

Christian and Missionary Alliance Church of Paradise
6491 Clark Road
Paradise, California 95969

INTRODUCTION

The purpose of this document is to complement and provide additional details concerning the conduct and operation of the Christian and Missionary Alliance Church of Paradise consistent with its Constitution.

ARTICLE I. NAME

This church shall bear the corporate name of the Christian and Missionary Alliance Church of Paradise, DBA Paradise Alliance Church ("PAC" or "Church").

ARTICLE II. RELATIONSHIP AND PURPOSE

The Christian and Missionary Alliance Church of Paradise is a fellowship of believers in the Lord Jesus Christ who are seeking to grow in maturity in their personal lives and relationship with God and one another, sharing the gospel with all people. The Church and its members are committed to the Christian and Missionary Alliance to orthodox biblical doctrine, with heavy emphasis upon the necessity of a spirit-filled life and walk by each believer.

ARTICLE III. MEMBERSHIP

A. Procedure & Qualifications

All people professing belief in Jesus Christ for the forgiveness of their sins and who believe in orthodox biblical doctrine are welcome to apply for membership in the Church. Applicants for membership shall be reviewed by the Shepherding Elders as to their salvation, a full confession of faith in Jesus Christ and belief in the fundamental doctrines of the Bible. The Shepherding Elders are solely responsible for approval for membership. Minimum age for membership is 18 years of age. Upon completion of the membership class and approval by the Shepherding Elders, all applicants will be welcomed in as members of Paradise Alliance Church and entitled to all rights as members.

B. Discipline and Dismissal of Members; Inactive Members

1. The Shepherding Elders shall counsel members whose conduct or doctrine no longer represent the beliefs and values of the Church according to the scriptural requirements in Matthew 18:15-17, Romans 16:17, I Corinthians 5:11, II Timothy 4:14, II Thessalonians 3:6&14, Titus 3:10. The Shepherding Elders will evaluate these members according to the uniform procedure for discipline found in the Operating Procedures Manual ("OPM") of the Christian and Missionary Alliance. The desired outcome of church discipline is for the purpose of restoration and/or reconciliation. The Shepherding Elders may use dismissal as a last resort.
2. The membership roll is to be reviewed annually by the Shepherding Elders. Members having a sustained absence of twelve (12) months without satisfactory reason shall be placed on an inactive list. Inactive members will not be eligible to vote or participate in discussion at church business meetings until reinstatement. Reinstatement to active membership requires the advance approval of the Shepherding Elders.

ARTICLE IV. ORDINANCES

A. Baptism

Although baptism is not a condition of salvation, it is an act of obedience to Christ and so it is expected that all who desire to become members of PAC be baptized. PAC adheres to believer's baptism for those old enough to believe and understand for themselves the true meaning of baptism. Candidates shall be approved for baptism after sharing their testimony with a member of the ministry staff or a Shepherding Elder. (Parents have the privilege of presenting their children to the Lord for public dedication. This is not for or any part of a child's salvation.)

B. The Lord's Supper

The Lord's Supper shall be observed the first Sunday of each month, or as may be determined by the lead pastor and/or the Shepherding Elders. The Shepherding Elders shall be stewards of communion. The chairman of the Shepherding Elders or his designee(s) may select others to assist and/or organize in the serving of communion.

ARTICLE V. GOVERNANCE

A. Annual Meeting Date

The Annual Congregational Meeting shall be held in May and must be announced for at least three (3) weeks in advance of the meeting. Minutes of the Annual Meeting will be taken and posted for public viewing.

B. Special Meetings

Special congregational meetings may be called by the Governing Board. The public notice must include the agenda for such a meeting. There must be a minimum of one (1) week notification in advance of all special meetings called.

C. Quorum

The members present shall constitute a quorum at any congregational meeting.

ARTICLE VI. ELECTIONS

All board members shall be elected by Members on a "Yes" or "No" Ballot. The following additional requirements apply:

A. Boards to Be Formed Through Election:

1. Governing Board
2. Shepherding Elder Board
3. Deacon Board

B. Qualifications:

1. All PAC Board members must be regular givers and active male church members in good standing for at least two (2) years prior to election. While not required, it is preferred that all PAC Board members be a minimum of twenty-five (25) years of age.
2. Qualifications for Governing Board members and Shepherding Elders as stated in Titus 1:7-9 and 1Timothy 3:2-7 are the standards to be followed for selection.

