

Red-Changes in the Constitution

Blue-Community Alliance Church Bylaw Suggested Changes

Pink- Notes and Reasoning

Uniform Constitution for Accredited Churches of the Christian and Missionary Alliance and Community Alliance Church Bylaws

Community Alliance Church is governed under the authority of the constitution of the Christian and Missionary Alliance (seen as follows in bold and italics) as well as the bylaws of Community Alliance Church (seen as follows in regular type), as defined by Community Alliance Church 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.

Last Revision Board of Directors June 2013

**ARTICLE I
NAME**

The official name under which this church is incorporated or organized is _____ (shall include the words “The Christian and Missionary Alliance”).

This Church shall bear the corporate name of Community Alliance Church of the Christian and Missionary Alliance (C&MA).

**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 Scripture 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.**

Membership Bylaws:

Application for membership: (consistency)

Article III. Section 1.

- A. Membership Requirements: An individual may obtain membership by completing all of the following criteria: (clarification)**
 1. Must relate their Christian experience to the Board of Elders (Romans 10:9-10)
 2. Unanimous recommendation from the Board of Elders
 3. Attendance in the membership class which will provide instruction concerning our Statement of Faith and Beliefs
- B. Membership ~~RECORD~~ Classifications: There shall be ~~three~~-two classifications of membership at Community Alliance Church.**
 1. Active Members
 - a. The active membership of the church shall consist of those members who ~~regularly observe the Lord's day by attending public worship~~ are actively involved in church fellowship (Acts 2:42, Hebrews 10:24-25) **(intent is members stay accountable and visible to one another)** and adhere to the conditions of membership stated in the constitution and bylaws.
 - b. **Active members have the right to vote per MN State Statute 317A.441. (consistency and clarity)**
 2. Inactive Members
 - a. Members shall be considered inactive in the following instances:
 - i. those who have moved away from the community, but have not

- transferred their membership to another church
- ii. those who, for any cause except physical disability, or who are temporarily absent from the community, have absented themselves from the regular services of the church for six months or more.
- b. Inactive member may be restored to active membership ~~can be made as follows:~~ by completing all the following criteria: (clarification)
 - i. the inactive member desires to be restored to active membership and declares that intention by meeting with the Board of Elders.
 - ii. the inactive member has again become active at the regular services of the church actively involved in church fellowship.
 - iii. the inactive member has not departed from the standards of membership as stated in the constitution and bylaws
 - iv. the Church Governance Authority Board of Elders (consistency) returns the member's name to the active membership list without formal reception membership (clarification)
- c. Inactive members do not have the right ~~shall not be eligible~~ to vote.
- 1. ~~Honorary Member:~~
 - a. ~~Honorary members will consist of members who have entered the ministry of Christian service at home or abroad from Community Alliance Church.~~
 - b. ~~Honorary membership will continue as long as such a member does not request a transfer of his or her membership and provided that he or she maintains a consistent Christian life.~~
 - e. ~~Honorary members are not eligible to vote. (never used)~~

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.***

Article III. Section 2.

A. Removal from membership

1. An individual's active membership status may change for any one of the following

reasons: (clarification)

- a. Members requesting a letter of transfer to other evangelical bodies shall be granted such a letter of transfer from the Board of Elders. (clarification)
 - b. When a member joins another church with the intention of leaving the membership of Community Alliance Church, membership and associated rights at Community Alliance Church automatically terminate, no Board of Elder's action will be necessary.
 - c. Any member guilty of gross misconduct, contrary to God's Word, contrary to the Statement of Faith and Priorities for Membership shall have their membership terminated by vote of the Board of Elders, but only after the Board of Elders have made appropriate efforts to restore that member according to Matthew 18:15-17, Galatians 6:1 and Corinthians 5.
 - d. Inactive members residing outside Minnesota shall forfeit their membership after a period of one year. Missionaries, students and those in military service who desire to maintain their membership can do so by action of the Board of Elders, provided such non-residents maintain favorable contact with the church in writing.
2. The membership list shall be reviewed by the Board of Elders every six months.
 - a. Any member residing in the vicinity who has not been involved in church fellowship (consistency) attended services or supported the work of the church for a period of four weeks shall be contacted by an Elder. If the member is absent for a period six (6) months, the Board of Elders may recommend at the next Board of Elder's meeting that the membership be terminated. will be contacted by the Board of Elders.
 - b. A member removed for disciplinary reasons may be restored to fellowship in the church upon recommendation of the Board of Elders and upon evidence of repentance.

