

CONSTITUTION

We, whose names appear upon the Assembly membership roll, believing ourselves to be members of the General Assembly and Church of the first-born, whose names are written in heaven (Heb. 12:23), and having fully considered the principles and purposes of the Assemblies of God fellowship as set forth in the Constitution and By-Laws of the General Council of the Assemblies of God of Malaysia, do hereby adopt the same faith, and recognise ourselves as an Assembly of God, Malaysia, by the name of YOURCHURCH NAME.

As a guide for the proper government of our assembly life, we adopt the following articles and rules of order, and submit ourselves to be governed by them.

ARTICLE I: NAME

The name of this Church shall be YOURCHURCH NAME (Assemblies of God of Malaysia).

ARTICLE II: AFFILIATION

1. While maintaining its inherent rights to sovereignty in the conduct of its own affairs, this Church shall voluntarily enter into full cooperative fellowship with assemblies of like precious faith associated in the Assemblies of God of Malaysia and shall share in the privileges and assume the responsibilities enjoined by that affiliation.
2. Relationship to the General Council
 - a) The Church is requested to cooperate with the total program of the Assemblies of God of Malaysia.
 - b) The Church shall support faithfully the General Council in finance. It is recommended that such support shall constitute its tithes to be sent to the General Council.
 - c) The Church shall submit an annual report to the General Council declaring its financial and spiritual position.

ARTICLE III: OBJECTIVES

The objectives for which the Church is established are:

- a) To maintain a place for the worship of Almighty God; to provide for Christian fellowship for those of like faith; to assume a share of the responsibility and the privileges of propagating the Gospel of Jesus Christ by all available means, both at home and in foreign lands.
- b) To promote or participate in promoting the welfare of mankind on Christian, charitable and benevolent principles.
- c) To grant or participate in granting relief and aid in the relief of sickness, poverty or need particularly among members of the Church or their families and others whether or not members of the Church as the Board deem fit.
- d) To promote education or participate in schemes calculated to promote education having a Christian emphasis.
- e) To do all such other things as are incidental or conducive to the attainment of the above objects.
- f) To provide, engage and support ministers and employ auditors, secretaries, treasurers, agents, solicitors, servants and other persons for the purpose of carrying out the objects of the Church or any of them (when needed).
- g) To permit and publish any newspapers, periodicals, books or leaflets that the Church may think

desirable for the declaration and promotion of its objects or any of them.

ARTICLE IV : TENETS OF FAITH

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 Cor. 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 by God and are the revelation of God to man, the infallible, authoritative rule of faith and conduct (2 Tim. 3:15-17; 1 Thess. 2:13; 2 Pet. 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 Spirit (Deut. 6:4; Isa. 43:10,11; Matt. 28:19; Lk 3:22)
3. 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 (Matt. 28:19; 2 Cor. 13:14; Jn. 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 Spirit, but that this distinction and relationship, as to its mode is inscrutable and incomprehensible, because unexplained (Lk 1:35; 1 Cor. 1:24; Matt. 11:25-27; 28:19; 2 Cor. 13:14; 1 Jn. 1:3,4).
 - c) Unity of the One Being of the Father, Son and Holy 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 Spirit which constitutes Him the Holy Spirit and not either the Father or the Son. Wherefore, the Father is the Begetter, the Son is the Begotten; and the Holy Spirit is the one proceeding from the Father and 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 (Jn. 1:18; 15:26; 17:11,21; Zech. 14:9).
 - d) Identity and cooperation in the Godhead: The Father, the Son and the Holy 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 as 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 Spirit is from the Father and the Son proceeding, as to nature, relationship, cooperation and authority. Hence, neither person in the Godhead either exists or works separately or independently of the others (Jn. 5:17-30,32,37; Jn. 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 Spirit. It therefore belongs exclusively to the Son of God (Rom. 1:1-3,7; 2 Jn. 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 both God and man, is "Immanuel", God with us (Matt. 1:23; 1 Jn. 4:2,10,14; Rev 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 (Matt. 1:21-23; 2 Jn. 3; 1 Jn. 3:8; Heb. 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 the real and eternal Son, is the denial of the distinction and the relationship of 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 Jn. 9; Jn. 1:1,2,14,18,29,49; 1 Jn. 2:22,23; 4:1-5; Heb. 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 to Him. And having been made both Lord and Christ, He sent the Holy Spirit 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 (Heb. 1:3; 1 Pet. 3:22; Acts 2:32-36; Rom. 14:11; 1 Cor 15:24-28).
 - j) Equal Honour to the Father and to the Son: Wherefore, since the Father has delivered all judgement 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 Spirit to ascribe unto the Son all the attributes of the Deity, and to give Him all the honour 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 honour the Son even as we honour the Father (Jn. 5:22,23; 1 Pet. 1:8; Rev. 5:6-14; Phil. 2:8,9; Rev. 7:9,10; 4:8-11).
4. The Deity of the Lord Jesus Christ: The Lord Jesus Christ is the eternal Son of God. The Scriptures declare:
- a) His virgin birth (Matt. 1:23; Lk. 1:31,35).
 - b) His sinless life (Heb. 7:26; 1 Pet. 2:22).
 - c) His miracles (Acts 2:22; 10:38).
 - d) His substitutionary work on the cross (1 Cor. 15:3; 2 Cor. 5:21).
 - e) His bodily resurrection from the dead (Matt. 28:6; Lk. 24:39; 1 Cor. 15:4).
 - f) His exaltation to the right hand of God (Acts 1:9,11; 2:33; Phil 2:9-11; Heb. 1-3).
5. 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 (Gen. 1:26,27; 2:17; 3:6; Rom. 5:12-19).