3. Qualifications for Deacons as stated in 1 Timothy 3: 8-13 are the standards to be followed for selection.
4. With authority from Christ the Chief Shepherd and confirmed by the church membership, all board members with the lead pastor and ministry staff, are called and shall carry out the mission of Paradise Alliance Church.

C. Nominations:

1. Any active member of the congregation may nominate another member to be considered for an elected board position.
2. The member wishing to place someone in nomination must first contact and obtain permission from the person to be nominated and receive their consent that they are willing to uphold the standards of office.
3. The member wishing to place a name in nomination will then submit the name to the Nominating Committee in writing in the month of April. (See OPM; Nominating Committee.)

D. Official Ballot:

1. Qualifying nominees will be placed on the official ballot. Voting will occur the first two (2) weeks of June. The official ballot will contain the names as presented for each position by the Nominating Committee and Governing Board.
2. Voting age is eighteen (18) years of age and up.
3. A two-thirds majority vote must be obtained for an office if only one candidate is nominated. If two or more members are nominated for a single position, a majority of votes cast shall be sufficient to elect to office. In the event no candidate for a given office receives a majority of votes cast, a run-off election between the two (2) candidates receiving the most votes shall be held. This may be held on a subsequent date determined by the chairman of the Governing Board. If an election does not occur after three ballots, the seat shall be referred to and filled by the Governing Board.

**ARTICLE VII.
GOVERNING BOARD**

A. Authority

The governance authority of Paradise Alliance Church shall reside with the Governing Board.

B. Responsibilities

The Governing Board shall exercise governance functions in consultation with the lead pastor and executive pastor and serving in obedience to the Word of God and under the Lordship of Jesus Christ. It shall meet not less than ten (10) times annually and be responsible for all financial and administrative decisions for the Church and those required by law or these bylaws including, but not limited to, budget, expenditures, personnel, property purchases, salary and benefits, policies and any and all other governance matters necessary or desirable in furtherance of the mission and vision of the Church.

C. Membership

The Governing Board shall consist of the following: chairman, vice chairman, secretary, treasurer, the chairman of Shepherding Elders, the chairman of the Deacon Board, the lead pastor (votes only to break a tie), executive pastor (non-voting member), and up to six (6) members at large. The chairman of the Governing Board is the chief executive officer (CEO) of the Church's corporation.

D. Quorum & Voting

A quorum of two-thirds (2/3) of the membership of the Governing Board shall be required to transact business. A majority vote of the full Governing Board is required to take any action.

E. Meeting Conduct

Robert's Rules of Order shall be followed by the Governing Board, however, the Governing Board by two-thirds (2/3) vote may suspend Robert's Rules of Order at their discretion. Minutes will be taken of all meetings and made available to the congregation.

**ARTICLE VIII.
RESPONSIBILITIES OF SHEPHERDING ELDERS, DEACONS,
PASTORS AND COMMITTEES**

A. Shepherding Elders

The Shepherding Elders along with the pastoral ministry staff shall live out, promote and serve out the mission of PAC. Shepherding Elders are to give leadership to shepherding ministries in such areas as evangelism, discipleship, prayer, visitation, care groups, home Bible studies, conflict resolution, communion, baptism and other ministries that encourage spiritual growth. They shall anoint the sick consistent with James 5:13-16 and as practiced by The Christian and Missionary Alliance. There shall be no minimum or maximum number of Shepherding Elders and will be selected by a voting ballot.

B. Deacons

The Deacons shall assist in the responsibility of maintenance and operation management of all church properties, facilities, and grounds as determined by the executive pastor, maintenance supervisor, Deacon Board chairman and Deacon Board vice chairman. Responsibilities include building maintenance and repairs; upkeep and cleanliness of all grounds and parking areas; new construction and remodel projects when workload, manpower and resources allow; and scheduling and overseeing special projects and service days. There shall be no minimum or maximum number of Deacons and will be selected by a voting ballot.

