

BYLAWS
for
First Assembly of God Inc.
of Palatka, Florida
doing business as
Church of the Heights

These Bylaws of First Assembly of God, a local Christian Church, were adopted this 16th day of January in the year of our Lord 2019. All previous Bylaws are hereby superseded by these Bylaws.

Preamble

For the purpose of creating a loving, growing community of Spirit-filled believers actively engaged in worship, evangelism, discipleship, and ministries of compassion at the personal, small group and corporate levels, we, whose names appear upon the church roster under the above date, do hereby recognize ourselves as a local church, and adopt the following articles of church order, and submit ourselves to be governed by them. These articles shall always be subordinate to the Bible in the life and conduct of this church.

ARTICLE I. NAME

The name of this local church shall be **First Assembly of God** doing business as **Church of the Heights**, located at 3111 St Johns Ave of the city of Palatka, County of Putnam, state of Florida.

ARTICLE II. PREROGATIVES and PURPOSE

Section 1.

This church shall have the right to govern itself according to the standards of the New Testament Scriptures, making "... every effort to keep the unity of the Spirit through the bond of peace ... until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ." (Eph. 4:3, 13)

Section 2.

In accordance therewith, or incidental thereto, it shall have the right to purchase or acquire by gift, bequest, or otherwise, either directly, or as trustee, and to own, hold in trust, use, sell, convey, mortgage, lease or otherwise dispose of any real estate or chattels as may be necessary for the furtherance of its purposes; all in accordance with its Bylaws or as the same may be hereafter modified or amended.

Section 3.

The purpose of this assembly shall be to establish and maintain a place for the worship of Almighty God, our Heavenly Father, to provide for Christian fellowship for those of like precious faith, where the Holy Spirit may be honored according to our distinctive testimony, and to assume our share of responsibility and the privilege of propagating the gospel of Jesus Christ by all available means, both at home and in foreign lands.

ARTICLE III. VOLUNTARY AFFILIATION

Section 1.

While maintaining its inherent rights to sovereignty in the ownership of its property and the conduct of all of its own affairs, this church shall voluntarily enter into full cooperative fellowship with churches associated in the Peninsular Florida District Council and the General Council of the Assemblies of God with headquarters at Lakeland, Florida and Springfield, Missouri, respectively. It shall actively participate with the other assemblies in completing the mission for which God has raised up this Fellowship. The members and ministers of this church shall recognize and respect the officers of the Section, District, and General Council. All subsequent references to "District" and "Section" in these Bylaws refer to the Peninsular Florida District Council and the Section within which this church is located, respectively, unless otherwise stated.

Section 2.

As a member of the General Council, this assembly has the right to request the assistance of both the General Council and the District Council in dealing with any of its problems, upon the request of the pastor, a majority of the church board, or a petition signed by at least twenty percent (20%) of the active voting members of the assembly. Only those members

who have regularly attended services of, and supported, this assembly for a period of at least three consecutive months prior to signing the petition shall be counted.

Section 3.

This local church voluntarily enters into this affiliation, voluntarily remains in this affiliation, and may voluntarily end this affiliation. This church may terminate its affiliation with the Assemblies of God only through the following process:

- (a) The Pastor shall speak privately with the District Superintendent or his representative to inform him of the church's potential disaffiliation and to receive counsel.
- (b) Then, the Pastor shall invite the District Superintendent or his representative to attend a special business meeting of the church to address the congregation and present the benefits of continued affiliation with the Fellowship. A subsequent vote of three-fourths (75%) of the members present at the special business meeting would be required to withdraw from the Fellowship.

ARTICLE IV. TENETS OF FAITH

Section 1. The Holy Scriptures

This church shall accept the Holy Scriptures of the Christian Church as the revealed will of God, the all-sufficient rule of faith and practice. This church shall be guided in its understanding of Scripture by the teaching ministry of its Pastors.

Section 2. Statement of Fundamental Truths

For the purpose of maintaining general unity with our Fellowship, this church subscribes to the statement of faith found in the Constitution of the General Council of the Assemblies of God, Article V. "Statement of Fundamental Truths".

Section 3. Morality, Marriage, Family, and Human Relationships

- (a) We relate to each other as brothers and sisters committed to this family of God and we build strong biblical families in Jesus Christ, meeting the special needs of children, youth, adults, seniors, and godly families of every kind in Christ. Therefore, we value the monogamous marriage of one man to one woman, as defined in Scripture, as the only kind of marriage-like relationship God values or accepts.
- (b) Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and woman in marriage, the framework for intimate companionship, the only acceptable channel of sexual expression according to the Bible, and the means for procreation of the human race. Therefore, this assembly will not permit any pastor, nor any other person who might be authorized to perform marriages use any part of the facilities or grounds of this assembly, to perform any marriage, cohabitation, or covenant ceremony for persons who are of the same sex, for those who have changed their gender assigned at birth or for those who desire polyamorous marriage.
- (c) In the spirit of Christ, we oppose all attempts to define morality, marriage, family, human identity, and human relationships in ways other than those the Bible portrays as

acceptable to God. We oppose all forms of sexual immorality, including adultery, incest, homosexuality, so-called same-sex marriage, transgendered relationships, and pornography.

