



# ACAC Bylaws

Amended and Restated

**PROPOSED: For Congregational Vote**  
*September 20, 2026*

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**BYLAWS  
OF  
ALLEGHENY CENTER ALLIANCE CHURCH  
OF THE  
CHRISTIAN AND MISSIONARY ALLIANCE  
PITTSBURGH, PA**

**Article I  
Membership**

**Section 1. Covenant of Membership.**

I believe that Jesus Christ is Lord, and that through faith in Him I have been made a child of God.

I believe that following Jesus was never meant to be done alone — that God calls His people to gather, grow, and serve together as a local Church family, a community where we encourage one another, bear one another's burdens, and are shaped together into the image of Christ.

I believe that God's Spirit has led me to Allegheny Center Alliance Church and that this is where I am called to belong, be known, and share in life at this season of my life.

Because I believe these things, I am choosing to enter into covenant with the people who make up this Church. I come not as a consumer of ministry, but as a participant in it — not only to receive, but to give; not only to be served, but to serve. And I commit myself, depending fully on God's grace, to the following:

- 1. Pursuit of God:** I commit to pursue a deepening relationship with God and a life of holiness, that I might know Him more, glorify Him in all things, and fulfill His purposes for me and for this Church. This pursuit is the foundation beneath every other commitment I make. (*Philippians 3:8–14; 1 Peter 1:15–16; Matthew 22:37*)
- 2. Life in the Spirit:** I commit to the deeper, abiding life in Jesus and pursue the ongoing filling of the Holy Spirit, recognizing that He alone is my source of wisdom and power for holy living and effective service. I will depend on Him daily rather than on my own strength. (*John 15:1–11; Romans 12:1–2; Galatians 5:16–25*)
- 3. Consistent Worship and Presence:** I commit to gather regularly and faithfully with this body for worship, teaching, and community. Scripture warns against neglecting this practice, and I recognize that my presence strengthens the body just as my absence weakens it. (*Acts 2:42–47; Hebrews 10:24–25*)
- 4. Prayer for This Fellowship:** I commit to pray regularly for this Church—for its members, leaders, ministries, and mission—asking God to glorify Himself in and through us. I will make this fellowship a consistent part of my prayers rather than an afterthought. (*2 Thessalonians 1:11–12; Colossians 1:9–12; Ephesians 3:14–21*)

- 5. Faithful Service:** I commit to serve this body actively and consistently with the spiritual gifts, time, and talents God has given me, believing that every member is a minister. The Church is not something served to me but a body built through me. I will identify, develop, and deploy my gifts for this fellowship and its mission. (*Romans 12:4–8; Ephesians 4:11–16; 1 Peter 4:10*)
- 6. Faithful Generosity:** I commit to the cheerful and sacrificial stewardship of the resources God has entrusted to me, understanding that giving is not optional for followers of Jesus but an act of worship and a mark of kingdom citizenship. I will give faithfully, consistently, and proportionally—trusting God and investing in the mission of this Church. (*2 Corinthians 9:7; Malachi 3:10; Luke 21:1–4*)
- 7. Kingdom Lifestyle:** I commit to a life that reflects the values of God's Kingdom in my home, my workplace, my neighborhood, and my public life. As part of a Church following Jesus in diverse community, I want my daily conduct to be a faithful and winsome witness in our city. (*Matthew 5:14–16; Philippians 1:27; Colossians 3:17*)
- 8. Love & Unity Across Difference:** I commit to practice genuine love toward my brothers and sisters, bearing with one another's imperfections—theirs and mine—in patience and grace. I will help preserve the unity of this intentionally and beautifully diverse body; across ethnicity, generation, economics, politics, and background—resisting any attitude, action, or conversation that would damage those relationships. I will pursue understanding before judgment, reconciliation before division, and love before preference, knowing that our unity is itself a witness to a watching world. (*John 13:34–35; Ephesians 4:1–6; Colossians 3:12–14; Galatians 3:28*)
- 9. Honoring Leadership:** I commit to honor and support those God has raised up as servant-leaders of this fellowship, respecting their decisions where they are consistent with His Word. When I have concerns, I will bring them directly and privately to those leaders rather than fostering a spirit of criticism or complaint within the congregation. (*Hebrews 13:17; Matthew 18:15*)
- 10. Accountability & Redemptive Discipline:** I commit to live openly before this community, receiving correction, counsel, and accountability with a humble spirit when I stray. I welcome the Church's loving involvement in my life, including gracious confrontation, understanding that its aim is my restoration and God's glory. (*Galatians 6:1–2; James 5:16*)

