

ACAC Bylaws

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

**Article I
Membership**

Section 1. Covenant of Membership. Confessing that I have become a child of God through faith in Jesus Christ, and

Believing that God calls His people to worship and serve in the context of a local community of believers, and that such communities are to be places of mutual encouragement, support, instruction and accountability, and

Being convinced that God's Spirit has led me to become an active part of the local fellowship known as Allegheny Center Alliance Church at this time in my life,

I do now establish a covenant with my fellow believers who make up the Allegheny Center Alliance Church, and in so doing commit myself to the following disciplines:

1. I commit myself to the pursuit of a deepening relationship with God and a life of holiness, so that I might better know and glorify Him, and thus fulfill His purposes for me and for this assembly.
2. I commit myself to the pursuit of the filling of the Holy Spirit, understanding that this is an ongoing process, and is the only source of wisdom and power for holy living and effective service.
3. I commit myself to pray for this fellowship, asking God to glorify Himself in its members and ministries.
4. I commit myself to the accomplishment of the mission and vision and entrust to this fellowship by supporting its ministries through the faithful use of my gifts and talents and the cheerful and sacrificial stewardship of the time and financial resources that God has entrusted to me.
5. I commit myself to a lifestyle that reflects the values of the Kingdom and this fellowship.
6. I commit myself to preserving the unity of the body in the bonds of peace, and pledge that I will resist any attitudes or actions that would produce division.
7. I commit myself to support those whom God has raised up as servant-leaders of this fellowship, and to honor God by adhering to their decisions, providing they are consistent with His Word.
8. I commit myself to practice and grow in love towards all my brothers and sisters despite imperfections in their lives and mine.

All of these commitments I gladly make, confessing my total dependence upon the power and the grace of God for their fulfillment. To Him be all glory, both now and forever.

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

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

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

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. Senior Pastor. The senior pastor shall have oversight of this Church. He shall serve as Chairman of the Board of Elders, the Board of Operations 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 senior 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. Administrative Pastors. The staff positions may include administrative pastors to whom the senior pastor can delegate significant oversight responsibilities. Administrative pastors shall be entitled to serve as non-voting ex-officio members of the Board of Elders and the Board of Operations.

Also, the senior pastor, at his discretion, may designate an administrative pastor to serve in his place as a voting member of any board, committee or organization of the Church, including the Board of Elders, the Board of Operations or the Nominating Committee. The senior pastor may also designate an administrative pastor to serve as chair of any board or committee where his position entitles the senior pastor to serve in that role.

Section 4. Elders. The pastors and other 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 senior pastor
- (ii) Other ordained pastors serving on the ministry staff
- (iii) (Male) administrative pastors serving on the ministry staff
- (iv) Elders elected by the congregation to serve as voting members on the Board of Elders (Article II, Section 5a)
- (v) Elders who have previously served on the Board of Elders and who are elected by the Board of Elders to serve as ex-officio, non-voting members (Article II, Section 5b)
- (vi) Elders who have previously served on the Board of Elders but have not been re-elected to the Board of Elders due to tenure or other reasons

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 BOE.
- (iv) In addition, for any other reasons, the Board of Elders 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 5. Board of Elders (BOE). The Board of Elders shall serve with the senior pastor to oversee both the temporal and spiritual affairs of the local church and its ministries to accomplish Christ's mission. All officers, committees and organizations except the Nominating Committee are amenable to the collective oversight of the elders as expressed by the Board of Elders through the BOP. The senior pastor shall serve as chairman of the Board of Elders.

a. Voting Members. Voting members of the Board of Elders shall:

- (i) Be no less than twenty-one in number, and no greater than thirty-three in number.
- (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.
- (iv) Annually select two of their number to serve as Head Elders for the following year. These Head Elders will also represent the Board of Elders

as members of the Board of Operations and as members of the Nominating Committee.

b. Ex-Officio Non-Voting Members. Elders not currently serving as voting members of the Board of Elders may be serving the Church in another capacity that also places them into a position of service on the Board of Operations. In such situations, the Board of Elders can elect to have the elder in question serve simultaneously on the Board of Elders as an ex-officio non-voting member. This position has a term of one year, but the election can be renewed annually for as long as the elder continues serving on the Board of Operations.

Ex-officio non-voting members of the Board of Elders are expected to participate in meetings and discussions of the Board of Elders. However, they may not make motions or vote on any matters that come before the Board of Elders.

c. Responsibilities. The Board of Elders shall assist the senior pastor in the spiritual oversight of the congregation. Duties shall include:

- (i) Guarding 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) Discerning with the senior 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
- (iii) Working with the senior pastor to assure majority elder membership on the Board of Operations (Article II, Section 6b)
- (iv) Oversight of membership and discipline;
- (v) Determining ACAC's official positions and practices in areas of theological and/or cultural controversy
- (vi) Assisting in pastoral care of the congregation
- (vii) Commissioning those called-out to vocational ministry or short-term missions
- (viii) Counseling with inquirers
- (ix) Anointing and praying for the sick
- (x) Assisting in the administration of the Lord's Supper

It is expected that elders not currently serving on the Board of Elders will continue to assist the Board of Elders in fulfilling its responsibilities listed in items (iv) through (x) above.

