



# **First Among Alliance Church Bylaws**

**Revision 2018**

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**First Hmong Alliance Church  
Of the Christian and Missionary Alliance  
361 Marion Ave  
Aurora, IL 60505  
630-966-9552**

**By-laws created for First Hmong Alliance Church Members**

PREAMBLE

We the members of the First Hmong Alliance Church of the Christian and Missionary Alliance hereby establish these bylaws to govern our ministry. These bylaws are adapted from the Uniform Constitution for Accredited Churches of the Christian and Missionary Alliance. (A5-8)

The following bylaws have been approved by the voting members of the First Hmong Alliance church during its Annual Meetings.

ARTICLE I: NAME

The official name under which this church is incorporated or organized is the First Hmong Alliance Church of the Christian and Missionary Alliance (FHAC).

ARTICLE II: RELATIONSHIP

Adopted from Article II of the Uniform Constitution for Districts of the Christian and Missionary Alliance.

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

The following sections have been adopted from Article III of the Uniform Constitution for Accredited Churches of the Christian and Missionary Alliance:

### **Section 1. Qualifications.**

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

### **Section 2. Removal.**

Persons may be removed from membership under one or more of the following circumstances:

1. Submission of a written letter of resignation to the elders of the church.
2. Failure to meet the qualifications of membership as stated above.
3. Disciplinary action taken under the Uniform Policy for Discipline, Restoration and Appeal of The Christian and Missionary Alliance. An appeal of decisions made to remove a person from membership for reasons of qualification or a disciplinary action may be submitted to the district superintendent within 30 days of the action.

The following sections are in addition to the sections above:

### **Section A: Qualification of Becoming a Member.**

The following are the requirements for becoming a member:

1. Complete the application for membership and sign the Church Covenant.
2. If transferring from another church, provide a membership transfer letter from the previous church.
3. Complete a membership interview with the pastor and the elders.
4. Membership must be approved by pastor and elders.
5. Complete the First Hmong Alliance Church membership training class.

## Section B. Canceling Membership.

Removal of membership may occur under any of the following circumstances:

1. If member(s) requests to leave.
2. Entering into membership with a different church.
3. Request a transfer letter to a new church.
4. If the member has become a non-believer or a follower of a different faith, the Elders will consult with the member to determine whether to terminate membership.
5. Annual membership renewal – during the annual membership renewal process, members who have not attended worship for at least 3 consecutive months will be consulted as to whether they shall remain members. If the determination is made to terminate membership, the elders shall provide that member(s) with a written termination letter.

## ARTICLE IV: ORDINANCES

Baptism and the Lord's Supper are recognized as the two ordinances of the First Hmong Alliance Church.

Believer's baptism by immersion is taught and practiced as the scriptural mode. The pastor or Elders shall oversee baptism. The pastor or Elders shall provide the instruction about baptism and administer baptisms or choose other spiritually respected individuals to do these ministries.

The Lord's Supper is administered regularly during the first week of each month. The pastor or Elders shall oversee Communion. The pastor or Elders shall provide the instruction about Communion and administer the Communion or choose other spiritually respected individuals to do these ministries.



## ARTICLE V: Member Meetings

### Section A. Annual Meeting.

1. The Church Annual Election will be held by the second week of October.
2. The Church Annual Meeting will be held by the second week of December. The agenda will include business items, proposed bylaw changes, finance, committee reports, and transfer of duties to new officers.

All elected officers shall complete their annual reports and transition of duties during the Annual Meeting. All positions that are appointed by the Elder Board shall complete their annual reports within the Elder Board's meeting sessions.

3. Announcement of the Annual Meeting must be made to the congregation at least three weeks in advance.
4. Members 16 years and older will have the right to vote. Legally binding issues will require voting-eligible members ages 18 years and older only.
5. Only voting-eligible members that are present during the Annual Meeting are allowed to vote.
6. Church officer terms begin on January 1<sup>st</sup> and end on December 31<sup>st</sup>.
7. The church financial report shall be reported, by the prior year's treasurer, on the first week of February during the next fiscal year.

