

# *Potomac Ministry Network*

## **BYLAWS**

for  
DISTRICT AFFILIATED CHURCHES  
of the  
POTOMAC DISTRICT COUNCIL  
OF THE ASSEMBLIES OF GOD, INC.  
(Potomac Ministry Network)  
headquarters in Gainesville, Virginia

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

### ARTICLE I. NAME

The name of this incorporated or unincorporated church shall be

\_\_\_\_\_

located in \_\_\_\_\_ and in the state of \_\_\_\_\_.

### ARTICLE II. PURPOSES

1. Inasmuch as the Lord Jesus Christ came to glorify the Father (John 17:4), so the purpose of this Church shall be to glorify God (Ephesians 1:12).
2. Inasmuch as the Lord Jesus Christ came to save sinners (Luke 19:10), so the purpose of this Church shall be to proclaim salvation through repentance, forgiveness, and faith in Christ (Luke 24:47).
3. Inasmuch as the Lord Jesus Christ came to make disciples (Mark 1:17), so the purpose of this Church shall be to disciple persons in Christian belief and practice (Matthew 28:18-20).

### ARTICLE III. AFFILIATION

This Church is a Member Church of the Potomac District Council of the Assemblies of God, Inc. (hereinafter, the "Potomac Ministry Network") and shares in the privileges and assumes the responsibilities enjoined by that affiliation.

The Potomac Ministry Network Articles of Incorporation, Constitution, and Bylaws (attached and made part of the Bylaws as if fully set forth herein) shall take precedence over the Articles of Incorporation and Bylaws of this Church. The Potomac Ministry Network shall not usurp the authority properly vested in this Church; however, when the governance provisions of this Church's Articles of Incorporation and/or Bylaws, the Potomac Ministry Network's provisions of this Church are either silent on or in conflict with provisions made in the Potomac Ministry Network's Articles of Incorporation and/or Bylaws, the Potomac Ministry Network's provisions shall govern.

## ARTICLE IV. TENETS OF FAITH

The Tenets of Faith of this Church shall be those given in the Constitution of the General Council of the Assemblies of God, INC. (headquartered in Springfield, MO).

### Statement of Fundamental Truths

The Bible is 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, 1 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 (2 Timothy 3:15-17; 1 Thessalonians 2:13; 2 Peter 1:21).

#### 2. The One True God

The one true God has revealed himself as the eternally 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 (examples, Matthew 28:19, 2 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, as Father, Son, and Holy Ghost, but that this distinction and relationship, as to its mode is inscrutable and incomprehensible, because unexplained (Luke 1:35; 1 Corinthians 1:24; Matthew 11:25-27; 28:19; 2 Corinthians 13:14; 1 John 1:3,4).

#### (c) Unity of the One Being of Father, Son, and Holy Ghost

Accordingly, therefore, there is that in the Father which constitutes Him the Father and not the Son; 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 a state of unity, there is but one Lord God Almighty and His name one (John 1:18; 15:26; 17:11,21; Zechariah 14:9).

#### (d) Identity and Cooperation in the Godhead

The Father, the Son, and the Holy Ghost 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 is from the Father and the Son proceeding, as to nature, relationship, cooperation and authority. Hence no person in the Godhead either exists or works separately or independently of the others (John 5:17-30,32,37; 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; 2 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; 1 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 (Matthew 1:21-23; 2 John 3; 1 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 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 (2 John 9; John 1:1,2,14,18,29,49; 1 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. And 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 to 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; 1 Peter 3:22; Acts 2:32-36; Romans 14:11; 1 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 which express relationship (see paragraphs b, c, and d), and thus honor the Son even as we honor the Father (John 5:22,23; 1 Peter 1:8; Revelation 5:6-14; Philipians 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 Scriptures declare:

(a) His virgin birth (Matthew 1:23; Luke 1:31,35).

(b) His sinless life (Hebrews 7:26; 1 Peter 2:22).

(c) His miracles (Acts 2:22; 10:38).

(d) His substitutionary work on the cross (1 Corinthians 15:3; 2 Corinthians 5:21).

- (e) His bodily resurrection from the dead (Matthew 28:6; Luke 24:39; 1 Corinthians 15:4).
- (f) His 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 Evidences 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 Ordinances of the Church

##### (a) Baptism in Water

The ordinance 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 (2 Peter 1:4); a memorial of His suffering and death (1 Corinthians 11:26); and a prophecy of His second coming (1 Corinthians 11:26); and is enjoined on all believers “till He come!”

#### 7. The Baptism in 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 endowment 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; 1 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 (Acts 2:43; Hebrews 12:28), an intensified consecration to 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 Initial Physical Evidence of the Baptism in the Holy Ghost

The baptism of believers in the Holy Ghost is witnessed by the initial physical sign 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 in essence as the gift of tongues (1 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; 1 Thessalonians 5:23; Hebrews 13:12). 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 are able to obey the command: Be ye holy, for I am holy. (1 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; 8:1,2,13; Galatians 2:20; Philippians 2:12,13; 1 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 appointments 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 to save that which is lost, to be worshiped by man, and to build a body of believers in the image of His Son, the priority reason-for-being of the Assemblies of God as part of the Church is:

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

The Assemblies of God 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 a worshipful relationship with God (1 Corinthians 2:10-16; 1 Corinthians 12-14).
- c. Enables them to respond to the full working of the Holy Spirit in expression of fruit and gifts and ministries as in New Testament times for the edifying of the body of Christ (Galatians 5:22- 26; 1 Corinthians 14:12; Ephesians 4:11,12; 1 Corinthians 12:28; Colossians 1:29).

## 11. The Ministry

A divinely called and scripturally ordained ministry has been provided by our Lord for the threefold purpose of leading the Church in: (1) evangelization of the world (Mark 16:15-20), (2) worship of God (John 4:23,24), and (3) building a body of saints being perfected in the image of His Son (Ephesians 4:11,16).

