify, the assets of the is corporation shall be decided by the Chief Executive Administrator and the Board of Directors, who will ensure that all proceeds are shall be distributed to a non-profit organization that will serve the purpose of the same.

In the same manner, if in the event that the General Headquarters of the United Church of God Ministries, Inc. in the United States ceases to function as described in Section 501 (c) (3), the remaining assets of this corporation shall be entrusted to Chief Executive Administrator and the Board of directors, who shall distribute its assets to a non-profit fund, foundation or corporation as described in Section 3.02. LIMITATIONS (C.) Bylaws of the Untied Church of God Ministries.

## **Article VII. Amendments**

Amendments to this constitution may be made at any annual or special meeting of the voting members of this assembly and shall be adopted upon receiving a two-thirds' vote of all listed active voting members (whether present or not).

**Note:** Only those members present and whose names appear on the active membership roster shall have the right to cast a vote. Absentee ballots or voting by proxy shall not be accepted.

## **BYLAWS**

### **OF THE**

## **UNITED CHURCH OF GOD MINISTRIES, INCORPORATED**

### **Article I. Membership**

Membership in this ministry shall be open to all who give evidence of their faith in the Lord Jesus Christ and who voluntarily subscribe to its tenets of faith and agree to be governed by its constitution and bylaws as herein set forth.

**Section 1. Voting Members:** All persons who qualify for membership as noted above and whose names appeared on the original members roll of the assembly or ministry at the time it was first organized, together with those names that have been added shall constitute the legal voting membership of the assembly providing they are eighteen (18) years of age or over, who are living consistent Christian lives, who are in agreement with our distinctive testimony, the sixteen (16) Fundamental Truths of the Bible, and who regularly attend and take part in the services.

Note: All pastoral staff is automatically voting members.

**Section 2. Non-voting Members:** Non-voting membership shall be available for persons under eighteen years of age who gives evidence of the new birth, having received Jesus Christ as personal Lord and Saviour, and who meet the qualifications for membership established by this ministry. Upon reaching the age of eighteen years, non-voting members shall automatically become voting members.

**Section 3. Honorary Members/Non-active Members:** Honorary members shall consist of those members who have entered the ministry as district officers, pastors, evangelists, missionaries, religious educators, or those serving in the Armed Services, making it impossible to serve as active members. Honorary membership recognition shall continue as long as the member maintains a cooperative attitude toward the home

assembly or the ministry. Voting privileges may be granted at the discretion of the assembly.

**Section 4. Review of Membership:** In order to keep the active membership roster current, review shall be made during the sixty days prior to the annual business meeting. The pastor and the board of directors shall be authorized to revise the membership roll of the church or assembly annually, and to remove from the list of active members all names of those who have deceased during the year, together with the names of those who may have been removed from membership as noted in the preceding provisions. (*See Attachment A: Membership List Form*)

**Section 5. Transfer of Membership:** members in good standing, who may wish to sever their relationship with the assembly, or who may desire to be transferred to some other congregation, may apply to the secretary for letter, which shall be granted on the approval of the pastor and the board of the directors. Said letter is to be signed by the pastor and the secretary of the local church.

**Section 6. Expulsion/Loss of Membership:** Members who shall, without good cause absent themselves from the services of the fellowship for three (3) consecutive months or more, or may be out of harmony with the teachings of the church, or who shall be under charges of misconduct, or who may be fallen under condemnation through sinful or worldly practices, shall be committed by the pastor and the board subjected to by action so stated in the minutes, be automatically placed on inactive membership status (become a non-voting member) and shall lose any legal standing associated with membership until such as the affected member's case has become final either by the member's own inaction, or if an appeal is initiated (by the member), after the case has been fully reviewed by the official board.

*Examples of the above reasons for being placed on inactive status include, but not limited to the following:*

- (1) Departure from the tenets of faith as delineated by Article V of the Constitution.
- (2) Living a sinful life and refusing to change (II Thessalonians 3:6, 10; Galatians 5:19-21; and Ephesians 5:3-7).
- (3) Engaging in the disruption of fellowship by sowing discord among the brethren; persisting in gossips; and creating trouble in general within the church and/or organization (James 2:2-12; Proverbs 6:19; Romans 2:1,3).

- a. **Notice of Inactive Status:** Notice of inactive status and the reasons thereof shall be sent by certified mail or personally to the affected members' last known address as noted in the church files. It shall be each member's responsibility to keep the church secretary notified of his/her current address. Receipt of the said notice shall be presumed preferably on the third (3<sup>rd</sup>) day following the letter being posted.

- b. **Request for Hearing:** Any member who has been placed on inactive membership status and notified in the manner as delineated above has seven days from which to file a written request with church secretary for a hearing (and an opportunity to be heard) with the board of directors or the board officials of the church. If the church secretary fails to receive the said request within fourteen (14) days, the affected member.....
- c. **Voting Rights:** Each voting members shall be entitled to one (1) vote. Voting by proxy or absentee ballot shall not be allowed.
- d. **Quorum:** At least one (1) half or 50% of the voting membership shall be present to constitute a quorum.
- e. **Adoption:** The vote of a majority of those votes entitled to be cast by the members present shall be necessary for adoption of any matter voted upon by the members unless a greater proportion is required by laws, the articles of incorporation, or these Bylaws.

