

Note: The purpose of this document is to stimulate thoughtful discussion as you formulate or review your constitution and by-laws. Before any legal document is adopted it should be reviewed by a qualified attorney with expertise in the state and federal laws that may pertain to your specific ministry.

(Your Church Name)

SAMPLE CONSTITUTION & BY-LAWS

Established the 5th day of January, 1990

ARTICLE I: NAME, LOCATION, AND PURPOSE

SECTION 1 – NAME AND LOCATION:

The name of this church is (Your Church Name) of Colorado Springs, located in Colorado Springs, El Paso County, Colorado.

SECTION 2 – PURPOSE:

(A) The primary purposes of the church are to reach people, leading them to a personal faith in Jesus Christ as Savior and Lord (John 3:16), to see individuals heal emotionally as they grow in faith toward God and in the knowledge of His Word, to equip Christians for works of service, encouraging spiritual growth and helping them to recognize and develop their God-given gifts through the teaching of the Bible, the ministry of the Holy Spirit, and worship (2 Timothy 3:16-17, I Corinthians 12:4-10, Ephesians 4:12-13, John 4:24), to send trained and willing Christians out into the world to promote evangelism and missionary work in all places, and to establish and organize churches and foster their development to further the Kingdom of God (Mark 16:15).

(B) The church shall ordain men as elders, deacons, and five-fold ministers. Only those men ordained into the ministry of apostle, prophet, evangelist, pastor or teacher may perform marriage and funeral ceremonies (Ephesians 4:11).

(C) This church is organized exclusively for charitable, religious, and educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Revenue Law). These charitable, religious, and educational purposes include, but are not limited to, establishing and maintaining of religious worship, the building, maintaining and operating of churches, parsonages, schools, chapels, radio stations, television stations, rescue missions, coffee houses, bookstores, print shops, day care centers, camps, and any other ministries that the church may deem appropriate in obedience to the will of God.

ARTICLE II: STATEMENT OF FAITH

The fundamental teachings of this congregation are reflected in the following statements of faith. Our purpose in stating these basic beliefs is to establish a doctrinal foundation for those choosing to affiliate with us.

(A) We believe in the inspiration of the Holy Bible, which is comprised of the 66 books of the Old & New Testaments as originally given, not including the Apocrypha. The Scriptures are without error and the sole and final authority for all matters of faith and conduct. (II Timothy 3:16, I Corinthians 2:13, II Peter 1:21).

(B) We believe in the Eternal God, who has revealed Himself as One God existing in three persons, Father, Son and Holy Spirit, distinguishable but indivisible (Matthew 28:19, II Corinthians 13:14, 1 Peter 1:2, John 14:26).

(C) We believe in the creation, test, and fall of man as recorded in Genesis, his total spiritual depravity and inability to attain to Divine righteousness on his own (Romans 5:12, 18).

(D) We believe in the Lord Jesus Christ, the Savior of men, conceived of the Holy Spirit, born of the Virgin Mary, totally God and totally Man (Luke 1:26-35, John 1:14-18, Isaiah 7:14, 9:6, Phil. 2:6, Rom. 9:5, Col. 2:9).