## 12. Divine Healing

Divine healing is an integral part of the gospel. Deliverance from sickness is provided for 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 (1 Thessalonians 4:16,17; Romans 8:23; Titus 2:13; 1 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 Judgment

There will be a final judgment in which the wicked 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 false prophet, will be consigned to everlasting punishment in the lake which burneth with fire and brimstone, which is the second death (Matthew 25:46; Mark 9:43-48; Revelation 19:20; 20:11-15; 21:8).

### 16. The New Heavens and the New Earth

“We, according to His promise, look for new heavens and a new earth, wherein dwelleth righteousness” (2 Peter 3:13; Revelation 21,22).

## ARTICLE V. BIBLICAL MARRIAGE AND SEXUAL SIN

In accordance with our Tenants of Faith, we believe that Marriage unites one man and one woman in a lifetime commitment to each other (Genesis 2:23-24; Matthew 19:4-6). Marriage provides for intimate companionship, pure sexual expression (Genesis 2:25; Ephesians 5:31-33), procreation, and reflects the relationship of Christ and the church (Genesis 1:28; Proverbs 5:15-19; 1 Corinthians 7:1-5).

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man and one woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God’s gift of sex. We believe that God disapproves of and forbids any attempt to alter one’s gender by surgery or appearance and that all conduct with the intent to adopt a gender other than one’s birth gender is immoral and therefore sin (Genesis 1:27, 2:24; Genesis 19:5, 13; Genesis 26:8-9; Deut. 22:5; Lev. 18:1-30; Romans 1:26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Hebrews 13:4). Such sinful pattern if not repented will be a barrier to membership and leadership in a body of believers.

## ARTICLE VI. ORDINANCES

### Section 1. Baptism in Water

The ordinance of baptism by immersion in water (Matthew 28:19) shall be administered to all who have believed on the Lord Jesus Christ to the saving of their souls, and who give clear evidence of their salvation (Romans 6:3-5; Colossians 2:12).

### Section 2. Holy Communion

The ordinance of the Lord’s Supper shall be observed regularly as enjoined in the Scriptures (Luke 22:19,20; 1 Corinthians 11:23-26).

## ARTICLE VII. MEMBERSHIP

### Section 1. Standard of Membership

The standard of membership in this Church shall be:

- A. Evidence of a genuine experience of salvation (John 1:12-13, 3:3-8; I Peter 1:18-25).
- B. Having been baptized in by water by immersion (Matthew 28:19).
- C. Evidence of a consistent Christian life (Romans 6:4, 13:13-14; Ephesians 4:17-32; 5:1-2,15; I John 1:6-7).
- D. Agreement with the Tenets of Faith and Statement on Biblical Marriage and Sexual Sin as set forth in Article IV and Article V.
- E. Agreement to give ten percent of income (the tithe) on a regular basis, as well as other contributions as the Lord enables, for the support of this Church in accordance with the Scriptures (Malachi 3:20; I Corinthians 16:2; II Corinthians 9:6-9).
- F. Agreement to being governed by the Bylaws of this Church, and of the Potomac Ministry Network, as both may be amended from time to time.
- G. Having regularly attended services of, and supported, this Church for a period of at least three consecutive months prior to the date of application for membership.
- H. Evidence of a cooperative, submissive, humble, and Christ-like spirit as the Scriptures enjoin.

### Section 2. Procedure for Membership Recognition

Those individuals eligible for membership who shall desire to become members of this church shall make written application (as provided by the Potomac Ministry Network) to the Pastor or Board. The Board shall have the right and authority to determine the eligibility and acceptability of all applicants for membership by majority vote. Those approved for membership by the Board shall be received into the church publicly at any of its regular services after signing the Members application agreeing to the above standards, and their names thereupon added to the church membership roll. No applicant for membership shall be accepted as a member within thirty (30) days before an annual business meeting or within ten (10) days before a special business meeting.

### Section 3. Categories of Membership

The Church shall have three categories of members. The designation of such categories and the qualifications and rights of the members of such categories shall be as follows:

- A. Active. Active membership shall be open to all those eighteen (18) years of age and older who shall freely give of themselves to the commitments of membership as stated in Section 1 of this Article. The voting membership shall be composed of the active members who have signed the Members application and who have been active members for at least ninety (90) consecutive days prior to a regular or specially called business meeting.
- B. Associate. Associate membership shall be composed of those who, for various reasons, do not wish to be active members but who desire the fellowship of the Church. They shall freely give of themselves to the commitments of membership as stated in Section 1 of this Article but shall be non-voting members.

C. Inactive. Any enrolled member who fails to attend services regularly or who ceases to take an active part in the life of the Church for a period of three (3) month(s) may be transferred to the inactive roll according to the procedures set forth in this Article, Sections 8. Inactive members shall not have a vote in Church meetings. A written request by the inactive member or a motion by a member of the Board for reinstatement to the prior status shall be considered at the next duly noticed meeting of the Board. An affirmative vote of two-thirds (2/3) of a quorum of the Board shall be required for such action.

#### Section 4. Pastor and Spouse

By virtue of office, the Pastor shall be considered an active voting member of the church during his tenure. The Pastor's spouse shall become an active voting member simultaneously with the Pastor, subject to section 7 of this Article VI.

#### Section 5. Resignation

Unless under discipline, as outlined in Section 7 below, any member desiring to resign may file a written resignation with the Pastor or Secretary who shall present it to the Board at its next duly noticed meeting. An affirmative majority vote of a quorum of the Board shall be required to approve the resignation.

#### Section 6. Transfer

Any member in good standing desiring to be transferred to some other church may apply to the Pastor or Secretary for a letter of transfer. Said letter shall be granted if approved by an affirmative majority vote of a quorum of the Board.

#### Section 7. Discipline of Membership

##### A. Grounds

Discipline is an exercise of scriptural authority for which the church is responsible (Matthew 16:19; 18:15-20; Luke 17:3; John 20:23; Acts 16:4; Ephesians 5:11; 1 Timothy 5:20; 2 Timothy 4:2; Hebrews 13:17). The purpose of discipline is to promote repentance and restoration through exposing sinful behavior. It is to be redemptive in nature as well as corrective. Any member of the Church is subject to discipline by the Board including dismissal on the basis of unscriptural conduct or doctrinal departure from the Tenets of Faith of this Church. The discipline of pastors is administered by the Potomac Ministry Network Board of Directors.