## Article II. Meetings

### Section 1. Order of Business

All churches shall conduct monthly meetings by following the basic order of operations based on Robert's Rules of Order. The order of meeting procedures shall be in the following order (Reference: Taken from: <http://www.robertsrules.org/>):

<b>1. Call to Order</b>	The Presiding Chair who will call the meeting to order is the <b>Authorized Person with the highest position in the organization present</b> at the time the meeting is held unless otherwise delegated.
<b>2. Roll Call of members present</b>	Usually delegated to the Secretary
<b>3. Reading of minutes of last meeting</b>	Delegated to the Secretary
<b>4. Officer's Reports</b>	All Officers
<b>5. Committee Reports</b>	All leaders of committees
<b>6. Special Orders</b>	Presiding Chair
<b>7. Unfinished Business</b>	Presiding Chair
<b>8. New Business</b>	Presiding Chair opens this opportunity for members to be heard.
<b>9. Announcements</b>	Can be delegated
<b>10. Adjournment</b>	Closing with Date and Time for records

## Section 2. Membership Meetings

In meetings where members of the assembly are involved, Article 2. Section 1 shall be followed. The method utilized by members to express themselves shall be in in the form of moving motions.

(1) A **motion** is a proposal that the entire membership take action or a stand on an issue. Individual members can be privileged to do the following:

<b>1. Call to order</b>	Rise and address the Chairman by saying "Mr. Chairman, or Mr. President"
<b>2. Second motions</b>	'I second the motion...'
<b>3. Debate motions</b>	
<b>4. Vote on motions</b>	See # 6 below

(2) There are four Basic Types of Motions:

- a. **Main Motions:** The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
- b. **Subsidiary Motions:** Their purpose is to change or affect how a main motion is handled and is voted on before a main motion.
- c. **Privileged Motions:** Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
- d. **Incidental Motions:** Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

(3) How are Motions Presented?

### a. Obtaining the floor

- (1) Wait until the last speaker has finished.
- (2) Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
- (3) Wait until the Chairman recognizes you.

### b. Make Your Motion

- (1) Speak in a clear and concise manner.
- (2) Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ..."
- (3) Avoid personalities and stay on your subject.

### c. Wait for Someone to Second Your Motion



**d. Another member will second your motion or** the Chairman will call for a second.

**e. If there is no second to your motion, it is lost.** The chairman can declare.

**f. The Chairman States Your Motion**

(1) The Chairman will say, "*it has been moved and seconded that we ...*" thus, placing your motion before the membership for consideration, discussion, and action.

(2) The membership then either debates your motion or may move directly to a vote.

(3) Once your motion is presented to the membership by the chairman it becomes "assembly property" and cannot be changed by you without the consent of the members.

**(4). Expanding on Your Motion**

- a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
- b. The mover is always allowed to speak first.
- c. All comments and debate must be directed to the chairman.
- d. Keep to the time limit (Example: 2 minutes) for speaking that has been established.
- e. The mover may speak again **only** after other speakers are finished, unless called upon by the Chairman.

**(5). Putting the Question to the Membership**

- a. The Chairman asks, "Are you ready to vote on the question?"
- b. If there is no more discussion, a vote is taken.
- c. On a motion to move the previous question may be adapted.

**(6). Voting on A Motion**

The method of vote on any motion depends on the situation and the by-laws of this organization. There are five methods used to vote, they are:

1. By Voice -- The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for an exact count.
2. By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. By General Consent -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote. Silence means consent.

4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.

5. By Ballot -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

**(7) Two other motions that are commonly used that relate to voting.**

a. Motion to Table -- This motion is often used in the attempt to stop a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.

b. Motion to Postpone Indefinitely -- This is often used as a means of congressional strategy and allows those opposing the motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

**Section 3. Annual Meetings**

All annual meetings shall be held at the beginning of the year for the purposes of informing members about accomplishments, the statement of financial reports, voting and recognition of new officers, organizational updates, project updates, announcement of membership, pastor's year-to-date reports, and announcement of new imperatives for the upcoming year. (See Duties of officers

**Section 4. Special Meetings**

A special meeting can be summoned for emergent cases that need to be addressed by the members of the board and the officers of the church. See Article 2. Section 5

**Section 5. Voting Rights**

All active members shall have the right to vote and to be heard. These rights are privileges in the making of decisions with others for the betterment and improvement of the ministry and the organization.

**Section 6. Board of Directors of the Church or Assembly.**

- a. **Regular:** The official board members of the church shall hold regular meetings on \_\_\_(selected) day of \_\_\_(selected) month, and such special meetings as they shall deem necessary for the competent management of the affairs of the corporation.
- b. **Special:** Special meetings may be called by any one of the deacons upon one day's notice. Meetings may be conducted in person or by conference calls. Neither the business to be transacted at, nor the purpose of, any regular meeting needs be specified. One half of the members of the official board shall constitute a quorum.