All of these commitments I gladly make, confessing my total dependence upon the power and grace of God for their fulfillment. I enter this covenant not in my own strength but sustained by the same Spirit who indwells every member of this body.

**Section 2. Requirements for Membership.** Applicants desiring Church membership shall be required to complete a membership application form, attend the Understanding Your Church class, and meet with a representative from the Elders Committee.

Applicants become eligible for reception into the Church upon a majority vote by the Elders and the completion of six months of regular attendance. This six-month period is determined from

the time regular attendance began, rather than from the time of application. For membership purposes regular attendance shall be defined as a minimum of two worship services per month.

Applicants transferring Church membership from other Christian and Missionary Alliance Churches may have the six-month attendance requirement waived upon a majority vote of the Elders Committee.

Church members must have obtained the age of 18.

**Section 3. Reception of New Members.** New members shall be formally received into the Church at the earliest opportunity following the completion of all requirements.

## **Article II Governance**

**Section 1. Introduction.** The local Church is the visible organized expression of the Body of Christ, and, as such, the people of God at ACAC are to live and serve in obedience to the Word of God and under the Lordship of Jesus Christ.

Jesus Christ is the head of the Church, and is its Chief Shepherd. Serving under Christ's authority at ACAC are a variety of undershepherds, servant-leaders to whom specific responsibility is given to govern the affairs of this Church.

**Section 2. Lead Pastor.** The Lead Pastor shall have day-to-day oversight of this Church. He shall serve as Chairman of the Governing Board and the Nominating Committee. His position shall also entitle him to serve, at his discretion, as a voting member of any Board, Committee, or organization of the Church.

The Lead Pastor shall have responsibility for hiring, directing and terminating members of the Church staff, as funding for these staff positions is authorized by the governance authority.

**Section 3. Elders.** The Lead Pastor and Elders are the highest level of servant leadership in the Church.

As servant leaders, all of the following are recognized as Elders of the Church:

- (i) The Lead Pastor;
- (ii) Elders elected by the congregation to serve on the Elders Committee (Article II, Section 4);
- (iii) All male members of the Governing Board.

A person can be removed from the position of Elder through any of the following:

- (i) A voluntary resignation of the Elder position;
- (ii) Resignation of membership at ACAC;
- (iii) A formal process of spiritual discipline –
  - During the process of spiritual discipline, such Elder will be suspended from all responsibilities, duties and privileges afforded to the Elders;
  - After the process of spiritual discipline, such Elder can be reinstated with a two-thirds vote of the Elders Committee;
- (iv) In addition, for any other reasons, the Elders Committee can also, with a two-thirds vote, remove an Elder from his position;
- (v) Except for the process of spiritual discipline, Elders being removed shall be given a minimum of 30 days notice of the pending removal.

**Section 4. Elders Committee.** The Elders Committee shall serve with the Lead Pastor to oversee the spiritual affairs of the local Church and its ministries to accomplish Christ's mission. The Lead Pastor shall serve as Chairman of the Elders Committee.

**a. Voting Members.** Voting members of the Elders Committee shall:

- (i) Be no less than twelve in number, and not greater than fourteen in number. Not more than 7 shall be Governing Elders and not more than 7 shall be Care Elders, both as defined below.
- (ii) Be elected at the annual meeting of the congregation, their selection being based upon the qualifications set forth in 1 Timothy 3:1-7 and Titus 1:7-9.
- (iii) Be elected to a three-year term, unless a shorter term is required to fill a prior vacancy and allow for staggering of terms among the committee.
- (iv) On nomination, be classified as a Governing Elder, which appointment entitles them to a seat on the Governing Board, or as a Care Elder, which appointment does not entitle them to a seat on the Governing Board.
- (v) Annually select one Governing Elder to serve as Head Elder for the following year. The Head Elder will also represent the Elders Committee as a member of the Governing Board and as a member of the Nominating Committee.