Section 6. Board of Operations (BOP). The Board of Operations 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. Members. The BOP shall consist of:

- (i) The senior pastor, who shall serve as its chairman.
- (ii) Five church officers elected by the congregation: the church secretary, financial secretary, treasurer, chairperson of the Missions Committee, and chairperson of the Building Committee
- (iii) The two Head Elders
- (iv) The chairpersons the Board of Deacons and the Board of Trustees who are selected annually by their respective Boards.
- (v) Five members-at-large elected annually by the congregation
- (vi) In the event a committee/Board chairperson is unable to attend a regularly scheduled meeting of the BOP, the vice chairperson of the respective committee or Board may attend as a voting member in his/her place.

b. Elder Majority. It shall be the responsibility of the senior pastor and the Board of Elders to assure that the Board of Operations has a majority of serving members who are also currently serving members (voting or non-voting ex-officio members) of the Board of Elders. In order to achieve majority elder membership on the BOP, the Board of Elders shall select:

- (i) Elders currently serving on the BOP, who have previously served on the Board of Elders but are not presently doing so, to serve as ex-officio non-voting members of the Board of Elders
- (ii) Additional members of the Board of Elders as needed to assure majority elder membership on the BOP to simultaneously serve a one year term as an elder-at-large on the BOP.

The senior pastor shall select an elder serving on the BOP to serve as its vice chair.

c. Responsibilities. The BOP shall exercise all legal rights and authority for the Church. Its duties shall include:

- (i) Determining the date and voting matters and procedure for the annual congregational meeting in accordance with Article VIII.
- (ii) Conducting the annual affairs of the Church between annual meetings of the congregation
- (iii) Filling vacancies that occur in any Church office between annual meetings of the congregation
- (iv) Annually selecting two Church members to serve as members of the Nominating Committee
- (v) Electing the people to serve on standing committees of the church and filling vacancies on these committees
- (vi) Calling a senior pastor who has been duly appointed by the District Superintendent of the Western Pennsylvania District of the Christian and Missionary Alliance.

- (vii) Pre-approving all special offerings or special financial solicitations to be taken or made in the Church or its departments.
- (viii) Assuring that all staff, committees and organizations are in alignment with the strategic direction of the church, as discerned by the senior pastor and Board of Elders

Article III

Election and Duties of Officers

Section 1. Nomination and Election. A Nominating Committee shall be appointed annually consisting of the Senior Pastor, two church members elected by the BOP, two members of the ministry staff selected by the senior pastor, four members of the congregation, elected at the conclusion of the annual meeting, and the two head elders. 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. . Members may make additional nominations from the floor. Election shall be determined by a majority vote (greater than 50%).

Section 2. Secretary. (See Article IX – Constitution) The office of secretary shall be an elected office with a term of one year.

Section 3. Treasurer. (See Article IX - Constitution.) The office of Treasurer shall be an elected office with a term of one year.

Section 4. Financial Secretary. The office of financial secretary shall be an elected office with a term of one year. The financial secretary shall serve as chairperson of the Finance Committee.

Section 5. Building Committee Chairperson. The office of building committee chairperson shall be an elected office, with a term of one year.

Section 6. Missions Committee Chairperson. The office of missions committee chairperson shall be an elected office with a term of one year.

Section 7. Members-at-Large serving on the BOP. The office of member-at-large, representing the congregation on the BOP, shall be an elected office with a term of one year. Each year, the congregation shall elect five members to serve as members-at-large.

Section 8. Board of Elders. Men elected by the congregation to serve as voting members of the Board of Elders shall be elected to a three year term. (See Article II, Section 5)

Section 9. Board of Deacons. The number of deacons shall be no less than ten. 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 three-year terms. A system of rotation shall be

followed whereby a third of the deacons shall be elected at each annual meeting of the congregation. The chairperson of the Board of Deacons shall be elected by the Board of Deacons at their first meeting after the annual meeting of the congregation. They shall have charge of the benevolent ministries of the church. With the prior approval of the BOP, the deacons may delegate to the pastoral staff some responsibility for the distribution of monies in the benevolent fund.