- c. **Notice and Consent:** The church board of directors shall not meet without notification to the pastor and with his/her consent. The pastor, bishop, president or the chief executive administrator of the organization shall and/or may preside at all meetings if the pastor is not present. The pastor, when present, shall preside at all meetings unless he/she appoints someone to act in his/her behalf.

### Article III. Management of Corporation

#### Section I. Board of Directors

The affiliated churches with the United Church of God Ministries, Inc. shall be governed by each church's board of directors, that shall be known interchangeably as the Official board, board of directors, or board of deacons.

- I. **In other regions of the world outside the United States of America (Philippines, Hong Kong, Europe, Canada, etc.):**  
The individual church board of directors are accountable to report to the District Council Board members within their regions.
- II. The District Councils are accountable to report to the National Board of Directors within their countries.
- III. The National Board of Directors are accountable to report to the Corporate General Council, hereto shall also be referred to as The Corporate Board of Directors of the United Church of God Ministries, Incorporated with its headquarters' office in the United States of America. (*See Attachment B: UCGM Organizational Leadership Structure*)
  - a. **Composition:** The Official board (board of directors or board of deacons) shall consist of the 7 members: The President, (Senior Pastor or Bishop), secretary, treasurer, and four (4) Advisory Board of Deacons.
  - b. **Qualifications:** Each officer shall be men and women of mature Christian faith, experience, and knowledge who meet the requirements set forth in First (I) Timothy 3 and Acts 6. Deacons shall be at least 21 years of age, and apart from the pastor, have been voting members of this assembly for at least six (6) months. Deacons (and officers) are accountable to hold only the Bible as the foundational reference for ministry and teaching, uphold the Constitution and Bylaws of the organization, and must be committed to the tithing principles of the Bible to the church and the organization.
  - c. **Nomination:** A nominating committee shall be appointed by the board and chaired by the pastor. The committee shall present to the active voting members at least two names for any vacant deacon/officer's position at any annual or special meeting called for this purpose. If more than two names are presented for any one position, the two persons receiving the highest number of votes become the only ones eligible to proceed into the final election. The person(s) receiving the majority votes shall be declared.

- d. **Election/Terms of Office:** With the exception of the pastor, members of the official board shall serve for a period of two (2) years and shall be chosen by the voting members of the assembly (church) in such manner that the terms of two members shall expire each year. The alternating of the election process shall be for the purposes of preserving experienced members on the board and to prevent re-election of all board members at the same time.
- e. **Duties:**
- (1) The internal business affairs of this ministry corporation shall be managed by its board of directors (hereinafter known as the official board). Individual board members, except for the pastor, may also be referred to as deacons.
  - (2) The official board shall be authorized to transact business for this assembly between annual membership meetings, except those matters which by their very nature affect the entire assembly. Matters which by their very nature affect the entire assembly include but are not limited to those circumstances and/or transaction listed in Article VI of these bylaws.
  - (3) The church official board shall be specifically responsible for overseeing the business affairs and activities of the church as may be needed for the prosecution of its work and consistent with Article VI of these bylaws EXCEPT for the entering into contracts, owning, holding in trust, selling, conveying, mortgaging, or otherwise acquiring or disposing of such property (both real and chattel) unless collaborated with and under the advisement of the district council, approved and cleared by the National Board of Directors and endorsed by the General Council of the organization. The church official board shall serve as trustees of the local church. They will be accountable to report all business transaction to leadership and be responsible for maintenance of church building and safe keeping of equipment and instruments.
  - (4) The official board shall act in an advisory capacity (only) with the pastor in all matters pertaining to the church in its spiritual life.
  - (5) The deacons shall assist in serving the Holy Communion, oversee and assist in the different departments of ministry to service the community.
  - (6) They shall consider applications for church membership and make decisions with respect to receiving applications into church membership.
  - (7) The official board is authorized to appoint such committees as may be necessary for the prosecution of its work. All committees appointed shall be amenable to and work under the supervision and control of the official board.
- f. **Vacancy:** In the event a vacancy occurs on the official board, they shall be empowered to appoint a successor to serve until the next annual or special business meeting of the voting members of the church.
- g. **Removal:** With the exception of the pastor, any member of the official board (including officers) may be removed without cause by a two-thirds' vote of those members present constituting a quorum at any annual or special meeting of the

members of the church or assembly. Any deacon so removed shall have no right to appeal.

## **Section 2. Officers**

- a. Officers of the United Church of God Ministries, Inc. affiliated churches shall consist of a president, a vice president (optional), a secretary, a treasurer and three (3) or more board members or board of deacons. Any two or more offices may be held by the same person except the offices of the president and the secretary.
- b. All officers shall be members of the church official board and committed leaders in following these constitution and bylaws.

## **Section 3. Chief Executive Officer/Administrator**

The Chief Executive Officer/Administrator (CEO/CEA) is the responsible officer who shall align the business goals of the organization with the rules and regulations of the government in the country that the organization is registered, therefore, must be a legal resident or citizen of the same country. The CEO/CEA is a member of the Corporate Board of Directors of the United Church of God Ministries, Incorporated. The CEO/CEA is the adviser of all legal business matters of the organization and is the registered agent in the State of California, where the United Church of God Ministries, Inc. is registered.