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.

ARTICLE IV

ORDINANCES

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

- ***Believer's 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.***

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.

[Article V. Section 1.](#)

A. Government

The government of this church is vested in the body of believers who comprise it. The congregation, as a self-governing body, delegates its administrative function and authority to a Governance Authority, which shall be vested with the legal and legislative powers inherent within the church and with the responsibility for custody and management of the church.

B. Governance Authority

1. The Governance Authority of Community Alliance Church will be known as the Board of Elders and ~~is amenable to~~ ~~operates under the authority of~~ the church membership and the District Superintendent as constitutionally defined.
2. ~~The Board of Elders delegates authority to the Administrative Board to conduct the business affairs of the church between annual meetings. The Administrative Board operates under the authority of the Board of Elders.~~

C. Meetings

1. Annual Meeting

- a. The Annual Business Meeting of the church shall be held every January.
- b. ~~On a date~~ ~~The date of the annual meeting can be determined by the Administrative Board or determined at the annual meeting of the previous year.~~ (per MN State Statute 317A.435 Subd. 1)
- c. ~~Annual meetings of the church membership must be announced at least two (2) Sundays prior to the date of the meeting by first class mail and one of the acceptable measures of notice as defined in MN State Statute 3217A.011 Subd. 14. Written notice must include date, time, and place of meeting (per MN State Statute 317A.435 Subd. 2.)~~
- d. ~~Ministry and Financial reports shall be available to church membership at least one week prior to the annual meeting.~~

2. Quorum and Vote

- a. For the Annual Business Meeting or Special Meeting, ~~attendance of 25% of the voting membership is required for a quorum.~~ When voting, it would require a majority of those present for the vote to pass.
- b. For legal matters, attendance of 25% of voting membership ~~age 18 and older~~, is required for a quorum. When voting, it would require 2/3's majority of those present ~~required to vote~~ for vote to pass. (clarification)
- c. For committees meetings, attendance of a majority of committee members is required for a quorum. ~~When voting, it would require and a majority to vote of those present for vote to pass.~~

3. Special meetings:

- a. The Board of Elders ~~as needed~~ may call special meetings of the church membership.

- b. One-third (1/3rd) or more of the active membership can request, in writing, ~~of the Governance Authority,~~ that a special meeting of the membership be ~~called and held. Such a meeting must be in accordance with bullet two above.~~ The purpose of the meeting must also be stated in the written request. Upon receipt of this written request, the Board of Elders must hold a special meeting of the membership within 30 days.
 - c. All special meetings of the church membership must be announced at least two (2) Sundays prior to the date of the meeting ~~in the regular services of the church and must appear in the church bulletin~~ by first class mail and one of the acceptable measures of notice as defined in MN State Statute 3217A.011 Subd. 14. Written notice must include date, time, and place of meeting (per MN State Statute 317A.435 Subd. 2.)
4. Legal Matters:
- a. Shall be those having to do with the sale, purchase, mortgaging, or encumbering in any manner the real property of the church, or which may legally bind the church in any contract or obligation. Such matters shall be ~~communicated announced in the bulletin~~ by first class mail and one of the acceptable measures of notice as defined in MN State Statute 317A.011 Subd. 14. ~~from the pulpit of the church~~ at least ~~four (4)~~ two (2) Sundays before the action.
 - b. The church fiscal year shall be from January 1 to December 31 for each year.
 - c. Robert's Rules of Order as last revised, shall be the parliamentary manual for the church.

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.

Article VI. Section 1.

- A. The Governance Authority of Community Alliance Church will be known as the Board of Elders and ~~is amenable to~~ operates under the authority of the church membership and the District Superintendent as constitutionally defined.
- B. The Board of Elders delegates authority to the Administrative Board to conduct the business affairs of the church between annual meetings. The Administrative Board operates under the authority of the Board of Elders.

Governance Authority bylaws: (consistency)

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.

**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.

Article VII. Section 1.