### Section B. Special Church Meetings.

All special business meetings of the members shall be held in accordance with state law. At a minimum such meetings shall be called at least two Sundays prior to the meeting and notice of same shall be publicly announced either orally or in writing for two consecutive weeks.

### Section C. Quorum.

A quorum of any properly called church business meeting shall consist of those members who are present

### Section D. Electronic Meetings.

At their discretion, the Elder Board and committees of the church may conduct electronic meetings when necessary to address urgent situations or due to scheduling conflicts. Pursuant to nonprofit laws, the electronic meetings must be synchronous and accessible to all board members.

## ARTICLE VI: LOCAL CHURCH GOVERNANCE AUTHORITY

### **Section 1. General.**

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

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

### **Section 2. Removal.**

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

### **Section A. Name.**

The governance authority of the First Hmong Alliance Church (FHAC) of The Christian and Missionary Alliance shall be known as the Elder Board.

### **Section B. Elder Board.**

The Elder Board shall consist of seven members. They shall include the following officers:

- Pastor
- Secretary
- Treasurer
- 4 Elders

### **Section C. Age.**

The positions noted here are all elders, with a minimum age of 25 years old.

### **Section D. Pastor.**

In the absence of a pastor, the Disciplemaking Ministries Coordinator shall become the seventh member to the Governance Authority. The Disciplemaking Ministries Coordinator is not an elder in this role.

### Section E. Officers.

The following positions are held by elders, selected within a closed Elder Board meeting: Secretary, Treasurer, and Deacon.

### Section F. Term limit.

Each elder's term of service shall consist of 2 consecutive years. Elders shall be elected on alternating terms, with 3 elders elected each year. The pastor shall be a permanent member of the Elder Board.

### Section G. Character.

Elders must carry their life in accordance with the Biblical teaching of 1 Timothy 3, and Titus 1.

## 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 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, and the following additional sections listed below:

### Section A. End of Pastoral Employment

1. Resignation or transfer notice of intent must be submitted in writing to the Elder Board and the District Superintendent of the Hmong District with a minimum one-month notice.
2. The Elder Board of the church, in consultation with the District Superintendent of the Hmong District, reserves the right to terminate pastoral employment.

3. If a Pastor's employment is involuntarily terminated by the church, Pastor shall be entitled to 1-month's salary as severance compensation. Pastor is not entitled to this compensation if he voluntarily resigns.

## 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.

### **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.

### **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.

### **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.

The above sections are adopted from the Uniform Constitution of the Christian and Missionary Alliance. The following sections have been added below:

### Section A. Chairman.

If the pastor declines the office of chairman, the elders must select one person from the Elder Board to be the chairman. The chairman shall be responsible for leading all business sessions of the Church, and all meetings of the Elder Board. The chairman may delegate another Elder to lead business sessions and meetings.

### Section B. Missions Treasurer.

The church does not have an officer position for a Missions Treasurer. In the absence of this position, the responsibilities of this office falls upon the church Treasurer.

### Section C. Assistant Treasurer.

In lieu of a Missions Treasurer, the church assistant treasurer will keep records of Great Commission Fund offerings. The church Treasurer will be responsible for sending the Great Commission Fund offerings to the Christian and Missionary Alliance.

## 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.

### 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. Where there are no deacons, the governance authority shall assume responsibility for their ministries until such are elected or appointed.

### 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.

#### **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.

The above sections are adopted from the Uniform Constitution of the Christian and Missionary Alliance. The following sections have been added below:

#### **Section A. Alliance Men's Ministry.**

An Alliances Men's Ministry may be established in the local church. Officers except the president will be elected within the ministry.

#### **Section B. Alliance Women Ministry.**

An Alliances Women's Ministry may be established in the local church. Officers except the president will be elected within the ministry.

#### **Section C. Youth Ministry.**

An Alliance Youth Ministry may be established in the local church. Officers will be elected within the ministry.