C. Shepherding Elders Chairman and Deacon Chairman

The chairman of the Shepherding Elders Board and chairman of the Deacon Board shall report at meetings of the Governing Board. They shall nominate for appointment by the Governing Board all committee personnel under their supervision. All policies or strategies of ministry must be approved in concept by the Governing Board.

D. Quarterly Leadership Meeting

Shepherding Elder chairman, Deacon chairman, Governing Board chairman, executive pastor and lead pastor will meet quarterly or more frequently as deemed necessary by the chairman of the Governing Board.

E. Pastors

1. Qualification of Lead Pastor and Pastoral Staff

- a. Elder Qualified
- b. 1 Timothy 3:2-7; Titus 1:6-9; 1 Peter 5:1-4; Ephesians 4:11-13
- c. See OPM for details

2. Call of Lead Pastor

A unanimous vote of the Governing Board shall be necessary to call the lead pastor. The role of the lead pastor is to grow the church by accomplishing the church mission and implementing the church's vision.

3. Call of Staff Pastors and Ministry Directors

A three-fourth (3/4) vote of the Governing Board with the recommendation of the current lead pastor shall be necessary to call or release ministry staff pastors / directors.

4. Ministry Staff

Job descriptions of the ministry staff and an organization staff chart outlining lines of authority and communication are found in the OPM and the Policy Manual. These manuals will be reviewed regularly. Policy changes must be approved by the Governing Board. Ministry staff or any paid employee will not be eligible to vote on the Governing Board.

5. Resignation

Members of the ministry staff will endeavor to give the Governing Board at least thirty (30) days' notice of their resignation. Staff members will provide notice of resignation through the lead pastor and executive pastor. In the event of the resignation of the lead pastor, the Governing Board will determine with the executive pastor the best course of action needed during the interim and will consult with the District Superintendent.

6. Terms of Employee Resignation or Release

The Governing Board may, in its discretion, establish the terms of resignation or release of any PAC employee, including offering a potential severance or continuation of certain employee benefits for a specified period of time.

E. Church Committees

All committee appointments shall be approved by the Governing Board and shall be active members of the church for at least two (2) years and shall evidence faithful service in past commitments.

Standing committees include:

1. **Finance Committee:** To develop an annual budget, review all salaries, and forward recommendations to the Governing Board no later than the April Governing Board meeting.
2. **Nominating Committee:** Governing Board shall select one member to chair the committee. Additional members of the committee will consist of executive pastor, one Shepherding Elder and up to four (4) members at large selected by the Shepherding Elders.

The Governing Board may also establish ad hoc committees for specific tasks. Once the task has come to completion, the ad hoc committee will disband. The designated chair of any ad hoc committee will regularly report and provide updates to the Governing Board.

ARTICLE IX. TENURE OF ELECTED MEMBERS

A. Term of Office

Members of the Governing Board, Shepherding Elders Board, and Deacon Board shall be elected for a two (2) year term of service. They shall be eligible for four (4) successive terms. After one year of absence, they can be elected again.

B. Removal from an Elected Office

Upon scriptural cause being shown, and in accordance with the Uniform Procedures of Discipline and Appeal of The Christian and Missionary Alliance, any elected or appointed personnel may be removed by a two-thirds (2/3) vote of the Governing Board.

ARTICLE X. PROPERTY AND RECORDS

- A. Any construction of new buildings, repair/upgrades that necessitates the church to secure outside financing, long term vendor contracts or obligations of ten (10) years or more, or

monies used out of church savings of \$100,000.00 or more requires the approval of not less than a majority vote of the members present at any congregational meeting or such higher percentage vote as determined by the Governing Board. The purchase or selling of land and/or buildings by PAC requires the approval of not less than a majority vote of the members present at any congregational meeting or such higher percentage vote as determined by the Governing Board.

- B. There shall be a financial statement review by an independent CPA adhering to Generally Accepted Accounting Principles no less frequently than every five years, with a report made available to the congregation.