### **a. Duties:**

- (1) The CEO/CEA is responsible in executing the Articles of Incorporation, Constitution and Bylaws as well as the Biblical Principles within the organization, in all churches, outreaches, and fellowships with all board members, officials, and pastors.
- (2) Is the responsible overseer to work with the National Board of Directors business goals within the community.
- (3) Is responsible in updating when called upon to amend any part of the Constitution and Bylaws of the United Church of God Ministries, Incorporated and submitting the amended and updated copy to the State.
- (4) Is the responsible person who files for exemption renewal of the organization on a yearly basis.
- (5) Prepares the Statement of Financial Report for the headquarters' office and shall respond to State audits when called upon to do so.
- (6) Shall meet with the President and members of the board on a quarterly basis to present the financial status of the organization when called upon to do so.

**b. Qualifications:**

- (1) The CEO/CEA must be knowledgeable of the legal operations of non-profit organizations, filing of taxes, and preserving all legal rights under the ordinances of the law.
- (2) The CEO/CEA must be knowledgeable of the Bible and the doctrinal references by which the United Church of God Ministries, Incorporation (the organization) is founded.
- (3) He/She shall be capable in executing business transactions for the purposes of meeting its mission and retaining its non-profit status in collaboration with the General Council Corporate Board of Directors of the organizations.
- (4) Must be knowledgeable in writing agreements for outside supports, volunteers, and other service business partners.
- (5) Shall be responsible in renewing contracts and writing short term contracts for entities who may utilize part of the organization's properties for servicing the community.
- (6) Preference qualification: Master's Degree in Business Administration or the like with concentration and experience in Finance.

**c. Term of Office/Resignation**

The members of the Corporate Board of Directors may request to evaluate this position on a yearly basis to ensure that the fiduciary responsibility of the organization is in alignment with the mission of the church. The term for this office can be presented for renewal every 4 years.

If the CEO/CEA decides to resign, he/she shall present in writing his/her intentions 30 days in advanced to allow the Corporate Board of Directors to search for the best candidate.

**Section 4. The President****a. Duties:**

- (1) The pastor shall be the president of the assembly or church and shall act as chairman of all business meetings of the church and of the official board of directors.
- (2) The pastor shall be a member of all committees and departments.
- (3) The pastor shall be authorized to perform any functions that may be customary for the offices that she/he holds or as may be directed by the church congregation or the board of directors.
- (4) In addition to those duties listed above (under either president or pastor), the pastor shall be considered as the spiritual overseer of the assembly or church and shall direct all its activities through committees or by delegation. The pastor shall not be amenable to the board of directors in these matters except to the General Council Board of Directors at the corporate level. The pastor

shall take consideration to listen to advise given by the board of directors but relying on the Holy Spirit for guidance.

- (5) The pastor shall attend/provide for all the services of the assembly and shall arrange for all special meetings, conventions, or revival meetings/campaigns, concerts, and coordinate community gatherings related to spiritual development and education in collaboration with the National Board.

**Note:** No person(s) shall be invited to speak or preach in the assembly without the pastor's approval.

**b. Qualifications:**

- (1) The President shall and must meet the qualifications listed in I Timothy 3:2-7, Titus 1:6-9, and I Peter 5:2-3.
- (2) Shall hold the highest regard for God's Word.
- (3) Shall be familiarized with State laws related to rules and regulations for non-profit organizations.
- (4) Share the same knowledge with the CEA/CEO related to the fiduciary responsibility of the organization.
- (5) Capable of presiding business meetings in all aspects as required by law and the church.

**c. Term of Office/Removal/Resignation**

The officer in this office can provide 30-day notice to the General Council of the organization if her/his intention is to retire from the position. Any member of the official board may submit an assessment and recommendation of this office and the General Council of the Board of Directors shall determine the cause and results for decision to remove. A two-thirds' vote of members present constituting a quorum at any annual or special meeting of the members of the church or assembly may move to re-evaluate the officer. Any deacon so removed shall have no right to appeal.

**Exception:** *If the President of the organization is the Founding Minister of the organization, He/She shall be awarded a lifetime title and position as able.*

**Section 5: The Vice President (Optional)**

The Vice President is a leader and/or a pastor who demonstrate knowledge in church leadership and organization. He/She shall be a pastor who is able to preach, teach, and lead committees in the ministry/organization.

**a. Duties:**

- (1) The Vice President of the organization is responsible in executing the duties of the President in his/her absence. (See Section 4. in this Article III.)

**b. Qualification:** (See Section 4a Duties).

## **Section 6. The Corporate Secretary**

The corporate secretary is an official member of the Board of Directors of the United Church of God Ministries, Inc. He/She is the record keeper of all records for the organization within safe systems.