#### **Section D. Deacon.**

The Elder Board will appoint one of the elders to be the Deacon. The Deacon shall have charge of those ministries and duties of encouragement and support to the members of the church. The Deacon's role may include other responsibilities as assigned by the Elder Board.

#### **Section E. Deaconess.**

The Elder Board shall appoint be up to 4 Deaconesses. The Deaconesses' responsibilities are to oversee meal preparations during major seasonal celebrations and special events. They shall also assist the Deacon as necessary for those ministries and duties of encouragement and support to the members of the church. The Deaconesses' role may include other responsibilities as assigned by the Elder Board.

#### **Section F. Trustees.**

The Elder Board will act as Trustees in the congregation.

### **Section G. Missions Committee.**

The Missions Committee shall consist of one lead and (3) assistants. See Article XI for roles and responsibilities. Their term limit is set to two years. Responsibilities are as follows:

1. Plan and execute the Annual Missions Conference. Acquire guest speaker(s). Prepare all programs and all pertinent elements of the conference.
2. Plan and organize outreach programs. Find opportunities for evangelism and discipleship training.

### **Section H. Disciplemaking Ministries (DM).**

Disciplemaking Ministries Committee will consist of 7 members. This includes the DM Coordinator, Adult Coordinator, Young Adults (YAMs) Coordinator, Youth Coordinator, Children Coordinator, DM Assistant, and the Pastor. The DM Coordinator is the head of this committee.

1. The DM Committee shall choose members of the church to fill the roles of teachers and teacher assistants. Once filled, the DM Committee will submit these roles to the Elder Board for approval.
2. The Hmong District will be the main source of Sunday School teaching materials. In the event that teaching materials from the Hmong District are unsuitable or unavailable, the DM Committee may review other sources for teaching materials. Teaching materials that are from outside sources must be reviewed and approved by the Pastor.

### **Section I. Ushers.**

The Ushers shall consist of 5 members who will assist in the church on Sundays, and on special occasions. Responsibilities include, but are not limited to: program distribution (if applicable), greeting guest(s), seating guest(s), handling offering(s), and providing overall security for the church property.

### **Section J. Worship.**

In the absence of a Worship Pastor, the Elder Board will appoint a church member as the Worship Coordinator to lead the praise and worship teams. The Worship Coordinator will be responsible for all aspects of praise and worship.

### **Section K. Auditors.**

1. The Auditors shall audit the congregation's financial records, including all committees that handle financial transactions.
2. Audits shall be performed bi-annually: one mid-year audit in July, and the final audit by end of January of the following fiscal year.
3. In the event of accounting deficiencies, the auditors shall recommend corrections and improvements in the internal accounting controls. In the event of financial deficiencies, the auditors shall inform the Elder Board and the congregation.

#### **Section L. Building Manager.**

1. Building Manager shall maintain the church building in a safe and usable state. Simple repairs may be handled at the Building Manager's discretion. In the event that a repair cannot be completed with internal resources, Building Manager may, in consultation with the Elder Board, seek outside expertise as needed.
2. Building manager shall manage the church custodian.
3. Building Manager will hold this position indefinitely until voluntary resignation, or is relieved of this duty by the Elder Board.

#### **Section M. Agent.**

1. As directed by the church, the Agent will maintain inventory of all legal documentations and official correspondences from the Secretary of State. All legal documentations are the property of FHAC, therefore it is forbidden to use any legal documentation(s) for any other purpose(s), unless approved by the Elder Board.
2. The Registered Agent's position and duration is perpetual until voluntary resignation, or is relieved of this duty by the Elder Board.

#### **Section N. Culture Committee.**

1. The Culture Committee is appointed by the Elder Board. The Culture Committee shall have charge of those ministries and duties specified by Hmong District guidelines pertaining to weddings and funerals for the congregation on a per-request basis. The committee shall inform and educate members of the Church on wedding and funeral customs that comply with Hmong District guidelines.
2. The Culture Committee shall consist of up to 7 members. The committee will choose its Leader and Co-Leader.
3. The Culture Committee members' position and duration is perpetual until voluntary resignation, or is relieved of this duty by the Elder Board.

