

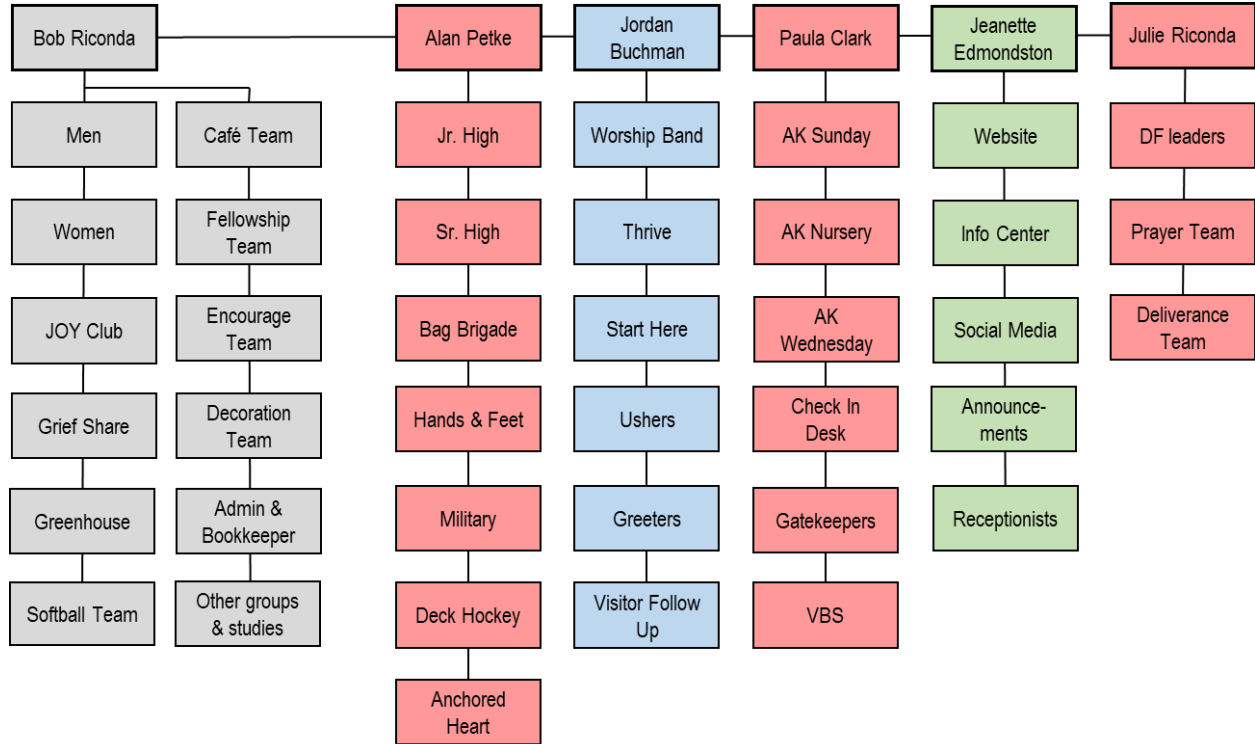


POLICY & PROCEDURE MANUAL

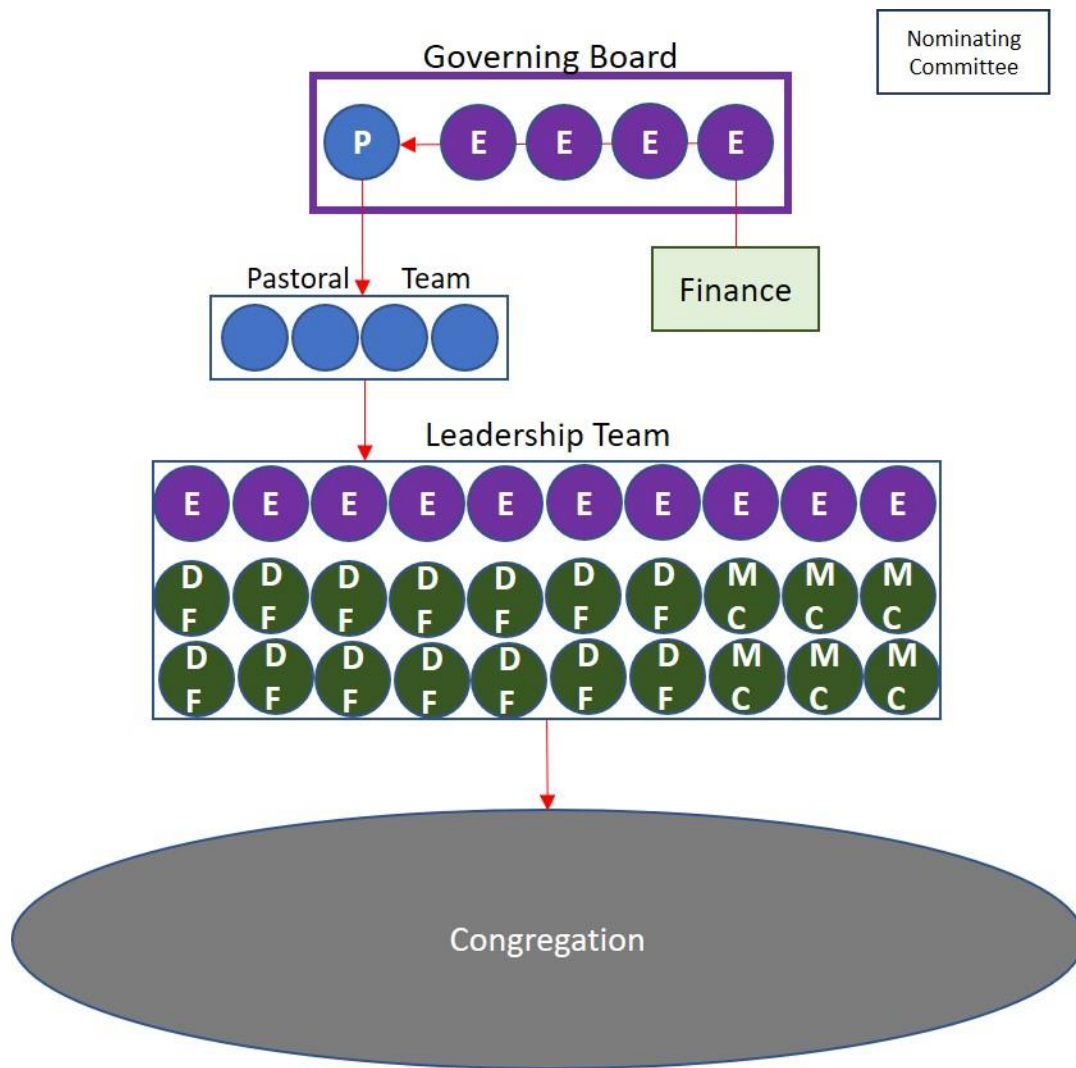
TABLE OF CONTENTS

Organizational Communication Chart.....	2
Leadership	3
Elders	4
Decision Making	5
Nominating Committee Guidelines	6
Elder Selection Process	7
Elder Interview Questions	8
Leader Development	11
Constitution & Bylaws.....	12
Bylaws Appendix	26
Credit Card Use Policy	30
Reimbursement Policy	31
Purchase Order & Reimbursement Procedure	33
Major Expenditure Policy.....	33
Operating Reserve Policy.....	34
Recording Contributions Procedure	36
Benevolence Fund Procedures	38
Wedding Policy	40
Facility Use Policy	41
Finance Committee	42
Facility Ministry Team (Trustees)	43
Application for Membership	44
Employee Guidelines	46

Organizational Communication Chart 2021



Leadership



The Governing Board consists of five Governing Elders including the Lead Pastor. Together they prayerfully set guidelines, policies, budgets, and vision. They meet quarterly and communicate monthly.

The Pastoral Team or Staff equips, empowers, directs, and organizes the church toward accomplishing the vision. They meet weekly and communicates pretty much daily.

The Leadership Team is an informal title for the various Ministering Elders and Ministry Coordinators that implement and carry out the plans and goals the Pastoral Team sets. They will meet monthly and communicate weekly among themselves.

The Congregation is the formal members and regular attenders who actually do the work of the ministry.

ELDERS

Elders play a key component in GAC leadership. All ordained pastors and any men who have met the Biblical criteria and have been affirmed by the church membership are considered elders. However, elders at GAC serve in different capacities and roles. There are basically two types of elders at GAC – Governing Elders and Ministering Elders.

Governing Elders serve on the Governing Board. They provide spiritual, fiscal, and legal oversight of the church. They provide support, accountability, and counsel for the Senior Pastor in establishing vision, objectives, goals, and guiding principles for the church. Governing Elders may also serve in other capacities (Ministering Elder, Ministry Coordinator, etc...), but their specific responsibilities are:

- ❑ Pray and listen for God's Guidance
- ❑ Provide personal support and accountability for the Lead Pastor
- ❑ Set annual and long-term vision
- ❑ Establish guiding principles and boundaries for church
- ❑ Approve budgets, policies, procedures
- ❑ Attend scheduled meetings and retreats

Ministering Elders serve as ministry leaders and coordinators. They give spiritual direction, care for people, coach lay leaders, and implement the church's discipleship goals. Their specific responsibilities include:

- ❑ Live out of your identity in Christ
- ❑ Lead a Discipleship Family
- ❑ Coach other leaders or coordinators assigned to you
- ❑ Actively be involved in Leadership Team gatherings and meetings
- ❑ Enthusiastically support, communicate, and promote the vision and goals of the Pastoral Team and Governing Board

*All elders are selected through the elder selection process of the Nominating Committee.
All elders are prepared through the training process described in this manual.*

DECISION MAKING

This chart clarifies who is responsible for the various decisions in our ministry.

AREA	TASK	LEAD*	BOARD'S ROLE	
VISION	Discover long-term vision	GB	+ AP	
	Communicate & protect vision	GB	+ AP	
	Guiding principles & boundaries	GB	+ AP	
	Annual objectives/priorities	GB	+ AP	
	Milestones to meet objectives	GB	+ AP	
OPERATIONS	Daily routines & tasks of staff	LP	CC	
	Plans with details & dates	LP	CC	
	Recruit ministry coordinators & leaders	S	CC	
	Appoint ministry coordinators & leaders	S	CC	
	Ministry program major changes	S	Advise	
	Special Teams/Task Forces/Committees	GB	+ AP	
	Establish or change bylaws	GB	+ AP	
	Establish or change policies	GB	+ AP	
	Establish or changes patterns & practices	LP	NA	
	Crisis management (pandemic, fire, flood, financial)	GB	+ AP	
	Church discipline	GB	+ AP	
	Law enforcement coordination	LP	CC	
	STAFF	Organizational structure	LP	CC
		Job descriptions	LP	CC
Hiring of Office Staff		LP	CC	
Hiring of Pastoral Staff		LP	Advise	
Termination of Staff		LP	Advise	
Staff Performance Management		LP	NA	
Lead Pastor Performance Management		GB	+	
FINANCES	Budget creation	LP & FC	AP	
	Budget management	LP	NA	
	Budget changes, additions, and exceptions	FC	AP	
	Over or outside budget expenses	FC	AP	
	Reserve usage	FC	AP	
	Major Issues (Capital Projects, Large Gifts, Crisis)	GB	AP (involve FC)	
	Salaries	LP	+ AP (FC)	
	Benefits	LP	+ AP (FC)	
FACILITIES	Facility usage	S	NA	
	Facility changes & incidental renovations	S	CC	
	Facility expansion	GB	+ AP	
	Facility daily use	LP	NA	
	Outside use	LP	exceptions AP	
OTHER	Lead Pastor Support	GB		
	Membership	S	AP	
	Lead Pastor Search	GB	+ ME + S	
Lead Pastor (LP), Board(GB), Finance Committee (FC), Staff (S)				
* = can be delegated		CC = to be informed		
NA = not applicable		AP = approve		
Advise = discuss before decision		+ = collaborate		
			Board approved 5/2023	

THE NOMINATING COMMITTEE

The Nominating consists of 5 people - the Senior/Lead Pastor, two people elected by the membership, and two people appointed by the Governing Board. They do far more than just bring names to fill positions. They are to prayerfully ascertain who God wants serving in certain capacities. They do the investigative and relational work that the members cannot practically do. Their ministry actually begins immediately after the Annual Meeting but their first meeting is usually in September.