**b. Responsibilities.** The Elders Committee shall assist the Lead Pastor in the spiritual oversight of the congregation. Duties shall include:

- (i) the mission and vision of the Church as these are defined by Scripture, the mission and core values of the Christian and Missionary Alliance, and the mission, vision and values of ACAC;
- (ii) Oversight of membership and discipline;
- (iii) Determining ACAC's official positions and practices in areas of theological and/or cultural controversy;
- (iv) Assisting in pastoral care of the congregation;
- (v) Commissioning Guarding those called-out to vocational ministry or short-term missions;
- (vi) Counseling with inquirers;
- (vii) Anointing and praying for the sick; and,
- (viii) Assisting in the administration of the Lord's Supper.

**Section 5. Governing Board.** The Governing Board is the Governance Authority of the Church, as that term is defined by the Constitution of Allegheny Center Alliance Church and in the Manual of the Christian and Missionary Alliance.

**a. Composition.** The Governing Board shall consist of 15 Church members as follows:

- (i) The Lead Pastor, who shall serve as its Chairman;

- (ii) Four Church officers elected by the congregation: the Church Secretary, the Church Treasurer, the Finance Committee Chair, and Missions Committee Chair;
- (iii) Six members from Elders Committee as Governing Elders;
- (iv) Four Members-at-Large elected annually by the congregation.

In the event the Finance Committee or Missions Committee Chair is unable to attend a regularly scheduled meeting of the Governing Board, another member of the respective committee may attend as a voting member in his/her place. No such provision shall exist for another member to attend in the absence of any of the other Church offices.

**b. Elder Majority.** It shall be the responsibility of the Lead Pastor and the Elders Committee to assure that the Governing Board has a majority of serving members who are Elders as defined in Article II, Section 3.

**c. Responsibilities.** The Governing Board shall exercise all spiritual and legal oversight, rights and authority for the Church. Its duties shall include:

- (i) Discerning with the Lead Pastor the strategic direction of the Church and its ministries, assuring the clear communication of this direction, and assessing the alignment and effectiveness of staff and congregants in pursuing strategic goals;
- (ii) Determining the date and voting matters and procedure for the annual congregational meeting in accordance with Article VII;
- (iii) Overseeing the annual affairs of the Church between annual meetings of the congregation;
- (iv) Filling vacancies that occur in any elected Church office, including the Governing Board, between annual meetings of the congregation;
- (v) Annually selecting two Church members to serve as members of the Nominating Committee;
- (vi) Electing the people to serve on standing committees of the Church and filling vacancies on these committees, including an Executive Committee to carry out any responsibilities delegated by the Governing Board;
- (vii) Calling a Lead Pastor who has been duly approved by the District Superintendent of the Western Pennsylvania District of the Christian and Missionary Alliance;
- (viii) Pre-approving all special offerings or special financial solicitations to be taken or made in the Church or its departments;
- (ix) Assuring that all staff, committees and organizations are in alignment with the strategic direction of the Church;
- (x) Creating and dissolving any ad hoc committee it deems necessary to carry out the affairs of the Church.

**d. Vice Chair.** The Lead Pastor shall select an Elder serving on the Governing Board to serve as Vice Chair of the Board annually at the first meeting of the Governing Board following the annual meeting. The Vice Chair shall preside over the Governing Board meetings when the Lead Pastor is absent, unable to do so, or has delegated this power to the Vice Chair and shall also preside over executive sessions of the Board on matters where it is appropriate to excuse the Lead Pastor or other staff from deliberations. The Vice Chair shall serve in such role until the next annual meeting; however, the role shall be vacated immediately upon the Vice Chair's withdrawal from membership or no longer being a member in good standing.