#### **Section O. Bylaw Committee.**

The Bylaw committee is appointed by the Elder Board on an as-needed basis. The Bylaw Committee is charged with reviewing and editing the bylaws of the Church. Committee shall choose one leader and one secretary. All Bylaw Committee duties and responsibilities shall conclude after the Annual Meeting, unless the Elder Board approves an extension.

#### **Section P. Finance Committee.**

The Finance committee is appointed by the Elder Board. The Finance committee's responsibility is to prepare the next fiscal year budget proposal. This committee shall choose a leader and a secretary. Work is completed when the budget proposal is approved at the Annual Meeting.



### Section Q. Decoration Committee.

The Decoration committee is appointed by the Elder Board. The Decoration committee will plan, design, and implement the decoration of the church. This committee shall consist of 3 members serving a 2-year term. It is understood that if present, the Pastor's wife is the perpetual member of this committee. In the absence of Pastor's wife, the Elder Board shall also appoint the 3rd member to this committee.

### Section R. Resignation of Elected and Appointed positions.

The following are the guidelines for voluntary resignation from elected and appointed positions:

1. A person resigning from an elected position must submit a letter of resignation to the Elder Board. The Elder Board will then notify the congregation to see if they will choose to elect a new replacement or let the Elder Board appoint a replacement to finish serving the term. This decision will be made by a majority vote of the members of the church.
2. A person resigning from an elder-appointed position must submit a letter of resignation to the Elder Board. The Elder Board will appoint a replacement to finish serving the term.
3. A person resigning from a committee-appointed position must submit a letter of resignation to the Head of that committee. The Head of that committee will appoint a replacement. The new appointee must be approved by the Elder Board prior to taking over the duties of the appointed position.

### Section S. Midyear Meeting.

All committees shall submit their mid-year reports during the mid-year meeting, and submit proposals for the 2<sup>nd</sup> half of the year if necessary. All proposal presentations must be in writing.

## 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.

## ARTICLE XII: DISCIPLEMAKING MINISTRIES

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

## ARTICLE XIII: PROPERTY AND RECORDS

### Section A. 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.

### Section B. Records.

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

1. All legal documentations are the property of FHAC, therefore it is forbidden to use any legal documentation(s) for any other purpose(s), unless approved by the Elder Board.

### Section C. Audit.

All financial records shall be examined/audited bi-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.

## 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, prior to the annual meeting.

## ARTICLE XV: ELECTIONS

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

### Section A. Characteristics.

All nominees for Elder Board and Committee Members shall possess characteristic as follows:

1. For Elders, please see Article VI on “Governance Authority” for qualifications.
2. Baptized according to the Christian and Missionary Alliance ordinance on baptism.
3. Must be a registered member of First Hmong Alliance Church for a minimum of 1 year.

#### **Section B. Governing Rules of Election.**

1. All communication shall be courteous, respectful, and professional toward each other.
2. Only registered members age 16 years and older are allowed to cast a vote.
3. Prior to nominating a nominee, approval must be obtained from that person before the Election Committee can accept their nomination.
4. Nominees must be physically present during nomination and election to be eligible for nomination. Election Committee has the right to waive this requirement under emergency circumstances.

#### **Section C. Governing Rules of Election.**

1. Open nomination: Members who were not nominated by a voting-eligible member shall have the opportunity to self-nominate into any one open position. Nomination is only valid if another voting-eligible member seconds the nomination.
2. Nominator must state his/her name to the Election Committee for the record.
3. A voting-eligible member can nominate only one name per position.
4. Nominator may present the qualifications of the nominee to the floor, not to exceed 2 minutes.
5. The Nominating Committee nominees cannot be re-nominated into any other open position.
6. If the Election Committee cannot fill any open position(s), the unfilled position(s) will be presented to the Floor for direction.

#### **Section D. Retraction.**

A member who has obtained consent to be nominated and has accepted the nomination for an open position may not retract his/her nomination. Exceptions will need to be reviewed and approved by the Election Committee.