##### B. Procedure

The Church will follow the disciplinary procedure set forth in Matthew 18:15-20 and any Church Discipline and Restoration Policy as may be recommended by the Potomac Ministry Network. This procedure consists generally of the following steps: (1) The Pastor or a designated member of the Board discusses the charges with the member in an effort to resolve the matter privately; (2) if the first step does not resolve the matter, then the member shall meet with the Board or with a designated committee of the Board in an effort to resolve the matter privately; however if not resolved, the Board has the right and power to terminate his/her membership. Written notice of the charges and opportunity to defend the charges shall be given to the member to be disciplined at least ten (10) days prior to the meeting with the Board. The decision of a majority of the Board members present at such this meeting shall be final. A member found guilty may be dismissed from membership in the church (Matthew 18:17). However, lesser disciplinary sanctions may be imposed as appropriate, depending on the circumstances of each case.

##### C. Resignations

Members who are under discipline by this Church forfeit and waive the right to resign from membership in this Church. Resignations from membership are possible only by those in good standing who are not under any disciplinary action.



### Section 8. Review of Membership Roll

The Pastor and Board shall review and revise the membership roll at least annually. Any review preceding the annual or special business meeting shall be completed not less than thirty (30) days prior to the meeting. At its annual revision (and more often as need may require), the Board shall remove from the roll all names of members who are deceased, together with the names of those who have resigned, or whose membership has been terminated. The roll shall also accurately reflect the category of membership of each member.

### Section 9. Necessity of Unity

A. Cooperative action. The membership of this Church shall give consent to its forms of government, together with the past policies mutually agreed upon, and agree to the policy of fundamental unity and agreement, alike in doctrine, conduct and action, and shall conform to the Scriptural injunction that there be no divisions in the body. They shall be subject to those who may be delegated to rulership as the Word of God plainly teaches, that the principle of Christian fellowship may be kept inviolate and perpetuated, recognizing its fundamental importance.

B. Attitude toward strife. Inasmuch as no Christian institution can comply with the plain teaching of Scripture unless unity and harmony predominates within its circle, no member of this Church may use means to incite or engender strife, but shall work in harmony with the membership, the Board, and church officers, as did the early Church (Acts 2:42). Concerns of the membership should be called to the attention of the Pastor and the Board in a Christlike manner and spirit.

## ARTICLE VIII. GOVERNMENT

### Section 1. Definition

There shall be a Board of this Church which shall be comprised of the Pastor and such other members as are elected by the membership. Such a Board may be referred to as the Official Board or the Board of Directors. "Board member" shall be a term referring to members of the Board other than the Pastor, although the Pastor shall be a member of the Board.

### Section 2. Qualifications of Board Members

A. The Board member's relationship to God. Board members shall be persons who evidence a mature and vital walk with God. They shall be the persons whom others readily identify as those who walk in Christ's steps; who can be turned to in times of spiritual need for Godly and wise counsel; who manifest a life of holiness, wisdom, and faith, and who are filled with the Spirit (Acts 2:4, 6:3).

B. The Board member's relationship to family. A Board member may be unmarried or married to one spouse. A Board member's family shall be a positive, wholesome, and imitable influence upon others (inasmuch as children who have come of age cannot be coerced into the Faith, Board members are not to be regarded as necessarily derelict in their Christian duties if their teenage and older children are not believers) (Luke 15:11-13).

C. The Board member's relationship to self. A Board member shall be a wholesome person spiritually and emotionally. The Board member's life shall manifest the fruit of the Spirit (the life qualities of the indwelling Christ): love, joy, peace, endurance, kindness, goodness, faithfulness, gentleness, and self-control.

D. The Board member's relationship to the Body of Christ. Board members shall be persons to whom believers look for guarding the Church from false doctrine and false teachers, promoting and/or teaching

sound doctrine within the Church, and providing leadership, direction, and counsel to the congregation in matters pertaining to the Church as a whole. Their involvement in the life of the congregation and commitment to the standards of membership given in Article VI, Sections 1 and 9, shall be exemplary.

E. The Board member's relationship to the world. Board members must be above reproach, having a good reputation among those outside the Church.

F. Board members shall not hold ministry credentials unless appointed by Network Superintendent.

G. Board members shall bear the qualifications of life given for the office of deacon (I Timothy 3:8-13) and exhibit the qualities of character found in Matthew 5:3-12; Romans 12:9-21; I Corinthians 13; Galatians 5:22-26; and II Peter 5:1-9.

Any deviation from these qualifications must be approved by the Regional Executive Presbyter in consultation with the Superintendent.

### Section 3. Duties of Board

A. The Board shall act in an advisory capacity to the Pastor in all matters pertaining to the Church in its spiritual life.

B. The Board and the Pastor shall have general charge and management of the affairs, funds, and property of the Church. The Board and pastor shall have the authority to carry out the purposes of the Church according to its charter and these Bylaws.

C. The Board, with the Pastor, shall act in the examination of applicants for membership, and in the discipline of members.

D. The Board shall serve as directors of the corporation, where applicable. The Board, with the Pastor, shall be the trustees of the Church property and finances, and shall be responsible for care of the same.

E. The Board, with the Pastor, shall adopt procedural rules from time to time as necessary for the proper functioning of the Church.

F. The Board and the Pastor shall fulfill their spiritual and temporal duties in a spirit of servanthood to the Lord, the Church, and one another. Neither the Pastor nor the Board are to exercise dictatorial leadership over one another or the Church; but shall cooperatively work together as a model of Christian unity and leadership, each submitting to one another as the Spirit, need, or circumstance may require. When disunity becomes present between the Pastor and Board, it shall be the responsibility of each to attempt to solve the difficulty between them; if failing to do so, it shall be the responsibility of each to seek the mediating efforts of the Network Superintendent or his designee in order that the conflict may not be carried into the Church, but resolved within the circle of leadership.