- (d) In the spirit of Christ, we oppose all forms of human trafficking, racism, exploitation, slavery, violence, greed, selfishness, oppression, and any other attitude, activity, or relationship that degrades humans, and denies them the dignity which they were created in the image of God to enjoy. We speak and work to provide for and protect the poor, the powerless, the child, the orphaned, the abused, the aged, the sick, and the unborn. We contend for the sanctity of all human life from conception to natural death.
- (e) Genesis 1:26-28; 2:15-25; 3:1-20; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; 1 Samuel 1:26-28; Psalms 51:5; 78:1-8; 127; 128; 139:13-16; Proverbs 1:8; 5:15-20; 6:20-22; 12:4; 13:24; 14:1; 17:6; 18:22; 22:6,15; 23:13-14; 24:3; 29:15,17; 31:10-31; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 5:31-32; 18:2-5; 19:3-9, 13-14; Mark 10:6-12; Acts 16:31; Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-6:4; Colossians 3:18-21; 1 Timothy 5:8,14; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; 1 Peter 3:1-7.

ARTICLE V. GOVERNMENT

Section 1.

The authority to govern this assembly shall be vested in those called, gifted and equipped to govern according to the scriptures: the Pastor and his Board (Eph 4, Rom 12, 1 Tim, 2 Tim, Titus, Acts 14, 15, Heb 13). This is an article of religious faith for us.

Section 2.

The government of this assembly in matters of pastoral call and property shall be shared by the Pastor, Board and active membership of the assembly, as described in these Bylaws.

ARTICLE VI. MEMBERSHIP

The members of this church will be those who have met the requirements for membership as stated in the Bylaws, have been received into membership, and have not been removed from the membership roll.

Section 1. Qualifications.

The standard of membership for this church shall be:

- (a) Testimony and evidence of a genuine experience in regeneration and a consistent Christian life marked by the fruit of the Spirit, not the sins of the flesh (John 1:1-13, 3:3-8, 2 Cor 5:17, 1 Peter 1:18-25), (Matt 27:34, Rom 6:4, 8:12-13, 13:13-14, Eph 4:17-32, 5:1-2,15, 2 Tim 1:7, 1 John 1:6-7, 1 Cor 6:9-11, 2 Cor 7:1, Gal 5:19-25, Prov 20:1, 23:29-32, 1 Sam 15:22-23).
- (b) Baptism in water by immersion unless prevented by age or physical infirmity (Matt. 28:19; Acts 10:47; Romans 6:4).

- (c) To fully subscribe to the Tenets of Faith as set forth in these Bylaws, and to fully submit to be governed by these Bylaws, as they now exist or are later amended (Amos 3:3, 1 Cor 6:1-8, Phlp 1:27, 2:2).
- (d) To be in agreement with, and active support of, the mission, vision, core values, philosophy of ministry and Pastoral leadership of this church (Phlp 2:12-14, Heb 13:17).
- (e) To faithfully participate in the life and ministry of the church by regular attendance in all services of every kind and by tithing and giving for a period of at least three consecutive months prior to membership or application for membership. (Heb 10:25, Mal 3:8-10, 2 Cor 16:1-2, Eph 4:12, 16, James 2:17-18, 26).
- (f) The Pastor and Board may require any or all applicants, including transfers, to successfully complete such courses as they deem necessary before approving them for membership.

Section 2. Reception of Members

- (a) All applicants for membership shall fill out the application prepared by the Board and submit it to the Pastor or his representative(s).
- (b) Applicants for membership shall be interviewed by the Pastor or his representative(s) to determine readiness for membership.
- (c) Those transferring from an Assemblies of God church must have a recommendation from that assembly, and we will seek to follow the same process with other fellowships as well. The appropriate leadership personnel from both churches shall communicate to verify the circumstances of the applicant's departure from the previous church and readiness for membership in this church. No one will be received into membership who has left another church under questionable circumstances or under discipline until the matter is biblically resolved to the satisfaction of their previous Pastor and our Pastor. The Pastor, in consultation with the Board, shall render the final decision. This standard and process is a fundamental aspect of kingdom relationships and ministerial ethics.

Section 3. Ministerial Membership

By virtue of their positions, the Pastor, ministerial staff and their spouses will be active adult members of this local church with all of the privileges of membership.

Section 4. Active Membership

Those individuals, 18 years of age and older, fulfilling the requirements of Section 1, having been received according to Section 2, and not having been removed, shall constitute the active voting membership of this church.

Section 5. Associate Membership

Associate non-voting membership may be granted by the Pastor and the Board to formerly active members who wish to maintain direct relationship to this church although presently prevented by legitimate cause from active attendance and participation.

Section 6. Inactive Membership

- (a) Formerly active members who:
 1. no longer meet some qualification in Section 1.