6. 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 Spirit, being justified by grace through faith, man becomes an heir of God according to the hope of eternal life (Lk. 24:27; Jn. 3:3; Rom. 10:13-15; Eph. 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 (Rom. 8:16). The outward evidence to all man is a life of righteousness and true holiness (Eph. 4:24; Titus 2:12).

7. 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 baptised. 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 (Matt. 28:19; Mk. 16:16; Acts 10:47,48; Rom. 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 Pet. 1:4); a memorial of His suffering and death (1 Cor. 11:26); and a prophecy of His second coming (1 Cor. 11:26); and is enjoined on all believers "till He comes!".

8. The Baptism of the Holy Spirit: All believers are entitled to and should ardently expect and earnestly seek the promise of the Father, the baptism of the Holy Spirit 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 (Lk. 24:49; Acts 1:4-8; 1 Cor. 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 Spirit comes such experiences as an over-flowing fullness of the Spirit (Jn. 7:37-39; Acts 4:8), a deepened reverence for God (Acts 2:43; Heb. 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 (Mk. 16:20).

9. The Evidence of the Baptism in the Holy Spirit: The baptism of believers in the Holy Spirit 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 Cor. 12:4-10,28), but different in purpose and use.

10. Sanctification: Sanctification is an act of separation from that which is evil, and of dedication unto God (Rom. 12:1,2; 1 Thess. 5:23; Heb. 13:12). The Scriptures teach a life of "holiness without which no man shall see the Lord" (Heb. 12:14). By the power of the Holy Spirit we are able to obey the command: "Be ye holy, for I am holy" (1 Pet. 1:15,16).

Sanctification is realised 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 (Rom. 6:1-11,13; 8:1,2,13; Gal. 2:20; Phil. 2:12,13; 1 Pet. 1:5).

11. The Church: 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 first-born, which are written in heaven (Eph. 1:22,23; 2:22; Heb. 12:23).
12. The Ministry: A divinely called and scripturally ordained ministry has been provided by our Lord for a twofold purpose:
 - a) The evangelization of the world, and
 - b) The edifying of the Body of Christ (Mk. 16:15-20; Eph. 4:11-13).
13. 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 (Isa. 53:4-5; Matt. 8:16,17; James 5:14-16).
14. 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 hope of the Church (1 Thess. 4:16,17; Rom. 8:23; Titus 2:13; 1 Cor. 15:51,52).
15. 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 (Zech. 14:5; Matt. 24:27,30; Rev. 1:7; 19:11-14; 20:1-6). This millennial reign will bring the salvation of national Israel (Eze. 37:21,22; Zeph. 3:19,20; Rom. 11:26,27) and the establishment of universal peace (Isa. 11:6-9; Ps. 72:3-8; Micah 4:3,4).
16. The Final Judgement: There will be a final judgement in which the wicked dead will be raised and judged according to their works. Whosoever is not found 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 (Matt. 25:46; Mk. 9:43-48; Rev. 19:20; 20:11-15; 21:8).
17. The New Heavens and the New Earth: "We, according to His promise, look for new heavens and a new earth wherein dwelleth righteousness" (2 Pet. 3:13; Rev. 21:22).

