

CODE OF ORDER



SUPPORTED BY THE DOCTRINE OF THE APOSTLES

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CODE OF ORDER

The purpose of the handbook is to serve as the Code of Order which governs the churches of the Lord Jesus Christ and for adopted by Apostolic Faith church Councils in order to bring about oneness. (Philippians 3:16: Nevertheless, whereto we have already attained, let us walk by the same rule, let us mind the same thing). The appropriate authorized officials are responsible for performing such tasks in the Code of Order. The Code of Order may be amended from time to time as may be deemed necessary through and by the Council.

1.0 OPENING CHURCH SERVICE

1.1 Lead congregation in prayer (standing or kneeling). It is possible that visitors could arrive at the church during prayer. Prayer time should be limited to thirty-minutes to lessen the amount of time visitors would be waiting before the start of service, unless the service is reserved only for a prayer meeting.

1.2 Lead congregational song (optional) to indicate prayer time has ended.

1.3 Read scripture (or have brother read). In a testimonial service the devotional leader should use wisdom, understanding and discretion when calling upon members to testify. While desiring to honor the order by which members stand to testify, at times the devotional leader will use judgment and permit testimony from

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members standing with physical or other conditions to minimize standing time. Members are urged to consider one another in the amount of time used to render a song or testimony.

2.0 CLOSING AND DISMISSAL

2.1 Notify congregation about 15 minutes before the allotted time expires (no more songs, no more stand for testimonies please). Terminate service.

2.2 Prior to dismissal one of the ministering brethren shall extend the invitation for water baptism.

2.3 Final Dismissal - Ask congregation to stand and dismiss with a scripture verse appropriate for dismissal (example: Jude 24: Now unto him that is able to keep you from falling, and to present you faultless before the presence of his glory with exceeding joy, 25: To the only wise God our Saviour, be glory and majesty, dominion and power, both now and ever. Amen).

3.0 PERFORMING OF WATER BAPTISM

3.1 Talk with candidate before baptizing. It is wise to explain the meaning of repentance, baptism and salvation (Acts 2:38).

3.2 Official performing baptism may recite: According to the Word of God that was preached by Peter on the day of Pentecost, when they cried out, men and brethren, what shall we do? And Peter said unto them, Repent and be baptized every one of you in the name of Jesus Christ for the remission of sins, and ye shall receive the gift of the Holy Ghost. "I therefore baptize you in the name of Jesus Christ for the remission of sins, and ye shall

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receive the gift of the Holy Ghost." Dip the candidate by immersion making certain the body is completely covered and quickly pull candidate up from water. A baptismal certificate will follow by the Director of Administration (see 3.0 Code of Order sample).

4.0 FELLOWSHIP

4.1 At no time shall any gay or transgender person knowingly hold a position of authority, be licensed or ordained as an official of the churches of Jesus Christ. Any official in violation of this order is subject to the Council who may dis-fellowship the gay or transgender official from his official capacity. Furthermore, no married official living outside of a biblically supported monogamist marriage shall be appointed, licensed or ordained in any capacity.

4.2 At no time shall a woman be fellowshipped, appointed, licensed or ordained as a preacher or carry a title as such in any Church of Jesus Christ or usurp authority over the man (1 Timothy 2:12).

4.3 All churches of Jesus Christ shall be incorporated and operated within the by-laws and articles of incorporation as in keeping with the doctrine of the Apostles and may be operated independently to and for the glory of the Lord Jesus Christ.

4.4 Candidate standing before congregation – announce the candidate's name and ask if he/she is baptized in the name of Jesus Christ and filled with the Holy Ghost. Only when affirmative will the candidate be offered fellowship.

4.5 Inform the congregation that the candidate desires fellowship into the religious body. Grasp and hold candidate's right hand with your right hand.

4.6 Official performing fellowship may recite: "Brother or Sister (or other Title), baptized in the name of Jesus Christ and filled with the Holy Ghost, is extended fellowship into this religious body. May God richly bless and keep you in His will." A certificate of membership will be issued by the Director of Administration (see 4.0 Code of Order sample).

5.0 DISFELLOWSHIP

5.1 At times it may be necessary to dismiss a fellowshipped member from the religious body for just causes. The responsibility to carry out this process rests with the Council. It shall meet and make its recommendation to disfellowship, and upon a majority of votes from the Council the Pastor will give approval to the Director of Administration to issue a letter of disfellowship to the member (if possible) and record it in the official church book.

5.2 It shall be the responsibility of the Council Chairman to announce members' disfellowship to the members of the congregation. If an official is disfellowshipped, it is suggested also that notice is posted within the public access portion of the church, and perhaps some form of a public announcement made (example: broadcast, newspaper or church newsletter) (2 Thessalonians 3:6: Now we command you, brethren, in the name of our Lord Jesus Christ, that ye withdraw yourselves from every brother that walketh disorderly,

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and not after the tradition which he received of us) (Titus 3:10: A man that is an heretic after the first and second admonition reject;) (see 5.0 Code of Order sample).

6.0 RECEIVING BACK UNTO THE LORD

6.1 At times a member may be absent from the faith and discontinue regular attendance with the religious body. After a period of time the member may return and make confession and desire to be reunited or restored with the religious body (Galatians 6:1: Brethren, if a man be overtaken in a fault, ye which are spiritual, restore such an one in the spirit of meekness; considering thyself, lest thou also be tempted).

6.2 It is suggested that the official preaching the sermon, extend several invitations such as: "Is there one who desires baptism, fellowship, restored unto the Lord and prayer?" Should one accept follow the Code of Order. Should one desire to be restored back unto the Lord proceed as follow:

6.2.1 The official may give space for the member to testify (confession and repentance).

6.2.2 It is suggested to have the entire congregation stand in place joining in while prayer is administered to the returning member standing at the altar. The official may recite: "Lord Jesus, this hour as we come before you, we ask your blessing upon our dear Brother or Sister who desires to be restored unto you and be reunited with this religious body. We ask your power be with him or her during the times of temptations and distresses of life, that he or she will look to your divine wisdom and direction in the name of Jesus Christ, Amen."

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7.0 ADMINISTERING PRAYER FOR SICK

7.1 With a small amount of anointing oil), an official will anoint the forehead of the person being prayed for (may anoint making a cross to symbolize sign of victory).

7.2 Administer prayer with the laying on of hands (at times prayer may be offered inwardly). (James 5:14: Is any sick among you? let him call for the elders of the church; and let them pray over him, anointing him with oil in the name of the Lord:) If no Elders are available several elder brethren may suffice (St. Mark 16:18: They shall take up serpents; and if they drink any deadly thing, it shall not hurt them; they shall lay hands on the sick, and they shall recover).

8.0 ANOINTING OIL BLESSING

8.1 Official will hold the bottle of pure olive oil and pray to the Lord (inwardly or audibly). He may recite: "Lord Jesus, bless this oil; change it from the natural use and turn it into a holy anointing oil that it may have your anointing upon it in the name of Jesus Christ, Amen." (Exodus 30:31: And thou shalt speak unto the children of Israel, saying, This shall be an holy anointing oil unto me throughout your generations).