2. in the opinion of the Pastor have without good cause for 30 days or more:
 - i. not attended the services of this church and sat under the ministry of the Pastor; and / or
 - ii. not supported the church with their whole tithe and offerings.
- (b) Inactive members lose all of the privileges of active membership.
- (c) The Pastor in consultation with the Board may move active members to inactive status, and restore inactive members to active status at any time.

Section 7. Revision of Membership Roll

The Pastor in consultation with the Board, shall at least annually, and may at any time, revise the membership roll by moving from active to inactive, or by removing entirely, the names of those who have died, transferred, moved, voluntarily ceased attendance for at least 30 days from all services at which the Pastor is ministering, or are under discipline as described elsewhere in these Bylaws. Those moved or removed for cause shall be notified in writing by the Secretary as directed by the Pastor.

Section 8. Transferral of Membership

A letter of transfer, signed by the Pastor and Secretary, shall be granted upon request, at the approval of the Pastor. The letter shall be addressed to the Pastor or Secretary of the receiving church and shall state whether the member is classified as active, inactive, associate or junior, and the overall status of the departing member.

Section 9. Waiver

Membership in this church shall be granted upon the condition that suspension or discipline of a member shall not give the suspended or disciplined member cause for legal action against the church, Pastor, staff or any member taking part in the suspension or disciplinary process. The acceptance and continuance of membership in the church shall be evidence of a waiver by the member of all rights of action, any cause of action and all claims and demands against the church, or any member or officer of this church or the Assemblies of God, related to suspension, disciplinary proceedings, or removal from membership as described in these bylaws. This is an article of religious faith and practice for this church as a whole and every member in particular. (1 Cor 6:1-8)

ARTICLE VII. LEADERSHIP: QUALIFICATIONS, DUTIES, SELECTION, TERMS AND DISMISSAL

Section 1. Officers

(a) Executive Officers

1. **The Lead Pastor** is the Chief Executive Officer, President of the Corporation and Chairman of the Board, hereafter referred to as the Pastor;
2. **The Secretary** is chosen from among the Official Board.(see Article VII, Section 5).
3. **The Treasurer** is chosen from among the Official Board.(see Article VII, Section 6).

(b) The Official Board and Board of Trustees (see Article VII, Section 4)

1. The Official Board is composed of the Pastor (Chairman) and Deacons. The number of Deacons will be based upon the number of active membership as follows:
 - A. Whereas the number of active membership is below 100, the number deacons will be a minimum of 4 and a maximum of 7.
 - B. Whereas the number of active membership is between 100 and 300, the number deacons will be a minimum of 5 and a maximum of 7.
 - C. Whereas the number of active membership is above 300, the number deacons will be a minimum of 6 and a maximum of 7.
2. The Official Board shall also serve as the Board of Trustees.

Section 2. The Lead Pastor

(a) Qualifications

1. The Pastor of this church shall be a credentialed minister of the Assemblies of God with an up-to-date fellowship certificate. Any exception to this shall be approved in advance by the appropriate District officials as described in the District Bylaws and protocols. The Board shall be notified in writing by a District official.

(b) Duties

1. The Pastor is the spiritual overseer of the church and shall direct all of its activities.
2. The primary duty of the Pastor shall be prayer and the ministry of the Word. To that end, every other worker in this church serves as an extension of the Pastor's ministry, lightening his load, preserving him for prayer and the study and ministry of the Word (Acts 6:1-6).
3. The Pastor seeks God for the direction of the church and all of its ministries in order to fulfill our mission and vision. He communicates his vision to the Board and the rest of the body, creating, approving, modifying or terminating ministries as necessary (Acts 10, 13:1-4, 16:6-10, 1 Peter 5:1-4).
4. Leadership development shall be one of the primary functions of the Pastor, as he works to develop those people he sees God gifting and raising up for ministry in the body. The Pastor shall mentor, disciple and season those persons, working with the Holy Spirit in equipping them to serve the body as servant-leaders who will disciple others and lead ministries. No person shall serve in any office or ministry of this church without the Pastor's approval (Mark 3:13-15, Eph 4:11-13).
5. The Pastor shall be the President of the corporation and shall act as chairperson of all of the business meetings of the church and of the Board, and shall, with the Secretary, sign all official papers for the corporation.
6. The Pastor shall be an ex-officio member of all departments and ministry teams.
7. The Pastor shall provide for all regular and special services of the church. No person shall be invited to minister in any way in any service, department, class, ministry or extension of the church without the Pastor's prior approval.
8. All paid employees of any kind, ministerial, clerical, maintenance, etc., shall be under the general supervision of the Pastor. The Pastor or his representative(s) shall have

all hiring, disciplining, promoting, demoting, employee salary setting and firing authority without appeal beyond the Pastor.