The Nominating Committee carefully selects people for the following positions:

- ☐ Ministering Elders (# as needed)
- ☐ Governing Elders (4 every three years)
- ☐ Treasurer (1 every year, usually a Governing Elder)
- ☐ Assistant Treasurer (1 every year)
- ☐ Finance Committee members (2 every year)
- ☐ Nominating Committee members (2 every year, females recommended)

Though skills and abilities are important they are outweighed by the Biblical qualifications for leaders (Titus 1 and 1 Timothy 3). No person keeps all these qualifications perfectly all of the time, but we are looking for people whose life demonstrates this kind of lifestyle and relationship with the Lord.

INSTRUCTIONS

1. Get names by praying & listening for God, talking with members, and discussing among yourselves.
2. Check with existing persons to determine if they want to continue or to express the Committee's desire to replace that person.
3. All proposed people have to be members involved as described in the Membership Application.
4. Try to find qualified younger or newer people while not overlooking older individuals. If possible, look for diversity in age, gender, and ethnicity.
5. Research and get input from people about those being considered. The selection process for elders is extensive and is included separately.
6. A final report will be posted 2 weeks before the Annual Meeting as part of the Annual Report. However, since nominations close 2 months before the Annual Meeting, the names proposed can and should be made known earlier.
7. Communication is important. The Nominating Committee may use regular mailings, announcements, social media, or forums to keep the membership informed.

ELDER SELECTION PROCESS

For the Nominating Committee

1. Pray that God would make it clear who He is calling into the role.

This is not about popularity, longevity, loyalty, or fairness.

- Anyone in the congregation can suggest possibilities throughout the year.
- Elders and pastors should also be praying and providing names.
- It would be wise to maintain and update a list of qualified candidates.

2. When approached a potential candidate expresses desire.

- He is encouraged to seek the Lord and consider the calling.
- He should have a desire to oversee the church, care for people, and develop leaders.
- He must also be willing to be examined with full disclosure of his life and family.

3. Examine the potential candidate's lifestyle.

- Consult with, listen to, and seek the wisdom of the congregation and others who know the candidate.
- Some parts of the process may include:
 - ❑ An interview with family members
 - ❑ References from employers/employees
 - How reliable is he as an employee?
 - How does he respond to changes on the job?
 - How does he respond to problems on the job?
 - Have you ever seen him lose his temper? For what reason and how did he react?
 - What do you see are his strengths?
 - What do you see are his weaknesses?
 - What, if anything, do you know about his religious/spiritual beliefs?
 - ❑ References from congregation (e.g., Would others go to him for council or advice? Is he respected for the way he lives? etc...)
 - ❑ References from past churches (e.g., Why did he leave? Were there any unresolved conflicts? Etc...)
 - ❑ Confirmation of his giving records & financial partnership
 - ❑ A Bible knowledge or doctrine test (see Greenhouse track)
 - ❑ Confirmation of proper social media, internet, cable TV use
 - ❑ Formal background check
 - ❑ Private interview with candidate (see Sample Questions)

4. Affirmation of church membership.

SAMPLE QUESTIONS

For Elder Interviews by the Nominating Committee

GENERAL

- Describe a typical day for you.
- How do you relate to God during an ordinary day?
- What would you call your highest priorities?
- How do you insure you do what's important?
- What ministries have you enjoyed doing?
- Describe how you see God has gifted you.
- If asked would you be willing to sacrifice a personal freedom (e.g., drink, entertainment, etc...)?
- How have you responded to authority figures in your Christian life?
- How do you react when you are told to do something you don't agree with?
- What are your personal hang-ups?
- How do you feel about being in a role which requires you to fully disclose all aspects of your life, public and private?

CHARACTER

Spiritual Formation:

- Tell us how your life is changing becoming more like Jesus.
- What pressures has God allowed into your life and how do you see God's purpose in these pressures?
- Describe a typical day for you. How do you relate to God during an ordinary day?
- What scriptures has God used in shaping your life?

Integrity:

- How would people both in the church and the non-churched describe your reputation?
- What are the areas in your life where you struggle with self-control? Do you have a temper? Any addictive behaviors?
- In the last six month have you had regular and intentional exposure to pornography in any form? Have you ever had a relationship, physical or emotional that would be considered inappropriate or immoral?
- How do you insure you do what's important? What would you call your highest priorities?
- What is accountability? Is it important to you? Why? Describe how you practice accountability in your life and ministry.

Stewardship:

- Describe how you manage your time. Do you procrastinate? Has poor time management ever got you in trouble?
- How do you manage your money? Do you pay bills on time? Do you tithe? Do you have any debt? Describe the debt and your plan to be debt-free.
- What are your expectations in relationships? Are you able to maintain proper boundaries in those relationships?

MINISTRY FOCUS

Gifting:

- What activity in the church gives you great joy (preaching, teaching, leading, helping, etc.)?

- What talents have others observed in your life? What do you do well?

Competency:

- Has someone ever actively disciplined you? Are you currently discipling anyone?
- How would you lead a person from a new faith to maturity?
- What do you enjoy most about the church and what is the most difficult for you? Why?

Missional:

- Do you make a practice of developing friendships with non-Christians? Give some examples.
- How do you best witness? When did you last witness to someone? Have you led anyone to Christ recently?
- If asked would you be willing to sacrifice a personal freedom (e.g., drink, entertainment, etc...)?

LEADERSHIP

Team:

- How have you responded to authority figures in your Christian life? How do you react when you are told to do something you don't agree with?
- How do you work through conflict? Have you ever handled it poorly? Is there a time when you handled it correctly? Is your tendency to avoid conflict or to address it head on?
- When do you feel it is appropriate to confront others? What are the guidelines for such a confrontation?

Effectiveness:

- Are you a person who is excited or hesitant about change?
- What leadership roles have you fulfilled? Did anyone follow you? Are you one who is normally behind the scenes or out in front?
- Do you tend to do something yourself and make sure it is done correctly or do you take the risk of enlisting others to do what you might be able to do better?

Attitude:

- If unexpected events or circumstances take place, how does that affect your stress level? Would others describe you as inflexible or flexible?
- What are the things in life and ministry that brings stress and anxiety in your life? When you are stressed how does that show itself in your life?
- Have you ever worked with a leader that you did not respect? How did you deal with that relationship?
- How do you feel about being in a role which requires you to fully disclose all aspects of your life, public and private?

HEALTH

Physical Health:

- How do you maintain good physical health? Why is this important to you?

Emotional Health:

- How have you handled hard times in your life in the past?
- Which attitudes, character traits or behavioral habits does God want to change in your life?

Relational Health:

- Would others describe you as positive or negative person? How has your outlook on life and ministry affected others around you?
- Which aspects of your life do you freely share with others?

- Would people describe you as approachable and hospitable? Are you a people person naturally, or is that something you work at?

Marriage and Family Health:

- How would you rate your marriage on a scale of 1-10? When has your marriage been stronger and why?
- What are the areas of your marriage that are most aligned with each other? What are the areas that are different? Where does the most conflict come from?
- If you could change anything about your spouse what would it be?

SCRIPTURAL KNOWLEDGE

Theological Understanding:

- God - Explain your understanding of “one God” and “existing eternally in three persons.”
- Jesus - What do you understand by “true God and true man” as applied to Jesus? And outline briefly your concept of Christ’s atonement for sin indicating your understanding of His “substitutional sacrifice.”
- Holy Spirit - Describe the ministry of the Holy Spirit to the believer and to the unbeliever.
- Scripture - What do you understand the following to mean in reference to the authority of Scripture when we say it is “inerrant” “verbally inspired” “only rule” “faith and practice”
- Salvation – What do you understand by the following terms? “salvation” “repentance” “believe” “regeneration” “justification” Is there salvation without personal faith in Jesus Christ? What of those who have not heard the gospel?
- Sanctification – Describe your support for The C&MA position on Sanctification (positional, experiential, crisis, progressive, total)? What do you understand by “filled with the Holy Spirit” “sanctified wholly” “separated from sin” “fully dedicated” What, in your opinion, are evidences of a sanctified life?
- Divine Healing - What is the scriptural basis for the position that physical healing is provided in the redemptive work of Christ? Do you believe divine healing is the privilege of the believer today?
- Church and Ordinances - Why is it important to establish local churches? What is the role of the Church in the proclamation of the gospel and edification of the believer?
- Eschatology - What does the term “bodily resurrection” mean? In connection with the return of Christ, define the following terms. Premillennial, Amillennial, Postmillennial. Which position do you accept and why?

LEADERSHIP DEVELOPMENT

Rather than just hoping that leaders show up, we look to intentionally develop leaders through our normal discipleship pathway that includes Discipleship Families and the Greenhouse. The Greenhouse provides education and training for those desiring to lead in GAC or beyond. Potential elders and leaders can also opt out of some topics by demonstrating proficiency in the subject.

BIBLE & THEOLOGY

BT101 The Story of God

BT102 Hermeneutics & Inductive Bible Study

BT103 Foundations of Belief: The Bible

BT104 Foundations of Belief: What is God Like

BT201 Alliance Distinctives (Salvation, Sanctification, Healing, & 2nd Coming)

BT202 Foundations of Belief: The Holy Spirit

BT203 The Life of Jesus

BT204 Old Testament History

BT301 The Epistle to the Romans

BT302 The Puzzle of the End Times

BT303 Embracing a Biblical World View

BT304 Apologetics

MINISTRY SKILLS

M101 Understanding a Healthy Church

M102 Understanding Healthy Relationships

M103 Sharing Jesus Effectively

M201 Leading a Discipleship Family

M202 Knowing Your Place in God's Family (i.e., Spiritual Gifts)

M203 Ministering with Prayer

M301 Biblical Eldership in the 21st Century

M302 Discipling the Soul

M303 Preaching & Public Speaking

M304 How to Care for Souls

LIFE SKILLS

L101 Preparing for a Job Interview / Resume Creation

L102 Financial Management

L103 Marriage

L104 Managing Conflict

L105 ESL

L106 Effective Planning

G101 How GAC Functions

CONSTITUTION & BYLAWS

Uniform Constitution For Accredited Churches of The Christian And Missionary Alliance

Each accredited church of The Christian and Missionary Alliance shall adopt and be governed by the following Constitution.

PREAMBLE

The New Testament teaches that the local church is the visible organized expression of the Body of Christ. The people of God are to live and serve in obedience to the Word of God and under the Lordship of Jesus Christ.

The Christian and Missionary Alliance operates on the presupposition that the congregation finds broader meaning and outreach in fulfilling its biblical responsibilities within the life and witness of the denomination.