- (E) We believe the Lord Jesus Christ gave His life on the cross as a sacrifice for our sin, was buried, and rose again bodily the third day, and personally appeared to His disciples (I Corinthians 15:1-4, Romans 4:25).
- (F) We believe in the bodily ascension of Jesus to heaven, His exaltation, and personal, literal, and bodily coming again the second time for His Church (John 14:2-3, I Thessalonians 4:13-18).
- (G) We believe in the salvation of sinners by grace, through repentance and faith in the perfect and complete work of Jesus on the Cross by which we obtain total forgiveness of sin. (Ephesians 2:8-9, Hebrews 9:12, 22, Romans 5:11).
- (H) We believe that water baptism and communion are open only to those who have accepted Jesus as their Lord and Savior. These ordinances are observed in obedience to our Lord Jesus Christ as acts of love and devotion and are not considered to be necessary for salvation (Matthew 28:19, Acts 2:34-36, 19:1-6, I Corinthians 11:17-28).
- (I) We believe the Holy Spirit indwells every believer in Jesus Christ, and that He is our abiding helper, teacher, and guide. We believe in the present day ministry of the Holy Spirit as recorded throughout the New Testament, including the exercise of all the Biblical gifts of the Holy Spirit in the church (Romans 8:9, I Corinthians 6:19, 12,14).
- (J) We believe in the Baptism of the Holy Spirit as a real experience, at or subsequent to salvation, empowering believers as witnesses of Christ (Luke 24:49, Acts 1:4-5, 2:1-4, 8:14-17, 10:44-46).
- (K) We believe Christians should live life in such a manner as not to bring reproach upon their Savior and Lord, their reputation, or the church. There should be a rejection of, and turning from sinful pleasures and practices (Romans 12: 1-2, Ephesians 5:18, II Corinthians 6:14, 7:1, I John 2:15-17, II John 9-11).
- (L) We believe in the reality and personality of Satan and that he is the declared enemy of God and man. We further believe that while a Christian can be tempted by Satan, a Christian cannot be demon possessed (Matthew 25:41, II Corinthians 6:14-18, 7:1).
- (M) We believe in eternal life for believers (John 5:24, 3:16), and eternal punishment and separation from God for unbelievers (Mark 9:43-48, II Thessalonians 1:9, Revelation 20:10-15).
- (N) We believe there is one universal Church, made up of genuine believers, and this one universal Church is also composed of many local churches. These churches are under the leadership of the Lord Jesus Christ, not controlled by outside people or groups (Acts 15:22, Matthew 16:18, 18:15-20).
- (O) We believe God has ordained and created all authority consisting of three basic institutions: 1) the home, 2) the church, and 3) the state. Every person is subject to these authorities, but all (including the authorities themselves) are answerable to God (Romans 13:1-7, Ephesians 5:22-24, Hebrews 13:17, I Peter 2:13-14).
- (P) We believe that God has commanded that no sexual activity should be engaged in outside of a God-ordained marriage between a man and a woman. We believe that any form of homosexuality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex (Genesis 2:24, 19:5-13, 26:8-9, Leviticus 18:1-30, Romans 1:26-29, I Corinthians 5:1, 6:9, I Thessalonians 4:1-8, Hebrews 13:4).
- (Q) We believe human life begins at conception and the unborn child is a living human being. Abortion constitutes the unjustified taking of unborn human life. Abortion is murder. We reject any teaching that abortion due to rape, incest, birth defects, gender selection, birth or population control are acceptable (Job 3:16, Psalms 51:5, 139:14-16, Isaiah 44:24, 49:1, Luke 1:44).
- (R) We believe that every Christian, as a steward of the wealth entrusted to him, should give cheerfully to the support of the church in tithes and offerings for the relief of those in need and the spread of the Gospel (Genesis 14:20, Proverbs 3:9-10, Acts 4:34-37, I Corinthians 16:2, II Corinthians 9:6-7, Galatians 6:6, Ephesians 4:28, I Timothy 5:17-18, I John 3:17).
- (S) We believe worship is given solely for God's glory and honor. Our response to God in worship, though sometimes emotional, will flow out of our sincere relationship with God (Deuteronomy. 5:6-10, John 12:3-8, Romans 1:20-23, Romans 12:1-8).

ARTICLE III: MEMBERSHIP

While all followers of Christ are members of the universal Body of Christ, they should also be committed to a local congregation. The Bible teaches clearly that if two are going to walk together, there must be an underlying agreement (*Amos 3:3*). If people are going to come into a covenant relationship that is genuine and meaningful there must be a strong foundation for that relationship to be built upon. Membership is a public declaration of that covenant relationship based on shared vision, beliefs, practices and trust.

SECTION 1 – QUALIFICATIONS:

The membership of (*Your Church Name*) shall consist of those persons who meet the following qualifications:

- (A) Made a confession of faith in the Lord Jesus Christ as their Lord and Savior.
- (B) Agree with the Statement of Faith as stated under Article II.
- (C) Live a lifestyle that is consistent with Christian conduct and doctrine.
- (D) Regular attendance at the activities of (*Your Church Name*).
- (E) Demonstrated a financial commitment by tithing and free will offerings to (*Your Church Name*).
- (F) Voluntary submission to the spiritual oversight of (*Your Church Name*).
- (G) Application for membership submitted to the senior pastor and elders.
- (H) All members are encouraged to pray for each other, the leadership and ministries of (*Your Church Name*).

SECTION 2 – MEMBERSHIP:

Membership shall be limited to those who fulfill the above requirements and have expressed their desire for membership and a willingness to cooperate with the purpose of (*Your Church Name*). Individuals accepted for membership will be received publically and will be presented a copy of the Membership Covenant. Membership may be denied if the eldership decide that this person may be detrimental to the church.