9.0 ADMINISTERING LORD'S SUPPER COMMUNION

Table is set containing liquid hand soap for washing hands of officials serving, the tray with wine cups, the pitcher, bottle of wine and bread. Each member will examine self and determine his or her worthiness to

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eat and drink. Use unleavened bread. Make bread using 1 ½ cups of all purpose flour, mixed with water to a dough formation, lightly dusting with flour to roll out to a thin round crust and bake in oven at 300 degrees until no wetness is inside or outside of the bread. Bread will not be brown when done.

9.1 **SERVE BREAD** - Read (1 Corinthians 11:23-34). Official administering will give thanks for the bread, which represents the body of the Lord Jesus and may recite: "Lord Jesus we thank you for this bread, which is the body of the Lord Jesus Christ, which was broken for us on Calvary that we may eat this bread in remembrance of you, in the name of Jesus Christ, Amen."

9.1.1 Official administering will then break the bread and eat a small portion thereof himself first.

9.1.2 Official administering will then serve bread to each of the church council, who will break and eat a small portion thereof.

9.1.3 A Deacon will then take the bread tray and serve bread to each member who has examined him or herself worthily. As the Deacon serves the bread to each member he may recite: "The body of the Lord Jesus Christ that was broken for you."

9.2 **SERVE WINE** Official administering will give thanks for the wine, which represents the blood of the Lord Jesus Christ, and may recite: "This cup is the New Testament in my blood: this do ye, as oft as ye drink it, in remembrance of me." Grant your blessings in the name of Jesus Christ, Amen. Use a true red wine.

9.2.1 Official administering will then pour wine from the bottle into the pitcher and then into the small wine cups on the tray and drink one himself first.

9.2.2 Official administering will then serve wine to each of the church Council who will take and drink one small cup of wine from the tray.

9.2.3 A Deacon will then take the wine tray and serve wine to each member who has examined him or herself worthily. As the Deacon serves each member, he may recite: "The blood of the Lord Jesus Christ that was shed for you." After all partakers of the communion supper have been served both bread and wine, the bread tray and any remaining bread, and the wine tray will be returned to the table. Any unused wine remaining in the small cups and in the pitcher will be poured into its original container. This will conclude the communion service.

10.0 FEET WASHING

Jesus first illustrated an example to his disciples after the supper when there was strife (St. Luke 22:24) among them as to which of them should be the greatest. Jesus implied humbleness outweighs greatness when he stooped low to show humbleness as he washed the disciple's feet (St. John 13:14-15). Therefore, feet washing will occur after the communion supper. Towels and basins will be readily available.

10.1 Official administering will read St. John 13: 1-17.

10.1.1 **BROTHERS WASHING** - Official administering will gird himself with a towel and pour

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water into a basin and wash a brother's feet and wipe them with the towel wherewith he is girded. In performing feet washing it is God's requirement that ye also ought to wash one another's feet. Not each other's feet (whoever washes your feet, do not wash his feet, but another brother's feet).

10.1.2 The manner in which feet will be washed is by the member being washed placing his feet (basin permitting) or one-foot at a time (basin not permitting) into a basin of water. The member washing feet will cup the hands with water and pour over the feet and use the hands as a wash cloth and then wipe feet with the towel wherewith he is girded. The remaining brothers will wash one another's feet in the same manner.

10.2 **SISTERS WASHING** - The sisters will wash one another's feet in the same manner as in 10.1.2.

10.3 Upon completion of feet washing, the official administering will dismiss the communion and feet washing service by reading (St. Matthew 26:28: For this is my blood of the new testament, which is shed for many for the remission of sins. 29: But I say unto you, I will not drink henceforth of this fruit of the vine, until that day when I drink it new with you in my Father's kingdom. 30: And when they had sung an hymn, they went out into the mount of Olives. After which a hymn will be sang, and all will leave the assembly.

11.0 ORDINATION CEREMONY

The church Council as the presbytery may assemble to recommend ordination of brethren. (Acts 1:22: Beginning from the baptism of John, unto that same

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day that he was taken up from us, must one be ordained to be a witness with us of his resurrection).

11.1 The Council may proceed to examine the candidate and the examination may be private among the Council members or in the presence of the religious body. The examination will usually be in three specific areas: A) His **Christian** character or experience. B) **His call** to the ministry or qualifications, faithfulness and wisdom. C) **His view** of the doctrine on specified issues.

11.2 Should two or three witnesses charge the candidate with sin, refer to 15.0, 16.0 or 17.0.

11.3 The Council shall not endorse a candidate's ordination if he has fixed beliefs contrary to the Word of God. The Council may choose to involve members of the religious body to offer testimonies of the candidate's Christian character. The Council may approve candidate's ordination and perform the ordination immediately or at some future scheduled time.

11.4 The candidate being ordained shall stand in the presence of the religious body, at the altar before the Pastor during the ordaining prayer.

11.5 The Pastor offers the ordaining prayer while laying his hands upon the candidate's head, which may include other members of the Council (As a reference - Acts 6:3: Wherefore, brethren, look ye out among you seven men of honest report, full of the Holy Ghost and wisdom, whom we may appoint over this business. 4: But we will give ourselves continually to prayer, and to the ministry of the word. 5: And the saying pleased the whole multitude: and they chose Stephen, a man full of faith and of the Holy Ghost, and Philip, and Prochorus,

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and Nicanor, and Timon, and Parmenas, and Nicolas a proselyte of Antioch: 6: Whom they set before the apostles: and when they had prayed, they laid their hands on them. 7: And the word of God increased; and the number of the disciples multiplied in Jerusalem greatly; and a great company of the priests were obedient to the faith. (1 Timothy 4:14: Neglect not the gift that is in thee, which was given thee by prophecy, with the laying on of the hands of the presbytery).

11.6 The Pastor charges the ordained official, in which certain matters of duty are urged upon him. Certificate of Ordination, including photo identification card to follow. The Ordained official's name will be entered into the official church book. See Director of Administration.

12.0 GREETING MEMBERS

The question has been raised as to how one should greet with a holy kiss. Howbeit, for this cause, this is an acceptable practice in which to greet and yet be in keeping with the Word of God.

12.1 When greeting a Brother or Sister with a holy kiss, with dry lips, kiss quickly the side of the face (jaw). While in public places, however, it is advisable to use discretion (1 Thessalonians 5:22: Abstain from all appearance of evil). Particularly, if two brothers or two sisters meet (Romans 14:16: Let not then your good be evil spoken of).

12.2 First time visitors should be welcomed and given a visitor card to complete and return to the Ushers.

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12.3 Visitor cards completed and submitted to Ushers shall be given to the proper official to acknowledge the visitor's presence and announce before the congregation.

13.0 MARRIAGE CEREMONY

Any ordained official is authorized to perform the ceremony in accordance with the Code of Order and the marriage license. The official is responsible for properly issuing the marriage license.

When officiating a marriage ceremony, it is acceptable to read and follow this text.

COUPLE STANDING BEFORE OFFICIAL

13.1 We are gathered together here in the sight of God, And in the face of this company, to join together this Man and this Woman in holy matrimony, which is commended of the Apostle Paul to be honorable among all men; and therefore is not by any to be entered into unadvisedly or lightly; but reverently, discreetly, advisedly, and in the fear of God. Into this holy estate, these two persons present come now to be joined. If any man can show just cause why they may not lawfully be joined together, let him now speak or else hereafter forever hold his peace.