This Constitution has three objectives:

1. Set out in general an outline for organization and administration for this church.
2. Define the relationship of this church to the district of which it is an integral part.
3. Relate this church to the denominational framework through which the worldwide work of The Christian and Missionary Alliance is carried out.

The Uniform Constitution for Accredited Churches has been framed and adopted by the General Council, the denomination's highest governing body. The accredited churches of The Christian and Missionary Alliance have participated in this process through their authorized delegates. This church can, in accordance with this Constitution and in a manner that is consistent with the Bylaws of The Christian and Missionary Alliance, formulate its bylaws so as to carry out its ministry appropriately and efficiently.

This church is an integral part of the district, national, and worldwide fellowship of The Christian and Missionary Alliance and is united in governance, fellowship, and service in order to promote unity of faith in the fullness of Jesus Christ as Savior, Sanctifier, Healer, and Coming King, and to facilitate the spread of the gospel at home and abroad under the guidance of the Holy Spirit.

Bylaws—Preamble

- A. *The church is organized and shall be operated exclusively as a member church of The Christian and Missionary Alliance, a church denomination which operates legally as a Colorado nonprofit corporation (the "C&MA"). Accordingly, the church shall operate under the sole ecclesiastical authority of, and be subject to the usages, doctrines and teachings of, the C&MA as set forth in The Manual of the Christian and Missionary Alliance, as such, the Manual may be amended from time to time by the C&MA (the "Manual").*

ARTICLE I NAME

The official name under which this church is incorporated or organized is The Mon-Valley Christian and Missionary Alliance Church. (*The advertising name is "Gospel Alliance Church".*)

ARTICLE II RELATIONSHIP

This church is connected with and subordinate to its parent religious organization, The Christian and Missionary Alliance, a Colorado nonprofit corporation. In consideration of the mutual benefits generated and derived from this relationship, and understanding that The Christian and Missionary Alliance is relying hereon in agreeing to initiate or continue such relationship, this church agrees to be subject to and abide by the terms and conditions of Article XVI hereof relating to the reversion of property of accredited churches.

ARTICLE III MEMBERSHIP

Section 1. Qualifications.

1. Confession of faith in Jesus Christ and evidence of regeneration.
2. Belief in God the Father, Son, and Holy Spirit; in the verbal inspiration of the Holy Scriptures as originally given; in the vicarious atonement of the Lord Jesus Christ; in the eternal salvation of all who believe in Him and the eternal punishment of all who reject Him.
3. Acceptance of the doctrines of the Lord Jesus Christ as Savior, Sanctifier, Healer, and Coming King.
4. Full sympathy with the mission and core values of The Christian and Missionary Alliance and cooperation by systematic support of its work.
5. Such other qualifications for membership as may be stated in the bylaws.

Bylaws—Membership

- A. Committee on Membership: The elders shall constitute the Committee on Membership. Applicants for membership shall be received into membership upon a majority vote of the Committee on Membership.
- B. Basis of Membership: In addition to items 1-5 of the Constitution, members shall wholeheartedly accept the Statement of Faith (Appendix A entitled "Statement of Faith"), and agree to conform to the duties enjoined by these bylaws.
- C. Receiving Members: The Governing Board or its delegate(s) shall examine all applicants for membership. The applicant shall provide testimony of their conversion and continued walk with Jesus Christ. Those seeking membership should be in regular attendance for approximately six months prior to their application for membership. All applicants must attend a membership class prior to being approved for membership.
- D. Covenant of Membership: New members sign a covenant of membership as detailed in the Policy and Procedure Manual of Gospel Alliance Church.
- E. Membership Roll: The membership roll shall be reviewed by the Governing Board (at least annually). The membership shall be divided into two categories stated and defined as follows:
 1. Active members –regularly attend and support the church in accordance with the covenant of membership. Active members may be received at age 16; however, when voting on legal matters members must be 18 years of age. The legal age of voting on legal matters is 18 years in the Commonwealth of Pennsylvania.
 2. Inactive members – members who for one year or more, without valid reason have made no effort to support and/or attend the church. They may also be removed at any time if they are attending and/or supporting another church. A

contact will be made in verbal, electronic or written communication before a person is removed from the active and placed on the inactive membership roll. Inactive members are ineligible to vote, hold an office or leading position.

Exceptions to the above are the following:

- a. Members who do not attend services or ministries for any of the following reasons shall be placed on an inactive list and shall automatically be reinstated upon their return provided they still meet the requirement for:*
 - *Students attending college or school away from home.*
 - *Those in active military service.*
 - *The aged, infirm or those residing in institutions or rest homes.*
- b. An "In God's Service" list shall be maintained for those members of the church who are inactive in the local congregation due to full-time Christian service. They shall be reinstated upon their return, providing they still meet the requirements for membership.*

F. Transfer of Membership: Letters of transfer shall be granted to members of good standing to unite with other evangelical churches, by the Board of Elders. Those desiring to join our fellowship by letter of transfer may do so by requesting the Pastor to send for a letter of recommendation from their former church. They shall also fulfill all other requirements as outlined in Article III of the Constitution and Bylaws.

Section 2. Removal. Persons may be removed from membership under one or more of the following circumstances:

1. Submission of a written letter of resignation to the elders of the church.
2. Failure to meet the qualifications of membership as stated above.
3. Disciplinary action taken under the Uniform Policy for Discipline, Restoration and Appeal of The Christian and Missionary Alliance.

An appeal of decisions made to remove a person from membership for reasons of qualification or a disciplinary action may be submitted to the district superintendent within 30 days of the action.

Bylaw Removal

- A. Discipline and Dismissal of Members: The only object of discipline is the correction of godliness in keeping with the Word of God (Gal. 6:1). Elders appointed by the Board shall constitute the Committee on Discipline. This committee shall make investigation on matters pertaining to delinquent and wayward members. Members bringing accusation against another member shall be instructed to follow Matthew 18:15-16 and Galatians 6:1 to resolve the matter. If this fails to heal the breach, the matter will then be referred to the elders who shall proceed according to the "Uniform Policy on Discipline and Appeal" as defined in The Manual of the Christian and Missionary Alliance. Decisions with a verdict of expulsion shall be determined by a unanimous vote of the Committee on Discipline. Likewise, the restoration of an expelled member shall also be by unanimous vote of the Committee on Discipline.*

ARTICLE IV ORDINANCES

Baptism and the Lord's Supper are recognized as the two ordinances of the church.

Believers' baptism by immersion is taught and practiced as the scriptural mode. The pastor or other elders shall oversee baptism. They shall provide the instruction about baptism and shall administer the baptisms themselves or choose other spiritually respected people to do these ministries.

The Lord's Supper is administered regularly. The pastor or other elders shall oversee Communion. They shall provide the instruction about Communion and shall administer the Communion themselves or choose other spiritually respected people to do these ministries.

Bylaws – Ordinances

A. Baptism: *Baptism shall be observed as needed.*

B. The Lord's Supper: *This shall be observed regularly.*

Neither baptism nor the Lord's Supper is a prerequisite or a part of salvation, rather they are a result of obedience to serve the Lord.

ARTICLE V GOVERNMENT

There shall be an annual meeting of the members of this church to be held at a time specified in the bylaws at which time the members shall receive reports of ministries, including audited reports of the treasurers, and shall elect church officers, elders, and members of the governance authority. Additional ministry positions shall be filled as specified in the local church bylaws. The governance authority, as specified in the local church bylaws, shall conduct the affairs of the church between annual meetings and shall be amenable to the membership and the district superintendent as constitutionally defined. Other meetings of the members may be called by proper notice to the membership as specified in the bylaws. On general church matters in which no legal questions are involved, it is understood that all members in good and regular standing who have reached the age of 16 years are entitled to vote, but in matters involving titles of property or legal procedure, the laws of the state determine the age at which members are eligible to vote.

Bylaws – Government

A. Fiscal Year: *The fiscal year of the church shall be April 1 through March 31 annually.*

B. Annual Business Meeting: *The Annual Business Meeting of the church shall be held on a Sunday in April, at which time all of the officers of the church, except the pastoral staff, shall be elected. This date will be selected by the Board and announced to the congregation at least two weeks in advance. The agenda of the meeting may include prayer, approval of minutes from the previous business meetings (i.e. the last Annual Business Meeting, and any other properly called congregational meetings during the previous year), election of officers, annual budget, old, and new business before the congregation. Active members may request items to be included on the agenda. These requests must be submitted in writing at least three weeks prior to the annual meeting for approval by the senior pastor and Board.*

C. *Two (2) weeks prior to annual meeting copies of all reports, nominations, the annual budget, and minutes must be provided in written and/or electronic form to the membership.*

D. Nominations: *See Article XIII.*

- E. Quorum for Congregational Meeting: Quorum for all congregational meetings shall be a majority of the active membership, less those who have given written notification that they cannot attend.
- F. Eligibility to Vote: At all official congregational meetings, only present active members are eligible to vote. In times of emergency a virtual meeting format may be used with electronic ballots for those participating.
- G. Special Congregational Meetings: Special congregational meetings may be called by the pastor, by majority vote of the Board, or by written request to the Board of twenty-five percent of the active membership. The membership must be given at least two weeks notice for such meetings. The special meeting may only address the issue for which the meeting is called.
- H. Quorum for Committee Meetings: A majority shall constitute a quorum for all committee meetings.
- I. Committees: All committees (with the exception of the Nominating Committee—Article X, Section 1), boards, taskforces, etc. report to the Board on a regular basis. In matters affecting policy for ministries, these reports shall become agenda items for consideration by the Board.
- J. Property: See Article XII, Section 1.
- K. Rules of Order: All business shall be done in an orderly and respectful manner and in ways consistent with the constitution and bylaws.
- L. Resignations: Resignations to any elected or appointed office should be submitted in writing to the Board thirty (30) days prior to the anticipated termination of the resigned office. If an office becomes vacant, a replacement may be appointed by a majority vote of the Board.

ARTICLE VI GOVERNANCE AUTHORITY

Section 1. General. Each local church shall structure its governance authority in accordance with the governing documents of The Christian and Missionary Alliance, the responsibilities of elders as defined in Article X, Section 1, the bylaws of the district, and the laws of the state in which the church is located. The members of the governance authority shall satisfy the scriptural standards for church leadership and shall be members of this church.

The senior pastor shall be chairman or, at his request, the governance authority shall elect an elder as chairman. An elder also shall be elected as vice chairman. Meetings shall be held for prayer and business, and abbreviated minutes shall be reported to the church as the church may decide. Special meetings may be called by the chairman or by written request of one-half of the governance authority membership. All officers, committees, and organizations except the Nominating Committee are amenable to the collective oversight of the elders.

Section 2. Removal. In consultation with the district superintendent and the senior pastor, any officer or auxiliary official, except licensed pastoral staff, of this church, whether elected at the church annual meeting or appointed by the governance authority, or any individual member of the governance authority, may be removed by a two-thirds majority vote of the governance authority and the approval of the district superintendent if, in the judgment of the governance authority, the best interests of this church will be served thereby.