ARTICLE V : CHURCH MEMBERSHIP

1. Any person born of the Spirit (Jn. 3:5) and baptised in water, who is living a consistent Christian life and who is in accord with the fundamental teachings and practices of the Assemblies of God fellowship, and who purposes to cooperate with other members of the Assembly for the propagation of our distinctive Pentecostal testimony, may become an active member by presenting his or her name to any member of the official Board, who shall present the name to the Board for approval. If approval of the application is granted, the Secretary shall inscribe the name of the member upon the Assembly membership roll. The member may by then be publicly received by the Pastor at such time as is convenient.
2. The legal voting membership of the Church shall consist of such persons whose names appear on the membership roll who are of sufficient maturity to assume their share of responsibility (not less than 18 years old). They shall be those who are in good standing in the Assembly, regular contributors to their ability, and who have not willfully absented themselves from seventy percent (70%) of the regular Sunday services for a period of three (3) consecutive months prior to the business meeting.

3. The right of discipline of members shall rest in the hands of the Church Board, and the names of those who walk disorderly may be removed from the membership roll, by a simple majority vote of the Board members.

ARTICLE VI : THE CHURCH BOARD

1. The Church Board is properly composed of the Pastor and the elected members (Tit. 1:5-9; 1 Tim. 3:1-10). These men shall be filled with the Holy Spirit (Acts 6:3) and be not less than 21 years of age. In cooperation with the Pastor, the Board shall exercise both spiritual and practical oversight of the Church.
 - a) The Affairs of YOURCHURCH NAME shall be managed by the Board comprising the Pastor, his associate pastor (if any) and not less than four (4) elected members, one of these shall be the Secretary and one the Treasurer.
 - b) The resolutions of the Board shall be passed by a simple majority when put to a vote.
 - c) The Board may delegate to any part of their member such powers and duties or part or parts thereof as they may decide.
 - d) The members of the Board are nominated by the nominating committee and elected by the congregation with a two-third (2/3) majority votes. They shall be elected without portfolios.
2. The Powers of the Board
The following are the powers of the Board:-
 - a) To act for and represent YOURCHURCH NAME in all matters.
 - b) To carry out and execute all decisions and resolutions arrived at, or passed at the business meeting of the members.
 - c) To decide and execute all matters requiring necessary attention and within the scope of YOURCHURCH NAME.
 - d) To manage and administer the funds of YOURCHURCH NAME and to maintain, control, manage, improve and if necessary, develop all immovable property owned by or belonging to, or acquired by YOURCHURCH NAME.
 - e) To discipline members whose lifestyles violate Scriptural standards and affects the testimony of the Church.
3. The Duties of the Board
 - a) The Pastor
 - i) The Pastor shall be considered as the spiritual overseer of YOURCHURCH NAME and shall direct all its activities, both spiritual and practical.
 - ii) He shall be Chairman of all business meetings of YOURCHURCH NAME and of the Board, Nominating Committee and the Board of Trustees.
 - iii) He shall be ex-officio member of all committees and departments.
 - iv) He shall be responsible for all services of YOURCHURCH NAME and shall arrange for all special meetings, conventions or revival meetings. No person shall be invited to speak or preach without his approval.
 - v) He shall have the custody of the official seal (if any).
In his absence he shall appoint another to act in his place. The official seal of YOURCHURCH NAME shall not be affixed to any instrument except by the authority of a resolution of the Church Board and in the presence of the Chairman and of the Secretary/Treasurer or such other persons as aforesaid shall sign every instrument to which the seal of YOURCHURCH NAME is affixed in their presence.
 - vi) He shall hold up-to-date credentials with the Assemblies of God of Malaysia.

b) Associate Pastor

At such times when the Pastor feels it desirable that another Pastor should be added to the Church staff, this Associate Pastor shall be appointed by the Pastor and with the advice and the consent of the Board. He shall hold up-to-date credentials with the Assemblies of God. His term and conditions of office shall be determined by the Pastor at the time of appointment.

c) The Secretary

- i) He shall keep the minutes of the Annual General Meetings, Extraordinary General Meetings, Business meetings and the Board meetings of YOURCHURCH NAME.
- ii) He shall keep in permanent form a Register of members of YOURCHURCH NAME in which shall be recorded the names and addresses of all members, the dates which they became members, cease to be members or were reinstated as members as may be necessary.
- iii) He shall keep all legal documents.
- iv) He shall give a report of his office at the Annual Business meeting.