#### **Section E. Election Rules.**

1. For any position which only one nominee is presented, the nominee shall be accepted into the position by majority voice-vote only.
2. Voting shall be in ballot form.
3. Each voting-eligible member shall be granted one ballot form only.
4. The Election Committee and Ushers are responsible for tallying of ballots and reporting of the results.
5. For any position which only one nominee is presented, the nominee shall be accepted into the position by majority voice-vote only.
6. Nominees with the most votes shall be declared the winner. In the event of a tie, ballots shall be re-cast. In the event of a second tie, there shall be a prayer followed by a name drawing to determine the final winner.

7. For each ballot, selections beyond the allowable number for each position shall be invalidated per position.

**Section F. Elected Positions.**

The following are the elected positions of the First Hmong Alliance Church and their terms:

Assistant Treasurer	1 Year
Elders (6 positions)	2 Years
Disciplemaking Ministries Coordinator	2 Years
Assistant Discipleship Making Ministries Coordinator	2 Years
Auditors (3 positions)	1 Year
Men’s Ministry President	1 Year
Womens Ministry President	1 Year

Nominating Committee is responsible for recording all elected positions, noting that some positions are a 1-year term and some are a 2-year term.

Election Committee shall document all elected nominee’s pertinent legal information and present said documents to the newly elected Elder Board. The congregation shall hold prayer for the newly elected members before the end of the current calendar year.

**Section G. Elder Board Appointed Officers**

The following are the appointed officers within the Elder Board and their terms:

Head Elder (Chairman)	1 Year
Secretary	1 Year
Treasurer	1 Year
Deacon	1 Year

**Section H. Appointed Committee Positions**

1. The following are committee positions appointed by the Elder Board and their terms:

Deaconess	1 Year
Ushers	1 Year
Adult Coordinator	1 Year
Youth Sponsors	1 Year
Nursery Coordinator	1 Year
Missions Coordinator	2 Years
Praise and Worship Coordinator	2 Years

Decoration Coordinator	2 Years
Building Manager	No Term Limit
Church Agent	No Term Limit

2. Once all appointments have been finalized, the appointed committee positions will be reviewed by the Elder Board. Upon final acceptance, the Elder Board shall hold a special prayer for the newly appointed committees before engaging in any duties/activities.
3. Elder Board members may not be appointed to any of the positions under Section H.
4. At the Elder Board’s discretion, appointed positions may be combined or left vacant based on availability of qualified appointees.

## **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.

### **Section 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.

## **Section 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.

## **Section 3. Consequences of a Property Reversion Event.**

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

## **Section 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.

## **Section 5. Exclusion of Certain Property.**

Paragraph 3 above shall not apply to any real or personal property which (i) this church owned prior to its becoming an accredited church, and (ii) is expressly identified as property not subject to paragraph 3 above in a written agreement entered into in connection with such accreditation between this church and the district of The Christian and Missionary Alliance in which this church was located upon its accreditation. The exclusion of property pursuant to this paragraph 5, and the agreement described in the

preceding sentence, shall (1) terminate ten (10) years after this church's accreditation, and (2) not apply to any church that was in developing status prior to its accreditation.

## **ARTICLE XVII: CHURCH GUIDELINE**

### **Section A. Baby Dedication.**

1. A Baby Dedication can be performed only with the approval and consent of the legal guardian(s).
2. In the case of infidelity, there shall be confession and reconciliation in consultation with the Elder Board before the Baby Dedication can be performed.

### **Section B. Prayer.**

The Pastor and the Governing Elders are authorized to pray and anoint with oil to those who are sick (James 5:14-16); at their place of preference.

### **Section C. Marriage.**

Marriage guidelines for FHAC to follow:

1. Follow and abide by the 2016 Manual of the C&MA. (Section H2-2, paragraph A-F)
2. File proper documentations for certificate of marriage with local governing agency.
3. Same sex marriage. FHAC follows and abides by the 2016 Manual of the C&MA. (Section H2-2, paragraph E)
4. Pastor and Governing Elders are not permitted to pray for members involved in polygamy during marriage and celebratory ceremonies and meals.
5. Attend a mandatory Pre-Marital Counseling Class taught by the FHAC Pastor.
6. Pastor and Governing Elders praying for or at a celebratory meal or gathering does not constitute officiating of the wedding.
7. FHAC Senior Pastor must be notified beforehand of guest Wedding Officiant/Ceremonial Minister.