G. The Board shall determine the compensation of the ministers and employees of the Church. The Pastor shall be provided an annual paid vacation, if possible, time and length to be determined by mutual agreement. The Board shall also endeavor to provide the finances necessary for the Pastor to attend Network Ministers' Retreat and Network Conference, and General Council meetings. Such attendance shall not be considered a part of the Pastor's vacation.

### Section 4. Number of Board Members

The number of persons serving as Board members shall be a minimum of three (3) plus the Pastor. As the church grows, others can be added at the discretion of the Pastor and Board with approval of the

membership. Further, no less than fifty percent (50%) of the Board shall be volunteers from the membership who are not related to each other or to paid staff.

#### Section 5. Election and Term of Office of Board Members

Board members shall be nominated by a nominating committee appointed by the Board and they shall be elected by a majority vote of those active voting members present and voting at an annual business meeting of the Church at which an election is to be conducted. The nominating committee shall consist of the pastor who shall serve as chairman, and one other Board member, and one active voting member of the Church not on the Board. Active voting members may recommend nominees to the nominating committee; however, nominations for Board members shall not be accepted from the floor during any business meeting. Board members shall be nominated from the active membership who have been active members of the Church for at least one year prior to election. Board members shall be elected for a 3-year term and shall hold office until the annual business meeting at which their successor is elected. Board members, other than the pastor, may not serve more than two consecutive 3-year terms. The terms of Board members shall be staggered appropriately. Exceptions may be made at the discretion of the Network Superintendent or the Regional Executive Presbyter in consultation with the Pastor. Should the membership be unable to elect or provide the minimum number of qualified candidates, the Potomac Ministry Network Superintendent has the right to provide board membership from the leadership of the Potomac Ministry Network who may be credentialed ministers.

#### Section 6. Vacancies and Removal of Board Members

The office of Board member shall be vacant upon 1) the expiration of the term of office or upon the termination of a Board member's active membership, whichever shall occur first, or 2) upon written resignation to the Pastor, which shall be effective upon acceptance by the Board.

The Network Superintendent and the Regional Executive Presbyter in consultation with the Network Board of Directors shall have the authority to remove a Board member or members and any other officer at their sole discretion.

#### Section 7. Network Appointments

The Network Superintendent shall have the authority to appoint interim Board Members and any other officers of the church with a designee of his choice from within the church or Potomac Network constituency.

Any office or position of leadership in the church (other than that of Pastor) may be filled by appointment of the Board for the unexpired term.

#### Section 8. Regular or Special Board Meetings

The Board shall meet monthly or at the call of the Pastor for the transaction of business for the Church with the time and place to be announced by the Pastor. A majority of the Board members shall constitute a quorum. The Network Superintendent or the Regional Presbyter or the Superintendent's designee shall also have the right to call for a meeting of the Church Board at his discretion.

#### Section 9. Notice

Notice of the time and place and in the case of a special meeting the purpose of every meeting of the Board shall be in writing and shall be duly sent, mailed, or otherwise delivered to each Board Member not less than five (5) days before the meeting; providing that no notice of any regularly scheduled or adjourned meeting need be given.

#### Section 10. Manner of Acting

The act of a majority of the Board members present and voting at a meeting at which a quorum is present shall be the act of the Board, unless the act of a greater number is required by law or these Bylaws.

#### Section 11. Action without Meeting

Any action required or permitted to be taken by the Board Members may be taken without a meeting, if all of the Board Members, individually, or collectively, consent in writing to the action. Such action by written consent shall have the same force and effect as the unanimous vote of the Board Members. Such written consent or consents shall be filed with the minutes of the proceedings of the Board Members.

#### Section 12. Participation by Conference Telephone

Members of the Board or of any department or committee thereof may participate in a meeting of such Board, department, or committee by means of a conference telephone or similar communications equipment whereby all persons participating in the meeting can hear each other. Participation by such means shall constitute presence in person at such meeting. When such a meeting is conducted by means of a conference telephone or similar communications equipment, a written record shall be made of the action taken at such meeting, noting participation of those who were present by means of such communications equipment.

#### Section 13. Minutes

Minutes of the meetings of the Board shall be recorded and taken by the Secretary who shall have custody thereof and be responsible for circulating copies to the Board members in a timely manner.

#### Section 14. Transactions with Interested Parties

A contract or other transaction between the Church and one or more of its Board Members, Pastors, Officers, or family members thereof (hereinafter “Interested Party”), or between the Church and any other entity, of which one or more of the Church’s Board Members, Pastors, or Officers are also Interested Parties (“Common Parties”), or in which entity is an Interested Party has a financial interest – shall be voidable at the sole election of the Church unless all of the following provisions are satisfied:

- A. The Church entered into the transaction for its own benefit;
- B. The transaction was fair and reasonable as to the Church, or was in furtherance of its exempt purposes at the time the Church entered into the transaction;
- C. Prior to consummating the transaction, or any part, the Board authorized or approved the transaction, in good faith, by a vote of a majority of the Directors then in office, without counting the vote of the interested Director or Directors, and with knowledge of the material facts concerning the transaction and the Interested Parties’ interest in the transaction; and
- D. Prior to authorizing or approving the transaction, the Board, in good faith, determined after reasonable investigation and consideration, that either the Church could not have obtained a more advantageous arrangement, with reasonable effort under the circumstances, or the transaction was in furtherance of the Church’s tax-exempt purposes.

Common or interested Board Members may not be counted in determining the presence of a quorum at a meeting of the Board (or a committee thereof) which authorizes, approves, or ratifies such contract or transaction. This Article shall serve as a Conflicts of Interest policy for the Church until additional policies are adopted by the Board to provide for full disclosure of material conflicting interests by Directors, Officers, or staff. Such policies shall permit the Board to determine whether a contemplated transaction may be authorized as fair and reasonable to the Church. Notwithstanding the above, no loan shall be made by the Church to any of its Board Members, Officers, Pastors, or Members.

### Section 15. No Compensation for Directors

No salary or compensation shall be paid to any member of the Board in his capacity as a Board Member, but nothing herein shall be construed to preclude any Board Member from serving the Church in any other capacity and receiving reasonable compensation. Moreover, the Board member may receive reasonable reimbursement for travel and other approved expenses upon request and written documentation.