SECTION 3 – TERMINATION OF MEMBERSHIP:

Membership in the church ends when one or more of the following occur:

- (A) A written or verbal request by the member.
- (B) Member left (*Your Church Name*) or is attending another church on a regular basis.
- (C) Membership has been suspended in accordance with Section 5 - Discipline of a member.
- (E) Member no longer meets the qualifications for membership listed in Article 3, Section 1.
- (D) Death.

SECTION 4 – VOTING MEMBERS:

Only participating members, eighteen (18) years of age or older, will be eligible to vote on issues brought before the church membership. The membership must vote by a 2/3 majority to confirm any long-term financial indebtedness, which is defined as debt exceeding one year.

A vote of the church membership is also required to replace the senior pastor if he dies, retires, or is replaced due to misconduct (see Article VII). A candidate for senior pastor will be selected by the elders. There must be a 2/3 majority vote of confidence by the membership of the church to ratify the selection of the senior pastor.

SECTION 5 – DISCIPLINE OF A MEMBER:

Conduct contrary to the Scriptures shall be sufficient grounds upon which any person may be disqualified as a member. Some Scriptures that support such disciplinary actions are Romans 16:17-18, I Corinthians 5:11-12, Galatians 1:1-8, II Thessalonians 3:6-15, Titus 3:10, II John 9-11.

The steps of discipline of members shall always be consistent with the instructions given in Matthew 18:16-20 and Galatians 6:1.

(A) There shall be a discipline committee consisting of the senior pastor and the elders. These men shall have the authority to correct the members of the church where acts of immoral or improper behavior occur, doctrinal error, heresy, or promoting division in the church. If an elder is the subject of a disciplinary matter, he shall not sit as a member of the discipline committee. He shall be entitled to the same steps as other church members and be subject to the same discipline.

(B) Members are expected to demonstrate special loyalty and concern for one another. When a member becomes aware of an offense of such magnitude that it hinders spiritual growth and testimony, he should not share the offense with others. He is to go alone to the offended party and seek to restore his brother with a spirit of humility.

(C) If reconciliation is not reached, a second member, is to accompany the one seeking to resolve the matter. This second step should also be done in a spirit of humility with the goal of restoration.

(D) If the matter is still unresolved after the steps outlined in sections (B) and (C) have been taken, the discipline committee, as the church representative biblically responsible for settling disputes, shall hear the matter. If the matter is not resolved during the hearing before the discipline committee, the committee shall bring the matter before the church, that the church may speak to the person and seek that member's restoration. The purpose is not to judge or condemn him, as a trial in court, but to win him. It is not to humiliate him, but to reconcile him (Matthew 18:17, I Timothy 5:20, I Corinthians 5:13, John 20:23).

(E) If the matter is still unresolved after the steps outlined in sections (B), (C), and (D) have been taken, such members who refuse to repent and be restored are to be removed from the membership of the church and treated as an unbeliever (I Timothy 5:19-21, I Corinthians 5:4-5, II Corinthians 2:6, I Samuel 2:25).

(F) If an unrepentant person is removed from the church membership, all contact with him from that point forward must be for the sake of restoration (except for family members).

(G) No matter may be heard by the discipline committee or the church unless the steps outlined above have been taken.

The purpose of discipline is restorative and remedial. However, if a person is separated from the church, they may not be re-instated until there has been genuine repentance and reconciliation, which will be attested to by the senior pastor and confirmed by the elders of the church.

ARTICLE IV: CHURCH AUTHORITY

God's form of government is *theocratic* in character with checks and balances. That is to say, God chooses, calls and equips persons to be leaders in the church, investing and delegating to them degrees of authority according to His will. These persons are called "*elders*". There is a variety of personality, degrees of spirituality and measures of God-given grace and ability within the eldership. God places the mantle of leadership upon one elder. This man is referred to as the "*senior pastor*". The senior pastor may function in any one of the five-fold gifting (apostle, prophet, pastor, teacher, evangelist, Ephesians 4:11).

The senior pastor and elders make up the "*board of directors*" and set the direction of the church. The senior pastor presents final decisions to the congregation and speaks as the voice of authority for the eldership. The group of elders confer and agree on the decisions for the church as the board of directors, acting as checks and balances.

The local church is under Christ's leadership, and all ministerial authority is exercised by each local church assembled as a congregation and decisions thus made shall not be subject to change or reversal by any other ecclesiastical body unless agreed to by the senior pastor and elders. This church is autonomous (self-governing), but advice and counsel from qualified ministers of other bodies of like principals and faith may be sought. This church may also affiliate with other organizations of like beliefs for the furtherance of the Gospel of Jesus Christ. The activities of this church are ecclesiastical matters and shall be determined exclusively by the church's own rules and procedures.