Every year the church will conduct an internal audit overseen by the Treasurer of the Governing Board, executive pastor, the church bookkeepers and one member of the Levites. A summary of the results of the audit will be posted in the church office and lobby and open to public inspection.

**REGARDING THE FAITH COMMUNITY AND MISSION OF THE CHRISTIAN AND
MISSIONARY ALLIANCE AND ITS ECCLESIASTICAL ENTITIES**
(SEE OPM)

ARTICLE XI.

Christian Community Standards for Ministry Activities.

A. General Standards.

PAC shall engage in activities and use its facilities solely to exercise and express the biblical beliefs of PAC and the C&MA and to further the mission of both. In furtherance of this mission, PAC may provide services or goods to, and may allow use of its facilities by other groups and persons who are not members or employees of PAC. But no church activity, nor any use of church facilities by another group or person, may be conducted or permitted if PAC determines that such activity or use expresses a message of support by the church for any view contrary to the biblical beliefs of PAC and the C&MA.

B. Specific Concerns.

For many years the C&MA as a faith community has had concerns with the cultural and legal trends in North America. This resulted in specific statements being adopted by the C&MA over the years to biblically address these cultural concerns. These cultural concerns include but are not limited to divorce, marriage, human sexuality, and the sanctity of life.

This Church affirms the biblical beliefs and standards expressed in each statement.

1. *Marriage and Human Sexuality.*

PAC subscribes to the biblical belief that God creates human beings in His image as two distinct genders, male and female, and that the intended gender identity of an individual is determined by such individual's biological sex at birth. PAC applies this belief regarding gender identity in all policies and programs in the church's faith community. In addition, PAC subscribes to the biblical belief that God has instituted marriage as a covenant relationship between one man and one woman. PAC recognizes only such marriages for all policies and programs in the church's faith community.

2. *Sanctity of Life.*

PAC subscribes to the biblical belief that all life is sacred from conception to death and that individuals are known by God from before the foundation of the world and that human life begins at conception and that death is under the sovereignty of God and not man. PAC accordingly believes that no procedure should be performed for the primary objective of terminating a pregnancy and taking the life of an unborn child (such procedure are referred to herein as abortions) except in rarest of circumstances where other biblical, moral principles prevail, such as where it is medically impossible to save the life of both the mother and the child. Similarly, the church believes that no medical procedure should be performed that takes the life of an individual prematurely (such procedures are referred to as euthanasia). The church's beliefs further prohibit paying for or otherwise facilitating such procedures.

3. *Religious Activities.*

In conformance with biblical beliefs and standards, PAC engages solely in activities that further its faith mission. All such activities can and should be vehicles for spiritual growth. Therefore, the church considers all of its activities to be a form of religious worship.

PAC distinguishes between exclusive religious activities and integrated religious activities. Exclusive religious activities include devotional worship services such as chapel services conducted by the church, and distinctly theological education or pastoral counseling.

Integrated religious activities include activities similar to those conducted by nonreligious organizations for the benefit of society. PAC conducts such activities in furtherance of and in accordance with its biblical beliefs.

With respect to restrictions that may be imposed on the use of funds or other benefits offered to the PAC, the church shall not agree to any restriction that would preclude PAC from conducting its integrated religious activities in furtherance of and in accordance with its religious

beliefs. The church may agree not to use offered funds or benefits for exclusive religious activities.

ARTICLE XII. AMENDMENTS

These bylaws may be amended by a two-thirds (2/3) vote of the active members present at any congregational meeting, announced previously for not less than three (3) consecutive Sundays. The entire written text of the proposed amendments shall be posted and available to the congregation.

Articles Listed in Order

- 1) NAME**
- 2) RELATIONSHIP AND PURPOSE**
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- 5) GOVERNMENT**
- 6) ELECTIONS**
- 7) CHURCH GOVERNING BOARD AUTHORITY**
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- 12) BYLAWS**

Adopted 12/6/81

Amended 12/5/82, 12/11/83, 12/7/86, 11/29/87, 12/3/89, 11/9/90, 6/98, 7/01, 6/8/03,
6/25/06, 9/12/16, 2/12/18