## ARTICLE IX. OFFICERS AND STAFF

### Section 1. Pastor

#### A. Qualifications.

The Pastor shall be in good standing with both The General Council of the Assemblies of God and the Potomac Ministry Network holding a current fellowship card.

#### B. Duties.

1. The Pastor, as designated in the Scriptures, is the head of the Church under the leadership of the Lord Jesus (Ephesians 4:11, I Timothy 3:2-7, Titus 1:5).

2. The Pastor shall have oversight of the Church, its ministries and employees, in accordance with the provisions of this Article IX.

3. The Pastor shall be the President of the Corporation (if applicable), Chairman of the Board, Chairman of the Nominating Committee and shall preside over all Church Business meetings and Board meetings, except for those meetings which shall be chaired by the Regional Executive Presbyter or a district executive officer at the request of the Pastor, and/or a majority of the Board or when deemed advisable by the Network Superintendent and Regional Executive Presbyter in consultation with the Pastor.

4. The Pastor shall be an ex-officio member of all other Boards and committees within the Church unless he delegates to another individual.

5. The Pastor shall be responsible for the preparation of the agenda of all Church business meetings and Board meetings.

6. The Pastor shall provide for all services of the Church and shall arrange for all special meetings, conventions, and revival campaigns. No person shall be invited to minister in the Church without his approval.

7. The Pastor shall endeavor to represent the Church in Region, Network, and General Council activities.

8. The Pastor shall perform all other duties necessary to the work of the ministry.

#### C. Manner and Term of Appointment.

The Pastor shall be appointed by the Potomac Ministry Network Board of Directors. They shall determine the manner of installation and term of office with all feasible consideration of the Church.

### Section 2. Other Pastors and Church Employees

All associate and assistant pastors, directors of youth, music and education, and any other members of the pastoral or Church staff and all other Church employees shall be appointed by the Pastor, subject to prior

ratification by the Board. All appointments shall expire whenever the office of Pastor is vacated or by action of the Pastor and Board.

### Section 3. Vice-Chairman

The Regional Executive Presbyter shall be a member of the Board and shall serve as Vice-Chairman of the Board. He shall preside over, or designate a Chairman pro tem, for all Church business meetings and Board meetings in the absence of the Pastor. If the Office of Pastor is vacated, the Regional Executive Presbyter shall assume responsibility for the general supervision of the Church.

### Section 4. Secretary

A. The Secretary of the Church shall keep the minutes of the official meetings of the Board and the annual and special business meetings of the Church. He shall keep a record of the membership and shall be the custodian of all legal documents of the Church and its corporate seal (if applicable). He shall file such annual corporation reports with the secretary of state, or other designated state agency, as may be required by state law (if applicable).

B. The Secretary shall be nominated by the nominating committee and shall be elected by a simple majority vote of the active voting members present at the business meeting. The term of office shall be one year, and the Secretary may serve consecutive terms without limitation.

C. In the event the Secretary of the Church is not a member of the Board, it is recommended that the Board appoint its own secretary from the Board to record and keep all minutes of Board meetings. If deemed necessary by the Network Superintendent in consultation with the Regional Executive Presbyter, the Secretary of the Church shall send church financial reports and copies of minutes of all Board and business meetings to the Potomac Ministry Network Office.

### Section 5. Treasurer

A. The Treasurer of the Church shall be entrusted with all the finances of the Church, subject to the supervision of the Board, and shall deposit all funds in federally insured accounts or other accounts as directed by the Board, in the name of the Church, and shall disburse such funds by check as authorized by the Board. He shall keep an itemized account of receipts and disbursements, shall present a report for each regular meeting of the Board, and shall present an annual report to the Church in its annual business meeting. He shall assist the Church in acquiring and maintaining available tax exemptions under state and local law. He shall provide a record of all identified giving to each donor at least annually. His records shall be available at all time for audit under the direction of the Board. Sound procedures for accounting and tabulating offerings (such as the attached addendum) are recommended.

B. The Treasurer shall be nominated by the church board and ratified by the active voting members by a simple majority present at the business meeting. The term of office shall be one year, and the Treasurer may serve consecutive terms without limitation.

## ARTICLE X. Meetings

### Section 1. Regular Services

Meetings for public worship shall be held on each Lord's Day and during the week as may be determined by the Pastor and Board.

## Section 2. Special Services

Revivals, rallies, missionary services, conventions, and other special services shall be planned by the Pastor. The Pastor may counsel with the Board in such planning; he shall keep it informed of such plans.

## Section 3. Annual Business Meeting

The church year shall coincide with the calendar year, beginning on January 1 and running through December 31 of each year. There shall be a general meeting of the membership to be known as the annual business meeting. It shall be held annually during the first quarter of the year for the transaction of such business as may be brought to the meeting. The time and place of the annual business meeting shall be set by the Board. The annual business meeting may be postponed, for a period not to exceed thirty (30) days, by action of the Pastor and Board with prior notice to the active voting membership.

## Section 4. Order of Business

The regular order of business for the annual business meeting of the Church shall be as follows:

- A. Devotional
- B. Roll call
- C. Approval of prior minutes
- D. Report of the Pastor
- E. Report of the Treasurer
- F. Report of committees
- G. Unfinished business
- H. Election of officers
- I. New business
- J. Adjournment

## Section 5. Special Business Meetings

Special business meetings of the church may be called by: 1) The Network Superintendent of the Potomac Ministry Network; or 2) The Secretary of the Board upon the written order of a majority of the Board.

## Section 6. Notice of Business Meetings

Notice of all annual and special business meetings shall be made by verbal announcement during two (2) consecutive Sunday morning services prior to such meeting. Notice may additionally be published in the form of bulletin announcements, mail, or in such other form as may be determined by the Board.

## Section 7. Quorum

A quorum shall consist of all members present at any duly called business meeting.