Bylaws—Local Church Governance Authority

- A. Name: The governance authority of the Mon Valley Christian and Missionary Alliance Church (Gospel Alliance Church) shall be known as the Governing Board (referred to simply as the Board). Their work shall be supplemented by Ministering Elders, ministry coordinators and ministry leaders as outlined in the organizational structure found in the Policy and Procedure Manual of Gospel Alliance Church. The Board shall determine the responsibilities to be delegated, necessary level(s) of authority, and matters of accountability.
- B. Number: The Board shall consist of the Senior Pastor and four Governing Elders. (see Article X, Section 1) Due to Scriptural understanding, all elders shall be men. If one of the Governing Elder positions is open, in the next election a qualified Ministering Elder may be elected to fulfill the remaining term for the original elder. The Board may appoint a qualified Ministering Elder to sit in the vacant office until the next election.
- C. Composition: The Governing Board
 - 1. The Nominating Committee shall solicit names and input for nominations from active members for the first ten months of the fiscal year. The Nominating Committee will prayerfully and dutifully follow the process found in Policy and Procedure Manual of Gospel Alliance Church to determine those God wants in the open positions. The Nominating Committee report shall be posted at least two weeks prior to the Annual Meeting. Those selected for open positions are brought before the membership for affirmation.
 - 2. In the case of a vacancy of the senior pastor, the board vice chairman shall be the chairman. Subsequent to the annual meeting, the Governing Elders shall elect a Vice chairman annually.
 - 3. Board Meetings: The Board shall meet regularly as necessary.
 - 4. Quorum. A majority of the Board shall constitute a quorum to transact business.
- D. Qualifications: The qualifications for elders are set out in I Timothy 3:1-13 and Titus 1:6-9 and in the Policy and Procedure Manual of Gospel Alliance Church.
- F. Responsibilities: The Governing Board
 - 1. To regularly review and evaluate the total program of the church, to establish objectives and policies to guide the church, and to take or recommend corrective action or revised objectives when necessary to accomplish the church's purpose.
 - 2. To provide that the church is adequately represented in all legal matters and to sign legal contracts consistent with the budget, Constitution and Bylaws, congregational approval and state law (see also Article X, Section 1). This includes authority consistent with the provision of Article XIII in this Constitution.
 - 3. The Board shall be considered as the legal trustees of the corporation.
 - 4. To review the Senior Pastor according to the objectives, vision, and policies established above.

ARTICLE VII OFFICERS

The officers shall be members of this church and shall satisfy the scriptural standards for church leadership. They shall consist of the following who, with the exception of the senior pastor, shall be elected at the annual meeting of the church: senior pastor, secretary, treasurer, assistant treasurer, and such other officers as may be designated in the church bylaws or in the state law.

Bylaw - Officers

- A. *Members being considered for elected positions shall have been adherents for twelve (12) months prior to taking office. The twelve (12) month requirement may be waived at the discretion of the Board of Elders in a given situation.*

ARTICLE VIII PASTORAL STAFF

The governance authority shall not give consideration to any candidate for the pastoral staff without the approval of the district superintendent. Pastoral staff members shall be called by the governance authority and appointed by the district superintendent. The district superintendent shall suggest to the governance authority the names of such workers as in his judgment have proper qualifications for pastoral staff. Upon appointment by the district superintendent, a pastoral staff member and spouse become members of this church. Pastoral staff include all those whose position calls for licensing as an "official worker," as defined in the General Regulations in the Manual of The Christian and Missionary Alliance.

Any member of the pastoral staff may resign from this church by giving due notice of this intention to the district superintendent and the governance authority. The governance authority may, in conjunction with the district superintendent, ask for the resignation of any member of the pastoral staff. Before such action is taken, the governance authority and that member shall follow the guidelines as prescribed by the district superintendent. The district superintendent, with the approval of the District Executive Committee, shall have the authority to remove or transfer a member of the pastoral staff when the governance authority is in disagreement or whenever circumstances make such removal or transfer advisable.

Bylaws— Pastoral Staff

- A. *Church Sponsored Pastoral Activities: The Congregation shall provide travel, food, and lodging expenses for the following as the church is financially able: Annual Council, two weeks at Mahaffey, District Prayer Conference, and any other meetings at the discretion of the Board of Elders.*
- B. *Pastoral qualifications & job descriptions are located in the Policy and Procedures Manual of Gospel Alliance Church.*
- C. *Pastoral staff shall be called by the Board of Elders only after the recommendation of the senior pastor.*
- D. *The senior pastor with the approval of the Board of Elders may request the resignation of any staff member.*

ARTICLE IX DUTIES OF CHURCH OFFICERS

Section 1. Senior Pastor. The senior pastor shall have oversight of this church. He shall be chairman of the governance authority except as he may choose to proceed according to the provisions in Article VI. He shall preside at all regular or special meetings of the church membership. He is a member ex officio of all church committees and organizations. When the membership has no pastor, the chairman or vice chairman of the governance authority shall have oversight of the church in conjunction with the district superintendent. The senior pastor shall be the president of this church where such office is required by law.

Bylaw—Senior Pastor

- A. *The senior pastor shall have direct supervision of Gospel Alliance Church Pastoral Staff and Professional Ministry Staff members. Such supervision shall be in keeping with the*

job descriptions for each position as found in the Policy and Procedure Manual of Gospel Alliance Church.

Section 2. Secretary. The secretary shall keep the minutes of membership meetings and conduct the correspondence of this church as directed by the governance authority. The secretary shall attend and keep minutes of other meetings as specified in the local church bylaws.

Bylaws—Secretary

- A. *The secretary shall be elected by the Board for a one-year term.*

Section 3. Treasurer. The treasurer shall receive all monies of this church and shall be responsible for the payment of all bills on the order of the governance authority as specified by the local church bylaws, keeping proper book records of all transactions, and filing canceled vouchers and receipts for payments made. The governance authority shall determine where funds of this church shall be kept. No offerings shall be solicited from the membership except upon approval of the governance authority.

Bylaws—Treasurer

- A. *The treasurer shall be elected by the congregation at the Annual Meeting from among the Board for a one-year term.*
- B. *The treasurer and assistant treasurer shall follow the qualifications and duties as outlined in the Finance Manual for Alliance Church Treasures (and Pastors).*
- C. *All or part of the duties of the treasurer outlined in the Finance Manual for Alliance Church Treasures (and Pastors) may be delegated to a person approved by the treasurer and Board of Elders.*

Section 4. Missionary Treasurer. When required by local church bylaws, the missionary treasurer shall account for all missionary monies and oversee the forwarding of the same to the treasurer of The Christian and Missionary Alliance on or before the tenth of the following month.

Bylaws—Missionary Treasurer

- A. *As per Article VII of the Constitution, the offices of the treasurer and missionary treasurer shall be filled by the same person.*

Section 5. Assistant Treasurer. The assistant treasurer shall, with another person or persons appointed by the governance authority, be responsible to count all monies and keep a separate record of all receipts. The assistant treasurer may be empowered to issue receipts to the donors.

Bylaws—Assistant Treasurer

- A. *The assistant treasurer shall be elected by the congregation at the Annual Meeting for a one-year term.*
- B. *The treasurer and assistant treasurer shall follow the qualifications and duties as outlined in the Finance Manual for Alliance Church Treasures (and Pastors).*
- C. *All or part of the duties of the assistant treasurer outlined in the Finance Manual for Alliance Church Treasures (and Pastors) may be delegated to a person approved by the treasurer and Board of Elders.*

**ARTICLE X
COMMITTEES AND ORGANIZATIONS**

Section 1. Elders. The call of Christ the Chief Shepherd to men to serve as elders is both discerned and confirmed by the church membership. Elders shall therefore be male members of this church and shall be elected as specified in the church bylaws. The pastor and the other elders are the highest level of servant leadership in the church. As undershepherds, elders shall serve with the senior pastor to oversee both the temporal and spiritual affairs of the local church in order to accomplish Christ's mission. They shall constitute the Committee on Membership. They shall be the Committee on Discipline in accordance with the Uniform Policy on Discipline, Restoration, and Appeal of The Christian and Missionary Alliance. All officers, committees, and organizations except the Nominating Committee are amenable to the collective oversight of the elders through the governance authority.

Bylaw—Elders

- A. *There are two types of elders – Governing Elders and Ministering Elders. All elders are selected through the elder selection process of the Nominating Committee. All elders shall be prepared through the training process outlined in the Policy and Procedure Manual of Gospel Alliance Church.*
- B. *Governing Elders serve on the Governing Board. They provide spiritual, fiscal, and legal oversight of the church. They provide support, accountability, and counsel for the Senior Pastor in establishing vision, objectives, goals, and guiding principles for the church. Governing Elders serve in terms of three-year lengths with a maximum of two successive terms.*
- C. *Ministering Elders serve as ministry leaders and coordinators. Under the Senior Pastor or his delegate's leadership they give spiritual direction and pastoral care, coach lay leaders, and lead the church in its mission of discipleship. There are no term limits for Ministering Elders as long as they continue to meet the criteria given in Scripture and in the Policy and Procedure Manual of Gospel Alliance Church.*

Section 2. Deacons. The deacons shall be members of this church and shall be appointed or elected as specified in the local church bylaws. The deacons shall have charge of those ministries and charities of the church as specified in the bylaws, receive offerings for such purposes and dispense the same, and make monthly reports as directed. Where there are no deacons, the governance authority shall assume responsibility for their ministries until such are elected or appointed.

Bylaws—Deacons

- A. *The biblical ministries of deacons may be accomplished through ministry coordinators and ministry leaders who meet the biblical standards for deacon. The ministry coordinators and ministry leaders shall be appointed by the Board or its delegate.*

Section 3. Deaconesses. Deaconesses shall be members of this church and shall be appointed or elected as specified in the local church bylaws. The deaconesses shall have charge of those ministries as specified in the bylaws. Where there are no deaconesses, the governance authority shall assume responsibility for their ministries until such are elected or appointed.

Bylaws—Deaconess

- A. *The biblical ministries of deaconess may be accomplished through ministry coordinators and ministry leaders who meet the biblical standards for deaconess. The ministry coordinators and ministry leaders shall be appointed by the Board or it's delegate.*

Section 4. Trustees. The trustees shall be members of this church and may be appointed or elected as specified in the local church bylaws. Trustees shall have charge of those ministries and duties as specified in the bylaws, or the laws of the state in which the church is located. Where there are no trustees, the governance authority shall assume responsibility for those ministries and duties until such are elected or appointed.

Bylaws—Trustees

- A. *In matters requiring trustees for legal purposes, the Board shall serve as trustees. The other duties normally accomplished by trustees (i.e. oversight of buildings and property) may be accomplished through the Facilities Ministry Team. The members of the Facilities Ministry Team shall be appointed by the Board for a one-year term.*

Section 5. Great Commission Women. Local church Great Commission Women may be established. They shall be organized according to the Great Commission Women policies as contained in the CM Handbook.

ARTICLE XI MISSIONS MOBILIZATION

The church shall participate in the worldwide missions and church planting ministries of The Christian and Missionary Alliance, and the support of the Great Commission Fund. The Governance Authority shall specify the means by which it purposes to mobilize members' involvement, including prayer, recruitment of men and women for vocational ministry both at home and abroad. A Missions Conference or congregation-wide event for mission's mobilization shall be held each year.

Bylaws – Missions Mobilization

- A. *Appointed staff or lay persons shall provide oversight to ministry team leaders as follows; help to ensure that we are an outward focused church. In keeping with an Acts 1:8 approach to missions they shall promote prayer, service, going, and giving.*

ARTICLE XII DISCIPLEMAKING MINISTRIES

A major ministry of this church shall be making disciples of Jesus Christ. The discipling process includes evangelism, building up believers, equipping workers, and multiplying leaders, among adults, youth, and children. The Governance Authority shall specify how discipling is to be pursued. The purpose of discipling ministries is to bring people to a saving knowledge of Christ, teach biblical principles emphasizing missions and the centrality of Christ as Savior, Sanctifier, Healer, and Coming King, and equip people for evangelism and Christian service.