### **a. Duties:**

- (1) The corporate secretary of the organization shall keep all records in safe and organized manner.
- (2) Records shall be kept for three (3) years and be scanned or archived for future references.
- (3) The corporate secretary shall keep records of minutes of any business meetings (i.e. Special meetings, monthly meetings, quarterly meetings and annual meetings)
- (4) The corporate secretary shall be responsible in keeping membership rosters for the church and church partners contact information.
- (5) She/He will be responsible in responding to inquiries, writing formal letters, as well as establishing communications with other members and reaching out to non-active members by sending reminders and encouragement letters.
- (6) She will be responsible in organizing reports from the District Secretaries and local church reports.
- (7) Coordinates church gathering when necessary.

### **b. Qualifications**

- (1) Diligent and dedicated in attending the meetings of the General council of the United Church of God Ministries, Inc.
- (2) The corporate secretary must be articulate in all business dealings, record keeping, organization in setting up meetings, securing spaces when needed and providing legible manuscripts.
- (3) Organized and reports to CEA/CEO of the organization
- (4) Creative in keeping all records of active, inactive, and previous members.
- (5) Shall be a professional communicator both in the church and in the office.

### **c. Term of Office/Removal/Resignation**

The officer in this office can provide 30-day notice to the General Council of the organization if her/his intention is to retire from the position. Any member of the official board may submit an assessment and recommendation of this office and the General Council of the Board of Directors shall determine the cause and results for decision to remove. A two-thirds' vote of members present constituting a quorum at any annual or special meeting of the members of the



church or assembly may move to re-evaluate the officer. Any deacon so removed shall have no right to appeal.

### **Section 7. The Corporate Treasurer**

The corporate treasurer is an officer of the Board of Directors of the General Council of the United Church of God Ministries, Inc.

#### **a. Duties:**

- (1) Record keeper of all financial transactions, all donated contributions, rents from tenants, and Tithes and Offerings.
- (2) The responsible lead in keeping records of donations, offerings, and tithes.
- (3) He/She is responsible in recording the expenses and revenue of the corporate office as well as reporting individual tax deductible receipts in the local church where he is a member.
- (4) Is accountable for tracking the major projects of the organization both in missions abroad and in the homeland.
- (5) Is responsible in presenting the justification for major expenses of the organization.
- (6) Makes deposits of funds after tallying revenue that is received.
- (7) Prepares the audit report with the CEA/CEO of the organization.

#### **b. Qualifications:**

- (1) A person of great trust and integrity
- (2) Must work well with the President, CEA/CEO, and Corporate Secretary of the organization.
- (3) Must possess knowledge in basic finance and budgeting.

#### **c. Term of Office/Removal/Resignation**

The officer in this office can provide 30-day notice to the General Council of the organization if her/his intention is to retire from the position. Any member of the official board may submit an assessment and recommendation of this office and the General Council of the Board of Directors shall determine the cause and results for decision to remove. A two-thirds' vote of members present constituting a quorum at any annual or special meeting of the members of the church or assembly may move to re-evaluate the officer. Any deacon so removed shall have no right to appeal.

### **Section 8. The Chief Engineer / Maintenance Officer**

The Chief Engineer or Maintenance lead is an official member of the board of directors of the United Church of God Ministries, Incorporated. He shall be the person responsible in the renovation, maintenance, and upkeep of all real estate properties of the organization.

**a. Duties:**

- (1) Must be the safe keeper of all real estate blue prints of the organization in the homeland and abroad.
- (2) Shall be able to manage, delegate, and assess priority projects that will enhance the vision and mission of the organization.
- (3) Share vision for expansion of the ministry
- (4) Identify lead officers in every church and must be able to delineate and delegate responsibilities related to keeping all members safe within church premises.
- (5) Will provide quarterly reports to the Corporate Board officials for records.

**b. Qualification:**

- (1) Shall be in alignment to the mission of the organization
- (2) Able to teach, delegate and manage employees and volunteers
- (3) Be skilled in general real estate building, construction, renovation, and budgeting.
- (4) Shall hold the knowledge to basic measurements and calculations
- (5) Be able to communicate with building and safety to ensure that all work promote environmental and structural safety for members.
- (6) Must be familiarized with construction and code enforcement practices and laws as mandated by the State.

**c. Term of Office/Removal/Resignation**

The officer in this office can provide 30-day notice to the General Council of the organization if her/his intention is to retire from the position. Any member of the official board may submit an assessment and recommendation of this office and the General Council of the Board of Directors shall determine the cause and results for decision to remove. A two-thirds' vote of members present constituting a quorum at any annual or special meeting of the members of the church or assembly may move to re-evaluate the officer. Any deacon so removed shall have no right to appeal.

## Article IV: Managing the Local Church



### **Section 1. The Senior Pastor**

The Senior Pastor is the leader of the church. He is the gatekeeper of the pulpit and shall protect, preserve, and promote the mission of the ministry.