A. Structure

- 1. The Administrative Board is comprised of Church Officers outlined in Article VII and IX of the Constitution and Community Alliance Church Bylaws, namely: Senior Pastor,

- Secretary, Treasurer, Assistant Treasurer, Chairman of Trustee's, Chairman of Deacon's, Deaconesses Chairperson, Member at Large, and one Elder ~~(suggested third year)~~. ~~(suggestion not a bylaw)~~ (Missions chair can be removed as it fits under missions mobilization and does not require board representation)
2. All officers shall operate under the authority of be amenable to Board of Elders and the church membership.
 3. The chairperson of the Elders, Deacons, Deaconesses, and Trustees will be appointed by the Board of Elders. Each chairperson will sit as a voting member of the Administrative Board.
- B. **Qualifications:** Administrative Board Members must be a member of Community Alliance Church.
- C. **Selection and Term:** ~~The officers of Community Alliance Church shall consist of the following who, with the exception of the senior pastor and additional pastoral staff,~~ The Secretary, Treasurer, and Assistant Treasurer, Member at Large shall be elected annually at the annual meeting of the church.
- D. **Duties in addition to the requirements stated in the Constitution:** The Administrative Board shall be responsible for the leadership, guidance, and administration of the ministries of Community Alliance Church. ~~and is accountable to the Elder Board~~ (moved for formatting). ~~Duties shall include but not limited to the following:~~ (removed for formatting)
1. The Administrative Board shall establish yearly budget, approve major purchases, approve salaries and benefits for staff, enter into contracts or agreements necessary to carry out the mission of the church, authorize expenditures over pre-set limits (\$1,000.00), empower staff to handle daily administrative operations of the church.
 2. The Administrative Board, upon recommendation from the Senior Pastor, approves the hiring or termination of church staff other than pastoral staff.
 3. The Administrative Board shall submit monthly minutes and/or reports to the Elder Board and submit a written report for the annual meeting relative to its ministry.
 4. The Board of Elders shall maintain written policies outlining and describing the Administrative Board and other committees and organizations within the church. This shall include an organizational chart.
- E. **Removal**
1. By withdrawal from church membership
 2. By voluntary resignation
 3. By vote of a majority of the Board of Elders with just cause, most likely an issue with character affecting their spiritual walk. The Board of Elders shall follow up the vote with a written plan to walk alongside them in an attempt to restore their spiritual relationship.
 4. By vote of 25% of total eligible membership with just cause.

5. By failure to receive annual confirmation.

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.

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.

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.

Article IX. Section 2.

A. Secretary

The Secretary shall attend the Administrative Board meetings, Annual meeting and any Special meetings as requested by the ~~Governance Authority~~ Board of Elders (consistency) and will be elected annually.

~~1. The Secretary shall be elected annually.~~

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.

Article IX. Section 3.

A. Treasurer

The Treasurer will be elected annually and will work in cooperation with the bookkeeper to fulfill these duties.

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.

Article IX. Section 4.

The offices of Treasurer and Missionary Treasurer may 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.*

Article IX. Section 5.

A. Assistant Treasurer

~~Community Alliance Church, the Assistant Treasurer has the title of Financial Secretary, who will be elected annually.~~

The assistant treasurer will be elected annually.

Article IX. Section 6.

A. Member at Large

The Member at Large is the representative of the church body on the Administrative Board and will be elected annually. They are available to hear comments and concerns from the church body and be their voice to church leadership.

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.*

~~Elder Bylaws (consistency)~~

Article X. Section 1.

A. Elders

1. Structure:
 - a. ~~The number of elders will be six (6).~~ The Board of Elders shall be composed of the Senior Pastor and ~~all~~ 6 Elders. The Senior Pastor and all the Elders shall be voting members. ~~Board of Elder members shall be elected by the church membership.~~
 - b. The Board of Elders shall elect an Elder as Chairman to sit on the Administrative Board
 - c. The Board of Elders shall elect an Elder as Board Secretary.
2. Qualifications: An Elder shall
 - a. be a member in good standing
 - b. be at least 21 years of age
 - c. desire to be an Elder
 - d. ~~and who meets~~ ~~aspire to meet~~ the standards of the New Testament 1 Timothy 3:1-7 and Titus 1:5-9 by ~~demonstrating their relationship with Jesus through intentional living.~~
3. Selection:
 - a. ~~The Board of Elders shall submit names of Elder candidates to the congregation. Selection of an Elder shall be by majority of eligible members submitting ballots at the annual meeting.~~ Elder nominees shall be submitted to the Nominating Committee, approved by the board of Elders, then elected by the church membership at the annual meeting.
 - b. All Elder nominees will receive a vote by the Board of Elders and receive a personal conversation following that vote.
4. Term: ~~Elders will serve three (3) year terms. During their third (3rd) year, they may be required to attend the Administrative Board meetings as an Elder Board representative.~~ An Elder will be elected to a three-year term, ratified annually at the annual meeting via written ballot with a simple yes or no vote. Any no vote requires a written explanation and signature. ~~Voting shall be by written ballots (“yes” or “no”) if no with reason written and signed.~~
5. Duties ~~in addition to the requirements stated in the Constitution~~
 - ~~The Board of Elders shall appoint any committee or organization in accordance with the bylaws as may be necessary from time to time.~~
 - a. In the case of a vacancy in any elected or appointed office, the Board of Elders has the authority to fill that vacancy ~~until the term expires or~~ until the next annual business meeting.
 - b. The Board of Elders shall meet at least once monthly and hold special meetings called by the Chairman, or upon written request of one-half (1/2) of the Board of Elder members.