Discipleship is to be at the center of what Gospel Alliance Church does – both discipling people toward Jesus and in Jesus. There is a clear pathway for new believers to know God, love each

other, and reach out. This pathway extends to the development of leaders. Staff are hired, volunteers trained, and ministries started with a view toward leading others in discipleship.

ARTICLE XIII PROPERTY AND RECORDS

Section 1. Property. This church may acquire, own, dispose of, improve, encumber, and convey property, real and personal, for church purposes, in conformity with the laws of the state where the property is situated.

Real property may be purchased, sold, conveyed, exchanged, mortgaged, or encumbered only by order of the membership through the governance authority in consultation with the district superintendent. In states where trustees are required, the order of the membership shall proceed through them.

Bylaws—Property

- A. *The Board or its delegate will consult with the District's Committee on Properties and Buildings for purchasing, remodeling, selling property, or securing loans for property in accordance with the District bylaws as recorded in The Manual of the Western Pennsylvania District.*

Section 2. Records. The official records of all officers of the church and all its departments are the property of the church. In the event of the death or resignation of the incumbent or upon the election of his successor, the current records of the office shall be passed on to the newly elected officer. All records other than current shall be kept in a secure repository selected by the governance authority.

Section 3. Audit. All financial records shall be examined annually or at more frequent intervals on order of the governance authority. At least three persons, none of whom is a financial officer or a church staff member, shall be appointed by the governance authority to conduct the examination. They shall follow procedures set forth in the current edition of the Manual for Alliance Church Treasurers (and Pastors).

The governance authority shall authorize actions to conform with additional audit standards that may be required by the jurisdiction in which the church is located.

Bylaw—Audit

- A. *The financial records of the Church Treasurer shall be reviewed annually. This shall be in a three-year cycle of which two years to be internally reviewed and one year to be reviewed by an outside firm.*

ARTICLE XIV NOMINATING COMMITTEE

A Nominating Committee shall consist of the senior pastor, two members from the church membership, selected by, but not necessarily from the governance authority, and two elected

from the church membership in a manner stipulated by the local church bylaws, at least one month prior to the annual meeting.

Bylaws—Nominating Committee

- A. *The membership shall elect their nominating committee members for the upcoming year during the election at the Annual Meeting of the Congregation. The Nominating Committee shall nominate two members other than themselves for the following year's Nominating Committee. These names shall be included in the report (Bylaw XIV. B.). Voting shall be by paper ballot from the membership. In the event that an elected member of the Nominating Committee is unavailable at the time the committee's work is conducted the Board shall appoint a member in good standing who is not currently serving as an elder to replace the unavailable person.*
- B. *The Nominating Committee shall solicit names and input for nominations from active members for the first ten months of the fiscal year. The Nominating Committee will prayerfully and dutifully follow the process found in Policy and Procedure Manual of Gospel Alliance Church to determine those God wants in the open positions.*
- C. *The Nominating Committee report shall be posted at least two weeks prior to the Annual Meeting. Those selected for open positions are brought before the membership for affirmation.*

ARTICLE XV ELECTIONS

In consideration of elections, the Nominating Committee shall present at least one name for each office to be filled. Other nominations may be made by the membership as stipulated in the church bylaws. The officers shall be elected by ballot at the annual meeting. Where only one name is presented, the ballot may be waived by unanimous vote.

Bylaws—Elections

- A. *All offices designated in the bylaws must only be filled by members in good standing of Gospel Alliance Church.*
- B. *Elections: The annual election of officers, as set forth in the bylaws, shall be by ballot. Majority vote shall be required to elect in all cases. In times of emergency a virtual meeting format may be used with electronic ballots for those participating.*

ARTICLE XVI REVERSION OF PROPERTY

Recognizing the purpose of the members of this congregation to support both the doctrines and the mission of The Christian and Missionary Alliance through the contribution of their tithes, offerings, and special gifts, and to ensure that the future use of such assets and real property as this church may from time to time acquire shall not be diverted from this purpose, this church adopts the following property reversion clause.

1. Property Reversion Events. Any of the following shall constitute a "property reversion event:" (a) the decision or action of this church to disaffiliate or otherwise separate itself from the Christian and Missionary Alliance without the prior written approval of such decision or action by the District Executive Committee (or its equivalent) of the district in which this church is located,

(b) the failure for any reason of this church to be subject to or abide by any of the purposes, usages, doctrines, or teachings of The Christian and Missionary Alliance, (c) the failure for any reason of this church to qualify as an “accredited church” of The Christian and Missionary Alliance (as such term is defined in the Bylaws of The Christian and Missionary Alliance), or (d) the termination of this church’s existence for any reason.

2. Determination of a Property Reversion Event. The determination of whether a property reversion event has occurred shall be considered and decided by the District Executive Committee (or its equivalent) of the district of The Christian and Missionary Alliance in which this church is located in accordance with procedures established from time to time by the Board of Directors of The Christian and Missionary Alliance. The decision of such District Executive Committee (or its equivalent) shall be final and binding on The Christian and Missionary Alliance, the district of The Christian and Missionary Alliance in which this church is located, and this church, and may not be challenged by any party in the absence of fraud, collusion, or arbitrariness. Should any party choose to challenge a decision based on fraud, collusion, or arbitrariness, such appeal shall only be made to the Board of Directors of The Christian and Missionary Alliance. In order to expedite review of such appeals, the Board of Directors may establish a Board of Directors committee of not less than five Board members for the purpose of handling such appeals. The decision of the Board of Directors or its committee shall be final and binding on all parties.

3. Consequences of a Property Reversion Event. Upon the occurrence of a property reversion event as determined in accordance with paragraph 2 above, legal title to all real and personal property (tangible and intangible), appurtenances, fixtures, and effects of whatever type then owned, held, or used by this church, without regard to how or from whom acquired, shall, upon the demand of the district of The Christian and Missionary Alliance in which this church is located, revert to and become the property of such district of The Christian and Missionary Alliance. During the period of time between the occurrence of the property reversion event and the complete and final transfer of legal title to the district of The Christian and Missionary Alliance in which this church is located, this church shall hold such property in trust for such district to be used exclusively to further the purposes, usages, doctrines, and teachings of The Christian and Missionary Alliance.

4. Waiver of Certain Property Reversion Events. In the event of a property reversion event attributable to differences in doctrine between this church and The Christian and Missionary Alliance, the property reversion process set forth above may be waived upon the approval of (a) at least two-thirds of the members in good standing of this church, (b) the District Executive Committee (or its equivalent) of the district of The Christian and Missionary Alliance in which this church is located, and (c) Church Ministries of The Christian and Missionary Alliance.

5. Exclusion of Certain Property. Paragraph 3 above shall not apply to any real or personal property which (i) this church owned prior to its becoming an accredited church, and (ii) is expressly identified as property not subject to paragraph 3 above in a written agreement entered into in connection with such accreditation between this church and the district of The Christian and Missionary Alliance in which this church was located upon its accreditation. The exclusion of property pursuant to this paragraph 5, and the agreement described in the preceding sentence, shall (1) terminate ten (10) years after this church’s accreditation, and (2) not apply to any church that was in developing status prior to its accreditation.

ARTICLE XVII BYLAWS

Church bylaws not in conflict with this Constitution, the provisions of the Bylaws of The Christian and Missionary Alliance, the bylaws of the district within which the church is located, or the laws of the state are required and will be adopted by a duly called meeting of the church. As a minimum, the church bylaws will include provisions for the composition and name of its governance authority that is in keeping with Article VI above. A copy of such bylaws shall be filed with the district superintendent.

ARTICLE XVIII AMENDMENTS

This Constitution may be amended only by the General Council of The Christian and Missionary Alliance in accordance with the provisions of Section 10.2 of the Amended and Restated Constitution and Bylaws of The Christian and Missionary Alliance as applied to the Uniform Constitution for Accredited Churches.

Bylaw—Amendments

- A. *Amendments to these bylaws must be adopted by a two-thirds (2/3) vote of those present members at any congregational meeting. These amendments shall have prior approval of the Board.*

ARTICLE XIX CONFORMANCE WITH APPLICABLE LAW

In cases where any provision of this Constitution may not conform to state laws, the district concerned shall be authorized to make such adjustments as necessary in counsel with the vice president for Church Ministries of The Christian and Missionary Alliance so as to conform to such laws.

APPENDIX EXHIBIT A

RESTATED ARTICLES OF INCORPORATION OF MON-VALLEY CHRISTIAN & MISSIONARY ALLIANCE OF (BELLE VERNON, PA)

ARTICLE I NAME

The name of the corporation is Mon-Valley Christian & Missionary Alliance of Belle Vernon, PA (referred to herein as the "Church").

ARTICLE II PURPOSES, ECCLESIASTICAL AUTHORITY AND POWERS

Section 2.1. Purposes and Ecclesiastical Authority. The Church is organized and shall be operated exclusively as a member church of The Christian and Missionary Alliance, a church denomination which operates legally as a Colorado nonprofit corporation (the "C&MA"). Accordingly, the Church shall operate solely under the ecclesiastical authority of, and be subject to the usages, doctrines and teachings of, the C&MA as set forth in The Manual of The Christian and Missionary Alliance; as such manual may be amended from time to time by the C&MA (the "Manual"). Without limiting the foregoing, the purposes of the corporation shall include promulgating such doctrines and teachings, preaching the Gospel to every creature, edifying the Christians through the education of God's word, promoting spiritual fellowship among God's people on the basis of the biblical faith, and promoting religious activities and to further other religious, educational, and charitable work to that end. In addition, this corporation shall be organized and operated exclusively for religious purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

Section 2.2. Powers. In furtherance of the foregoing purposes and objectives (but not otherwise) and subject to the restrictions set forth herein, the corporation shall have and may exercise all of the powers now or hereafter conferred upon nonprofit corporations organized under the laws of the State and may do everything necessary or convenient for the accomplishment of any of the corporate purposes, either alone or in connection with other organizations, entities or individuals, and either as principal or agent, subject to such limitations as are or may be prescribed by law. Subject to any limitations in the bylaws of the Church, the Church may acquire, own, dispose of, improve, encumber, and convey property, real and personal, for the Church's purposes, in conformity with the laws of the state where the property is situated.

Section 2.3. Restrictions on Powers.

No part of the net earnings of the Church shall inure to the benefit of or be distributable to any director or officer of the Church or any other individual (except that reasonable compensation may be paid for services rendered to or for the benefit of the Church affecting one or more of its purposes), and no director or officer of the Church or any other individual shall be entitled to share in any distribution of any of the corporate assets on dissolution of the Church or otherwise.

No substantial part of the activities of the Church shall consist of carrying on propaganda or otherwise attempting to influence legislation. However, if the Church is an organization to which section 501(h) of the Internal Revenue Code applies and the Church has effectively

elected to have such section apply, the Church shall have power to carry on the activities permitted by such section, but only to the extent such activities shall not result in the denial of exemption under such section. When required by law, the Church shall not participate or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

The Church shall hold all of its real and personal property in trust for the District and the C&MA. All of the Church's real and personal property shall be subject to the applicable property reversion provisions in the Manual.

Upon dissolution of the Church, or upon the Church's termination as a member church of The Christian and Missionary Alliance, all of the Church's assets remaining after payment of or provision for all of its liabilities shall be paid over or transferred to one or more organizations described in section 501(c)(3) of the Internal Revenue Code, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code. The District shall have first priority to receive all such assets, and the C&MA shall have second priority. If neither the District nor the C&MA are eligible to receive all such assets, then the board of directors shall determine the recipient organizations and their respective shares and interests.