ARTICLE V: ORDINATION

Any male member of this church, who gives evidence of a genuine call of God and a desire for the work of the ministry, who is in agreement with the statement of faith (see Article II) and possesses the qualifications stated in

Article VI, Section 4, may be considered for ordination as an elder, deacon, or five-fold minister (apostle, prophet, evangelist, pastor, teacher, Ephesians 4:11).

The senior pastor shall call a meeting of the elders to examine the qualifications of the candidate. Following unanamous approval by the eldership, a public ordination service shall be held.

God's design is for men to be the heads of their homes, as Christ is the head of the church and to exercise governmental authority in the church. Because of this, men serve in our church as five-fold ministers, deacons, and elders (Ephesians 5:23, Titus 1:6).

We recognize that women play a vital role and we strongly support women in ministry that avoid unscriptural practices in those ministries. While women have great liberty for ministry they are restricted from the exercise of governmental authority in the Church.

ARTICLE VI: CHURCH ROLES AND RESPONSIBILITIES

SECTION 1 – DESIGNATION OF CHURCH OFFICERS:

The board of directors shall be comprised of the elders and the senior pastor who will head the Board. The board of directors shall be the governing body of the church and shall transact church business and act as legal trustees, have supervision over all endowment and trust funds, see that an independent financial report be done annually, see that adequate insurance coverage is maintained, and perform such duties as are required by the laws of the State of Colorado.

The board of directors shall consist of a minimum of three (3), there shall be the president, secretary and treasurer, board members may be added as the need arises, these being taken from qualified members who shall agree with the Statement of Faith (Article II), have a desire for eldership and are qualified to serve as stated in Article VI, Section 4. Prospective board members (elders) shall be nominated by the senior pastor and confirmed by a unanimous vote of the eldership.

(A) Duties of Secretary

It shall be the duty of the secretary to keep an accurate record of the proceedings of the meetings of the board and of the yearly or special congregational meetings of business, and all such other duties as pertain to this office as may be prescribed by the Board.

(B) Duties of Treasurer

The treasurer shall oversee the care and custody of all funds, securities and deposits of the church in such bank or banks as the board of directors may select.

The board of directors shall, by resolution fix all matters of signitures at the point of taking office, which shall continue during the tenure of office, or untill changed by the board of directors.

The treasurer shall at all reasonable time exhibit his books or accounts to any member of the board of directors or committee appointed by the senior pastor for that purpose where such inspection has been requested by the board on that subject.

SECTION 2 – SENIOR PASTOR:

(A) The senior pastor, as spiritual authority of the local church, shall perform the following duties for an indefinite period:

- Devote time to prayer and study of the Scriptures
- Supervise the teaching ministries of the church
- Provide nurturing care and counsel to the congregation regarding spiritual growth and development
- Act as moderator at all church business meetings (unless delegated to another person for a specified time)
- Serve as the president of the corporation
- Supervise the day-to-day business affairs of the church

- Hire church staff, subject to approval of the elders
- Supervise all church staff, whether paid or volunteer

(B) The senior pastor’s compensation shall be specified by the elders and reviewed at the beginning of each fiscal year. Compensation shall include, but is not limited to, the following: salary, housing allowance, medical insurance, and vacation pay.

SECTION 3 – ELDERS:

Elders shall oversee and govern the ministry of the church and demonstrate leadership by personal example under the direction of the senior pastor. They shall meet the spiritual needs of the church through visitation, counsel, hospitality, mediation of disputes among members, study and ministry of the word, and prayer. They shall meet together, pray, and review the progress of the church.

If an elder becomes unqualified to serve (as determined in 1 Timothy 3:1-13 and Titus 1:6-9), he shall no longer be considered an elder, and shall no longer have the authority and responsibility of an elder.

SECTION 4 – QUALIFICATIONS FOR ELDERS:

(A) An elder must be a “born-again” believer in Jesus Christ and must agree with the Statement of Faith, Constitution and By-Laws of (Your Church Name).

(B) An elder is called to lead by example (I Peter 5:3, I Timothy 3:1-7, Titus 1:5-9). Therefore, we believe that the men who are selected to this position should be those who have a firm conviction and understanding of leadership by service to others (I Corinthians 10:22-33, Romans 14:13-23).