13.1.1 If impediment shall be alleged, (Refer to 13.9). If no impediment shall be alleged, the official shall ask:

13.2 Who giveth this woman to be married to this man?

13.3 Official shall ask Man: (first name) Wilt thou have this Woman to thy wedded wife, to live together

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after God's ordinance in the holy estate of matrimony? Wilt thou love her, comfort her, honor, and keep her, in sickness and in health; and, forsaking all others keep thee only unto her, so long as ye both shall live?

13.4 Official shall ask Woman: (first name) Wilt thou have this Man to thy wedded husband, to live together after God's ordinance, in the holy estate of matrimony? Wilt thou obey him and serve him, love, honor, and keep him, in sickness and in health; and, forsaking all others, keep thee only unto him, so long as ye both shall live?

The official shall cause the man with his right hand to take the woman by her right hand, and repeat after him as follow:

13.5 I (first name man) take thee (first name woman) to my wedded wife, to have and to hold from this day forward, for better for worse, for richer for poorer, in sickness and in health, to love, and to cherish, till death us do part, according to God's holy ordinance; and thereto I plight thee my troth.

The official shall cause them to loosen hands, and cause the woman with her right hand to take the man by his right hand, and repeat after him as follow:

13.6 I (first name woman) take thee (first name man) to my wedded husband, to have and to hold from this day forward, for better for worse, for richer for poorer, in sickness and in health, to love, cherish, and to obey, till death us do part, according to God's holy ordinance; and thereto I give thee my troth.

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The man may give unto the woman a Bible, while both are holding the Bible with their right hands the official shall recite:

13.7 As a pledge and in token of the vows between us made, with the Word of God I thee wed: In the name of the Lord Jesus Christ. Amen.

The official may administer prayer, after which, any special occurrences may be accommodated at this time.

While Man and Woman standing before him, the official shall then recite to the Man and Woman:

13.8 What therefore God hath joined together, let not man put asunder (St. Matthew 19:6). Forasmuch as (man) and (woman) have consented together in holy wedlock, and have witnessed the same before God and this company, and thereto have pledged their faith, each to the other, by the Word of God, and by joining their hands, I pronounce them Husband and Wife together, in the name of the Lord Jesus Christ. Amen.

The official shall cause the Husband to salute the Wife. The official is both responsible and accountable for properly handling the marriage license.

13.9 If impediment shall be alleged, the official shall require proof as to the allegation, and may also require witnesses to attest to the alleged. The official must use discretion with conscious judgment in resolving the impediment. Should the Word of God or law prove the impediment is unlawful the official shall stop the process. (1 Thessalonians 5:21: Prove all things; hold fast

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that which is good. St. Luke 3:14 And he said unto them, Do violence to no man, neither accuse any falsely... St. Matthew 5:11 Blessed are ye, when men shall revile you, and persecute you, and shall say all manner of evil against you falsely, for my sake).

14.0 OFFICIATING GRAVESIDE

The following policy is for the viewing and burial of a church member's body; defined as one baptized in Jesus name, filled with or seeking the Holy Ghost, and in membership with the Church of the Lord Jesus Christ.

The viewing of a church member's body is permitted on the premises of the respective funeral home, another establishment or at the gravesite. (1 Samuel 25:1, 2 Chronicles 32:32-33, St. Matthew 14:12).

A church member or its family is not bound or compelled to request the Pastor to officiate the viewing and burial services for its deceased. The family has sole responsibility for requesting or not requesting the Pastor's services. Be it known however, that if the Pastor's services are requested the church member or its family accepts this policy as to the method for which the Pastor will render his services.

A non-church member is defined as a worldly person not baptized in Jesus name or filled with the Holy Ghost. In such case the Pastor does not officiate, view the worldly body or accompany it to the gravesite (St. Matthew 8:21-22).

The official, meeting the Corpse at the cemetery and going before it, may recite:

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14.1 I AM the resurrection, and the life: he that believeth in me, though he were dead, yet shall he live: And whosoever liveth and believeth in me shall never die (St. John 11:25-26).

14.2 Job 19:25: For I know that my redeemer liveth, and that he shall stand at the latter day upon the earth: 26: And though after my skin worms destroy this body, yet in my flesh shall I see God: 27: Whom I shall see for myself, and mine eyes shall behold, and not another; though my reins be consumed within me.

14.3 The official may administer prayer, a short sermon and afterwards give space for songs and testimonies. 1 Corinthians 15, verses 20 through 58 may serve as a short sermon. It is urged that God's plan of salvation (Acts 2:38) is a part of the graveside sermon.

While the Corpse is made ready to be laid into the earth, official shall recite:

14.4 Job 14: 1: Man that is born of a woman is of few days, and full of trouble. 2: He cometh forth like a flower, and is cut down: he fleeth also as a shadow, and continueth not. St. John 21:18: Verily, verily, I say unto thee, When thou wast young, thou girdedst thyself, and walkedst whither thou wouldest: but when thou shalt be old, thou shalt stretch forth thy hands, and another shall gird thee, and carry thee whither thou wouldest not.

COMMITTING BODY TO GROUND

14.5 FORASMUCH as it hath pleased Almighty God, in his wise providence, to take out of this world our beloved (Bro./Sis.) I therefore commit (his/her) body to

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the ground; earth to earth, ashes to ashes, dust to dust; looking for the general resurrection in the last day, and the life of the world to come, through our Lord Jesus Christ; at whose second coming in glorious majesty to judge the world, the earth and the sea shall give up their dead; and the corruptible bodies of those who sleep in him shall be changed and made like unto his own glorious body; according to the mighty working whereby he is able to subdue all things unto himself. (Revelation 14:13 And I heard the voice from heaven saying unto me, Write, Blessed are the dead which die in the Lord from henceforth: Yea, saith the Spirit, that they may rest from their labors; and their works do follow them). (St. Matthew 6:9: ... Our Father which art in heaven, Hallowed be thy name. 10: Thy kingdom come. Thy will be done in earth, as it is in heaven. 11: Give us this day our daily bread. 12: And forgive us our debts, as we forgive our debtors. 13: And lead us not into temptation, but deliver us from evil: For thine is the kingdom, and the power, and the glory, for ever. Amen). (Genesis 3:19; 18:27, Job 34:15, Psalm 104:29).

15.0 MINISTERS OF GOSPEL

15. 1 The brethren in the ministry not ordained generally carry the title of Minister until ordained, and then the title of Elder applies. Hereafter Minister may also include Elder. Ministers must be of God to preach the Word of God, and acknowledge a calling to the ministry (1 Peter 4:11 If any man speak, let him speak as the oracles of God; if any man minister, let him do it as of the ability which God giveth: that God in all things may

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be glorified through Jesus Christ, to whom be praise and dominion for ever and ever. Amen). The Minister shall be issued a license approved by the council as a minister until ordained an Elder, at which time a Certificate of Ordination will be issued.