**e. Restrictions.** No member who is an immediate family member of the Lead Pastor or any staff member with management or supervisory responsibility, or another Governing Board member, shall be eligible to serve on the Governing Board.

### **Article III**

#### **Election and Duties of Officers; Board Members' Terms**

**Section 1. Nomination and Election.** A Nominating Committee shall be appointed annually consisting of the Lead Pastor, two Church members elected by the Governing Board, two members of the ministry staff selected by the Lead Pastor, four Church members selected by the congregation, elected at the conclusion of the annual meeting, and the Head Elder and Vice Chair of the Governing Board. The term of service for this committee begins with election/appointment and concludes immediately after the next annual meeting.

At the time of the annual meeting, the Nominating Committee shall present the names of ACAC members as nominees to serve in all of the following Church offices specified in this Article. Members may make additional nominations from the floor, but all such nominations must be of ACAC members in good standing. No one may nominate themselves. Election shall be determined by a majority vote.

**Section 2. Secretary.** (See Article IX – Constitution) The office of Secretary shall be an elected office with a term of two years. As an officer of the Corporation, the Secretary is authorized to transact upon matters involving the sale or purchase of property upon proper authorization by the Governing Board and the congregation per provisions of these Bylaws. The Secretary shall be responsible for required Corporation filings.

**Section 3. Treasurer.** (See Article IX - Constitution.) The office of Treasurer shall be an elected office with a term of two years. As an officer of the Corporation, the Treasurer is authorized to transact upon matters involving the sale or purchase of property upon proper authorization by the Governing Board and the congregation per provisions of these Bylaws. The Treasurer may establish or close accounts at banking or other financial institutions in accordance with the policies and resolutions of the Governing Board. The Treasurer shall be responsible for maintaining the financial books and records of the Corporation.

**Section 4. Finance Committee Chair.** The office of Finance Committee Chair shall be an elected office with a term of two years. Such term shall be staggered so that it commences one year apart from the election of the Treasurer.

**Section 5. Missions Committee Chair.** The office of Missions Committee Chair shall be an elected office with a term of two years.

**Section 6. Members-at-Large serving on the Governing Board.** The office of Member-at-Large, representing the congregation on the Governing Board, shall be an elected office with a term of one year. Each year, the congregation shall elect four members to serve as Members-at-large based on the number needed to complete a 15-person Board (see also Article II, Section 6).

**Section 7. Elders Committee.** Men elected by the congregation to the Elders Committee shall be elected to a three-year term. Each position shall be classified as either a Governing Elder (one who also serves on the Governing Board) or as a Care Elder. (See Article II, Section 5)

**Section 8. Deacons Committee.** The number of Deacons shall be no less than seven nor more than nine. They shall be elected at the annual meeting of the congregation in accordance with Acts 6:2-4, 1 Timothy 3:8-13. They shall be elected for two-year terms. Terms shall be staggered whereby approximately half of the Deacons shall be elected at each annual meeting of the congregation. The Chair (head) of the Deacons Committee shall be selected by the Deacons Committee at their first meeting after the annual meeting of the congregation.

**Section 9. Head Trustee.** The office of Head Trustee shall be elected by the congregation with a term of two years.

**Section 10. Tenure.** Except as noted below, any person holding an elected Church office is eligible for election to that office for up to six consecutive years. Following that, a lapse of one year is necessary before eligibility for re-election is restored. A member may serve in the office of Church Treasurer for more than six consecutive years. A member may stand for election to serve in any other Church office for more than six consecutive years only following an affirmative vote of the Governing Board and for specific reason(s) deemed significant to effective Church governance. This decision, and the reason(s) for it, must be communicated to the congregation at the time of the member's re-election to a new term of service.

**Section 11. Vacancies.** A vacancy in any of the positions elected in this Article, whether by resignation or discipline or any other reason, shall be filled by a candidate nominated by the Lead Pastor and approved by the majority of the Governing Board. The position vacated shall be subject to election at the next annual meeting. The Governing Board may limit the term of the next election of such position if needed to preserve staggering of terms, where applicable.