(C) An elder shall be a man of outstanding moral character, temperate, prudent, honest, gentle, not self-willed, self-controlled, just, devout, and not covetous. If married, he must be in a monogamous heterosexual relationship.

(D) An elder shall be a man who manages his home well, and if married, whose wife and children follow his example.

(E) An elder shall be a man who: conducts himself with integrity, is hospitable, has a good reputation in his community and business relations, is not given to drunkenness, is not belligerent, is not contentious or quarrelsome.

(F) An elder shall be a mature believer who is knowledgeable in the Scriptures and who is able to teach, exhort, and convince.

SECTION 5 – DEACONS:

Deacons shall carry on various ministries within the church to meet the physical needs of the church under the direction of the senior pastor and elders. In cooperation with the senior pastor, they shall make provision for the observance of the ordinances of the church, pray for those in their care, assist in the disbursement of benevolence funds, care for the work of ushering and extending the official hospitality of the church to its members and visitors. The deacons shall assist the senior pastor, ministry staff, and elders in caring for the administrative needs of the church's various ministries as directed by the senior pastor.

If a deacon becomes unqualified to serve (as determined in 1 Timothy 3:1-13 and Titus 1:6-9), they shall no longer be considered a deacon, and shall no longer have the authority and responsibility of a deacon.

SECTION 6 – QUALIFICATIONS FOR DEACONS:

(A) A deacon must be a “born-again” believer in Jesus Christ and must agree with the Statement of Faith, Constitution and By-Laws of (Your Church Name).

(B) A deacon holds a position of trust and authority and is assigned specific tasks that minister to the physical needs of the church and its members. He must be full of wisdom, faith, and have a good reputation (Acts 6:3-6).

(C) A deacon shall be a man who is respectable, maintaining a pure conscience before God and man, careful in speech, sincere, not given to drunkenness, not greedy for money, and trustworthy. If married, he must be in a monogamous heterosexual relationship. (I Timothy 3:8-11).

(D) A deacon shall be a man who manages his home well, and if married, whose wife and children follow his example (I Timothy 3:12).

(E) A deacon shall serve the Lord and others and have demonstrated this commitment prior to becoming a deacon.

SECTION 7- AGENTS OF THE CHURCH:

When the senior pastor and the elders lack the specific skills necessary to accomplish required objectives of the church such as building projects that require architectural or construction expertise, equipment purchases, or specialized knowledge and experience, an agent may be appointed to represent the church.

The agent of the church is selected and approved by unanimous vote of the board of directors, and shall remain in the position only as long as it takes to complete his assigned tasks. The agent of the church may have certain powers of decision making, or purchase authority, if agreed to by the board of directors and only for the duration of the assigned task or tasks. These powers must first be approved unanimously by the elders.

Once appointed and approved, the agent may carry out his duties as required, make decisions or purchases as necessary on behalf of the church. Once the agreed upon task (or tasks) has been completed, all such privileges and authority are revoked.

ARTICLE VII: ACCOUNTABILITY BOARD

(Your Church Name) recognizes five men who are serving or have served as senior pastors. These are seasoned men with proven ministry skills and five-fold calling. These five men serve as an outside accountability board for this congregation. The purpose of the accountability board is to provide spiritual covering. They will advise and pray with the senior pastor of (Your Church Name). The accountability board has the authority to investigate and discipline or remove the senior pastor of (Your Church Name). They are initially selected by the senior pastor and confirmed by the elders. For a list of current members of the accountability board please refer to, "*An Introduction to the (Your Church Name) Accountability Board*" brochure.

The senior pastor may be disciplined or removed for sexual immorality, financial impropriety, teaching doctrine contrary to the Statement of Faith in Article II, or being unqualified to serve as an elder (as determined in 1 Timothy 3: 1-13 and Titus 1:6-9). The accountability board may be contacted by a majority of the elders after first following the procedure listed in Matthew 18:16-20. In the event the accountability board is requested to investigate alleged misconduct, a majority vote of the five accountability board members is required to take disciplinary action. If the senior pastor becomes unqualified to serve as an elder (as determined in 1 Timothy 3:1-13 and Titus 1:6-9), the accountability board must require him to resign.

The elders shall announce the decision of the accountability board to the congregation. No vote by the congregation will be needed, since the decision of the accountability board is final.

Each year the senior pastor may replace one member of the accountability board. Once confirmed by the Elders, the change will be recorded into the minutes of a church business meeting. If disciplinary action is being considered, changes in the Accountability Board may not be made until its work is completed.