d) The Treasurer

- i) He shall be the custodian of the funds of YOURCHURCH NAME.
- ii) He shall receive and disburse monies under the direction of the Board.
- iii) He shall deposit all monies in his care in a Bank selected by the Board in the name of YOURCHURCH NAME and make all disbursements normally by cheques.
- iv) He shall keep a true and accurate account of all monies received and expended and shall post a statement of receipts and payments on the Church bulletin Board each month.
- v) He shall give a report at the Annual Business Meeting and whenever required by the Board.
- vi) He shall audit the accounts of departmental treasurers of YOURCHURCH NAME.

e) Other Members of the Board

- i) Their portfolios and job descriptions shall be determined by the Pastor with the approval of the Board.
- ii) They shall give a report of their portfolios at the Annual Business Meeting or whenever required.

ARTICLE VII : THE BOARD OF TRUSTEES

Three (3) Trustees, who must be over 21 years of age shall be appointed by the Church Board and shall hold office during the pleasure of the organisation. The appointment shall include the Pastor of the Assembly, and two others. They shall have vested in them all property whatsoever belonging to the organisation upon execution of a Deed of Trust. The Trustees shall not sell, withdraw, or transfer any of the property of the Church without the approval of the Church Board; and in accordance with the laws of Malaysia. A Trustee may be removed from office by a General meeting of Church members or by the Church Board on the grounds that, owing to ill health, unsoundness of mind, absence from the country or for any other reason, he is unable to do so satisfactorily. In the event of death, resignation or removal of a Trustee, the vacancy shall be filled by a new trustee appointed by the Church Board.

ARTICLE VIII : RIGHT OF INTERVENTION

1. If the Pastor, Board members or the Church does not comply with the Tenets set forth by the General Council of the Assemblies of God of Malaysia herein as well as in the By-laws, the General Superintendent of the Assemblies of God of Malaysia may at the invitation of the majority or minority through the Secretary of the Church, call a meeting with the Church to protect the rights of either the minority or majority that does not desire to adhere to these agreements. Such a meeting may be called any time after one announcement at a Sunday service.
2. In the event that the Church shall not be able to function as a society or local body or in agreement with the Tenets of faith and it becomes apparent that the Church cannot continue its activities because of internal strife, open rebellion or the repudiation of our stated doctrinal beliefs or any other upon such a decision by a majority vote of voting members present in any business sessions and upon such decision be entered upon the minutes by the Secretary, the said decision shall automatically empower the General Council of the Assemblies of God of Malaysia the title to its church property and the General Council shall use the property or its proceeds in the furtherance of the Gospel work provided, however, the General Council Executive Committee shall consent to receive the same.

ARTICLE IX : AMENDMENTS

1. Amendments to this constitution may be made at any regular or special business meeting of YOURCHURCH NAME providing the proposed amendments have been submitted in writing to the Church Board and all voting members two (2) months before the meeting in question. Any member of YOURCHURCH NAME may originate such amendments. However such amendments must not alter the meaning of the Tenets of Faith or the name of YOURCHURCH NAME (Assemblies of God of Malaysia). The proposed and accepted amendments will only come into effect after a written approval of the Executive Committee of the General Council has been given.
2. Amendments shall require for their adoption a two-third (2/3) majority vote of those present at the meeting.
3. By-laws may be adopted and/or amended at any regular or special business meeting, provided that advance notice of not less than two (2) weeks of such intention is given, and by a simple majority vote.

BY-LAWS

ARTICLE I : THE DAY OF WORSHIP

The first Day of the week has been hallowed by the resurrection of Christ from the dead (Jn. 20:1). Believers are to assemble for worship on that day particularly (acts 20:7) and on other days as may be announced by the Church Board.

ARTICLE II : FINANCES

- a) All funds for the maintenance of the Assembly shall be provided by the tithes and voluntary offerings of the members and friends of the organisation. Offerings shall be accepted by the Assembly at such times and in such ways as agreed upon by the Pastor and the Church Board and shall be administered by the Treasurer or any one member of the Board under their direction (Mal 3:10; Lk 6:38; 1 Cor 16:1,2; 2 Cor 9:6-8).
- b) All cheques drawn on the banking accounts of YOURCHURCH NAME shall be signed by either one of the two, the Treasurer or any one member of the Board appointed by the Board and the Pastor counter-signing them.
- c) No movable or immovable property exceeding the value of \$100,000.00 shall be purchased on behalf of YOURCHURCH NAME and no part of the movable or immovable property owned or controlled by or belonging to YOURCHURCH NAME shall be sold, assigned, transferred, conveyed, mortgaged or otherwise disposed of without a resolution authorising or sanctioning such purchase or sale or mortgage first being passed by a majority vote at a business meeting held for such purposes.
- d) The Board may, by resolution invest in or sell Government or municipal bonds, loans, stocks or debentures.