9. The Pastor shall develop or approve all policies and procedures of the church.

(c) Selection

1. If the Pastorate is vacant for any reason, the Board shall serve as a Pastoral Search Team. At his discretion, the Pastor departing in good standing shall appoint, or the Board shall elect from among the Board members, one interim chairperson to serve the Board.
 - (a) The Board may appoint, at their discretion, active members in good standing to aide in the Pastoral search and interview process.
2. If the departing Pastor had a significant ministry and tenure in this community of faith and departs in good standing, the new Pastor will be chosen by one of two means.
 - (a) The departing Pastor may recommend a series of candidates to the Board. His recommendation(s) for potential Pastors shall be contacted and interviewed before other applicants are considered.
 - (b) If said departing Pastor recommends no candidates, the pastoral search shall proceed as follows.
3. The Board may contact the District Office for recommendations of Pastoral candidates, may receive suggestions from the congregation, and shall conduct such visits and in-depth interviews as they deem necessary.
4. The Board shall satisfy itself that potential Pastors agree with the mission, vision, core values and philosophy of ministry of this church, in word and in previous ministry.
5. At least a two-thirds (2/3) majority of the Board shall be required to choose one minister at a time as a candidate for Pastor, call that person and their family in for ministry to, questions from, and fellowship with, the church.
6. The candidate shall spend at least one weekend with the church, having opportunity to fellowship with the board, the staff and/or church leadership, and preach at least once to the church.
7. The active members of the church shall vote on the candidate in a special business meeting chaired by the interim chairperson of the Board. Only one candidate at a time may be heard and voted on by the church. A two-thirds majority of all votes cast shall constitute an election.
8. The Pastor departing in good standing may ask any or all of the staff to resign or remain at any time after he has resigned but before his termination date. All staff and employees asked by the Pastor to remain shall continue to fulfill their portfolios until a new Pastor is installed, who will decide upon their retention or release.
9. While the pastorate is vacant the Board shall see that the pulpit is filled for every service by qualified persons. It is recommended that the board contact the Peninsular Florida District for recommendations for an Interim Pastor and/or a list of qualified persons to fill the pulpit.

10. No person asked to serve as interim minister or pulpit supply may become a candidate for permanent pastor.

(d) Term

1. The Pastor shall be elected for an indefinite period of time, and shall not be voted on again, unless otherwise specified, and agreed to by the candidate, at the time of election.

(e) Dismissal

1. The Pastor may be dismissed for reasons of violating in doctrine or lifestyle the biblical ministerial qualifications of the Assemblies of God, and the qualifications for active membership in this church.
2. To begin dismissal, charges must be brought by two witnesses to each offense, first to the Pastor, then to the Board, then to the District Officials (1 Tim 5:19-20).
3. The District Officials shall conduct an appropriate investigation according to their protocols and shall render a final judgment. Removal of the Pastor's ministerial credentials shall constitute dismissal from the Pastorate of this church. Exoneration by the District officials means retention of the Pastorate of this church. The discipline of the credentialed ministers is in the hands of the appropriate Sectional, District and General Council ministers, not the local church. Any subsequent disciplinary or rehabilitation program will be the decision of the appropriate District and General Council body. The ultimate result of any denominational appeals process pursued by the disciplined minister will be accepted by the church and will be final. Restoration to ministry in this local church will be in accordance with provisions elsewhere in these Bylaws.
4. If the Pastor is not dismissed, but a majority of a secret ballot vote of the combined District Executive Committee, Sectional Committee and local Board feels it is in the best interest of the church to conduct a vote of confidence, this shall be done after appropriate notice to the active members. In a special business meeting chaired by the District Superintendent or his representative, two-thirds (2/3) of the members present must vote no confidence in order to dismiss the Pastor.
5. Upon exoneration of the Pastor, he may at his discretion through the ministry of church discipline may, at his discretion and in accordance with these Bylaws, through the ministry of church discipline, seek repentance and restoration for those members and adherents of this community of faith who brought the charges.

Section 3. Ministerial Staff

The Ministerial Staff is composed of those ministers assisting the Pastor by serving and leading in whatever way requested, including but not limited to, worship, evangelism, discipleship, children, youth, missions, seniors and administrative ministries. They oversee all lay workers and answer directly and only to the Pastor.

(a) Qualifications

1. The Ministerial Staff is chosen by the Pastor and shall be qualified as he requires.

2. They are to be the under-shepherds of the flock, servants of God, the Pastor and God's people, students of the Word, spiritual persons of prayer, Spirit-filled and Spirit-led leaders who could meet all biblical requirements as the Elders of this community of faith should they be so appointed (Acts 2:4, 6:3, Rom 12:8, Eph 4:11f, 1Thess 5:12, 1 Tim 3:1-7, 5:17,22, 2 Tim 4:1-2, Titus 1:5-9, 1 Peter 5:1-4).

(b) Duties

1. The Ministerial Staff shall fulfill whatever duties assigned by the Pastor.
2. Under the Pastor's direction they shall direct the ministries of the church, answering directly and only to the Pastor.
3. When the Pastor is to be away for a season, he may normally designate a staff member to serve as his temporary representative to make decisions in his stead should he be unable to be reached.

(c) Selection, Term, Dismissal

The Ministerial Staff is chosen by the Pastor, serves at the discretion of the Pastor, and is dismissed by the Pastor, without appeal.