- c. A simple majority of the Board of Elder members will constitute a quorum (without counting the Senior Pastor).
 - d. Develop and maintain a job description for the position of elder.
6. Removal:
- a. By withdrawal from church membership
 - b. By voluntary resignation
 - c. By vote of a majority of the Board of Elders with just cause, most likely an issue with character affecting their spiritual walk. The Board of Elders shall follow up the vote with a written plan to walk alongside them in an attempt to restore their spiritual relationship.
 - d. By vote of 25% of total eligible membership with just cause.
 - e. By failure to receive annual confirmation. ~~of Elders which (except Pastoral staff) shall be an order of business at each Annual Meeting.~~ Any Elder receiving 25% or more of “no” votes shall thereby be removed from office.

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.*

Article X. Section 2.

A. Deacon

1. Structure: There shall be ~~a maximum of nine members on the Deacon Board. A chairperson of the Deacons will also be appointed by the Board of Elders to serve as a member of the Administrative Board.~~
2. Qualifications: Deacons must be a member of Community Alliance Church.
3. Term: A Deacon will be elected to a three-year term.
4. Duties in addition to the requirements stated in the Constitution
 - a. Deacons work to meet the physical needs of our church body
 - b. Develop and maintain a job description for this position that meets the approval of the Board of Elders.
5. Removal
 - a. By withdrawal from church membership
 - b. By voluntary resignation
 - c. By vote of a majority of the Board of Elders with just cause, most likely an issue with character affecting their spiritual walk. The Board of Elders shall follow up the vote with a written plan to walk alongside them in an attempt to restore their

spiritual relationship.

- d. By vote of 25% of total eligible membership with just cause.
- e. By failure to receive annual confirmation.

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.*

Article X. Section 3.

A. Deaconess

1. ~~Structure: There shall be a maximum of nine members on the Deaconess Board. A chairperson of the Deaconess will also be appointed by the Board of Elders to serve as a member of the Administrative Board.~~
2. ~~Qualifications: Deaconesses must be a member of Community Alliance Church.~~
3. ~~Term: A Deaconess will be elected to a three-year term.~~
4. ~~Duties in addition to the requirements stated in the Constitution~~
 - a. ~~Deaconesses are in charge of communion preparation and work alongside the Women's Ministry Team to meet both the physical and spiritual needs of the women in the church body.~~
 - b. ~~Develop and maintain a job description for this position that meets the approval of the Board of Elders.~~
5. ~~Removal~~
 - a. ~~By withdrawal from church membership~~
 - b. ~~By voluntary resignation~~
 - c. ~~By vote of a majority of the Board of Elders with just cause, most likely an issue with character affecting their spiritual walk. The Board of Elders shall follow up the vote with a written plan to walk alongside them in an attempt to restore their spiritual relationship.~~
 - d. ~~By vote of 25% of total eligible membership with just cause.~~
 - e. ~~By failure to receive annual confirmation.~~

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.*

Article X. Section 4.

1. Trustees

- a. Structure: There shall be a ~~maximum~~ of nine members on the Trustee Board. A ~~chairperson of the Trustees will also be appointed by the Board of Elders to serve as a member of the Administrative Board.~~
- b. Qualifications: Trustees must be a member of Community Alliance Church.
- c. Term: A Trustee will be elected to a three-year term.
- d. Duties in addition to the requirements stated in the Constitution
 - i. Trustees work to maintain the Church Building and Grounds
 - ii. Develop and maintain a job description for this position that meets the approval of the Board of Elders.
- e. Removal
 - i. By withdrawal from church membership
 - ii. By voluntary resignation
 - iii. By vote of a majority of the Board of Elders with just cause, most likely an issue with character affecting their spiritual walk. The Board of Elders shall follow up the vote with a written plan to walk alongside them in an attempt to restore their spiritual relationship.
 - iv. By vote of 25% of total eligible membership with just cause.
 - v. By failure to receive annual confirmation.