ARTICLE VIII: REPLACEMENT OF THE SENIOR PASTOR

From the time that the senior pastor becomes unable to conduct services until the time that the replacement process has begun, the church staff, under the authority of the elders, is responsible to see that regular church activities are conducted.

If the senior pastor is removed by the accountability board (see Article VII) or has died, the following shall be the process for selecting a new senior pastor:

The elders shall first seek among themselves for a candidate. If no suitable candidate is found, the elders will search outside the church for a new senior pastor who agrees with the Statement of Faith in Article II and meets the qualifications of an elder. After a unanimous approval by the eldership, the candidate shall be presented to the congregation. He shall be introduced to the church and present his philosophy of ministry and ministry credentials, preach to the church, and introduce his family to the congregation. Four weeks after this introduction, the new

senior pastor must be approved by the voting members of the church with a two-thirds (2/3) majority (see Article III, Section 4).

ARTICLE IX: CHURCH BUSINESS MEETINGS

A quarterly business meeting of the church shall be held, at which time regular church business shall be conducted by the elders. A quorum of officers must be present to conduct any business. A quorum is defined as follows: if there are four or fewer elders, all of the elders must be present. If there are five or more elders, a minimum of eighty percent of the elders must be present.

All items of business must be approved by a minimum of eighty percent of all eldership. Any elder may call for a special meeting of the elders. Notice of a special meeting of the elders shall be given either verbally or in writing to each elder. No other business shall be conducted other than that for which the special meeting is called unless agreed to by all elders.

ARTICLE X: CHURCH FISCAL YEAR

The fiscal year of the church shall begin January 1st and end December 31st.

ARTICLE XI: TAX-EXEMPT PROVISIONS

SECTION 1 – PRIVATE INUREMENT:

No part of the net earnings of the church shall inure to the benefit of or be distributable to its members, officers, or any other private persons, except that the church shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in the furtherance of the purposes set forth in Article I, Section 2.

SECTION 2 – POLITICAL INVOLVEMENT:

The church shall not participate or intervene in any political campaign on behalf of any candidate for public office (including the publishing or distributing of statements). No substantial part of the activities of the church shall be political in nature.

SECTION 3 – DISSOLUTION:

Upon the dissolution of the church, the elders shall, after paying or making provision for payment of all liabilities of the church, distribute all of the assets of the church to organizations operated exclusively for religious purposes that are tax exempt under Section 501 (c) (3) of the Internal Revenue Code, as the elders shall determine.

SECTION 4 – RACIAL NONDISCRIMINATION:

The church shall not discriminate on the basis of race, color, or ethnic origin.

ARTICLE XI: DESIGNATED CONTRIBUTIONS

From time to time the church, in the exercise of its religious, educational, and charitable purposes, may establish various funds to accomplish specific goals. Contributors may suggest uses for their contributions but all suggestions shall be deemed advisory rather than mandatory in nature. All contributions made to specific funds or otherwise designated shall remain subject to the exclusive control and discretion of the Board of Directors. No fiduciary obligation shall be created by any designated contribution made to the church other than to use the contribution for the general furtherance of any of the purposes stated in Article I, Section 2.

ARTICLE XII: AMENDMENTS

This constitution may be revised or amended by a vote of the board of directors, at a church business meeting, specifically called for the purpose of amending the constitution, provided that the revision or amendment has been submitted in writing fourteen (14) days prior to the meeting. All amendments must be approved by a minimum of eighty percent of all elders.

(Your Church Name) BY-LAWS

- 1. The board of directors will meet at least quarterly. Minutes of the meeting will be kept, and become part of the permanent church records.
- 2. The following order shall be observed in church business meetings: Prayer, reading of the minutes of the previous meeting, unfinished business, new business , prayer, and adjournment.
- 3. These by-laws may be altered, suspended, or amended at any church business meeting by an 80% approval vote of all the elders.
- 4. Members may use the facilities of the church with prior approval.

ADOPTION

This constitution and bylaws of (Your Church Name), at Colorado Springs, El Paso County, Colorado, was amended and adopted by the board of directors present and voting at a business meeting of the church.

In witness whereof, we have hereunto set our hands and seal, and executed these present, amended this 4th day of January, 1990.

(Full name) Senior Pastor/ President
Mailing address

(Full name) Elder/ Treasurer
Mailing address

(Full name) Elder/ Secretary
Mailing address

(Full name) Elder
Mailing address

(Your Church Name) Seal