Section 4. The Board

The Board (Official Board) is composed of the Pastor (Chairman) and Deacons. The number of Deacons will be based upon the number of active membership as follows:

- D. Whereas the number of active membership is below 100, the number deacons will be a minimum of 4 and a maximum of 7.
- E. Whereas the number of active membership is between 100 and 300, the number deacons will be a minimum of 5 and a maximum of 7.
- F. Whereas the number of active membership is above 300, the number deacons will be a minimum of 6 and a maximum of 7. The Official Board shall also serve as the Board of Trustees.

The Official Board shall also serve as the Board of Trustees.

(a) Qualifications

1. The Board shall be made up of men of spiritual depth and sensitivity, mature Christian experience, stability, faithfulness, sound judgment, loyalty and humility (1 Tim 3:1-13).
2. They should be baptized in the Holy Spirit and currently living a Spirit-filled life, spiritually gifted to serve as lay elders (Acts 2:4, 6:3, 1 Tim 3:1-13, 5:22, Titus 1:5-9, 1 Peter 5:1-5, 1 John 4:7-8).
3. We understand the phrase "one woman man" in 1 Timothy 3:2 and Titus 1:6 to mean "faithful to his wife," a description of one's current lifestyle not of one's past, and having no reference to a previous divorce or remarriage. The Board shall satisfy itself that all potential lay elders are now living above reproach and able to serve.
4. They shall have been active members for at least 12 months, fulfilling all of the membership requirements in an exemplary fashion, not under 25 years of age.

5. They shall publicly and privately be in full agreement with, and active support of, the mission, vision and philosophy of ministry of the Pastor and church, following the Pastor and staff in a loyal and loving relationship, faithful to all of the regular and special services of the church. Any attitude, speech, or behavior that creates dissension, in any way to any degree, disqualifies one from service as a lay elder (2 Cor 2:9, 7:12, 8:8, 12:18).
6. They shall have been proven and prepared by completing whatever discipling, training, and ministry experience the Pastor deems necessary.
7. They must be actively serving in the church in some capacity before and during their service on the Board.
8. The Pastor shall decide when these qualifications have or have not been met and kept as he is led by the Holy Spirit. (1 Cor 12, 14, Rom 12)
9. No credentialed Minister or staff, other than the Pastor, may serve on the Board.

(b) Duties

1. The Board shall serve with the Pastor in the leadership, oversight and spiritual watch-care of the church.
2. They shall meet at least monthly or as requested by the Pastor, and never without his presence, except with his permission or when the Pastorate is vacant.
3. They shall serve as needed by the Pastor to extend his ministry and fulfill the mission, vision and philosophy of ministry of this Pastor and church, actively promoting love, unity, sound doctrine and holy living.
4. They shall serve as advisors to the Pastor in matters of ministry initiation, evaluation, development and termination, leadership training, special projects and planning, redefining mission, vision, philosophy of ministry, etc.
5. They shall act as trustees for the church in all business and legal matters, handling such matters at the direction of the Pastor or church membership as specified in these Bylaws.
6. They shall serve as the finance team for the church, reviewing financial reports on a monthly basis, advising the Pastor when necessary in the receiving and disbursing of funds, reviewing and raising the Pastor's salary at least annually after receiving his salary proposal and, at the Pastor's request, consulting with outside advisers to insure the raises and remuneration package are sufficient. The salaries of all paid staff are determined by the Pastor, in consultation with the Board.
7. They shall assist the Pastor as needed in providing leadership to all ministries, departments, programs, projects, etc., leading by involvement and example as role models for the church.
8. They shall continue to receive whatever discipleship, equipping, and training which the Pastor deems necessary during their tenure on the Board.

(c) Selection

1. Candidates for the Board shall be chosen from the active membership having previously served or those gifted, equipped, and apprenticed in preparation for potential service. (1 Tim 3:6, 10)

2. They shall be nominated by the Pastor and Board once an interview has been completed by the Pastor and his recommendation has been ratified by the Board.
3. The names of the approved nominee(s) shall be voted on by the active adult members of the congregation in a business meeting called as described in these bylaws. Two-thirds of the votes cast for a nominee on a ballot shall be required for election. Failure to elect an approved nominee(s) after five ballots empowers the Pastor, after consulting the Board, to appoint an approved nominee(s).
4. There shall be at least five (5) and no more than seven (7) members on the Board, depending on the need and the availability of qualified people.
5. The normal selection process shall be conducted annually, with terms running approximately concurrent to the calendar year.
6. If an emergency for additional Board member arises, the Pastor in consultation with the Board may appoint qualified lay leaders until the next annual business meeting where they will be nominated for an election.

(d) TERMS

1. At the initial selection of the members for the Board, one shall be selected to serve for 3 years, one for 2 years and one for 1 year. Thereafter, one or more shall be selected each year to serve for 3 years. This shall be a revolving team.
2. No member(s) should normally succeed themselves in office until at least 1 year has elapsed since their last term of service, unless no properly qualified and prepared candidates are available.
3. Exceptions: when deemed necessary by the Pastor, any member may be asked by the Pastor, in consultation with the Board, to extend their term on an annual basis.