ARTICLE III : CHURCH MEMBERSHIP

1. Those who desire to take membership shall first apply to the Board on official forms provided. Thereafter, at the discretion of the Board they shall be called up for an interview and they shall be enrolled in a foundation Bible course. Upon successful completion of the class, they shall be baptised in water by immersion on the authority of Jesus Christ, then they shall be given the right hand of fellowship and received into the Church. There shall be 3 categories of membership:
 - a) Voting Members
Believers who have been baptised in water, who have been received by the Church Board and who fulfill the requirements in the Constitution, Article V.2.
 - b) Non-voting Members
 - i) Believers who have been immersed in water, who have been received by the Church Board and who are underage (18 years and below).
 - ii) Inactive members. These are members who absent themselves from regular church services without good cause for more than three (3) months.
 - c) Associate Members
Outstation people who are temporarily residents in the vicinity of Kuala Lumpur and Selangor, members who hold credentials with AG organisations except credential for Christian workers and exhorters, those who have gone overseas, those in Bible schools, workers in the branch churches of YOURCHURCH NAME, and those who are also temporarily transferred to another town. These shall be classified as associate members and they shall have no voice in the administration and government of the Church.

2. The Church Register

The Church Register shall include the names of all the members of the Church.

a) Charter Members

Those who have been approved by the Church Board and who sign their names to this Constitution when it is adopted.

b) New Members

Those who afterward desire to take membership shall first be interviewed by the Pastor and approved by the Church Board. If approved they shall be immersed in water (unless previously immersed) and be given the right hand of fellowship and received into the Church. The applicant shall give a public testimony.

c) Transfer of Membership

Believers who come from another Assembly but wishes to transfer membership to YOURCHURCH NAME shall produce a letter of introduction from the other Assembly. All such may be received into membership after approval by the Board.

d) Inactive Members

Inactive members may be restored when they fulfill the requirements of the Church membership and upon their request by letter to be reinstated and upon the approval of the Board and Pastor, they may be restored.

e) Revision of Roster

i) The Pastor and the Church Board shall be authorised to revise the membership roll of YOURCHURCH NAME annually, and to remove from the list of active members all names of those who may have become deceased during the year, together with the names of those who may have withdrawn from the fellowship, or who may have fallen into sin and whose lives may have become inconsistent with the standards and teachings of YOURCHURCH NAME. The one whose name is removed shall be notified of the action by the Secretary.

ii) An appeal may be made to the Board for reconsideration of their action and reinstatement. If necessary the Board may present the dismissed to the congregation for a decision. The action of YOURCHURCH NAME by a majority vote shall be considered final (Matt 18:15-17; Rom 16:17,18; 1 Cor 5:1-5; 2 Thes 3:6-15).

ARTICLE IV : CHURCH DEPARTMENTS

Various departments may be created in the Church as the need arises. All departments of the Church shall be amenable to the Constitution and By-laws of YOURCHURCH NAME. Rules of order of any fashion adopted by a department of the Church shall in no wise conflict with the Constitution and By-laws of YOURCHURCH NAME.

ARTICLE V : APPOINTMENTS AND ELECTIONS

1. *Pastor*

a) The Pastor may be chosen by the Assembly at the Annual General Meeting or, should the pastorate be vacated during the year, at a special meeting called for that purpose. He shall be nominated by the Board and elected to the office of Pastor by a two-third (2/3) majority of voting members present.

b) The term of the pastor's service shall be for not less than three (3) years, or an indefinite period of time as may be decided upon by the elected Board before the time of election. An indefinite

term of service is the best under some circumstances providing the pastor thus elected does not hinder the calling of an election to determine the will of the congregation after he has apparently reached the zenith of his usefulness in the assembly.

- c) Upon the vacancy of the pastorate the pastor may be chosen by the Assembly at the annual Business meeting or at a special business meeting called for that purpose. He shall be nominated by the Board and elected to the office of pastor by a two-third (2/3) vote of all members present.