### **Section D. Uniform Policy on Discipline, Restoration, and Appeal.**

1. Follow and Abide by the 2016 Manual of the C&MA. (E8-1 to E8-19)
2. Certain exceptions can be made with accordance to Hmong Culture and Heritage.
3. A believer who marries a non-believer cannot hold office or responsibilities of any leadership role until the unbelieving spouse comes to Christ.
4. A spiritual leader, with office, who elopes with a spouse will be relieved of their office and responsibilities until the restoration and appeal process is complete.
5. A member who lives in cohabitation cannot hold office or any responsibilities.
6. The Elder Board is responsible for the discipline, restoration, and appeals process.

### Article XVIII: BYLAW

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

### ARTICLE XIX: AMENDMENTS

Only the First Hmong Alliance Church (FHAC) is authorized to amend the local church bylaws. A 2/3 vote in the church Annual Meeting is needed and required in order to amend any local church bylaws.

### ARTICLE XX: CONFORMANCE WITH APPLICABLE LAW

In cases where any provision of this bylaw may not conform to state laws, First Hmong Alliance Church shall be authorized to make such adjustments as necessary in counsel with the District Superintendent of the Hmong District so as to conform to such laws.



# CHURCH POLICY MANUAL

## Article I: What is the purpose of the First Hmong Alliance Church?

1. The Church exists to exalt Jesus Christ, our Savior, Sanctifier, Healer, and Coming King, and also to fulfill His Great Commission.
2. The Church exists to worship our Lord.
3. The Church exists to bear witness to the name of Jesus Christ.
4. The Church exists to lead others to salvation through Jesus Christ.
5. The Church exists to make disciples of Christ.
6. The Church exists to train Christian Leaders of the future.
7. The Church exists to promote fellowship among its members and the community.
8. The Church exists to fulfill God's works both internally and externally.
9. The Church exists to lend a physical hand, provide ideas, and provide financial support to fulfill God's works.
10. The Church exists to prepare the way for the Coming King.

## Article II: Church Revival and Other Special Events

### **Section A: Church Revival**

When they see appropriate, the Elder Board shall plan a Church Revival.

### **Section B: Holiday events**

There shall be an annual Christmas and Easter event. Barring extenuating circumstances, there shall be a banquet at these events.

## Article III: Funeral Assistance

### **Section A: Assistance**

If a member of The Church passes away, The Church will provide financial assistance of \$400 and will provide floral arrangements with a value of \$100.

### **Section B: Funeral Service**

Funeral service arrangements and agenda will be set by the family of the deceased in collaboration with the designated leaders of The Church.

## Article IV: Church Property Usage Policy

### Section A. Church Building and Property Use

#### 1. Church Building

The church building shall be used solely for the purpose of Christian Worship as defined in the church By-laws and Policy manual. Building usage for any other purposes must receive specific approval from the church Board of Elders.

#### 2. Worship Schedule

- a. Sunday service – The Church’s Sunday schedule shall run between 8:30am to 1:00pm. Within this timeframe, the Board of Elders will set the schedule as they see fit on a year-to-year basis.
- b. Wednesday Night Prayer – Wednesday Night Prayer will be on Wednesday’s from 7:00pm to 8:15pm.

#### 3. Other church property

- a. All church property shall be used solely for the ministry of The Church.
- b. If anyone needs to borrow church property, permission must be obtained from the Board of Elders or from the church agents in charge of such property. Appropriate request forms should be filled out as necessary.
- c. If any borrowed church property is lost or broken, it is the responsibility of the borrower to repair said property, or assist the church financially to procure a new property of like kind.