(e) Dismissal

1. When in the Pastor's judgment any member on the Board has failed to maintain the qualifications, fulfill the duties, or respond to restoration as described above, the Pastor may either suspend or remove them from the Board.
2. The suspension or removal of a member must be ratified by a majority of the Board present at a properly called meeting of the Board.
3. The Board will work with the Pastor in any restoration ministry for a suspended or removed member deemed appropriate by the Pastor.
4. The suspended or removed member will be notified of his suspension personally, and officially by a letter.
5. Suspended members may be returned to the Board to finish their term only at the initiative of the Pastor, and ratification by a majority of the Board.

Section 5. Secretary

(a) Qualifications

The Secretary shall normally be an existing member of the Board. The same person may serve as both Secretary and Treasurer.

(b) Selection

The Secretary shall be appointed by the Pastor subject to ratification by a majority of the Board.

(c) Duties

The Secretary shall record and keep the minutes from the meetings of the Board and business meetings of the church, sign all business and legal documents of the church as necessary and directed, and perform any other work necessary to the discharge of his duties.

(d) Term

The term shall be 1 year, with succession in office permitted.

(e) Dismissal

Subject to ratification by a majority of the Board, the Pastor may dismiss the Secretary when in his judgment the Secretary has failed to maintain the qualifications, fulfill the duties, or respond to restoration as described above. The Pastor will notify the dismissed officer of his termination personally, and officially by a letter.

Section 6. Treasurer

(a) Qualification

The Treasurer shall normally be an existing member of the Board. The same person may serve as both Secretary and Treasurer.

(b) Selection

The Treasurer shall be appointed by the Pastor, subject to ratification by a majority of the Board.

(c) Duties

1. The Treasurer shall see that all funds received by the church are deposited in a responsible bank, in the name of the church, and shall see to the disbursement of the same by check as authorized by the Pastor, or by the Pastor and Board.
2. He shall see that an itemized monthly financial report is presented to the members of the Board, and a summarized annual financial report for distribution to the members of the church.

(d) Term

The Treasurer shall serve for 1 year, with succession in office permitted.

(e) Dismissal

Subject to ratification by a majority of the Board, the Pastor may dismiss the Treasurer when in his judgment the Treasurer has failed to maintain the qualifications, fulfill the duties, or respond to restoration as described above. The Pastor will notify the dismissed treasurer of his termination personally, and officially by a letter.

ARTICLE VIII. VACANCIES

Section 1. Pastorate

- (a) Vacancy in the Pastorate for any reason shall be filled according to the Bylaws above.

- (b) Should the Pastor resign, he shall give the Board a minimum of 30 days notice before his resignation is effective.
- (c) Should the Pastor fail to sustain a vote of confidence as described above, or should he resign, he shall, upon the last day of service, receive severance pay of 1 week of his current gross pay for each year of service, or 1 month's current gross pay, whichever is greater.
- (d) Should the Pastor be dismissed for moral failure the church is not required to pay any severance.

Section 2. Board

Vacancies may be created or filled at any time as described elsewhere in these Bylaws under "Official Board."

Section 3. Others

All other offices, ministries and positions are approved or appointed by the Pastor, some in consultation with the Board, and may be declared vacant by the Pastor in consultation with the Board as described in these Bylaws.

ARTICLE IX. MEETINGS

Section 1. Worship Services

- (a) Corporate services for worship, evangelism and discipleship shall be held each Lord's Day and during the week as deemed best by the Pastor.
- (b) All other meetings of any kind, including those for ministries of compassion, shall be held as deemed best by the Pastor.

Section 2. Business Meetings

- (a) An annual business meeting will be held during the first quarter of each year, for the purpose to elect Official Board members, to receive the annual financial report and to manage the affairs of this assembly at a date and time approved by the Pastor and Board.
- (b) Special Business Meetings of the church may be called as deemed necessary by the Pastor or by a two-thirds (2/3) majority of the Board. (Acts 15)
- (c) All business or special meetings shall be announced 2 Sundays, during corporate worship service, prior to the business or special meeting.
- (d) The Official Board shall meet monthly, at a day and time approved by the Chairman of the Board, for the purpose to receive the monthly financial report and to manage the affairs of the assembly.
- (e) The Executive Committee (Chairman, Secretary, and Treasurer) shall function in matters demanding immediate attention when it is impossible to call a meeting of the Official Board. It shall report all of its proceedings at the regular meeting of the Official Board.
- (f) No business meeting will be conducted without the Pastor, except with his permission, or if the Pastorate is vacant, without the Chairman of the Board.

Section 3. Emergency Action without a meeting.