Notwithstanding any other provision of these articles of incorporation, the Church shall not carry on any activities not permitted to be carried on by a corporation exempt from federal income tax as an organization described in section 501(c)(3) of the Internal Revenue Code and if at any time the Church is a "private foundation" as defined in section 509(a) of the Internal Revenue Code, then during such period of time:

The Church shall not engage in any act of "self-dealing," as defined in section 4941(d) of the Internal Revenue Code, so as to give rise to any liability for the tax imposed by section 4941 of the Internal Revenue Code;

The Church shall make distributions for each taxable year at such time and in such manner so as not to become subject to the tax imposed by section 4942 of the Internal Revenue Code;

The Church shall not retain any "excess business holdings," as defined in section 4943(c) of the Internal Revenue Code, so as to give rise to any liability for the tax imposed by section 4943 of the Internal Revenue Code;

The Church shall not make any investments that would jeopardize the carrying out of any of the exempt purposes of the Church, within the meaning of section 4944 of the Internal Revenue Code, so as to give rise to any liability for the tax imposed by section 4944 of the Internal Revenue Code; and

The Church shall not make any "taxable expenditure," as defined in section 4945(d) of the Internal Revenue Code, so as to give rise to any liability for the tax imposed by section 4945 of the Internal Revenue Code.

All references in these articles of incorporation to provisions of the Internal Revenue Code are to the provisions of the Internal Revenue Code of 1986, as amended, and to the corresponding provisions of any subsequent federal tax laws.

ARTICLE III MEMBERS

Section 3.1. Types of Members. The Church shall have an Ecclesiastical Member and General Members. The Ecclesiastical Member shall be the district of the C&MA having jurisdiction over the Church; as such district may be determined from time to time by the C&MA (the "District"). Subject to the rights granted to the Ecclesiastical Member in these articles of incorporation, the qualifications, rights and manner of admission for the General Members shall be as set forth in the bylaws.

Section 3.2. Exercise of Ecclesiastical Authority. The ecclesiastical authority of the C&MA over the Church shall be exercised through the District. Without limiting the foregoing, the District shall at all times have the responsibility in accordance with and subject to the requirements of the Manual to determine the status of the Church as either a "Developing Church" or an "Accredited Church."

ARTICLE IV BOARD OF DIRECTORS

Section 4.1. General. The management of the affairs of the Church shall be vested in a board of directors, which shall be equivalent to the "governance authority" described in the Manual, except as otherwise provided under applicable law, these articles of incorporation or the bylaws of the Church. The number of directors, their classifications, if any, and their terms of office shall be as provided from time to time in the bylaws.

Section 4.2. Election and Removal of the Board of Directors. At any time in which the Church is a "Developing Church," the Ecclesiastical Member shall have the sole responsibility to elect and remove all members of the board of directors of the Church. At any time in which the Church is an "Accredited Church," members of the board of directors of the Church shall be elected and removed in accordance with the bylaws of the Church.

Section 4.3. Liability of Directors. The liability of a director shall be eliminated or limited to the fullest extent permitted under the laws of the State. If the laws of the State hereafter are amended to authorize the further elimination or limitation of the liability of directors, then the liability of a director of the Church, in addition to the limitation on personal liability provided herein, shall be further eliminated or limited to the fullest extent permitted by applicable law. Any repeal or modification of this section shall be prospective only and shall not adversely affect any right or protection of a director of the Church existing at the time of such repeal or modification.

ARTICLE V BYLAWS

Section 5.1. Scope. The bylaws adopted by the Church shall include all provisions in the Manual applicable to member churches of the C&MA and may contain additional provisions for the managing and regulating of the affairs of the Church that are consistent with law, these articles of incorporation and the Manual. The District shall have the sole authority to determine any inconsistency between the bylaws and the Manual.

Section 5.2. Adoption and Amendments. At any time in which the Church is a "Developing Church," the Ecclesiastical Member shall have the sole authority to adopt and amend the bylaws.

At any time in which the Church is an “Accredited Church,” the bylaws may be amended in accordance with the bylaws of the Church.

ARTICLE VI AMENDMENTS

The board of directors shall have the power and authority to amend these articles of incorporation to the extent provided under the laws of the State, provided that no such amendment shall be effective unless approved in writing by the District.

ARTICLE VII MISCELLANEOUS STATE LAW PROVISIONS

Section 7.1. Governing Law. The Church is organized under the laws of the state of Pennsylvania.

Section 7.2. Voting Members. The Church shall have voting members. The voting rights of each such voting member shall be limited to those rights expressly granted to such member in these articles of incorporation or in the bylaws of the Church.

Section 7.3. Duration. The Church shall have perpetual duration.

Dated this 18th day of July, 2019.

Signature: Dustin Niehenke/Secretary

CHURCH CREDIT CARD POLICY

A church credit card is available for staff use according to the following conditions and procedures.

- The church credit card should only be used when vendors require a credit card and a personal credit card is unavailable or a business credit card required.
- The church credit card is to be kept in a secure location in the church office.
- A Credit Card Report Form should be completed at the end of each month the card was used.
- All purchases must be for previously budgeted items or specific items approved by the Finance Committee and/or Board.
- Purchases made outside of these parameters are the responsibility of the purchaser.

Board approved 1/21/21

REIMBURSEMENT POLICY

Under Internal Revenue Code Section 62(a)(2)(A), gross income does not include adequately accounted reimbursed business expenses for employees. Internal Revenue Service Regulation 1.162-17(b) provides that an employee "need not report on his/her tax return" expenses paid or incurred by them solely for the benefit of the employer to which they are required to account, and they do account to the employer including expenses which are charged directly or indirectly to the employer. Further, IRS Regulation 1.274-5(e)(4) provides that "an adequate accounting means the submission to the employer of an account book, diary, statement of expense, or similar record maintained by the employee in which the information as to each element of expenditure (amount, time and place, business purpose, and business relationship) is recorded at or near the time of the expenditure together with supporting documentation evidence, in a manner which conforms to all the 'adequate records' requirements" as set forth in the regulation.

Therefore, Gospel Alliance Church (here after known by GAC) hereby establishes an Accountable Reimbursement Procedure (ARP) pursuant to IRS regulations upon the following terms and conditions:

1. This procedure shall apply to all pastors and staff of GAC and those who are doing ministry for GAC (where applicable with prior approval from the lead Pastor or his delegate.

2. All pastors and staff shall be reimbursed for ordinary and necessary business and professional expenses incurred on behalf of GAC to the following conditions as allowable in the GAC Operating Fund Budget:

(a) The expenses are reasonable in amount.

(b) The person to be reimbursed properly documents the amount, date, place, business purpose, who, and business relationship for such expenses.

(c) The person to be reimbursed provides such documentation of expenses to the Lead Pastor or his delegate on a monthly basis. Expenses of any amount must include a receipt to be attached to the reimbursement document. Appropriate documentation (amount, time and place, business purpose, and business relationship), can be done through the use of presenting receipts, cancelled checks, and credit card sales slips, etc. to substantiate the expenses.

3. Reimbursable business and professional expenses include:

- ☐ local transportation (at IRS established rates), parking, and tolls,
- ☐ travel expenses, (traveling while away from home overnight, including automobile or air or bus fares, taxi, or limousine, and meals and lodging),
- ☐ meals if attending approved ministry meetings, or those activities that are outlined on the GAC Bylaws or meal in-between meetings if attending above meetings.
- ☐ books, subscriptions, and periodicals (related to the performance of professional duties, including professional journals),
- ☐ office supplies, postage,
- ☐ professional dues,
- ☐ continuing education and seminars,
- ☐ miscellaneous business and professional expenses,
- ☐ any items that are used for ministry at GAC to the Operating Fund Budget limits.

4. Reimbursements shall be paid out of the appropriate funds by a check separate from payroll checks and shall not be considered a reduction of the compensation of the pastor or staff person.
5. GAC has, in advance, establish annual budget limitations agreeing to reimburse the business and professional expenses only up to the annual budget limit. The Elder Board has the authority to adjust reimbursement limits if necessary prior to expenditure.
6. The GAC shall not include in the pastor's or staff member's Form W-2 the amount of any properly substantiated and reimbursed business and professional expenses as provided in this procedure. It is understood this procedure and related IRS regulations must be carefully followed and adhered to in order to avoid the possibility that such reimbursable expenses will be declared as income to the pastors or staff members.
7. It is agreed that requests for reimbursements will be made on a monthly (or more frequent) basis and, in any event, no later than sixty (60) days after the date the expense is incurred. All properly submitted and authorized expenses shall be paid by GAC on a timely basis.
8. As required by IRS regulations, it is further understood and agreed that budgeted amounts set aside for business and professional reimbursement, not spent in any calendar year, will not be paid to a pastor or staff person as additional compensation, salary, bonus, or in any other way. Such an action automatically voids the entire accountable reimbursement plan, and the IRS will rule that all reimbursements will be considered taxable income to the employee and reported on the employee's income tax return.
9. The pastor or staff person shall present his/her request for reimbursement to the Treasurer or Lead Pastor or his delegate for approval prior to reimbursement being made by GAC. (see Purchase Order And Reimbursement Procedures)

Board approved 1/21/21

PURCHASE ORDER AND REIMBURSEMENT PROCEDURES

Line items in the Gospel Alliance Church approved budget are associated with leaders or ministry coordinators who are responsible for the proper use and accounting of those assigned funds.

Purchase Order Forms are used for purchases paid directly to the vendor. The form is to be completed in its entirety and an invoice or bill is to be attached to the form. The appropriate leader is to sign the form approving the order. The Administrative Assistant of Finances (Bookkeeping) shall prepare the appropriate check.

Reimbursement Forms are used for purchases already paid by the leader or ministry coordinator (or their delegate). The appropriate leader or ministry coordinator completes the form, attaches a receipt or other proof of purchase, and then the Lead Pastor or his delegate approves the form. In the case of the Lead Pastor's Reimbursements, the Treasurer or his/her delegate approves his forms.

Any Purchase Orders or Reimbursement that exceed the allocated budget amount must be requested to the Finance Committee and approved by the Board *before* any funds are released. In times of emergency, spending freezes, or cash flow restrictions, all purchases must be approved beforehand by the Lead Pastor or his delegate. (see also Policy on Major Expenditures)

Checks require two signatures of Treasurer, Secretary, Bookkeeper, or Assistant Treasurer.

Board approved 1/21/21

POLICY ON MAJOR EXPENDITURES

Any request for the purchase, reimbursement, donation or disbursement of funds that is not included in the budget or exceeds the budgeted amount for an amount greater than 50% of the preceding year's average monthly General Fund income is considered a Major Expenditure. (For example, if the previous year's average monthly income was \$40,000 then anything more than \$20,000 is considered a Major Expenditure.) All Major Expenditures shall be presented to the membership and require 2/3 majority vote to be approved.

In the case of an emergency due to time constraints or membership availability the Board with the agreement of the majority of the Ministering Elders may vote to suspend this policy.

Board approved 1/21/21

OPERATING RESERVE POLICY

PURPOSE:

The purpose of the Operating Reserve Policy for Gospel Alliance Church (GAC) is to ensure the stability of the mission, programs, employment, and the ongoing operations of the organization. The Operating Reserve is intended to provide an internal source of funds for situations such as a sudden increase in expenses, one-time unbudgeted expenses, unanticipated loss in funding, or uninsured losses. The Reserve may also be used for one-time, nonrecurring expenses that will build long-term capacity, such as staff development, research and development, or investment in infrastructure. Operating reserves are not intended to replace a permanent loss of funds or eliminate an ongoing budget gap. It is the intention of GAC for Operating Reserves to be used and replenished within a reasonably short period of time. The Operating Reserve Policy will be implemented in concert with the other governance and financial policies of GAC and is intended to support the goals and strategies contained in these related policies and in strategic and operational plans.