Section 10. Board of Trustees. The number of trustees shall be no less than eight. They shall be elected at the annual meeting of the congregation. Trustees shall be elected for three-year terms. A system of rotation shall be followed whereby a third of the trustees shall be elected at each annual meeting of the congregation. The chairperson of the Board of Trustees shall be elected by the Board of Trustees at their first meeting after the annual meeting of the congregation. They shall be custodians of all properties, both real and personal. Matters involving the sale or purchase of property shall be transacted by the trustees upon proper authorization by the BOP and the congregation. The 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 BOP. Insuring of buildings shall be supervised by the appropriate members of the church staff in consultation with the trustees when properly authorized by the BOP.

Section 11. Officers of Boards. The Board of Elders, Board of Deacons, and Board of Trustees shall elect their own officers as needed. Unless otherwise specified in the Church Constitution or Bylaws, a quorum shall consist of a majority of the membership of any Church board, committee or organization.

Section 12. 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 Board of Operations 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.

Article IV

Appointment of Pastoral Staff

Section 1. Senior Pastor. The senior pastor shall be called by the Board of Operations and appointed by the District Superintendent of the Western Pennsylvania District of the Christian and Missionary Alliance.

Section 2. Pastoral Staff. Assistant pastors shall be appointed by the senior pastor with the approval of the position and funding by the BOP, and all assistant pastors shall report to, and be responsible to, the senior pastor.

Article V

Standing Committees

Section 1. Members. The Board of Operations 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. The BOP shall also be responsible for filling vacancies, should they occur, in the membership of the standing committees during the year. Except where specified otherwise in the Church Constitution or Bylaws, the chairperson of each standing committee shall be appointed by the BOP.

Section 2. Personnel and Duties.

a. Building Committee. This committee shall be composed of the chairperson elected by the congregation and up to fifteen other Church members approved by the BOP. It shall give consideration to the lease or acquisition of real properties and proposed construction projects involving new building or major renovations to existing buildings. This committee shall have oversight of the plans and construction related to these acquisitions or projects upon the approval of the BOP.

b. Finance Committee. This committee shall be composed of the treasurer and financial secretary, elected by the congregation, and up to seven other Church members approved by the BOP. They shall exercise oversight of finances, and shall present regular financial reports and an annual budget to the BOP for approval. They shall be responsible for the procedures for collecting and disbursing of funds.

c. Missions Committee. This committee shall be composed of the chairperson elected by the congregation and up to fifteen other church members approved by the BOP. They shall exercise oversight of the missions program of the Church and shall present recommendations concerning missions promotion, engagement and spending to the BOP for approval. They shall be responsible for assuring ACAC financial and prayer support of the international ministries of the Christian and Missionary Alliance.

d. Scholarship Committee. This committee shall be composed of the committee chairperson and up to four additional members, all of whom shall be approved by the BOP. They shall give oversight to the scholarship process. All scholarship recommendations will be submitted to the BOP for final approval.

e. Additions. Other special committees may be added to this list by the BOP when warranted by the needs of the ministry.

Article VI

Regulations

Section 1. Authority for Discipline. The Board of Elders shall handle, with full power, all cases of 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 Board of Elders. Members who have been absent from the church for one year or longer may be dropped from membership by a majority vote of the Board of Elders.

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 BOP.

Article VII 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 VIII Meetings of the Congregation

Section 1. Annual Meeting of the Congregation. The annual meeting of the congregation shall be held on the evening of the third or fourth Sunday in 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 published in the Sunday church bulletin preceding such meeting by at least ten full days.

Section 3. Section 3. Quorum. The total number of members present at a congregational meeting shall constitute a quorum. 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.
- b. Those members who have not been in attendance for the fiscal year.
- c. Those members who are under legal age.
- d. Those members who are hospitalized or shut-ins.

Section 4. Meetings & Voting Procedure. To facilitate broader participation in important congregational decisions, the BOP may elect to hold an open/extended congregational meeting that runs concurrently with all of the weekend worship services of the Church. In such cases, any member who attends the congregational meeting at any time during the open meeting 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 weekend, or adjourned more than 2 hours following the final regularly scheduled worship service of the weekend.

Prior to holding an open/extended congregational meeting, there shall be held, with at least 7 days advance written notice in the bulletin, an informational meeting open to the congregation to discuss any measures to be voted upon at the open congregational meeting. A written summary of the discussion at the informational meeting shall be prepared, including comments both for and against any proposed measures to be voted upon at the open congregational meeting. 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 not associated with the weekend worship services, provided that in all such cases appropriate notice is given as per Article VIII, 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.
- c. When the member's regular hours of work make it impossible for him to attend.
- d. When the member is attending out-of-district schools.
- 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. Election shall be determined by a majority vote (greater than 50%).

Section 7. 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 8. Auditors. The BOP, when it believes it to be expedient, may select qualified auditors to perform an internal controls audit or a financial audit of the Church. Their reports shall be presented to the BOP.