## **Article IV**

### **Appointment of Pastoral Staff**

**Section 1. Lead Pastor.** The Lead Pastor shall be called by the Governing Board and approved and appointed by the District Superintendent of the Western Pennsylvania District of the Christian and Missionary Alliance. The Lead Pastor, at his discretion, may designate an Executive or Associate Pastor to serve in his place as a voting member of any Board, committee or organization of the Church, including the Governing Board or the Nominating Committee. The Lead Pastor may also designate an Executive or Associate pastor to serve as chair of any Board or committee where his position entitles the Lead Pastor to serve in that role.

**Section 2. Pastoral Staff.** Executive or Associate Pastors shall be appointed by the Lead Pastor with the approval of the position and funding by the Governing Board. All Executive or Associate Pastors shall report to, and be responsible to, the Lead Pastor or his designee.

**Section 3. Executive or Associate Pastors.** The staff positions may include Executive or Associate Pastors to whom the Lead Pastor can delegate significant oversight responsibilities. Executive or Associate Pastors shall be entitled to serve as non-voting ex-officio members of the Elders Committee and the Governing Board at the direction of the Lead Pastor.

## **Article V**

### **Standing Committees**

**Section 1. Members.** The Governing Board shall be responsible to annually select and/or ratify the membership of all of the standing committees as provided for in Section 2 of this Article not otherwise elected by the congregation as provided for herein. The Governing Board shall also be responsible for filling vacancies, should they occur, in the membership of the standing committees during the year to ensure the minimum number of members of each committee is maintained. Except where specified otherwise in the Church Constitution or Bylaws, the chairperson of each standing committee shall be appointed by the Governing Board.

#### **Section 2. Composition and Duties.**

**a. Deacons Committee.** The Deacons Committee shall be selected by the provisions of Article 2, Section 8. They shall have charge of the benevolent ministries of the Church in accordance with policies established by the Governing Board.

**b. Finance Committee.** This committee shall be composed of the Church Treasurer and Finance Committee Chair, elected by the congregation, and up to seven other Church members approved by the Governing Board. They shall exercise oversight of finances and shall present regular financial reports and an annual budget to the Governing Board for approval. They shall be responsible for the procedures for collecting and disbursing of funds and other appropriate matters related to internal controls. The committee may create ad hoc sub-committees as directed by the committee head, and such sub-committees may include non-committee members but must be headed by a committee member.

**c. Missions Committee.** This committee shall be composed of the chairperson elected by the congregation and not less than six nor more than eight other Church members approved by the Governing Board. They shall exercise oversight of the missions program of the Church and shall present recommendations concerning missions promotion, engagement and spending to the Governing Board for approval. They shall be responsible for assuring ACAC financial and prayer support of the international ministries of the Christian and Missionary Alliance. The committee may create ad hoc sub-committees as directed by the committee head, and such sub-committees may include non-committee members but must be headed by a committee member.

**d. Trustees Committee.** This committee shall be composed of the chairperson elected by the congregation and not less than six nor more than eight other Church members approved by the Governing Board. They shall serve as an advisory committee to the Lead Pastor (or his designate) on matters related to Church properties, both real and personal. They shall also advise on the acquisition of additional properties, construction of new facilities, and any other matters as requested by the Lead Pastor or as directed by the Governing Board. The construction, repair and remodeling of buildings shall be supervised by appropriate members of the Church staff in consultation with the trustees when properly authorized by the Governing Board. Insuring of

buildings shall be supervised by the appropriate members of the Church staff in consultation with the trustees when properly authorized by the Governing Board.

**e. Additions.** Other ad hoc committees may be created and dissolved by the Governing Board when warranted by the needs of the ministry. No standing committees may be created without revision to these Bylaws.

## **Article VI Regulations**

**Section 1. Authority for Discipline.** The Elders Committee shall handle, with full power, all cases of member discipline.