#### 4. Church financial resources

- a. All committees and subcommittees may use church financial resources as approved at the Church Annual Meeting. Any committee or subcommittee requiring church financial assistance beyond its budgeted amount must receive prior approval from the Board of Elders.
- b. The Church does not provide loans under any circumstances.
- c. The Church’s authorized signers shall be the Treasurer and the Head Elder. In the event that the Pastor is the Head Elder, he cannot be an authorized signer. The Board of Elders must appoint another Elder as signer in his place.

#### 5. Church Tax Exempt Letter

The Church’s tax exempt letter shall be used solely for purchases and expenses incurred on behalf of First Hmong Alliance Church. The tax exempt letter may not be used for personal expenses.

## **6. Weddings**

All persons requesting to use the church building and properties for their weddings must receive prior approval from the Elder Board

## **7. Funerals**

The church building may not be used for funeral services.

## **8. Concerts**

- a. Concerts are permissible for the purpose of Christian praise and worship.
- b. Requests from other churches and organizations to use the church facilities for concerts must be approved by the Board of Elders.

## **9. Conferences/seminars**

Requests, whether from individuals or organizations, to use the church facilities for conferences or seminars must be approved by the Board of Elders.

## **10. Other facility uses**

Requests to use church facilities other than those described above require the approval of the Board of Elders.

## **11. Food and Banquet policy**

- a. Members of The Church are permitted to use the church facilities for banquets, luncheons, and parties.
- b. Because the sanctuary is the primary place of worship at the church, and due to the difficult nature of cleaning this room, no food or drink shall be permitted in the sanctuary room.
- c. Any other banquet, luncheon, or party use not described above requires the approval of the Board of Elders.

## **12. Facilities usage fees**

- a. There is no charge for church facilities if usage is for the ministry of The Church or the Hmong District.
- b. Members of The Church requesting usage of church facilities for banquets or parties shall be assessed a usage fee of \$50.00. Usage for banquets/meals in conjunction with funerals will not be assessed a fee.
- c. For conferences or seminars, the church usage fee shall be \$50 per day per room.
- d. Non-members requesting usage of church facilities shall be assessed a usage fee of \$75.00 per day.
- e. Any deviation from the above listed fees will require approval from the Board of Elders.

### **13. Guidelines for requesting church/facilities use**

- a. Request must be made at least 1 week before the scheduled event.
- b. Written request must specify the rooms desired. Facility usage is limited to the rooms that have been requested and approved only.
- c. Individuals or groups must provide their own security.
- d. Individuals or groups preparing meals must clean up immediately following their event.

### **14. Guidelines for selling at church**

- a. Items to be sold at church must be of Christian and biblical values. However, prior approval must be received from the Board of Elders. It is not permissible to sell items for any individual seller's personal gain.
- b. Fundraising for church programs, committees, subcommittees, and projects is allowed.
- c. It is not permissible to sell items that contradict Christian and biblical values.
- d. All selling activities at church, whether defined above or not, must receive prior approval from the Board of Elders.

#### **Section B. Retention of Church property.**

All property provided to the church, whether financial or material, become sole property of First Hmong Alliance Church. If a member or group of members voluntarily or involuntarily terminate membership from the Church, they waive all claims to any church property.

#### **Article V: Welcome of New Members and of Guests**

The Pastor shall perform welcome proceedings for new members. The welcoming of guests to worship services shall be handled by the Board of Elders as they see fit on a year-to-year basis.

#### **Article VI: Church Employment**

##### **Section A: Church lay staff.**

With majority approval of the voting members of The Church, the Board of Elders may fill positions as approved.

## Article VII: Salary and compensation

### **Section A: Pastoral Salary.**

The Board of Elders shall establish the salary for pastoral staff, whether employed full-time or part-time.

### **Section B: Lay staff compensation.**

The Board of Elders shall establish salary for lay staff.

### **Section C: Pay increases.**

The Board of Elders shall establish if there is any pay increase for staff on an individual basis, based on inflation and merit.

### **Section D: Pay dates.**

Paid staff shall be paid on the 15<sup>th</sup> and the last day of every month.