15.2 At no time shall any gay or transgender person hold a position of authority, be appointed, licensed or ordained as an official of the Churches of Jesus Christ. Any official in violation of this order is subject to the Council who may dis-fellowship the gay or transgender official from his official capacity. Furthermore, no married official living outside of a biblically supported monogamist marriage shall be appointed, licensed or ordained in any capacity.

15.3 A Minister having been baptized in the name of Jesus Christ and filled with the Holy Ghost, (fellowshipped into the body) is authorized to serve in the ministry so long as his life is in keeping with the Word of God (2 Timothy 4:2 Preach the word; be instant in season, out of season; reprove, rebuke, exhort with all longsuffering and doctrine. 1 Timothy 3:1 This is a true saying, If a man desire the office of a bishop, he desireth a good work. 2: A bishop then must be blameless, the husband of one wife, vigilant, sober, of good behaviour, given to hospitality, apt to teach; 3: Not given to wine, no striker, not greedy of filthy lucre; but patient, not a brawler, not covetous; 4: One that ruleth well his own house, having his children in subjection with all gravity; 5: For if a man know not how to rule his own house, how shall he take care of the church of God? 6: Not a novice, lest being lifted up with pride he fall into the

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condemnation of the devil. 7: Moreover he must have a good report of them which are without; lest he fall into reproach and the snare of the devil). An Elder ordained as a Bishop will also be issued a certificate of ordination.

15.4 A Minister whose name is recorded in the Church book, do subscribe and certify that he is in the religious body, and will abide and be subject to the Code of Order, by-laws and doctrine so long as these are lawful and in keeping with the Word of God.

15.5 A minister within the religious body, who may be charged with sin by two or three witnesses, shall be tried by the Council of the religious body, excluding himself (St. Matthew 18: 15: Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother. 16: But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established. 17: And if he shall neglect to hear them, tell it unto the church: but if he neglect to hear the church, let him be unto thee as an heathen man and a publican). If found guilty according to the Word of God, he will be granted the privilege to repent, and should repentance take place he shall be cleared of that charge by the Council (Galatians 6:1: Brethren, if a man be overtaken in a fault, ye which are spiritual, restore such an one in the spirit of meekness; considering thyself, lest thou also be tempted). Should he refuse to repent, he shall no longer be authorized to serve the religious body, will not be in good standing, and the Council will endorse his removal from office. Refer to 5.0.

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15.6 Any accusations brought against a minister of the gospel, which cannot be proven shall not be binding to the minister, therefore, no charges will be held against him by the Council (St. Luke 3:14 And he said unto them, Do violence to no man, neither accuse any falsely;, 1 Peter 3:16: Having a good conscience; that, whereas they speak evil of you, as of evildoers, they may be ashamed that falsely accuse your good conversation in Christ).

15.7 Should two or three witnesses charge the Pastor with sin the Council (Excluding the Pastor) shall try him. If found guilty according to the Word of God, he will be granted the privilege to repent, and should repentance take place he shall be cleared of that charge by the Council (Galatians 6:1, see 15.4). Should he refuse to repent, he shall no longer be authorized to serve the religious body, will not be in good standing and the Council will endorse removal of Pastor, and his position as Council Chair.

15.8A minister serving as a guest speaker should be interviewed or questioned by the council privately regarding his belief of the doctrine prior to preaching to the religious body or being invited to the pulpit (Philippians 1:1: Paul and Timotheus, the servants of Jesus Christ, to all the saints in Christ Jesus which are at Philippi, with the bishops and deacons:). Philippians 1:27: Only let your conversation be as it becometh the gospel of Christ: that whether I come and see you, or else be absent, I may hear of your affairs, that ye stand fast in one spirit, with one mind striving together for the faith of the gospel; 1 Corinthians 1:10: Now I beseech you, brethren, by the name of our Lord Jesus Christ, that ye all

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speak the same thing, and that there be no divisions among you; but that ye be perfectly joined together in the same mind and in the same judgment. Should a minister or messenger be found in error it should be addressed at that time for his correction. Should the Minister refuse correction he will no longer be called upon to preach for the religious body.

15.9 At no time shall a woman be permitted to preach, carry a title of such, or be licensed as a minister in any church of the Lord Jesus Christ or usurp authority over the man (1 Timothy 2:12).

16.0 BOARD OF DEACONS/DIRECTORS

16.1 Deacons must be baptized in the name of Jesus Christ and full of the Holy Ghost and meet the seven qualifications of a deacon (1) Likewise must the deacons be grave, (2) not doubletongued, (3) not given to much wine, (4) not greedy of filthy lucre, (5) Holding the mystery of the faith in a pure conscience, (6) Let the deacons be the husbands of one wife, (7) ruling their children and their own houses well (1 Timothy 3:8-12). The Deacon is an authorized member of the Council. A deacon meeting qualifications will be ordained and issued a certificate of ordination. A deacon apt to deliver the spoken word of God may be ordained and issued a certificate of ordination as an Evangelist. The deacons shall be the incorporators of the incorporation.

16.2 Deacons are authorized of God to serve the body of Christ for life, or until called into the ministry, by resignation or removal by the council for just cause. The

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Deacons serve in the management of church affairs as under the leadership of the Pastor.

16.3 Deacons shall perform duties to and for the glory of and in the fear of God (Romans 12:11: Not slothful in business; fervent in spirit; serving the Lord; 1 Corinthians 14:20: Brethren, be not children in understanding: howbeit in malice be ye children, but in understanding be men. 40: Let all things be done decently and in order). Thus the business of the church will be managed properly (Acts 6:3).

16.4 Should two or three witnesses charge the Deacon with sin, the Council (excluding the deacon) of the religious body shall try him. If found guilty according to the Word of God, he will be granted the privilege to repent, and if repentance takes place he shall be cleared of that charge by the Council (Galatians 6:1 see 15.4). Should he refuse to repent, he shall no longer be authorized to serve the religious body, will not be in good standing, and the Council will endorse his removal from office. Refer to 5.0.

16.5 Any accusations brought against a Deacon, which cannot be proven, shall not be binding to the Deacon, therefore, no charges will be held against him (St. Luke 3:14 And he said unto them, Do violence to no man, neither accuse any falsely; 1 Peter 3:16: Having a good conscience; that, whereas they speak evil of you, as of evildoers, they may be ashamed that falsely accuse your good conversation in Christ).

Board of Deacons may be interchangeable with Board of Trustees as it pertains to the corporation.

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17.0 CHURCH COUNCIL

17.1 The members of the church council may ordain church officials of the religious body, or of another Apostolic organization as qualifications are evident.

17.2 The Church Council includes the Pastor, Assistant Pastor, Bishops, Elders, Ministers, Evangelists and Deacons as long as their lives are in keeping with the Word of God and they are members of the religious body or of another Apostolic organization in good standing. *The council may so authorize an ordained official to perform such tasks as the pastor where a vacancy of pastor exists.*

17.3 A council official who may be charged with sin and tried by the Council will be excluded from participating in any council proceedings pertaining to his case.

17.4 Officials of the Council are authorized by the Code of Order to perform official acts and lawful ceremonies for the religious body. The Annotated Code of Maryland, Section 2-406 (a) (1) p.34 authorizes a council official to perform a marriage ceremony in the State of Maryland. The Pastor shall serve as Chairman of the Council.