- (a) **Qualifications:** The pastoral candidate shall be a member in good standing with the General Council and the District Council of the United Church of God Ministries and shall comply with the Scriptural and UCGMI standards of the ministry (I Timothy 3:2-7, Titus 1:6-9, and I Peter 5:2-3). The Senior Pastor shall be the president of the church and shall preside meetings during board meetings and special meeting sessions.
- (b) **Election.** A two-third's vote of the active voting members present at any meeting called for the purpose of electing a pastor shall be required for an election.
- (c) **Term of Office:** The tenure of office for the pastor's first term shall be three (3) years. If re-elected, the pastor's second term shall be for an indefinite period of time unless 2/3<sup>rd</sup> of active voting members request a re-election meeting from the National Board of Directors to convene for pastor re-election for any reason.
- (d) **Vacancy:** In the event of a vacancy of the pastorate chair, a pastor shall be selected in the following manner:
1. The church board of directors shall immediately contact the District Council for advice and recommendations as to appropriate candidates. The District Council shall coordinate with the National Board and General Council Board of the Directors for recommendations regarding a temporary placement for the pulpit.
  2. The selected candidate shall be presented to the National Board or General Council for interview and will be given the opportunity to preach and present his/her documentation and intended plan for the ministry.
  3. The candidate shall be elected as noted in Section 4b. of this Article under these Bylaws.
- (e) **Resignation:** It is recommended that the pastor give thirty days' notice of intent to resign. Resignations shall be submitted to the District Official Secretary. If the resignation is silent, it is effective when received. If the resignation states that it is to be effective upon a particular date, then said date shall become the effective date. The church board of directors need NOT take any official action to receive or accept a letter of resignation.
- (f) **Removal:**
1. **Cause:** Pastors may be removed only for cause. Cause being defined as a failure to maintain qualifications for office (See Section 4a.), unscriptural conduct, or departure from the tenets of faith held by this assembly.
  2. **Investigations:** In the event that charges based on grounds for cause are raised against the pastor, a preliminary investigation shall be conducted by the church board of directors.
  3. **Notice:** The church board of directors shall determine the facts based on Biblical principles and evidences, recording the same. If facts supporting the complaint are determined facially groundless, it shall be dismissed with prejudice. (No further action will be taken, and if a

member be the source of the complaint, said member shall have no further right of redress in either the civil courts or elsewhere.) In the event that facts supporting the complaint have some merit, a preliminary hearing shall be conducted before the church board of directors with designated representative from the District council, National Board, or the General Council presiding as Chairman. The pastor shall be given written notice either by certified mail or hand-delivery by any one official member of the church board of directors delineating the charges. Receipt of said notice shall be presumed 7 to 14 days after said notice is delivered or mailed. The pastor shall have the right to cross examine any witnesses testifying against him or her.

4. **Hearing:** If after the preliminary hearing, the church board of directors decides the charges unjustified, the said complaints shall be dismissed with prejudice. In the event that the charges are considered substantiated, and there is no other apparent solution, the matter shall be referred to a hearing within 14 days before the active voting members of this assembly. Said meeting shall be chaired by a representative from the District Council, National Board, or General Council of the United Church of God Ministries, Inc.

The pastor is entitled to all rights possessed at the initial hearing during the second hearing. A two-thirds' vote of all active members, present and voting, shall be required to dismiss a pastor and sustain the action of the board.

Note: Only those members actually present shall be entitled to cast a vote.

\*Prejudice – refers to the fact that the complaint has been dismissed and will not be considered again in any fashion.

## **Section 2. Ministerial Staff / Associate Pastor(s)**

- a. **Duties/Qualifications:** Qualifications are the same as those required of the senior pastor listed in Article III, Section 4 of these bylaws.
- b. **Selection:** All ministerial staff/associate pastor(s) shall be chosen by the Senior Pastor or Bishop and shall be ratified by the church board.
- c. **Term of Office/Removal:** Any ministerial staff/associate pastor(s) may be removed by the Senior Pastor or Bishop after consulting and considering the admonitions/suggestions of the church board, the recommendation of the District Council, and the approval of the National Board of Directors. No ratification by the board is necessary, nor does the ministerial staff/associate pastor(s) have any appeal.
- d. **Resignation:** Resignations shall be governed in the same manner as that listed in this Article III, Section 4, of these bylaws governing resignation of the senior pastor.

- e. **Membership:** As noted in Article II, Section 1, of these bylaws, ministerial staff/associate pastor(s) are automatically voting members of the church or assembly.

### **Section 3. The Vice-President**

- a. **Election:** The manner in which the vice-president is elected and his or her term of office shall be as delineated in Article III, Section 1.c., of the bylaws.
- b. **Duties:**
  - (1) The vice-president, subject to this or any other provisional in these constitution and bylaws, and any other corporate officer shall act in all business affairs of the assembly in the absence of the president or senior pastor.
  - (2) The vice president shall not rule and demonstrated absolute Spiritual leadership on the church or assembly in the absence of the president or senior pastor.
  - (3) The vice president shall perform any other functions as may be customary or as may be directed by the assembly or church board of directors.
- c. **Removal:** The vice president of the church may be removed from office pursuant to the process delineated in Article III, Section 1.g. of these bylaws.

### **Section 4: The Secretary of the Church/Assembly**

- a. **Election:** The manner in which the secretary is elected and his/her term of office shall be as delineated in Article III, section 1.c., of these bylaws.
- b. **Duties:**
  - (1) The secretary's duties shall include keeping a true and accurate record of all business meetings of the church and the church board of directors.
  - (2) The secretary shall custodian of all legal documents and shall be authorized to sign all official and legal documents, to conduct church correspondence where required, and to perform any other functions as are customary or as may be directed by the assembly or church board of directors.
- c. **Removal:** The secretary may be removed from office pursuant to the process delineated in Article III, Section 1.g. of these bylaws.