## Article VIII: Health and Life Insurance

First Hmong Alliance Church shall provide health insurance to full-time staff as agreed upon between staff and the Elder Board, as well as in accordance with applicable state and federal laws.

## Article IX: Pastoral Office Supplies

### **Section A: Pastoral materials.**

The Church shall provide funds for pastor to purchase reference and educational materials.

### **Section B: Pastoral document retention.**

In the event that the Pastor's employment with The Church terminates, the pastor is entitled to documents that he has created while employed at The Church. The Church shall keep documents that are pertinent to its ministry.

## Article X: Pastoral Conferences, Training, and Guest Speaker Invitations

### **Section A: Pastoral Training.**

The Church shall permit pastor to attend training and conferences as needed. Approval shall be granted on a case-by-case basis upon review by the Elder Board.

### **Section B: Guest Speaker Invitation.**

The Church shall permit pastor to fulfill guest speaker invitations requested by other churches and organizations. Approval shall be granted on a case-by-case basis upon review by the Elder Board.

## Article XI: Church Work Hours

### **Section A: Lay Staff.**

1. Full time staff work day: Monday through Friday, 9:00am to 5:00pm
2. Part-time staff work day: Work hours for part-time staff shall be established by the Board of Elders along with the Building Manager.

## Article XII: Vacations and Holidays

### **Section A: Pastoral holidays.**

1. January 1 – New Year’s Day. If New Year’s Day falls on a Sunday, pastor will be allowed to take either the day before or after the holiday off.
2. July 4<sup>th</sup> – Independence Day. If Independence Day falls on a Sunday, pastor will be allowed to take either the day before or after the holiday off.
3. The Friday after Thanksgiving Day.
4. The day after Christmas Day.
5. 3 personal holidays, to be taken at pastor’s discretion. If unused at the end of the year, the personal holidays will be forfeited.
6. Bereavement Leave: 1 week for an immediate family member, 3 days for extended family.
7. Labor Day. Pastor may choose any day that week to take the holiday.
8. Memorial Day. Pastor may choose any day that week to take the holiday.
9. Sick Days. Pastor may use as many consecutive sick days as necessary to recover from illness. However, if beyond 3 consecutive months, the Elder Board and pastor shall discuss contingency plans.

### **Section B: Vacation time.**

1. Any unused vacation time at the end of the year shall be forfeited. There shall be no additional pay for work done during vacation time taken, unless requested by The Church.
2. If The Church requires pastor to work during vacation, pastor shall be compensated at a rate of 1.5 times his salary for the hours worked.

### **Section C: Sabbatical Leave.**

Request for Sabbatical Leave shall be reviewed for approval by the Elder Board in consultation with the District Superintendent of the Hmong District.

### **Section D: Lay Staff Holidays.**

1. January 1<sup>st</sup>, New Year’s Day
2. Easter
3. Memorial Day
4. July 4<sup>th</sup>, Independence Day
5. Labor Day
6. Thanksgiving Day
7. December 25<sup>th</sup>, Christmas Day

### Article XIII: Staff and Volunteer Termination

The First Hmong Alliance Church reserves the right to terminate employment of staff and volunteers under the following conditions.

#### Section A. Voluntary termination.

- 1. Non-pastoral staff:** Non-pastoral staff may voluntarily terminate employment by giving two weeks' written resignation notice to the Elder Board.

#### Section B. Sinful Acts.

The Church may terminate employment of staff and volunteers due to sinful acts detrimental to The Church and its mission. On such matters, the church follows the *Uniform Policy on Discipline, Restoration, and Appeal of The Christian and Missionary Alliance*.

#### Section C. Illegal Activities.

The Church may terminate employment of staff and volunteers participating in unlawful activities, activities that violate the constitution and policies of The Church, or activities that violate the constitution and policies of the Christian and Missionary Alliance.

#### Section D. Economic.

The Church may terminate employment of staff for financial reasons.

### Article XIV: Policy Changes

Any changes to the policies in this manual must be approved by a majority vote of the voting members of the First Hmong Alliance Church during its Annual Meeting