17.5 A minimum of two-thirds of the council must convene to constitute a quorum before conducting official business as the Council. Roberts Rules of Order shall be applied for conducting official meetings.

17.6 Minutes of Church Council meetings will be recorded in the church book. See Director of Administration.

18.0 DIRECTOR OF ADMINISTRATION

18.1 The position of Director of Administration shall be held by an ordained official so appointed by the Pastor in accordance to the Code of Order to direct all administrative duties of the religious body in accordance to Articles of Incorporation and by-laws. The Director of Administration shall issue all identification cards, licenses, certificates of ordination, and any other documents so deemed necessary in addition to maintaining the official church book.

19.0 DIRECTOR OF FINANCE

19.1 The position of Director of Finance and General Secretary shall be held by an ordained official so appointed by the Pastor in accordance to the Code of Order to direct all financial matters of the religious body in accordance to Articles of Incorporation and by-laws.

20.0 DIRECTOR OF OUTREACH MINISTRIES

20.1 The position of Director of Outreach shall be held by an ordained official so appointed by the Pastor in accordance to the Code of Order and the outreach training handbook to direct all outreach ministries of the religious body in accordance to Articles of Incorporation and by-laws. The Director of Outreach serves as chair of the Mission Board. The youth ministry shall be overseen by the Director of Outreach Ministries.

21.0 COORD. CHURCH GROUNDS AND SECURITY

21.1 A member of the religious body may hold the position of Coordinator of Church Grounds and Security.

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The same shall perform those duties associated with the job description as under management of the Board of Deacons.

22.0 COORD. CHURCH MAINTENANCE AND FACILITIES

22.1 A member of the religious body may hold the position of Coordinator of Church Maintenance and Facilities. The same shall perform those duties associated with the job description as under management of the Board of Deacons.

23.0 COORD. CHURCH TRANSPORTATION

23.1 A member of the religious body may hold the position of Coordinator of Church Transportation. The same shall perform those duties associated with the job description as under management of the Board of Deacons.

24.0 CHAIN OF COMMAND - BROTHERS

24.1 The Ministers and Board of Deacons are the council authorized as helps to the religious body, appointed by and shall report directly to the Pastor.

24.2 The Board of Deacons shall be consulted before the Pastor is involved in matters.

24.3 The Brother's Auxiliary leadership is responsible for handling all matters pertaining to brothers in accordance to church rules and regulations as set forth by the Pastor and as directed by the Board of Deacons. The Brothers Auxiliary leadership shall report to the Board of Deacons.

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24.4 The brethren of the religious body (Excluding those who make up the council) shall report to the Brother's Auxiliary leadership.

25.0 CHAIN OF COMMAND - SISTERS

25.1 The Sister's Supervisor or Church Mother is appointed by the Pastor, and is responsible for handling all matters pertaining to sisters in accordance to church rules and regulations as set forth by the Pastor. The Sister's Supervisor or Church Mother takes direction from the Board of Deacons, and is accountable to the Pastor.

25.2 All sisters and the Auxiliary leadership shall report to the Sister's Supervisor or Church Mother.

25.3 The sisters serving on the choir or other committees shall report to the leadership of the choir or committee, which may or may not report directly to the Sister's Auxiliary leadership.

26.0 MEDICAL TREATMENT

26.1 All members do not have the same measure of faith. (Habakkuk 2:4: Behold, his soul which is lifted up is not upright in him: but the just shall live by his faith. Hebrews 10:38: Now the just shall live by faith: but if any man draw back, my soul shall have no pleasure in him). (St. Matthew 9:22: But Jesus turned him about, and when he saw her, he said, Daughter, be of good comfort; thy faith hath made thee whole. And the woman was made whole from that hour) (St. Matthew 15:28: Then Jesus answered and said unto her, O woman, great is thy faith: be it unto thee even as thou wilt. And her daughter was

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made whole from that very hour) (2 Corinthians 5:7 (For we walk by faith, not by sight)).

26.2 In times of sickness, injury, or a surgical operation each member makes his/her own choice in regards to taking medicines, accepting treatment, and undergoing surgical operations.

26.3 The Churches of Jesus Christ do not compel its' members either way concerning medical treatment, and accepts no responsibility, nor is liable for any resulting circumstances.

27.0 JURY AND TRIAL PROCEEDINGS

27.1 The teaching of the church suggests its members be excused from possible jury selection and serving as a juror. In keeping with the scripture concerning the ordinance of man (1 Peter 2:13 & 14) the following is observed: Should the court require a member to make application for possible jury selection he/she should do so, and may kindly advise the clerk that his/her involvement in the case will not render a unanimous vote.

27.2 Endeavoring to abide by the Bible (St. Matthew 7:1, St. John 3:11 and St. Luke 3:14) the church urges members to refrain from passing judgment in matters unknown. If a member is accused or victimized however, or has witnessed a crime to another and prefers to participate in a court trial such member is permitted to do so. In such case, the member does not pass judgment, but rather testifies to what is known and/or seen. It is suggested that the member not swear in but affirm what is said will be truth.

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28.0 CHURCH KITCHEN RULES

28.1 The Department of Health and Hygiene authorizes the commercial kitchen to serve food to its customers. It is the responsibility of each worker to practice proper food sanitation guidelines (1 Corinthians 14:40).

28.2 The church kitchen and all workers are under standards as set forth by the Department of Health and Hygiene. The kitchen supervisor is responsible for supervising the kitchen workers, and reports to the kitchen manager. The kitchen manager takes the oversight of kitchen operations. The certified food sanitation manager is liable by certification to manage the operations in keeping with sanitary standards and provide training as it applies to food service and sanitation. The food sanitation manger may randomly inspect serving equipment, keep an inventory on kitchen equipment to verify it meets standards, and serves as the liaison to local and state health departments.

28.3 Cooks and servers may be subject to a yearly tuberculin test. A positive result may disqualify a cook or server from working near or with food.

28.4 Cooks and servers working near or with food will be free of colds, sniffles and sneezes, profuse sweating or other conditions that are non-sanitary.

28.5 Cooks and servers wearing apron and gloves having to go outdoors will leave apron inside the kitchen until resuming duty. Gloves shall be discarded once removed from hands and a clean pair used.

28.6 Only commercial food grade (NSF/NAFED approved) cooking and serving equipment is approved for use in the kitchen.

28.7 Cooking and serving equipment belonging to the church kitchen should remain on church premises unless properly authorized to be loaned by a Deacon. Loaned equipment is subject to inspection by the certified food sanitation manger before placing it back in the kitchen for use.

28.8 For safety precautions children are not permitted in the prep, cooking or serving areas while food serving is in session. Likewise for non-kitchen workers, unless properly authorized.

28.9 The church kitchen must be properly cleaned after each use and is subject to inspection by the kitchen supervisor or manager.

29.0 MISSION BOARD

29.1 The purpose for the mission board is to unify as an organized group of faithful worriers of the faith that have been delegated to perform the charge to perform specific services and duties for which they are sent both locally and abroad.

29.2 Board members shall be prayed over with the laying on of hands by an apostolic faith ordained official, and given the charge of missionary, and shall be officially credentialed.