When necessary, the following parameters will apply and be followed:

- (a) The action will be described in written consents signed by a majority of the members of the Official Board.
- (b) The consents shall have the same force and effect as a vote at a meeting duly held and may be described as such in any document.
- (c) The Secretary shall file such consents with the minutes of the meetings of the Board.
- (d) Counterparts of any such consents may, to the fullest extent permitted by applicable law, be delivered by email, facsimile, or other electronic means to the Secretary or the Corporation. Such delivery shall be deemed made and effective at the time transmitted, provided that the Pastor or his designee, delivering a consent in such manner does not receive any message in response to such transmission indicating that such email or other electronic transmission was not deliverable.

ARTICLE X. FINANCES

Section 1. Contributions

All funds for the operation and ministries of the church shall be provided by the tithes, offerings and contributions of members and friends. All funds shall be received at such times and in such ways as agreed upon by the Pastor and Board. All funds shall be disbursed by the Treasurer as directed by the Pastor, or by the Board in consultation with the Pastor. (Mal. 3:10, Luke 6:38, 1 Cor 16:1-2, 2 Cor 9:6-8)

Section 2. Reports

- (a) An Annual Financial Report shall be prepared by the Treasurer for the Board after each fiscal year-end. After the Board has accepted the report, it shall be released to the active adult members of this church for review at the annual business meeting.

Section 3. Finance Team

The Board shall serve as Finance Team with duties as outlined in these Bylaws.

ARTICLE XI. PROPERTY

Section 1.

This church shall be incorporated under the laws of the State of Florida. All property of this church shall be deeded to this church and held in its corporate name.

Section 2.

Should this local church's affiliation with the Assemblies of God ever be terminated, either through its own voluntary action according to these Bylaws or by the action of the Assemblies of God, the majority of the membership of this local church shall retain ownership of all of the church's property, real and chattel.

Section 3.

Real or chattel property of the church valued up to thirty percent of the church's previous year's income may be bought, sold, leased, mortgaged or otherwise alienated by a two-thirds vote of the Board at a special Board meeting called in accordance with these Bylaws. Transactions valued above 30% of the church's previous years income must be authorized by a majority vote of the church membership present at a special business meeting.

ARTICLE XII. DISCIPLINE

Section 1. Discipline of Members

- (a) In order to preserve the peace and purity of this community of faith, this church recognizes its accountability to the Pastor and Board in matters of scriptural conduct and discipline. All decisions regarding discipline as described in this section shall be prayerfully made and administered by the Pastor and Board, according to the Scriptures, with an ultimate goal of repentance and restoration (Matt 18:15-20, Rom 16:17-18, 1 Cor 5:9-13, 2 Thess 3:11-15, Gal 1:8-9, Titus 3:1-15, etc.)
- (b) Violation of the scriptural standards of doctrine and lifestyle described in Article "Membership," Section "Qualifications" shall be the reason for disciplinary ministry. All members of this community of faith, whether or not they have officially joined as active members of the church, shall by their participation among us be subject to the disciplinary ministry of the Pastor and Board. (Heb 13:17)
- (c) Rebellion, division, dissension, slander, gossip, faction and strife are recognized as especially heinous sins in regard to the body as a whole, and will not be tolerated in this church (1 Sam 15:22-23, Prov 6:16-19, Rom 13:13, 16:17-18, 1 Cor 3:16-17, 5:11, 6:9-11, Gal 5:19f, Eph 4:29-32, Phlp 2:1- 4,14, James 3:6-18, 2 Thess 3:6,14, etc.).
- (d) Discipline may include such scriptural actions as deemed necessary, including, but not limited to, removing from all ministry, moving from active to inactive membership, or removing from all membership, and requesting departure from this community of faith (Matt 16:19, John 20:23, Acts 5:1-11, 1 Cor 5:4,7, 2 Cor 2:9, 1 Tim 1:20, Titus 3:10, 2 Thess 3:6,14, 1 Tim 1:19-20).
- (e) Restoration shall be prayerfully administered, including such return to a particular ministry or membership as the Pastor deems appropriate, following evidence of genuine repentance and a time of proving (Luke 3:8, Acts 26:20, Gal 6:1, 2 Cor 2:9-10, 7:8-12).
- (f) While scripture provides opportunity for individuals, small groups and the church as a whole to participate in correction and discipline when appropriate, the final authority for deciding and directing discipline rests with the Pastor in consultation with the Board, and the community of faith is expected to carry out its leaders instructions (Matt 16:19, 18:15-20, John 20:23, Acts 5:1-11, 1 Cor 5:3-5, 2 Cor 2:5- 11, 7:8-16, Heb 13:17, 2 Tim 3:2).
- (g) Any appeals from the disciplinary ministry must come from the disciplined individual(s) and must be directed first to the Pastor and Board, then to the Sectional Committee, and then to the combined Sectional Committee and District Executive Committee, the latter two committees having power to review and recommend, but not require, changes in the disciplinary ministry of the Pastor and Board.

- (h) This church hereby fully empowers the Official Board to use any legal means necessary to prevent disciplined or otherwise troublesome or disruptive persons from entering church property at any time under any circumstances.
- (i) All matters in this section, Discipline of Members, are articles of religious faith for us.