DEFINITIONS AND GOALS:

The Operating Reserve Fund is defined as a designated fund set aside by action of the Board. The minimum amount to be designated as Operating Reserve will be establish in an amount enough to maintain ongoing operations and programs for a set period of time, measured in months. The Operating Reserves serves a dynamic role and will be reviewed and adjusted by the Board in response to internal and external changes.

The target minimum Operating Reserve Fund is equal to or the minimum of two months of average operating cost from the prior fiscal year. The calculation of average monthly operating costs includes all recurring, predictable expenses such as salaries and benefits, building occupancy requirements, office operations, ministry programs and any usual recurring expenses that are involved in the normal operation of the church. Those funds that are not part of the GAC's Operating Fund are not included in this calculation.

The amount of the Operating Reserve Fund target minimum will be established each year after the approval of the GAC Annual Operating Budget, reviewed by the Finance Committee, reviewed and approved by the Board and included in the regular Board Meeting Minutes.

ACCOUNT FOR RESERVES:

The Operating Reserve Fund will be funded in cash or cash equivalent funds. The Operating Reserves will be maintained and commingled with the Current Undesignated Fund Balance which is part of the investment accounts of GAC.

FUNDING OF RESERVES:

The Operating Reserve Fund will be funded and maintained with surplus unrestricted operating funds at the end of each fiscal year. The Elder Board may from time to time direct that a specific source of revenue be set aside for Operating Reserves as deemed necessary. Examples may include one-time gifts or bequests, special grants or special appeals to help maintain the fund.

USE OF RESERVES:

Use of the Operating Reserves requires three steps:

1. Identification of appropriate use of the Operating Reserves Funds:

The Senior Pastor, staff and/or Board will identify the need for access to reserve funds and confirm that the use is consistent with the purpose of the reserves as described in this Policy. This step requires analysis of the reason for the shortfall, the availability of any other sources of funds before using reserves, and evaluation of the time period that the funds will be required and replenished.

2. Authority to use Operating Reserves:

The Senior Pastor, staff and/or Board will submit a request to use Operating Reserves to the Finance Committee. The request will include the analysis and determination of the use of funds and plans for replenishment. GAC's goal is to replenish the funds within twelve months to restore the Operating Reserve Fund to the target minimum amount. The Finance Committee will review the request and recommend, not recommend as submitted or modify with a recommendation to the Board to transfer the Operating reserve Fund as specified in the recommendation. The Finance Committee will forward their recommendation to the Board who will review the recommendation and will approve, not approve as recommended by the Finance Committee or modify any part of the recommendation. When a final resolve to the request is approved by the Board they will authorize or not the transfer from the Operating Reserve Fund.

3. Limits to amounts used from the Operating Reserves:

Only 25% of the Operating Reserve Fund can be utilized in any one fiscal year unless there is an emergency situation whereas the Board can override this provision of the Policy for the purpose of continuing operations of the GAC.

4. Reporting and monitoring:

The Senior Pastor or his delegate is responsible for ensuring that the Operating Reserve is maintained according to this Policy. The Board will only use the Operating Reserve Fund according to the description in this Policy. Upon approval for the use of the Operating Reserve funds, the Pastor or his delegate will maintain records of the use of the funds and plan for replenishment. He will provide regular reports to the Finance Committee and the Board of progress to restore the Fund to the target minimum amount.

REVIEW OF POLICY:

This Policy will be reviewed every year, at minimum, by the Finance Committee, or sooner if warranted by internal or external events or changes. Changes to the Policy will be recommended by the Finance Committee to the Board in writing.

Board edited 1/21/21

COUNTING PROCEDURES

GENERAL: The Assistant Treasurer (AT) oversees the counting of all offerings. The AT establishes the most efficient procedure, recruits GAC members to be counters, and ensures that the handling of funds is done with the accountability of multiple people. A minimum of two people shall be involved in the process.

SPECIFIC: Here are the current steps being used.

1. The Assistant Treasurer (AT) will make up a schedule for the counters and Email to each counter. This is usually completed for a three-month period. The counting will be completed at the Hub (or other agreed upon location as long as accountability is maintained).
2. The AT will get the money bags from the safe and the lockbox at the main building on Monday morning. The AT will check with the Bookkeeper for any checks and the on-line offerings received.
3. The AT and at least one counter will open the bags and separate the loose cash from the envelopes in all the bags. The keys for the money bags are with the counting supplies at the Hub.
4. All bills should be organized according to denomination (i.e., values 1's, 5's, 10's, etc...)
5. The Sunday School, Café, Youth Bakery, Bread and AWANA offering all have their own Cash Reconciliation sheets. The monies are to be counted separately for each of these and kept with the reconciliation sheet. The reconciliations sheets have the denominations listed for the paper money and the coins. You will put the number of the denomination on the appropriate line for each.
6. Each envelope will be checked to determine cash or check inside. If the envelope has cash inside and is blank on the front, i.e., no name or designation, you can take the money out and put in the Loose Cash pile with the rest of the Loose Cash money from the bags. Leave money in any envelope that has a name and/or a designated fund other than Current Funds.
7. If any envelope has cash and check, take one or the other out and make a new envelope with the name, amount and designated fund on the new envelope. On the original envelope, cross out whichever one you took out and write separate envelope on it. Cash and Check totals need to be kept separate.
8. There should be a cash envelope pile and a check envelope pile. Keep separate.
9. Once all the Loose Cash is counted, complete the Reconciliation Sheet and put aside.
10. Take the Cash envelope pile and open one at a time. Verify amount in envelope is the same as listed on front. Mark top of envelope with a "C" and the amount. This is a verification of the amount. Put cash in pile by designation.
11. Give empty envelope to AT who will enter envelope data on the Total Entry Cash sheet. The name, amount and designated fund will be listed on this sheet individually. This sheet will auto total all columns and cross total the cash.
12. When all cash envelopes are completed, the cash will be counted and the Loose Cash Envelope Reconciliation sheet will be completed. This should match the Total entry

sheet for totals. The SS, Café, Youth bakery, etc amounts will be carried over to this sheet.

13. There is also a Total Summary Sheet that brings all cash totals over to this page. The final total should match the Total Entry Cash page. Checks are also counted and the number is put on the page as an added verification.
14. If totals do not match, you must review the Total Entry page for any errors. Then check the Loose Cash count for accuracy.
15. The cash is reconciled, complete a deposit slip and put in money bag for deposit. The AT makes the Deposit.
16. The checks are then recorded in Servant Keeper. The Bookkeeper will have the passwords.
17. Each check is individually recorded by name, check number and designated fund. Any envelope with no designation will go under "Current Funds." Some checks will have more than one designated fund. They must be listed. There will be instances of monies going into the In/Out Account. These are for holiday flowers, youth outings, etc. Check with the Bookkeeper.
18. The cash entries from the Total Entry sheet will also be entered with the checks. That can be done either before the checks or after they are entered.
19. After all checks and cash are entered in Servant Keeper, the cash totals can be checked again for accuracy.
20. When completed, click on Post Batch. Follow prompts.
21. Click on Reports. Go to Report Manager. Click on Posted totals and preview and print.
22. Click on Account Totals, preview and print.
23. Stamp the back of all checks with the Deposit stamper and give account Total sheet and checks to Bookkeeper to run checks through check reader machine. After scanning, stamp with "Scanned" stamper.
24. Keep all envelopes rubber band together and dated in the yearly box in office. Keep all checks rubber band together and keep in box with counting supplies. Shred every 3 months.
25. Offering should be deposited immediately after counting is completed unless banks are closed. In that event, money should be put into safe at Church or designated safe place till able to be deposited. Give Bookkeeper deposit slip.
26. End of year statements are to be run the first week of January. Anyone giving over \$250 will receive a statement. The Bag Brigade and Golf contributors will get a statement, regardless of amount given, as these are charitable causes. The AT will pass out as many statements as possible at the church services before mailing the remainders.

BENEVOLENT FUND PROCEDURES

The Benevolent Fund is established with the purpose of meeting people's basic needs in an emergency. This is not a budgeted ministry and receipts consist entirely of designated giving and its expenses consist of funds dispersed at the direction of the staff.

GUIDELINES:

Oversight & Accountability

The Pastoral Team will decide how and to who to disburse funds.

Confidentiality

All involved will work with extreme confidentiality when dealing with personal issues of the needy. Only appropriate information should be divulged to those necessary.

Funding

The only regular source of income is through designated giving to the Benevolent Fund. Contributions cannot be made directly to individuals requesting assistance.

Disbursements

- The benevolent fund is intended as a source of last resort, to be used when a family or individual requesting assistance has explored all other possibilities of help. It is intended to be a one-time temporary help during a time of crisis.
- Assistance from the benevolent fund is intended to be a one-time gift and is given without expectation of repayment; it is not a loan. If the recipient desires to give to the church, they are encouraged to give directly to the general fund or the benevolence fund (under the understanding that their gift is not a payback for receiving of financial assistance).
- Persons who qualify for assistance must lack the resources to meet basic necessities.

Priority of Recipients

Priority for receiving funds disbursed from the benevolent fund is as follows:

1. Church Members
2. Regular Attenders
3. Members of the community
4. Others

Disbursement Criteria

The stated purpose of the benevolent fund is to meet peoples' basic needs, such as: food, lodging, clothing, medical treatment, and other essential needs such as kerosene, gas, transportation, etc.... Requests that shall not be met include: Cable bill, fines, penalties relating to late fees or irresponsible actions, etc....

REQUESTING PROCESS:

Source of Request

- A Request for Assistance Application must be filled out in person at Gospel Alliance Church.
- A church staff member will record references, contacts, specific requests for assistance, exploration of other helps, and the crisis at hand.

Processing the Request

1. The Request for Assistance Application is completed and returned to Gospel Alliance Church staff along with a copy of individual's driver's license, copy of unpaid bills, etc.
2. Staff will ask additional questions and/or investigate and verify the need for assessment and validation.
3. At least 2 staff review the request and a decision is reached.
4. The person making the request is informed of the decision.
5. Checks are written or food is given and disbursed. Checks written will be paid directly to vendors and never to individuals requesting assistance.

Referrals to Community Resources

Staff may suggest services such as utility payment services, emergency shelters, food bank, clothing programs, etc. as to help individuals in need as well.

Board approved 1/21/21

WEDDING POLICY

Welcome!

There are few things in life more exciting than a wedding! We want to do everything we can to help make your day a joyous celebration of God's grace. In the following pages you'll find everything you need to know about hosting your wedding at Gospel Alliance Church. If you have any questions, please contact the Church Office.

Basic Requirements

At Gospel Alliance Church we take the covenant of Christian marriage very seriously. Marriage in the Christian church is a holy covenant between a man and woman in the sight of God. It is not a civil ceremony or a legal proceeding, but rather a spiritual act of worship. As an act of worship, it is to be approached with the same integrity and reverence as other worship services, such as Baptism and the Lord's Supper or Communion.

It is not our intention to make our wedding policy too difficult, but rather to make it consistent with our understanding of God's design for marriage.