## Section 8. Voting Privileges

All active members, who are not under church discipline, present at a duly called meeting (voting by proxy prohibited) shall be eligible to express their opinion and vote on the following matters (simple majority unless otherwise stated):

- A. Election of the lay Board members and Officers;
- B. Request for the acquisition, sale, or transfer of real property and any related indebtedness to the Potomac Ministry Network Board of Directors – two-thirds (2/3) majority;
- C. Request for the merger or dissolution of the Church to the Potomac Ministry Network Board of Directors – two-thirds (2/3) majority; and
- D. Any other major event or decision as designated by the Board.

## Section 9. Absentee Voting

Absentee voting or absentee ballots shall not be permitted at any annual or specially called Church business meeting. This prohibition extends to all elections and all issues.

## ARTICLE XI. DEPARTMENTS AND COMMITTEES

### Section 1. Standing and Special Departments, Committees, and Sub-Organizations

This Church shall create and maintain such departments, committees, and sub-organizations as may be necessary and advisable for the extension of its work. Church departments and committees may be considered standing or ad hoc. All such departments, committees, and sub-organizations shall be subordinate to the Church and shall contribute to the harmony and development of the whole. They shall be under the general supervision of the Pastor and Board, and the Pastor shall be an ex officio member of all committees or departments. Any special department or committee may not exist beyond the duration of one year without reauthorization by the Pastor and Board.

### Section 2. Organization and Responsibilities

The organization and responsibilities of such departments, committees, and sub-organizations shall be described more fully in a separate Church policy.

### Section 3. Committee Members and Chairpersons

Unless otherwise provided, the Pastor and Board shall appoint individuals for seats on each department, committee, or sub-organization. Unless otherwise provided, the Pastor and Board shall appoint a chairperson for each department, committee, or sub-organization to facilitate meetings and report to the Board.

## ARTICLE XII. FINANCE

### Section 1. In General

All funds for the maintenance of the Church shall be provided by the voluntary contributions, tithes, and offerings of the members and friends of the organization. Offerings shall be accepted by the Church at such times and in such ways as agreed upon by the Church Board.

### Section 2. Budget and Audit

The Board shall prepare annually a unified budget for the Church. Said unified budget shall include all monies received or expended by or for any and all departments of the Church. The Board, or its designee, shall conduct or arrange for an annual review or audit of a type and nature they deem appropriate; however, the Church's finances are subject to a review or audit by the Potomac Ministry Network, at its discretion.

### Section 3. Handling of Offerings

All offerings shall be counted by at least two (2) authorized persons before the funds are removed from the church building. An offering receipts form shall be signed in duplicate by those counting the offering, with one copy going to the treasurer and the other to the Pastor. A record shall be kept of all receipts and disbursements of the Church and of all individual giving. All funds shall be deposited in federally insured accounts or other accounts as directed by the Board.

### Section 4. Deposits

The Board shall select banks, trust companies, or other depositories in which all funds of the Church not otherwise employed shall, from time to time, be deposited to the credit of the Church.

### Section 5. Checks

All checks or demands for money and notes of the Church shall be signed by such officer or officers or such other persons as the Board may from time to time designate. Any check over the amount of five thousand dollars (\$5,000.00) shall require prior written approval of the Board.



## Section 6. Pastoral Remuneration

### A. Regular Remuneration

The Pastor shall be remunerated for his services by a salary or by other means agreed upon by the Board and himself. The Board shall review the Pastor's remuneration at least annually.

### B. Reimbursement for Expenses

The Pastor shall be given consideration by the Board for expenses incurred by his attendance at Network Conference, General Councils, and other Network functions by reimbursement of such expenses, or by an offering to help defray such expenses, according to the ability of the Church as determined by the Board.

## Section 7. Encumbering the Church

The Board shall not have the power to encumber the real property of the Church without the express written permission of the Potomac Ministry Network Board of Directors including leases and subleases of church property. Authority to encumber real property is vested in the Potomac Ministry Network Board of Directors (Article XIII, Section 2).

## Section 8. Missionary commitments and Missions Projects

Regular financial support to missionaries, missionary projects, and other persons(s) and causes related to missions shall be decided upon by the Board.

## Section 9. Designated Contributions

The Church may accept any designated contribution, grant, bequest, or devise consistent with its general tax-exempt purposes. As so limited, donor designated contributions shall be accepted for special funds, purposes or uses as approved by the Board, and such designations generally shall be honored. However, the Church shall reserve all right, title, and interest in and to and control of such contributions, as well as full discretion as to the ultimate expenditure or distribution thereof in connection with any funds (including designated contributions) to ensure that such funds shall be used to carry out the Church's tax-exempt purposes.

## Section 10. Benevolence Fund

The Church, in the exercise of its religious purposes and mission, may established a benevolence fund to assist persons in financial need according to the Church Benevolence Policy. The Church welcomes contributions to the fund. It shall be the duty of the Board, or a designated benevolence committee, to determine the needs of the congregants or others in the community as they arise. The Board shall examine the need of the recipients of these designated funds. In accordance with Section 9 above, donors may feel free to suggest beneficiaries of the fund or of their contributions of the fund. However, the administration of the fund, including all disbursements, is subject to the exclusive control and discretion of the Board.

## Section 11. "First Money"

It is the responsibility of the Pastor and the Board to safeguard the testimony and financial reputation of the Church. "First money" shall go to the payment of the mortgage, taxes, and other bills of the church before salaries, either current or past. This applies also to any back or unpaid salaries at the time of the Pastor's resignation.

## Section 12. Contracts

The President and the Secretary can sign contracts to bind the Church once approved by the Board or according to the procedures outlined in these Bylaws. However, the Board may authorize any officer or officers, agent or agents of the Church, in addition to these officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of or on behalf of the Church, subject to any limitations regarding real property as outlined in Article XIII, below. Such authority may

be general or confined to specific instances. All contracts for major services or expenditures should be reviewed by a competent attorney or by a Potomac Ministry Network officer.

## ARTICLE XIII. PROPERTY

### Section 1. Title

Title to all real property now owned or hereafter acquired by the assembly shall be held in trust for Potomac Ministry Network as a place of divine worship in full cooperative fellowship and affiliation with the Potomac Ministry Network. All property of whatever kind and wherever situated regardless of how it is acquired by the Church shall be held, sold, transferred or conveyed in the corporate name of the Church, or if the Church is not incorporated, by the Trustees and their successors in office as required by law. If not incorporated, Potomac Ministry Network shall act as its trustee to hold title.