29.3 The Mission Board shall take its direction from the Director of Outreach. Members that make up the board may be brothers and sisters of the faith. Although

the word missionary is not found in the bible, yet the work of a missionary is biblical.

29.4 For purposes of the Code of Order a missionary is defined as one trained and sent to perform specific outreach missions to and for the glory of the Lord Jesus Christ.

30.0 YOUTH MINISTRY

30.1 God's one plan of salvation is for all mankind and since it does not discriminate due to age the churches of Jesus Christ must meet the needs of all members - the infants to the elderly. Therefore, the church shall provide a basis for fellowship for all family members. The mission shall be to develop spiritually the whole family (Man and wife, grandparent(s), parent(s), infant(s), children and other relatives) in ways that are appropriate for the specific age groups.

30.2 It is suggested that the church offer a comprehensive youth training and activities program. For purposes of the Code of Order youth shall include boys and girls up to the age of 17 years old, and the young adults shall include boys and girls at least 18 years old. Activities may be categorized for age appropriateness. For example, Infants to 4 years of age; 5 to 9 years of age; 10 to 12 years of age and 13 to 17 years of age: for young adults, 18 to 21 years of age and 21 years of age and above. (Proverbs 22:6: Train up a child in the way he should go: and when he is old, he will not depart from it).

30.3 Management of the youth programs shall be by the youth leader, youth Minister or youth Pastor.

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Programs may include appropriate aged Bible study and discussion, teaching of spiritual songs and hymns of the faith, teaching how to testify to and for the glory of God that is age appropriate and musical instruments exposure.

30.4 The youth ministry is encouraged to include appropriate social events (such as retreats, conferences, church fellowship, talent programs, outreach trips and question/answer sessions) in its program that are spiritually based and for the purpose of fostering a spiritual fellowship while shining a light to the world.

30.5 Infants shall be presented to the Lord in dedication by a church official and a certificate will be issued by the Director of Administration (St. Mark 10:14: But when Jesus saw it, he was much displeased, and said unto them, Suffer the little children to come unto me, and forbid them not: for of such is the kingdom of God.).

31.0 SANCTUARY/BUILDING/HOME DEDICATION

31.1 At times the ministering brethren may be called upon to offer a prayer of dedication for the church sanctuary, building or home. The official may render songs, read scriptures and offer the dedication prayer (such as: Lord we ask your blessing upon this place, that your presence will be felt and your peace will be upon those who dwell within. May everyone be blessed upon entering and may they come to the saving knowledge of our Lord and Savior Jesus Christ. Amen).

32.0 SCRIPTURE REFERENCES

All scriptures referenced in this booklet refer to the Holy King James Version Bible.

CHURCH CODE OF ORDER

Philippians 3:16

CHURCH KITCHEN RULES (29.0)

1 Corinthians 14:40

CLOSING AND DISMISSAL (2.0)

Jude 24 & 25

PERFORMANCE OF WATER BAPTISM (3.0)

Acts 2:38

RIGHT HANDS OF FELLOWSHIP (4.0)

Galatians 2:9

DIS-FELLOWSHIP (5.0)

2 Thessalonians 3:6, Titus 3:10

RECEIVING BACK UNTO THE LORD (6.0)

Galatians 6:1

ADMINISTERING PRAYER (7.0)

James 5:14, St. Mark 16:18

ANOINTING OIL BLESSING (8.0)

Exodus 30:31

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ADMINISTERING LORD'S SUPPER (9.0)

1 Corinthians 11:23-34

FEET WASHING (10.0)

St. John 13:1-17, St. Matthew 26:28-30, St. Luke 22:24, St. John 13:14-15

ORDINATION CEREMONY (11.0)

Acts 1:22, Acts 6:3-7, 1 Timothy 4:14.

GREETING MEMBERS (12.0)

1 Thessalonians 5:22, Romans 14:16

MARRIAGE CEREMONY (13.0)

St. Matthew 19:6, 1 Thessalonians 5:21, St. Luke 3:14, St. Matthew 5:11.

OFFICIATING GRAVESIDE (14.0)

1 Samuel 25:1, II Chronicles 32:32-33, St. Matthew 14:12, St. Matthew 8:21-22. Other readings; St. John 11:25-26, Job 19:25-27, 1 Corinthians 15:20-58, Acts 2:38, Job 14:1 & 2, St. John 21:18, Revelation 14:13, St. Matthew 6:9-13, Genesis 3:19, Genesis 18:27, Psalm 104:29.

MINISTERS OF GOSPEL (15.0)

1 Peter 4:11, 2 Timothy 4:2, 1 Timothy 3:1-7, St. Matthew 18:15-17, Galatians 6:1, St. Luke 3:14, 1 Peter 3:16, Galatians 6:1, Philippians 1:1, Philippians 1:27, 1 Corinthians 1:10. 1 Timothy 2:12.

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BOARD OF DEACONS/DIRECTORS (16.0)

1 Timothy 3:8-12, Romans 12:11, 1 Corinthians
14:20 & 40, Acts 6:3, Galatians 6:1, St. Luke 3:14, 1
Peter 3:16.

CHURCH COUNCIL (17.0)

1 Peter 2:13, 1 Timothy 4:14

CHAIN OF COMMAND BROTHERS (24.0)

Numbers 27:16, Acts 6:3

CHAIN OF COMMAND SISTERS (25.0)

1 Corinthians 14:34, Romans 16:2

MEDICAL TREATMENT (26.0)

Habakkuk 2:4, St. Matthew 9:22, 15:28, Romans
3:28, 2 Corinthians 5:7.

JURY AND TRIAL PROCEEDINGS (27.0)

1 Peter 2:13 & 14, St. Matthew 7:1, St. John 3:11 and
St. Luke 3:14.

YOUTH MINISTRY(30.0)

Proverbs 22:6, St. Mark 10:14

33.0 DEFINITIONS

Articles of Incorporation - the official rules and laws by which
the incorporators of the incorporation will be governed as
prepared by attorney-at-law and registered with the State of
Maryland Department of Assessment and Taxation.

By-laws - specific matters that the church council has adopted
and shall be binding to the religious body.

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Code of Order - the handbook to serve as the order in which the religious body will be governed as adopted by the Church Council.

Council - All ordained officials (Bishops, Pastors, Assistant Pastor, Elders, Evangelists performing outreach services and Deacons) and licensed Ministers who are members in good standing with the religious body or another Apostolic Faith organization; also referred to as the presbytery.

Impediment - an allegation, which could result in a ceremony being halted.

Incorporators - those who agree to incorporate and have affixed signatures to Articles of Incorporation documents to form a religious corporation.

Ministering brethren - Deacon, Minister, Elder, Evangelist or Bishop.

Missionary - for purposes of the Code of Order a missionary is defined as one trained and sent to perform specific outreach missions to and for the glory of the Lord Jesus Christ.

Monogomist - being married to only one person at a time.

Pastor - the spiritual leader of the religious body.

Presbytery - the group of authorized ordained and licensed church officials in good standing with the religious body; also referred to as council.

Quorum - the minimum number of officials required to convene before business can be conducted officially.