Gospel Alliance Church has the following basic requirements for weddings:

- ✓ The Bride, Groom, or their parents must be a member or regular attender at Gospel Alliance Church.
- ✓ Attend worship and a Growth Group at Gospel Alliance Church regularly for six months prior to the wedding. (If attending another church due to geographic location or out of the area – they must attend worship and Bible Study in their church.
- ✓ Both the Bride and Groom must have a personal relationship with Jesus Christ.
- ✓ The couple will make a commitment not to engage in sexual activity prior to marriage.
- ✓ The couple will successfully complete premarital counseling.
- ✓ The wedding must be in accordance with Gospel Alliance Church's Statement of Faith and related doctrinal teachings on Biblical marriage (including considerations for divorce and remarriage). [*Include church's doctrinal statement within policy or by specific reference.*]

Any questions regarding fulfillment of these requirements shall be determined by the Church's leadership, in accordance with its governance structure. Any disputes regarding the Church's wedding policy shall be resolved in accordance with the church's alternative dispute resolution policy, as set forth in Bylaws. Fees are charged solely to help cover the Church's actual wedding-related ministry and facility costs.

Board approved 1/21/21

FACILITY USAGE GUIDELINES

The following is a list of expectations for all groups using the church facilities:

1. Be sure all dishes are clean and put away.
2. Be sure no food is left out or left here.
3. Any trash bags containing food or anything that may attract ants or rodents, should be tied up and taken to the dumpster before locking up.
4. Be sure any drink or food spilled is wiped up or swept up.
5. Pick up all trash that may be lying around.
6. Do not leave food in the refrigerator without prior permission.
7. No food should leave the assigned rooms. (Café/104/105/106)
8. There is to be absolutely **no one permitted upstairs.**

Additional Guidelines for Non-Church Sponsored Events:

1. For non-church sponsored events, a \$100 deposit is required prior to the event. Any damages or excessive cleaning will be deducted from the deposit. The deposit or partial deposit will be returned to the renter within 30 days of the event.
2. You must supply your own paper products such as but not limited to plates, napkins, cups, cutlery, paper towels, etc. as well as your own coffee, tea, etc.

Failure to comply with these guidelines may result in the loss of privilege in using the facility in the future.

If you have any questions, please call the church office at 724-823-0453.

Rental of Facilities

For all persons using the church facilities, it is expected that the facility be left in a clean and orderly condition. A \$100 deposit is required prior to the event. Any damages or excessive cleaning will be deducted from the deposit. The deposit or partial deposit will be returned to the renter within 30 days of the event. Any damage to the church property shall be the exclusive responsibility of the renters. Failure to do so may result in loss of privilege in using the facility. All equipment and supplies are property of the church and must remain on the premises. The church reserves the right to refuse the use of the sanctuary and facilities for any reason.

Facilities are available to Gospel Alliance Church Family only. Available for use is the Café (Kitchen), Rooms 104/105/106 and the first-floor restrooms. For all private events held by Gospel Alliance Church Family, a janitorial fee is due prior to use of church facility (see fees below).

No activities shall be conducted in the church facilities for personal financial gain.

Fees

Weddings:	members and regular attenders, \$50
Wedding receptions:	members and regular attenders, \$75
Other activities:	members and regular attenders, \$50
A GAC Media Tech person will be hired at a rate of \$25/hour as needed	

It is the policy of this church to not rent the sanctuary for weddings to those other than our own members and adherents.

THE FINANCE COMMITTEE

The Finance Committee exists to assist the Governing Board in fulfilling its financial oversight responsibilities as a committee of the Board. The Finance Committee has the responsibility to prepare the operating budget proposal each year and to have the performance of an audit each year. The Finance Committee will bring to the Board, a recommendation of any ministry's proposed purchase that is outside of the currently approved budget for the Board's decision. The Finance Committee shall consist of the Treasurer, Assistant Treasurer, two (2) committee members elected each year at the Annual Congregational Meeting, and two (2) members appointed by the Board from members in good standing. The committee shall meet regularly to give oversight of the monthly finances by monitoring, evaluating, analyzing and reporting back to the Board the condition of the health of the church finances.

SUMMARY OF RESPONSIBILITIES:

- Create and propose annual budget in line with Governing Board's vision and goals
- Recommend proposed expenditures beyond budget as they arise
- Monitor and analyze financial condition of church
- Keep Board informed as to current financial condition of church
- Review and establish operating reserve policy each year

FACILITIES MINISTRIES TEAM

(aka. Board of Trustees)

Section 4. Trustees. The trustees shall be members of this church and may be appointed or elected as specified in the local church bylaws. Trustees shall have charge of those ministries and duties as specified in the bylaws, or the laws of the state in which the church is located. Where there are no trustees, the governance authority shall assume responsibility for those ministries and duties until such are elected or appointed.

Bylaws—Trustees

A. In matters requiring trustees for legal purposes, the Board of Elders shall serve as trustees. The other duties normally accomplished by trustees (i.e. oversight of buildings and property) may be accomplished through ministry coordinators and ministry leaders who meet the biblical standards for deacon or deaconess. The ministry coordinators and ministry leaders shall be appointed by the Board of Elders for a one-year term.

The Facilities Ministry Team (FMT) has the important role of enhancing and supporting the ministries of Gospel Alliance Church by overseeing the care and maintenance of all church buildings and grounds. The FMT will set up work teams, delegate tasks, recruit volunteers, and make recommendation for outsourcing of the following:

- Weekly cleaning of buildings
- Monthly maintenance
- Emergency repairs
- Lawn care
- Snow removal
- Seasonal landscaping
- Insurances, fire, security contracts and inspections
- Other needs as determined by Pastoral Team or Governing Board

Trustees are appointed by the Governing Board. Trustees serve for 1-year terms, renewable annually by the Governing Board.

APPLICATION FOR MEMBERSHIP

1. Full Name:
2. Address:
3. Phone
4. Email
5. Date of Birth:
6. Are you confident of your relationship with Jesus and your eternal salvation with Him?
____ YES ____ NO
7. Share briefly how and when you decided to follow Jesus.
8. Have you been baptized as a believer in Jesus? ____ YES ____ NO
9. How long have you attended Gospel Alliance Church? _____
10. Will you be involved as a family member of GAC?
____ YES ____ NO (see reverse for details)

Signature: _____ Date _____

As a family member of Gospel Alliance Church...

- ☐ I believe in my heart that Christ rose from the dead and confess with my mouth that He is my Lord and Savior. (Romans 10:9-10)
- ☐ I accept the Alliance Statement of Faith and so long as I remain as part of this church family I will not teach any contrary doctrine. (1 Corinthians 14:32-33,40)
- ☐ I will continue to pray regularly for the leaders of this congregation and follow them in obedience to our Lord Jesus Christ. (Hebrews 13:17-18)
- ☐ As God enables me, I will continue to faithfully support the work of Gospel Alliance Church financially. (II Corinthians 9:6-15)
- ☐ As I am able, I will faithfully attend the main Worship Gathering of our church. (Hebrews 10:24-25)
- ☐ I purpose that my involvement will continue to go beyond the main Worship Gathering to include faithful participation in some discipling relationship. (Acts 2:42,46)
- ☐ I purpose to seek and use my spiritual gifts to build up and encourage my fellow believers in Christ. (Romans 12:4-16)
- ☐ I accept and purpose to follow the Constitution of the Christian Missionary & Alliance and Bylaws of Gospel Alliance Church.

EMPLOYEE GUIDELINES

As part of the Gospel Alliance Pastoral and Support Teams you play an important role in our church's ministries and a vital part in the accomplishment of our mission. We know you are gifted, skilled, and capable, but we also know that all of us together can accomplish so much more. Therefore, we endeavor to work together in an environment of mutual respect, trust, safety, and care. Communication and honesty are vital to our working together, so we value personal spiritual health and emotional awareness. Moreover, in all we do - from the small tasks to the huge events - we want to work in the power and presence of God.

Gospel Alliance Church values you as a team member and endeavors to provide adequately for those God calls (1 Timothy 5:17). The following, in conjunction with individual job descriptions, provides clarity, expectations, boundaries, and benefits for employees.

FULL-TIME EMPLOYEES =====

BENEFITS

- Medical & prescription
- Dental
- Vision
- Workmen's Comp Insurance
- Life insurance
- Disability
- 403b (church matches 50% up to 3% of compensation)

SABBATH DAY

All employees are required to set aside one day per week as a Sabbath Day. A Sabbath Day is a day for physical rest, spiritual rejuvenation, mental relaxation, and family relationships. It is to be different than the other six days of the week. The employee is not available for ministry tasks or communication.

In special cases Sabbath Days can be moved to accommodate special ministry events or tasks. Sabbath Days should be re-scheduled as soon as possible in consultation with the Lead Pastor or his delegate.

VACATIONS

Vacation time is determined by length of service as an Alliance licensed worker.

- 0-5 years is 2 weeks
- 6-12 years is 3 weeks
- 13-24 years is 4 weeks
- 25+ years is 5 weeks

HOLIDAYS

There are ten (10) Holidays recognized on the calendar.

1. New Year's Day
2. Martin Luther King Day
3. Presidents Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Columbus Day
8. Veterans Day
9. Thanksgiving Day
10. Christmas Day

If a holiday falls on a regular Sabbath Day then it can exchange for a "floating holiday" or Paid Time Off (PTO). In special cases employees can also work on a holiday in order to exchange it for PTO. All floating holidays/PTO are accumulated and redeemed with approval of the Lead Pastor or his delegate.

SICK DAYS

There are 5 sick days allowed per year. These do not carry over from year to year.

BEREAVEMENT TIME

In the event of a death in the family, employees are provided 6 paid days for immediate family members (i.e., spouse & children) and 3 days for extended family members.

PATERNITY/MATERNITY LEAVE

Male employees are provided 6 paid days to set aside for new births and accompanying family transitions.

SABBATICAL LEAVE

Recognizing that ministry brings tremendous spiritual, emotional, and physical stress, there is a need for extended times of renewal, restoration, and rejuvenation. After 7 years of service at Gospel Alliance Church full-time licensed workers are eligible for an optional 2-month Sabbatical. This is in addition to normal vacation time and is arranged and planned in consultation with the Lead Pastor or his delegate (or the Board in the case of the Lead Pastor).

PART-TIME EMPLOYEES =====

Part-time employees will work assigned days and hours in accordance with their job description and in consultation with the Lead Pastor or his delegate. This time may be adjusted for appointments, medical treatments, family emergencies, etc..... However, time made up may not exceed 11 hours per day or 40 hours per week.

HOLIDAYS

Regular part-time employees (20 hours or more/week) who have worked for one year qualify for paid holidays when the office is closed. They are compensated for the regularly scheduled hours they would have worked at each employee's regular hourly rate, for holidays that they are scheduled to work. The office is closed for these holidays:

- Independence Day
- Memorial Day
- Labor Day
- Thanksgiving
- Christmas Day
- New Year's Day

If a holiday falls on a weekend, the office may be closed another day at the discretion of the Lead Pastor or his delegate thus providing six paid holidays.

SICK TIME

There are 2 paid sick days allowed per year. These do not carry over from year to year.

BEREAVEMENT TIME

In the event of a death in the family, the Lead Pastor or his delegate will work with the employee determine the necessary adjustments to employee's schedule. The window for determining absence would be 6 days for immediate family members (i.e., spouse & children) and 3 days for extended family members.

VACATIONS

Any part-time employee may request time off without pay for family vacations. Regular part-time employees (20+ hours per week) who have worked for at least one year are eligible for one week of paid vacation based on the usual hours that would have been worked that week.