### **Section 5. The Treasurer**

- a. **Election:** The manner in which the treasurer is elected, and his/her term of office shall be as delineated in Article III., Section 1.c.
- b. **Duties:**
  - (1) The treasurer's duties shall include being a custodian of all church funds which shall be deposited into a bank account designated by the official board.

- (2) The treasurer shall be authorized to sign checks (if applicable) and make disposition of funds as may be required in the accurate conduct of church business under the supervision of the church board of directors and consistent with this or any other provision of these constitution and bylaws.
  - (3) The treasurer shall give a statement of financial report to the church board of directors at its scheduled meetings and to the assembly at its annual meetings when required.
  - (4) The treasurer shall perform any other functions that may be customary or as may be directed by the church or the board of directors.
  - (5) The treasurer shall be bondable and accountable to the board members, board of directors, the District Council, and ultimately the whole organization.
- c. Removal:** The treasurer may be removed from office pursuant to the process delineated in Article III, Section 1.g. of these bylaws.

## **Article V. Departments and Committees**

The official board shall appoint such departments and committees as is necessary to manage the affairs of the church or assembly, and they shall operate under the supervision of and may be amenable to the official board.

### **Section 1. Director of Education**

#### **a. Duties and Responsibilities**

- (1) The Director of Education shall conduct yearly assessment of needs for Sunday School, Vacation Bible School, Educational Bible Studies and Mission.
- (2) Communicate to the General council board about yearly plans to educate members about God's Word.
- (3) Shall stay creative in planning, organizing, and developing others in Christian Education.

### **Section 2. Director of Advisory Committee**

#### **a. Duties and Responsibilities**

- (1) Is responsible in gathering recommendations and information to present to the Board of Directors.
- (2) Represents public relations role and is key in providing program information on community issues.
- (3) Provides a non-binding strategic advice to the management of the corporation, organization, or foundation.
- (4) Has positive influence on public relations.

## **Section 2a. Finance/Advisory Committee**

The church board of directors shall appoint a finance/advisory committee on a yearly basis. They will be amenable to that church board of directors and have no authority to act as agent thereof.

### a. Duties and Responsibilities:

- (1) The finance committee shall serve as an advisory committee to the church board of directors and shall work with the pastor in the routine work of the assembly.
- (2) The finance committee may open a bank account in the name of the church or assembly in order to pay for the day-to-day expense of operating the same.

### b. Delineated Pecuniary Management:

- (1) There will be an established and/or maintained responsibility in the name of any UCGM assembly /church, a savings and checking account to provide for the monetary needs and pecuniary management of the church.
- (2) In the relation to the aforementioned savings and checking account, the treasurer of the church and any member of the finance/advisory committee as authorized by the church board of directors shall be authorized to make deposits and sign checks (in designated areas where applicable) not to exceed a designated amount (Example: \$2,000.00 or 2,000 Pesos), in order to manage the financial affairs of the assembly/church.
- (3) Any pecuniary amount in excess of the designated amount as assigned by the board members officials of the church (Example: \$2,000 or 2,000 Pesos) is considered something out of the ordinary course of business and must be considered by the entire board.
- (4) Any actions out of the ordinary course of business must be questioned and approved, as well as directed by the church board.
- (5) The actions outside of the ordinary course of business include but are not limited to:
  - a. Anything described as such above.
  - b. Entering into any contracts or agreements.
  - c. The selling, purchasing, mortgaging, leasing, or otherwise acquiring or disposing of any real property.
  - d. The sale, purchase, or lease of any personal property over the designated amount (Example: \$2,000 or 2,000 Pesos).

Note: At the request of the Pastor, Checks or withdrawals shall require two signatures. Said authority shall be denoted on the signature card at the bank at which the savings and checking account are maintained.

### **Section 3. Program Coordinators**

#### **a. Duties and Responsibilities**

- (3) Is an assistant to the Board of Directors in projects, community service programs, as well as church activities.
- (4) Will gather information, format presentations for approval, build business cases, and monitor as well as track progress.
- (5) Will create timelines and schedules to keep reach goals
- (6) Will gather the consensus of stakeholders and supporters.
- (7) Create flowcharts, diagrams, and presentations for management/board of directors.

#### **Article VI. Quarterly Reports**

The Senior Pastor or the President of the UCGMI assembly/church shall submit a quarterly report to the District Council and the General Council of the United Church of God Ministries. The report shall include but not limited to the following:

- a. Results of any official board meetings
- b. Progress in the operation of the assembly
- c. Changes in membership
- d. Accomplished and planned projects

#### **Article VII. Compensation/Remuneration**

The Senior Pastor/President and other persons who are supported in whole or part by this ministry shall have honorariums or compensation with approval after reviewed by the Corporate or Official Board at least thirty days prior to the commencement of this assembly's fiscal year.