### Section 2. Acquisition-Disposition

The Potomac Ministry Network Board of Directors shall have the power to lease, mortgage, or otherwise encumber the real property of the Church in accordance with the law.

From time to time real and/or personal property may be offered to the Church by a donor or donors which is intended to provide support to the Church rather than for actual use by the Church. The Board shall have the power to accept and to dispose of such property in such manner as they deem appropriate and to execute any and all documents necessary and/or convenient provided such action is authorized by a two-thirds (2/3) vote of the Board. All other transactions involving real property, whether by purchase, lease, mortgage, encumbrance, sale or otherwise, must be approved by the Potomac Ministry Network Board of Directors.

### Section 3. Purchase and Sales of Property

All purchases, sales, mortgages and encumbrances of real property shall be authorized by a vote of at least two-thirds (2/3) of the voting membership who are in attendance at a regular or special meeting of the Church and court approval if required by law. No transaction shall be final until the same has received the approval of the Potomac Ministry Network Board of Directors and certification to that effect issued by the Network Secretary.

### Section 4. Property Documents

The Pastor and Secretary of the Church shall execute any conveyance, lease, or mortgage when properly authorized by the Potomac Ministry Network Board of Directors after review by a competent attorney.

### Section 5. Disaffiliation

The Church does not have the right to disaffiliate from the Potomac Ministry Network of the Assemblies of God, INC. (headquartered in Gainesville, VA) or from the General Council of the Assemblies of God, INC. (headquartered in Springfield, MO).

### Section 6. Dissolution

The Church may be dissolved upon request of two-thirds (2/3) of the Church members to the PMN Board of Directors for its approval or the PMN Board of Directors, in its sole discretion, may vote to merge or dissolve the Church. Upon the dissolution of the Church, none of its funds or assets shall be distributed to any officer, Board member, trustee, or any other individual. The Board shall, after paying or making provision for the payment of all of the liabilities of the Church, dispose of all of the funds and assets of the Church by conveying the same to the Potomac Ministry Network of the Assemblies of God, for the purposes of the Church, and provided that said Ministry Network at the time qualifies as an exempt organization under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provisions of any future United States Internal Revenue Law). Any such funds or assets not so disposed

of shall be disposed of by the Circuit Court of the county in which the principal office of the corporation is then located, to such organization as said Court shall determine, which is organized and operated exclusively for religious purposes.

#### ARTICLE XIV. ROBERT'S RULES OF ORDER

Where not in conflict with other provisions of these bylaws, Robert's Rules of Order, latest edition, shall control the procedure for all business meetings of the Church, the meetings of the Board, and committees established by or pursuant to the Articles of Incorporation and/or the Bylaws of this Church.

#### ARTICLE XV. NUMBER AND GENDER

Except where the context indicates otherwise, words in the singular number shall include the plural, and words in the masculine gender shall include the feminine, and vice versa.

#### ARTICLE XVI. ARBITRATION OF DISPUTES

Inasmuch as the Scriptures require Christians to take their disputes to the saints and not to the civil courts (1 Corinthians 6:1-8), all disputes which may arise (1) between any member of this Church and the Church itself, or (2) between any member of this Church and any pastor, officer, director, employee, volunteer, or other worker of this Church, shall be resolved by binding arbitration if efforts to mediate or conciliate the dispute have failed. Either party to the dispute may initiate the arbitration process by filing with the other party a written request for arbitration within a reasonable time after the dispute has arisen and efforts to mediate or conciliate have failed. In such a case, the member and the Church shall each name an arbitrator, and the two so selected shall name a third. All arbitrators must be born-again, Spirit-filled believers who are members of an Assemblies of God Church. The third arbitrator chosen by the other two shall disclose, before accepting the appointment, any financial or personal interest in the outcome of the arbitration, and any existing or past financial, professional, family, or social relationships which are likely to affect impartiality, or which might reasonably create an appearance of impartiality or bias. Either of the parties to the arbitration, on the basis of such disclosures, may disqualify such a candidate from serving as the third arbitrator. A third arbitrator who serves without objection from either party has a continuing duty to disclose relationships or interests which may impair his impartiality. Either party, regardless of the stage of the arbitration process, may on the basis of such disclosures disqualify such a person from further participation. The arbitration process shall not proceed until the third arbitrator is selected.

The arbitrators shall appoint the time and place for the hearing and cause notification to the parties to be served personally or by registered mail not less than thirty (30) days before the hearing. Appearance at the hearing waives such notice. The arbitrators may adjourn the hearing from time to time as necessary and, on request of a party and for good cause or upon their own motion, may postpone the hearing to a later date. The arbitrators may hear and determine the controversy upon the evidence produced notwithstanding the failure of a party duly notified to appear. The parties are entitled to be heard, to present evidence material to the controversy, and to cross-examine witnesses appearing at the hearing. The hearing shall be conducted by all the arbitrators, but a majority of them may determine any question and render a final award. If during the course of the hearing an arbitrator for any reason ceases to act, he shall be replaced in the same manner in which he was originally selected. The arbitrators may in their absolute discretion admit as evidence any affidavit or declaration concerning the matters in dispute, a copy thereof having been given at least five (5) days previously to the party against whom the same is offered, but the person whose evidence is so taken shall be subject to cross-examination by such party. The arbitrators shall have the power to order and direct what they shall deem necessary to be done by either of the parties relating to the matters in dispute. Cost of the arbitration shall be determined and

assessed by the arbitrators. Any submission of a dispute to arbitration shall not be revoked by the death of any party to the dispute, and any award will be binding upon such person's heirs and successors.

The decision of the arbitrators shall be binding on both parties, and both parties submit themselves to the personal jurisdiction of the civil courts in this state (including federal courts), as well as the courts of any other state which may have jurisdiction over any dispute contemplated by this Article, for the entry of a judgment confirming the arbitrators' award.