Section 5. ~~Alliance Women Ministries~~ Great Commission Women. Local church ~~Alliance Women Ministries~~ Great Commission Women may be established. They shall be organized according to the ~~Alliance Women Ministries~~ Great Commission Women policies as contained in the C&MA Policy and Procedure Manual for Districts and Churches CM Handbook.

~~Section 6. C&MA Men's Ministry. A C&MA Men's Ministry may be established in the local church. They shall be organized according to the C&MA Men's Ministry policies as contained in the C&MA Policy and Procedure Manual for Districts and Churches. (section was removed from the constitution)~~

~~Committees and Organizations bylaws: (consistency)~~

Article X. Section 5.

- A. Other Committees: The following are boards and/or committees operating at Community Alliance Church ~~not previously mentioned.~~ (many of these were either deleted for redundancy or moved to the appropriate section for clarity)

~~Board of Elders: 6 members, elected by the membership to serve a three (3) year term.~~

~~Administrative Board: See above~~

~~Deacon Board: maximum of 9 members, elected by the membership to serve a three (3) year term.~~

~~Board of Deaconesses: maximum of 9 members, elected by the membership to serve a three (3) year term.~~

1. Finance/Audit Committee

- a. **Structure:** The Finance and Audit Committee is comprised of 3 members of Community Alliance Church appointed by the Board of Elders. Treasurer, Bookkeeper and one member appointed by the Administrative Board at the time of review.
- b. **Qualifications:** Committee members must be a member of Community Alliance Church.
- c. **Duties:** This committee meets to review and discuss the findings of an external accounting review every two years.
- d. **Removal**
 - i. By withdrawal from church membership
 - ii. By voluntary resignation
 - iii. By vote of a majority of the Board of Elders with just cause, most likely an issue with character affecting their spiritual walk. The Board of Elders shall follow up the vote with a written plan to walk alongside them in an attempt to restore their spiritual relationship.

~~Building & Grounds (Trustee) Committee: maximum of 9 members, elected by the membership to serve a three (3) year term.~~

~~Missions Committee: 4 couples elected by the membership to serve a one (1) year term.~~

~~Nominating Committee: 4 members and Senior Pastor elected by the membership to serve a one (1) year term.~~

2. Bylaws and Rules Committee:

- a. **Structure:** The Bylaws committee is comprised of 3 people.
- b. **Qualifications:** All committee members must be a member of Community Alliance Church.
- c. **Selection and Term:** This committee is appointed by the Elder Board to serve a one (1) year term.
- d. **Duties:** This committee will meet quarterly to read through the bylaws.
 - i. To look for ways that our bylaws can be improved to empower the mission of Community Alliance Church.

- ii. To address any concerns in daily activity that may be straying from the guidelines of both the Constitution and the Bylaws.
 - iii. This committee may be called on the help answer questions about bylaws.
 - iv. This committee should work hand in hand with nominating committee and church staff specifically to help meet stipulations for annual meetings, special meetings, and elections according to the church by-laws.
 - v. This committee will respond to each change submitted in writing and signed by the requestor.
- e. Removal
- 1. By withdrawal from church membership
 - 2. By voluntary resignation
 - 3. By vote of a majority of the Board of Elders with just cause, most likely an issue with character affecting their spiritual walk. The Board of Elders shall follow up the vote with a written plan to walk alongside them in an attempt to restore their spiritual relationship.

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 missions mobilization shall be held each year.

~~(No bylaws)~~ (consistency)

Article XI. Section 1.

A. Missions Committee

- 1. Structure: Missions Committee shall be comprised of 8 individuals.
- 2. Qualifications: All committee members must be a member of Community Alliance Church.
- 3. Selection and Term: elected to a three-year term

4. Duties in addition to the requirements stated in the Constitution:
 - a. Host an annual missions conference.
 - b. Keep Missions in front of the congregation.
 - c. Manage the annually designated Missions Funds.
 - d. Manage the funds designated for Missions Scholarships on a case by case basis.
5. Removal
 - a. By withdrawal from church membership
 - b. By voluntary resignation
 - c. By vote of a majority of the Board of Elders with just cause, most likely an issue with character affecting their spiritual walk. The Board of Elders shall follow up the vote with a written plan to walk alongside them in an attempt to restore their spiritual relationship.
 - d. By vote of 25% of total eligible membership with just cause.
 - e. By failure to receive annual confirmation.