Transgender - the changing from male to female, vice versa.

<i>BAPTISMAL CERTIFICATE</i>

Code of Order 3.0

Name & Address of Church

This verifies that _____ born on
 _____ was baptized in the name of Jesus
 Christ for the remission of sins on this ____ day of
 _____ 20____
 in accordance to Acts 2:38 at

 Signature of Official

 Witness

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FELLOWSHIP

Code of Order 4.0

Name and Date of birth of Member

Having been baptized in the name of Jesus Christ for the remission of sins, and confessed being filled with the Holy Ghost, is hereby fellowshipped into this assembly on this ____ day of _____ 20____.

Be it known, that you are a member with all of the rights, privileges, responsibilities and honors appertaining thereto.

Signature of Official

Name & Address of Church

Witness

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ANNOUNCEMENT OF DIS-FELLOWSHIP

Code of Order 5.0

Be it known that _____ born on
_____ is hereby dis-fellowshipped from this
assembly, and has forfeited all rights, privileges, responsibilities
or honors.

Any fellowship, license, appointment or ordination certificates
are void.

Signature of Official

Name & Address of Church

Witness

Witness

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CERTIFICATE OF ORDINATION

Code of Order 11.0

Name & Address of Church

Name being Ordained

Has been issued this Certificate of Ordination and was
publicly set apart to the office of

**DEACON EVANGELIST ELDER
BISHOP**

with prayer and the laying on of hands, and is hereby
granted all rights and privileges thereof. I (we) the
Ordaining Official(s) of (Name of church) give my
(our) hearty approbations upon entering into the work
of an ordained _____. May the blessings of the
Lord Jesus Christ attend to you, crowning your labors
with abundant success.

Issued this ____ day of _____ 20__.

Signature of Official(s)

Witness _____

Witness _____

Code of Order Supported by Apostles Doctrine

MINISTER LICENSE

Code of Order 15.0

License No._____

A license is hereby issued to

_____, born on

_____ who has acknowledged a call to the
**ministry of the gospel of Christ and is authorized to
operate within the office of Minister.**

**The license shall remain in effect until the date of
expiration or until the licensee is ordained.**

Date of Issuance

Date of Expiration

Name & Address of Church

Signature of Issuing Official(s)

General Secretary

Witness

JURY EXCUSABLE LETTER
Code of Order 27.0

Name of Church

Attn: Jury Commissioner

Having received a Juror Qualification form to be filed with your court, the teaching of the church suggests its' members be excused from participating in the jury selection and trial proceedings.

Endeavoring to abide by the Apostle's doctrine of the Bible the church urges its members to refrain from passing judgment in matters unknown, but leaves the choice of participating solely to the member. In this matter, the prospective juror has chosen not to pass judgment in any case, therefore if selected to serve on the jury a unanimous verdict could not be rendered.

If a member is accused or victimized however, or has witnessed a violation to another victim and prefers to participate in a court/jury trial the church does not deprive a member of doing so. In such case the member does not pass judgment, but rather testifies to what is known and or seen (St. John 3:11 reads: Verily, verily I say unto thee, We speak that we do know, and testify that we have seen;...). It is suggested also that the members not swear in but rather affirm what is said will be truth (James 5:12 reads: But above all things, my brethren, swear not, neither by heaven, neither by the earth, neither by any other oath:...).

Please consider the request to be excused from jury participation based on religious reasons, and accept this letter as the church's official position on this matter.

In His service,
Director of Administration

Code of Order Supported by Apostles Doctrine

**APPOINTMENT OF
COMMISSION**

Code of Order 29.0

Name of Appointee & Date of Birth

**The above named appointee is hereby
commissioned to the work of**

MISSIONARY

Name & Address of Church

Date of Issue

Date of Expiration

Signature of Commissioning Official

Witness

Code of Order Supported by Apostles Doctrine

***CERTIFICATE OF CHILD
DEDICATION***

Code of Order 30.5

Name & Address of Church

This verifies that _____ was born
on _____ and was presented to the Lord in

Dedication

on this ____ day of _____ 20__

in accordance to St. Mark 10:14 at

Signature of Official

Witness

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Articles of Incorporation of (name of church)

FIRST: We, the subscribers, (names and addresses [2004 requires 4 individuals] appointed by the General Elder of the congregation of (church name and address) to act as Trustees in the name and on behalf of said congregation, each being at least twenty-one years of age, and all being discreet and sober persons, do hereby associate ourselves as incorporators with the intention of forming a religious corporation under and by virtue of the special provision of the General Laws of the State of ().

SECOND: The name of the congregation and of the corporation shall be (name of church).

THIRD: The plan and purpose of the corporation adopted at the meeting of the General Elder of the congregation appointing the Trustees are as follows, to wit:

- A) To adopt a seal and provide minutes and all records of the Corporation
- B) To conduct a church for religious purposes of the Apostolic Faith.
- C) The Deacons shall serve terms as set forth in the by-laws and be appointed thereto.

FOURTH: The Church shall be located in (name of County) and the mailing address is ().

FIFTH: The resident agent of the Corporation is (name and address of agent), who is a citizen of this State and actually resides therein.

SIXTH: The number of Trustees of the corporation shall be four (4), which number may be increased not to exceed seven (7) or decreased by the by-laws, but shall never be less than one (1), and the names of the Trustees who shall act until the first annually meeting, or until their successors are duly chosen and qualified, are (name of four trustees).

SEVENTH: At the Annual Meeting any member of record with the church shall be a member of its congregation and that member may be nominated by the General Elder to serve as a Trustee. In order to be nominated a member must be in good standing with the church and be at least 21 years of age. Upon election by a majority of the congregation the Trustee shall serve for a term of one (1) year, as may be amended from time to time by the By-laws. A vacancy created due to the death or disability of a Trustee, or the resignation of a Trustee, shall be

filled as soon as practical in the same manner outlined above.

EIGHTH: The duration of this corporation shall be perpetual.

IN WITNESS WHEREOF, we, the Trustees, having signed these Articles of Incorporation on this ___ day of _____, 20__.

WITNESS:

_____	_____
	Trustee
_____	_____
	Trustee
_____	_____
	Trustee
_____	_____
	Trustee

State of _____, _____ County, to wit:

I hereby certify, that on this ____ day of _____, in the year two thousand and _____, before me, the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared (name of four trustees) and severally acknowledged the foregoing Articles of Incorporation to be their respective act.

As witness my hand and Notarial Seal the day and year above written.

Notary Public

My commission expires: ____/____/____

CONSENT OF RESIDENT AGENT

I, (name) hereby consent to be the resident agent for (name of corporation).

Date

(Name)

**By-laws
Of
(name of church)
ARTICLE I - Deacons**

Section One - Number

The affairs and business of the Corporation shall be conducted by a Board of ___ Deacons.

Section Two - How elected

The Deacons shall be appointed by the General Elder of the congregation of (church name).

Section Three - Term of Office

The term of office of each Deacon shall be for life or until removed by the General Elder of the congregation for failure to abide by the Code of Order, rules, regulations, Doctrine of the Church or for other just causes.