2. Board Members

They shall be nominated by a Nominating Committee. They shall be elected on a two-thirds majority vote cast. The term of office shall be for one year or until their successors are elected.

3. The Members of the Church Board

They shall be elected to officiate without portfolio. Appointment to each specific responsibility shall be made by the Pastor.

4. Sunday School Superintendent

He shall be appointed by the Church Board. His term of office shall be for one year or until his successor is appointed. His appointment shall be ratified by a vote of confidence by the school teaching staff.

5. Nominating Committee

The Nominating Committee shall be comprised of the elected Board members and two other members of YOURCHURCH NAME. The Pastor's approval is required for all such nominations.

6. Vacancies

- i) Any office may be declared vacant by a two thirds majority vote of the Board because of unscriptural conduct, departure from the tenets of faith or in the event of death.
- ii) The Pastor - The tenure of office in the Pastorate shall be terminated by resignation, removal, death or disqualification.
- iii) Other Offices
 - a) Any office may be declared vacant by an act of a majority of votes of membership at any regular or special business meeting.
 - b) Grounds for such action shall be:
 - 1. Unscriptural conduct
 - 2. Doctrinal departures from the tenets of faith
 - 3. Incompetency of office
 - 4. For any other good reason and sufficient cause.
 - c) Any incumbent under charges shall have opportunity for a fair and impartial hearing of his case before the Assembly, if he so desires.

- iv) In the event of a vacancy or vacancies for whatever reason resulting in the number of elected Board members being less than four (4), the remaining Board members shall appoint a church member or members to fill such vacancy or vacancies until the next election. The person or persons so appointed shall meet the normal requirements of such an office and first consideration shall be given to those from the nominated list tabled at the last election.

In the event that a vacancy does not result in the remaining Board being less than four (4) elected Board members, the remaining Board may choose at their discretion to fill the vacancy or to leave the vacancy unfilled until the next election.

7. Candidates for office

To hold any office the candidate shall be living a consistent Christian life, shall be free from bad habits, shall not be a partaker in worldly amusements, and shall be a member in good standing.

ARTICLE VI : Classifications & Proceedings of Meetings

1. The Annual General Meeting

The Annual General Meeting of members shall take place as soon as possible after the close of each calendar year, and not later than the last day of June, on a date, time and place to be decided by the Board for the purpose of:

- A. Receiving and considering the reports and accounts for the year. The financial year of the church shall be a calendar year commencing on the first day of January and ending on the last day of December.
- B. Electing of Officers
- C. Discussing and deciding such business as maybe properly brought forward.

2. Extraordinary Meeting

The Board may at any time for any special purpose call an extraordinary meeting and they shall also do so upon the petition in writing of not less than one third of the membership. Such petitions shall state the objects of the meetings and shall be signed by the petitioners and deposited with the Secretary. The Board shall within two weeks from the receipt of such petition cause a special general meeting to be held to discuss the objects specified in the petition.

3. Quorum

- A. No business shall be transacted at any Business meeting of members which includes Annual General Meeting and Extraordinary meetings unless a quorum of not less than a simple majority of the voting members are present. If the quorum is not present, the meeting, if convened upon the petition of members shall stand adjourned to the same day in the second week following at the same time and place.
- B. A quorum for the Church Board shall be a simple majority of those elected thereto.

4. Elections and Questions

All elections shall be conducted by secret ballot and require a two thirds majority for an election. Every other question arising at a Business Meeting except Amendments and those noted in the Constitution of the Organisation shall be decided by a simple majority.

5. Notice of Meeting

Notice of meetings shall be given by the posting of such notice on the bulletin board at the Registered Office for the time being or by announcement in all Church Services held, whether in the

Church or elsewhere, and/or in any Church publications, for the period of two (2) consecutive Sundays before such Business meetings.

6. No business meetings shall be held by the Church or the Church Board without the knowledge of the Pastor.

7. Order of Business

In the Annual General Meeting the order of business shall be

- i) Devotional
- ii) Reading of the Minutes of previous Business Meeting
- iii) Annual Report of Secretary
- iv) Annual Report of Treasurer
- v) Reading of reports of Departments
- vi) Election of Officers
- vii) New Business
- viii) Adjournment

8. Audit

One or more persons who shall not be office bearers of YOURCHURCH NAME shall be appointed by the Church Board as auditor/auditors. The auditor/auditors shall be required to audit the accounts of the Church for the year.

His/their appointment shall be for one year or otherwise terminated by the Church Board.