Members, pastors, staff, and third-parties shall understand that these methods shall be the sole remedy for any controversy or claim arising against the Church, or its agents in their representative capacity, and expressly waive their right to file a lawsuit in any civil court against one another or the Church for such disputes, except to enforce an arbitration decision. The arbitration process is not a substitute for any disciplinary process set forth in the bylaws of the church and shall in no way affect the authority of the church to investigate reports of misconduct, conduct hearings, or administer discipline.

Any matter not provided for herein shall be governed by the provisions of the Rules and Procedures for Christian Conciliation (a copy of the Rules can be found at [www.ICCPeace.com](http://www.ICCPeace.com) or by contacting the Potomac Ministry Network).

If a dispute may result in an award of monetary damages, then use of this arbitration procedure is conditioned on acceptance of the procedure by the liability insurer of the church, and the insurer's agreement to honor any arbitration award up to any applicable policy limits.

#### ARTICLE XVII. INDEMNIFICATION

Any person made or threatened to be made a party to any action or proceeding, whether civil or criminal, by reason of the fact that he or his testator is or was a Board member, Officer, employee, or agent of the Church, may be indemnified by the Church, and the Church may advance his related expenses to the full extent permitted by law. The Church may purchase and maintain insurance to indemnify: (a) itself for any obligation which it incurs as a result of the indemnification specified above; and (b) its Board members or Officers. However, any such general liability insurance policy shall identify the Potomac District Council of the Assemblies of God, Inc. as an additional insured party.

#### ARTICLE XVIII. AMENDMENTS

Amendments to the Articles of Incorporation and to these bylaws may be made by the Potomac Ministry Network Board of Directors.

I, the undersigned Secretary for \_\_\_\_\_ - District  
Affiliated Church do hereby certify that the above Bylaws were adopted this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_ by the members at a duly called meeting and that these Bylaws are  
current and in operation as of that date.

Print full name: \_\_\_\_\_ Signature: \_\_\_\_\_

## ADDENDUM

### FOR CHRISTIAN SCHOOL WITHIN A CHURCH

#### Christian School Ministry

Commensurate with a purpose of this corporation, which is to advance the Gospel of Jesus Christ to this generation and the coming generation, we hereby establish a Christian school ministry. The Christian school shall be under the supervision of the Pastor and Board, who shall be recognized and identified as the School Board. The School shall be conducted as a branch of the church activities and its policies shall be approved by the Pastor and Board. The Pastor shall be the President of the corporation and Chairman of the Board. He shall appoint the principal whose appointment shall be ratified by the Board. The Pastor and Board in consultation with the principal shall elect an Assistant Principal.

## ADDENDUM

### SOUND PROCEDURES AND GUIDELINES FOR ACCOUNTING AND TABULATING OFFERINGS

1. Basic Principle: One person should not have complete access to all accounting records as well as receipts.
2. A hard bound and permanent book should be used to keep a record of offerings rather than loose offering slips. All entries in the offering book should be initialed and in ink.
3. Two people (preferably not including the person who makes up bank deposit and takes it to the bank) should count all checks, currency, and coin and record the total in the offering book showing the components thereof, i.e. checks, currency, and coin.
4. The offering should then be given to the Treasurer who recounts the offering, checks the total to the amounts entered in the offering book, and makes up a bank deposit. Offerings during the year could be assigned a number, i.e. 1, 2, 3, 4, etc. This number would be in the offering books and would also be put on the receipted copy of the bank deposit slip.
5. Under no circumstance should the person making up the bank deposit take a role in the initial counting of the offering or in the entering of the same in the offering book. There should always be more than one person present when the offering is counted.
6. Under no circumstance should church offerings be used to cash checks.
7. An account of offerings (contributions during current quarter and year to date) could be given to individual contributors. This would provide added control over total offerings.
8. The cash receipts journal of the Church would be cross-referenced to the offering book and bank deposit slip by use of the offering number.
9. The cash disbursements journal should indicate check numbers.

# POTOMAC MINISTRY NETWORK OF THE ASSEMBLIES OF GOD

## District Affiliated Church Membership Covenant

Having been led by the grace of God through the life-giving power of the Holy Spirit to repent of my sin and in faith turn to Jesus Christ as my Lord and Savior and having given public testimony of this faith through baptism, I now joyfully and solemnly enter into this covenant with the members of this District Affiliated Church: \_\_\_\_\_ ,  
(city) \_\_\_\_\_ , (state) \_\_\_\_\_ .

We commit, through the power of the Holy Spirit, to walk together in love, to remember one another in prayer, to help one another in times of need, to exercise gentleness and humility in our dealings with one another as we speak the truth in love, to be faithful in our responsibilities and commitments, to be just and honest in our dealings, and to honor ourselves and others for Christ's sake through sexual purity, personal integrity, and abstaining from things or practices which bring harm to our faith or the faith of another.

We commit to faithful participation in times of worships, prayer, study, and fellowship with other believers, to the building up of this Church by using our spiritual gifts in ministry, to contributing cheerfully and regularly for the ministry and expenses of this Church, the relief of the poor, and the spread of the Gospel to the world.

We commit to practice personal family worship, to train our children in the discipline and instruction of the Lord, and to seek the salvation of our family, friends, neighbors, co-workers, acquaintances, and all peoples of the world.

We have read the Bylaws and policies of this Church, including those dealing with Church discipline, conflict resolution and members' rights and responsibilities and holy covenant and agree to be bound by the policies and procedures set forth in them.

We commit to submit to the teaching and leadership of this Church, to the governing of this Church according to its Bylaws, to the settlement of disputes according to Article XV of these Bylaws (Matthew 18:15-20 and I Corinthians 6:1-8), to the Word of God as our final authority, to this Church's discipline upon ourselves and lovingly assume our responsibility to participate in the discipline of other members, as taught in Scripture.

Print full name of member: \_\_\_\_\_

Signature of member: \_\_\_\_\_ Date: \_\_\_\_\_

Print full name of Pastor: \_\_\_\_\_

Signature of Pastor: \_\_\_\_\_ Date: \_\_\_\_\_

Print full name of Church Secretary: \_\_\_\_\_

Signature of Church Secretary: \_\_\_\_\_ Date: \_\_\_\_\_