The Deacons shall meet in regular session during the months of January and July of each year, and at such special meetings as the Senior Deacon may determine necessary, and all meetings shall be conducted at a place designated by the Senior Deacon.

Section Four - Notice of Meeting

The Secretary shall notify all Deacons as to the time and place of all meetings by regular U.S. Mail, providing at least five (5) days notice.

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Section Five – Quorum

At any meeting of the Deacons properly called a 2/3rds majority of Deacons present shall constitute a quorum. No business shall be conducted in the absence of a quorum.

All matters shall be considered as favorably acted upon when approved by 51% of those present, except where a greater vote is otherwise provided herein.

Section Six – Voting

Each Deacon shall have one vote.

Section Seven – Order of business

All meetings shall be conducted under the provisions of “Robert’s Rules of Order” and the order of business shall be:

- A. Reading/approval of minutes
- B. Committee reports
- C. Unfinished (Old) Business
- D. New business
- E. Adjournment

Section Eight – Vacancies

Vacancies shall be filled in the same manner in which Deacons are appointed.

Section Nine – Removal of Deacons

Only the General Elder of the congregation can remove a Deacon.

Section Ten – Qualification

A Deacon must be a member in good standing with (name of church) and at least 21 years of age; baptized in the name of Jesus Christ and filled with the Holy Ghost.

ARTICLE II – Officers

Section One – Number

The Board of Trustees may under the leadership of the General Elder elect, from its membership, individuals to fill the following offices:

- A. Senior Deacon
- B. Assistant Senior Deacon
- C. Secretary/Treasurer

Section Two – Election and Terms

All officers shall serve for a term of one (1) year or at the pleasure of the General Elder.

Section Three – Duties

The officers shall perform the functions and duties generally associated with the office to which elected.

Section Four – Vacancies

As directed by the General Elder, the Board of Trustees may fill all vacancies, at the special or regular meeting next after the vacancy occurs. The person so elected may serve for the

remainder of the unexpired term or as specified by the General Elder.

Section Five - Removal

The Board of Trustees may remove any officers, as directed by the General Elder.

ARTICLE III - Seal

The Seal of the Corporation shall be as follows:

(name of church)

ARTICLE IV - Bills, Notes, Contracts and Funds

Section One - How made

All bills payable, notes, contracts, debts, checks or other negotiable instruments of the Corporation shall be made in the name of the Corporation, and shall be signed by the Board of Trustees. No other officer, either singly or jointly with others, shall have the power to make any bill payable, note check, draft or warrant or other negotiable instrument, or endorse the name of the Corporation, except as herein expressly prescribed and provided: Should the Board of Trustees become vacant by death or otherwise, powers limited to such bills, notes, contracts and funds shall be assumed by the Council until such time such vacancy of the Board of Trustees is filled.

Section Two - Bank Account

The Corporate Headquarters bank account shall be in a bank in (name of city and state). The Corporate Headquarters bank and accounts in other locations in the name of the Corporation shall have the Board of Trustees as authorized signatures on such accounts.

Section Three - Fiscal year

The fiscal year of the Corporation shall begin on the ___ day of _____ of each year.

Section Four - Audit

The Senior Deacon may require an audit of the Corporation's financial records within sixty (60) days following the end of each fiscal year.

ARTICLE V - Committees

Section One - How many

The Senior Deacon may appoint one Audit Committee consisting of at least two (2) Deacons, one (1) must be a Deacon other than the Secretary/Treasurer, and all must be members of the congregation. The Senior Deacon may appoint such special committees as he shall from time to time feel necessary and shall assign to each the duty and authority he deems necessary.

Section Two - Terms

All committee members shall serve at the pleasure of the Senior Deacon, however the

Secretary/Treasurer shall not be permitted to serve on the Audit Committee .

Section Three - Chairperson

The Senior Deacon may appoint the Committee Chairperson.

ARTICLE VI - Employees

Section One - Employment

The Corporation may employ such individuals and for such salary as the Deacons deem necessary, subject to policy established by the congregation.

Section Two - Minister

The congregation shall have a General Elder to serve as such as long as he abides by the Code of Order, rules, regulations and doctrines of the church, to oversee and manage the physical and spiritual affairs of the congregation of the Corporation.

The General Elder shall serve as an advisory member of the Board of Trustees; the Board of Trustees shall call upon the General Elder to give advice and to make recommendation to it as may be necessary.

ARTICLE VII - Corporate Property

Section One - Management

All corporate property shall be under the management of the Board of Trustees, subject only to the general policy of the congregation for control of the same. The authority conveyed herein shall include, but is not limited to the following:

- A. Supervision and maintenance of all property.
- B. Establishment of rules and regulations relative to use of the property.
- C. Supervision of the use of property, including scheduling of activities.
- D. Management of all employees directly associated with the property and its use.
- E. Control over all property and its use agreements relative to its rental, improvement, insurance and related matters.
- F. Establishment of fees and costs for use of property.
- G. All other property matters, unless otherwise prohibited by the policy of the congregation, By-Laws, Articles of Incorporation or Code of Order.

ARTICLE VIII - Finances

Section One - Management

Code of Order Supported by Apostles Doctrine

The management of all financing including the investments and reinvestments of it shall be under the control of the Board of Trustees. The Board of Trustees shall prepare and read to the congregation within sixty (60) days after the end of each fiscal year a financial report. The Board of Trustees shall be responsible for the preparation and filing of all financial, tax and other reports required by law to be filed with governmental agencies.

ARTICLE IX - Books and Records

Section One - By whom kept

The Secretary/Treasurer shall keep, among other things, the corporate seal, correct and complete books and records of all corporate accounts, money affairs of the Corporation, of its activities, transactions, the minutes of the meetings of the Board of Trustees and Committees.

ARTICLE X - Amendments

Section One - How made

The Articles of Incorporation may be amended from time to time by the Board of Trustees.

The By-Laws may be amended from time to time by the Board of Trustees.

The Board of Trustees shall be responsible for keeping the By-Laws, Articles of Incorporation and Resident Agent current by involving the Attorney for the Incorporation.

ARTICLE XI - Miscellaneous

Section One - Board Meetings

All regular meetings of the Board of Trustees shall be open to attendance by any member of the congregation. Special meetings may be closed.

Section Two - Call of Meetings

The General Elder may call a general business meeting of the congregation to discuss any business as may be right and proper: or when requested to do so in writing by a majority of the members of the congregation.

Section Three - Meeting Notice

The General Elder shall give at least three (3) weeks notice of all business meetings of the congregation by written notice posted in a conspicuous place where regular worship services of this church are held.

Section Four - Conducting Meetings

The General Elder shall conduct all general business meetings of the congregation if he is

present; otherwise his designee shall conduct the same.

Section Five - Meeting Minutes

The Secretary shall keep minutes of all business meetings of the congregation, properly called.

Section Six - Definitions

Congregation - as used in these By-Laws shall be the members of record with this church.

Council - as used in these By-Laws shall be the licensed or ordained brethren.

Conducted - as used in these By-Laws shall be those matters and affairs authorized by By-Laws, Articles of Incorporation, rules, regulations and Code of Order.

Designee - as used in these By-Laws shall be a person or persons authorized by the General Elder, Board of Trustees or church council to perform a duty.