Section 2. Discipline of Ministers

- (a) The discipline of ministers credentialed with the Assemblies of God is in the hands of the appropriate Sectional, District, and General Council officials, not the local church. Members may bring such doctrinal or lifestyle failures of their ministers as require disciplinary action to the attention of the Sectional and District Council officials.
- (b) The discipline of any ministers credentialed other than with the Assemblies of God shall be in the hands of the Pastor and Board. They shall use the guidelines of this local church and Assemblies of God ministerial disciplinary and rehabilitation protocols, adjusting them as is necessary.
- (c) The restoration of any disciplined and rehabilitated minister to ministry in this local church shall be at the Pastor's discretion, following the appropriate guidelines of this local church and of the Assemblies of God. If the Pastor was the disciplined minister, his return to ministry in this local church shall require the approval of two-thirds of the Board.

ARTICLE XIII. QUORUMS

Section 1. Board

The majority of Board members actually present at any properly called Board meeting shall constitute a quorum for that meeting.

Section 2. Church Business Meetings

The active members of this assembly actually present at any properly called business meeting shall constitute a quorum for that meeting.

Section 3. Absentee Ballots and Proxy Votes

- 5. No absentee ballots or proxy vote shall be accepted in Board meetings
- 6. No absentee ballots or proxy vote shall be accepted in business meetings or special meetings of the assembly unless the Official Board has unanimously made an exception 2 weeks prior to the meeting.

ARTICLE XIV. DEPARTMENTS AND MINISTRIES

Section 1.

The Pastor shall approve, create, staff, evaluate, modify, and terminate such departments and ministries as they deem necessary to enable this church to fulfill our mission and vision of worship, evangelism, discipleship, and ministries of compassion in the most effective manner possible.

Section 2.

All departments, ministries, and workers shall be under the direction of the Pastor and his representatives. All departments, ministries, and workers shall be in agreement with and fully supportive of the core values, mission, vision, philosophy of ministry and biblical standards of this church and its Pastoral leadership. They shall serve together in an integrated manner, in unity and harmony.

Section 3.

The departments and ministries of this church may include, but shall not be limited to, the following: Christian education, small groups, worship, children, youth, women, men, single, senior, compassion, and mission.

Section 4.

Service of any kind, in any degree, in any department or ministry, is a privilege, not a right. All workers shall be discipled and trained to the satisfaction of the Pastor, Board, and their representatives, and may be appointed or removed as the Pastor, Board, and their representatives see fit.

ARTICLE XV. ORDER OF BUSINESS

Any Board or special business meeting of the church where parliamentary order is extremely important for legal or other reasons shall be conducted according to the most current edition of Roberts Rules of Order Newly Revised, as modified by the spirit of Christian love, the leading of the Holy Spirit, under the supreme authority of the Bible.

ARTICLE XVI. AMENDMENTS

Section 1.

Substantive changes to these Bylaws must be made in the form of amendments. Amendments to these Bylaws may be submitted by any active member of the church to the Pastor and Board. If after analysis the amendment is approved by the Pastor and at least two-thirds of the Board it shall be made available to the members, a special business meeting shall be called where a majority vote of members present may adopt the amendment.

Section 2.

The Pastor and Board should consult the District Superintendent before amending Article III of these Bylaws in any substantial way, and the Pastor and Board may then decide to approve or disapprove any changes to Article III.

Section 3.

When the need arises for non-substantive Bylaws changes without a formal amendment, a Bylaws Editorial Team shall be appointed by the Pastor from the membership of the Board. Members should be selected on the basis of their familiarity with the Bylaws and their editorial skills. The editorial team shall have the power to recommend such revisions to

these Bylaws as are, in its judgment, non-substantive modifications or clarifications, reorganization or renumbering, or revisions made necessary because of punctuation, spelling, or other errors of grammar or expression. The recommended revisions must be approved by the Board by a majority vote, after which they become effective immediately and shall be permanent subject to revocation by the membership of the Board at any duly called meeting.

Original Bylaws - January 16, 2019

Amendment 2022-1 - January 26, 2022

We, the Official Board, do hereby recognize that a two-thirds majority vote from the membership of First Assembly of God Inc., Palatka, Florida determined the adoption of these Bylaws on the date of _____.

Chairman of the Board, Rev. Joshua Hobbs: _____

Secretary, Malcom Brown: _____

Treasure, David Flowers: _____

John Allender: _____

Randy Donaldson: _____

Jade Hess: _____

David Urvina: _____

Tom Ziegler: _____

We, the Official Board, do hereby recognize that a unanimous vote determined that these Bylaws be presented to the membership of First Assembly of God Inc., Palatka, Florida on the date of January 16, 2019 for adoption. These Bylaws will be made available to the membership beginning January 6, 2019.

Date: _____.

Chairman of the Board, Rev. Joshua Hobbs: _____

Secretary, Malcom Brown: _____

Treasure, David Flowers: _____

John Allender: _____

Randy Donaldson: _____

Jade Hess: _____

David Urvina: _____

Tom Ziegler: _____