#### **Article VIII. Property and Contracts**

Except for the Headquarters' Office where the General Council of the United Church of God Ministries, Incorporated is housed, all property, real or chattel, shall be held in the name of the corporation United Church of God Ministries, Incorporated.

Section 1. Real Property: No real property of this assembly shall be purchased, sold, mortgaged, or otherwise alienated without same having been authorized by at least two-third's vote of those active voting members, a member of the District Council, National Board of Directors, and at least one member of the General Council Board of Directors present at any annual or special meeting called for such purpose.

Section 2. Personal Property: No personal (chattel) property of the church assembly shall be bought or sold without same having been authorized by at least two-third's vote of those active voting members, at least one member of the church board, a member of the District Council, National Board of Directors, and at least one member of the General Council Board of Directors present at any annual or special meeting called for such purpose.



Section 3. Contracts: No contract of any nature shall be entered into or on behalf of any UCGMI assembly or church without same having been authorized by at least a two-thirds' vote of those active voting members, and the approval of at least one of the District Council, National Board members and the one member of the General Council Board of Director's present at any annual or special meeting called for such purpose.

#### Article IX. Amendments

Amendments to these bylaws may be made at any annual or special meeting of the voting members of this assembly or ministry and shall be adopted only upon approval of the majority vote of ALL listed, active voting members (in good standing) whether present or not, the approval of the District Council, National Board of Directors, and ultimately, the authorization of the General Council Board of Directors of the United Church of God Ministries, Incorporated.

Note: Only those members present and whose names appear on the active membership roster shall have the right to cast a vote. Absentee ballots or voting by proxy shall NOT be accepted.

Note: February 15, 1996 was the date of the meeting of the members at which the *first attached copy of the Constitution and Bylaws was adopted*. A quorum was present at the meeting, and the amendments received a unanimous vote of those members present and entitled to vote.



## **REQUIREMENTS FOR STARTING A NEW HOME MISSIONS CHURCH IN THE PHILIPPINES**

### **INFORMATION**

The United Church of God Ministries, Incorporated, hereinafter represented by its District Council Leaders, National Board of Directors, and churches, is a religious, non-profit corporation organized and existing under the laws of the Philippines. Members of the National Board of Directors include leaders of the District Council, ministers and qualified churches. Each accepts membership as in any corporation by agreeing to abide by the provisions of its constitution and bylaws.

There are two classes of church membership: Sovereign and Home Missions.

**Sovereign status** consists of District Council affiliated churches with a minimum of twenty voting members.

**Home Missions** status assemblies include any group that falls within the following definition:

- (1) Project within the district that are supported wholly or in part by the district home missions' funds.
- (2) Churches that are established by any District Council Minister.
- (3) Approved churches that are under District Supervision but have not received financial support from the District Home missions fund.
- (4) Churches that may become dependent upon the District because of inability to govern their own affairs or the inability to meet all their financial obligations.
- (5) Assemblies that do not meet the membership requirements of the Sovereign district affiliated assembly or
- (6) Branch assemblies that are established by a General Council affiliated assembly.
- (7) Home missions status is a temporary classification and that Sovereign Church status will be reached as soon as possible.

Home Missions status churches are organized differently than that of the Sovereign status churches. As delineated above, these churches need to be developed and built. Home mission assemblies must be managed by the District Council and overseen by the National Board of Directors appointee pursuant to Article III of the United Church of God Ministries, Incorporated Bylaws.

Attendees or members of the Home Missions churches or assemblies will have no voting rights or rights associated with membership until the assembly is graduated into a sovereign status. All authority shall rest exclusively with the District Council Board of directors.

The method of leadership in the Home mission church is critical and must be overseen by that District Council Board members under the supervision of the National Board of Directors to ensure and document membership growth. A qualified overseer shall be assigned by the District Council in collaboration with the National Board of Directors to ensure that spiritual growth and daily management of operations are in alignment with the Tenets of Faith and other management needs.

All properties must be held in the name of UCGMI under the supervision of the National Board of Directors and the General Council of UCGMI. This is necessary in order to ensure that said property is adequately protected in the event that church attendance diminishes, and its continuance is no longer practical.

### **NECESSARY STEPS**

1. Submit proposal of intent for starting a home mission church to the Director of Advisory Committee or any member of the District Council or National Board of Directors.
2. Inform the UCGMI Home Missions Director and the District Council Lead.
3. Provide the vision and needs to start a home mission status church and identify resources, needs, and assistance to your proposal.
4. Adopt the Constitution and Bylaws of the United Church of God Ministries, Inc.
5. Provide the location of the proposed Home Mission church as well as frequency of services.

An approval letter shall be sent to you for further inquiry, approval, and/or requirement.



**Instruction:** Please submit a copy of this local church membership form to UCGMI Corporate Secretary on a yearly basis. You may email a scanned copy of this form to CEA Office. [EJFlynn@ucgm-inc.org](mailto:EJFlynn@ucgm-inc.org)



**UNITED CHURCH OF GOD MINISTRIES, INCORPORATED  
ORGANIZATIONAL LEADERSHIP STRUCTURE**

**Attachment B**