**Section 2. Dismissal of Members.** Members may be suspended or dropped for cause by the same voting process used in receiving members, after discipline has been fully carried out according to Matthew 18:15-17 and Galatians 6:1,2. The Church staff shall review the membership roll annually under the oversight of the Elders Committee. Members who have been absent from the Church for one year or longer may be dropped from membership by a majority vote of the Elders Committee.

**Section 3. Appeals for Funds.** For protection of the membership and adherents of the Church, no special offerings or special solicitations shall be taken or made in the Church or its departments, except upon approval of the Governing Board.

**Section 4. Fiscal Year.** The books and records of the Church and all of its departments shall begin July 1 of each year and shall conclude the last day of June.

**Section 5. Auditors.** The Governing Board, at its sole discretion, may select qualified independent auditors to perform an internal controls audit, a financial statement audit, or other agreed-upon procedures related to the financial matters of the Church. Their reports shall be presented to the Governing Board. Members do not have a right to audit.

**Section 6. Amendments.** Revisions to these Bylaws may be proposed at the request of a member at a regular congregational meeting or by submission of a proposed revision as recommended by the Governing Board. Revisions shall be adopted by a two-thirds vote of members in attendance.

**Section 7. Real Estate.** All real estate owned by this Church shall be held under deed or deeds having a reverting clause to the Western Pennsylvania District of the Christian and Missionary Alliance.

## **Article VII**

### **Meetings of the Congregation**

**Section 1. Annual Meeting of the Congregation.** The annual meeting of the congregation shall be held during the last 14 days of September.

**Section 2. Notice of Meetings.** Notice of the annual meeting of the congregation and of all meetings involving titles to property and legal procedures shall be announced at worship services and published on the website or in print preceding such meeting by at least ten full days.

**Section 3. Quorum.** Except as provided herein, the total number of members present at a congregational meeting shall constitute a quorum without regard to the total membership. When legal matters involving the sale, conveyance, exchange, mortgaging or encumbrance of real property are to be considered, a quorum shall consist of two-fifths of the total active membership of the Church. In all such cases, the following shall be excluded from the determination of the total active membership:

- a. Those ministers, missionaries, and lay members who live outside the greater Pittsburgh area (excess of 50 miles from the Church);
- b. Those members who have not been in attendance for the fiscal year;
- c. Those members who are under legal age; and
- d. Those members who are hospitalized or shut-ins.

**Section 4. Meetings & Voting Procedure.** To facilitate broader participation in important congregational decisions, the Governing Board may elect to hold an open/extended congregational meeting that runs concurrently with multiple worship services of the Church. In such cases, any member who attends the congregational meeting at any time during the open meeting window will be considered present for voting purposes and for the purpose of determining a quorum. In these situations, meetings may not be called to order more than 2 hours before the beginning of the first regularly scheduled worship service of the meeting window nor adjourned more than 2 hours following the final regularly scheduled worship service of the meeting window. Such open meeting window shall not last more than 72 hours.

Prior to holding an open/extended congregational meeting, there shall be information provided in either a written or recorded format at least 7 days prior to the beginning of the open meeting window. An informational meeting may also be conducted. This summary shall be made available to all members who attend the open congregational meeting for the purposes of voting.

Alternatively, the Board may elect to hold a congregational meeting at a specified place and time, provided that in all such cases appropriate notice is given as per Article VII, Section 2.

**Section 5. Voting by Proxy.** Any member in good and regular standing shall be given the privilege of voting by proxy only in matters involving titles to property and legal procedure when the following condition or conditions prevail:

- a. When the member is a shut-in or hospitalized;

- b. When the member resides elsewhere (50 miles or more away);
- c. When the member's regular hours of work make it impossible for him to attend;
- d. When the member is attending and residing at a school or university away from the Pittsburgh area; or
- e. When the member is in the military service.

This ballot shall be prepared and sent upon the specific request of the member and be returned in a sealed envelope. It shall be opened and read at the business meeting by the secretary.

**Section 6. Voting Procedure.** Ballots shall be distributed when more than one name is placed in nomination for any office or seat. Election shall be determined by a majority vote (greater than 50%).