ARTICLE XII

DISCIPLEMAKING MINISTRIES

A major ministry of this church shall be making disciples of Jesus Christ. The disciple making process includes evangelism, building up believers, equipping workers, and multiplying leaders, among adults, youth, and children. The Governance Authority shall specify how disciple making 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.

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.

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 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.

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.

Article XIV. Section 1.

Nominating Committee bylaws: (consistency)

A. Nominating Committee

1. **Qualifications:** All committee members must be a member of Community Alliance Church.
2. **Term:** Nominating Committee is a one-year term.
3. **Duties in addition to the requirements stated in the Constitution:**
 - a. The Nominating Committee must prayerfully consider what names to present for each office to be filled.
 - b. Follow up with each nominee, communicating responsibilities of the position and affirm that they will allow their name to be considered.
 - c. Communicate with each person currently elected to a position to understand their intentions for the upcoming year including those individuals whose term is ending.
 - d. The Nominating Committee shall meet at least six (6) weeks prior to the Annual Meeting to make nominations for the offices of the church.
 - e. The Nominating Committee shall post ~~its report~~ a copy of the ballot at least two (2) weeks prior to the Annual Meeting.
4. **Removal**
 - a. By withdrawal from church membership
 - b. By voluntary resignation
 - c. By vote of a majority of the Board of Elders with just cause, most likely an issue with character affecting their spiritual walk. The Board of Elders shall follow up the vote with a written plan to walk alongside them in an attempt to restore their spiritual relationship.
 - d. By vote of 25% of total eligible membership with just cause.
 - e. By failure to receive annual confirmation.

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 from 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.

Article XV. Section 1.

~~Elections bylaws:~~ (consistency)

A. ELECTIONS

1. Officer Nominations ~~FROM THE MEMBERSHIP~~
 - a. Any active member of the membership may nominate any person for an elected position according to the following:
 - b. A member wishing to place someone in nomination must contact and obtain permission from the person to be nominated and receive assurance that the person will allow his/her name to be considered.
 - c. The members of this church may make nominations for all church offices.
 - d. All nominations must be submitted at least seven (7) weeks before the Annual Meeting of the church to the Nominating Committee.
2. Elder Nominations
 - a. Elder nominees shall be submitted to the Nominating Committee, approved by the board of Elders, then elected by the church membership at the annual meeting.
 - b. All Elder nominees will receive a vote by the Board of Elders and receive a personal conversation following that vote.
3. Stipulations stated in the Bylaws under Article X of the Constitution, state that Elders are ratified annually and therefore, the bylaws do not allow for a waived unanimous vote.

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 ~~item~~ **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 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.

~~(No bylaws)~~ (consistency)

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.

Article XVIII. Section 1.

Amendments bylaws: (consistency)

A. AMENDMENTS

1. Any article or sections of these bylaws may be amended at an annual meeting or a special meeting of the church membership. Passing vote will require two-thirds majority vote of the members present.
2. Voting shall be by ~~written~~ verbal ballot, unless a written vote is deemed ~~only~~ necessary by the chair when a voice vote has ended in question.
3. Proposed amendments to the bylaws shall be posted for the membership at least two (2) Sundays prior to the date of the membership meeting called to consider approval of the same.
4. Any proposed changes to the current bylaws must be submitted to the Bylaws/Rules Committee for review at least six weeks prior to the meeting.
5. Any changes proposed during the two weeks prior to an annual or special meeting will not be voted on at that particular meeting but will be noted for future discussion.
6. Once posted as submission to the membership, the bylaws will be voted on in its entirety.
7. All proposed changes to the Bylaws must be submitted in writing. No anonymous submissions will be personally addressed.

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.

Note: ~~The above bylaws are in accordance with the last revision of the Uniform~~

~~Constitution for accredited churches of The Christian and Missionary Alliance by the General Council 2009 and may be subject to change based upon updates or revisions to the constitution.~~ Remove according to the revised constitution.

Revision Date: January 2009

Revision Date: January 2017, ie. Introduction to term limits, language clarification