

**Bylaws of  
Neighborhood Alliance Church  
of The Christian and Missionary Alliance  
Riverton, WY**

**Bylaw Article I – Name**

- A. The official name under which this church is incorporated or organized is Neighborhood Alliance Church of The Christian and Missionary Alliance(C&MA).

**Bylaw Article II – Relationships**

- A. This church shall conform to The Christian and Missionary Alliance Statement of Faith, the Uniform Constitution for Accredited Churches of The Christian and Missionary Alliance and District Bylaws.
- B. Lay Delegate(s) to General Council: Pursuant to Article VI, Section 6.2 paragraph a of the Bylaws of The Christian and Missionary Alliance, lay delegates to General Council shall be appointed annually by the elders. The delegate(s) shall be certified by the senior pastor and reported to the proper authority upon request.
- C. Lay Delegate(s) To District Conference: Pursuant to Article II, Section I, paragraph a. of the Uniform Constitution for Districts of The Christian and Missionary Alliance, lay delegates to District Conference shall be appointed annually by the elders.
- D. The delegate(s) shall be certified by the senior pastor and reported to the proper authority upon request.

**Bylaw Article III – Membership**

- A. Application for Membership.
1. All people interested in becoming members of Neighborhood Alliance Church shall attend the membership classes, which will be held periodically throughout the year. (All classes that are missed must be made up before an application can be accepted).
    - a. A Membership Committee will be established to approve or deny membership requests. The Membership Committee will be made up of the Governing Board or such other committee established and appointed by the Governing Board. The Membership Committee must always be made up of a majority of elders.
    - b. The qualifications for membership will be those listed in Article III of the Constitution. A candidate for membership must be approved by at least two thirds of the Membership Committee to be admitted to membership. Denial of membership must be based on a candidate's failure to meet the qualifications for membership as listed in the Constitution. The Membership Committee shall notify the candidate by letter explaining the reason for denial.
    - c. Those interested in membership shall receive a new member's packet. Included in the packet will be a copy of the Constitution of The Christian and Missionary Alliance, the current bylaws of Neighborhood Alliance Church and directions to access a digital copy of The Uniform Policy on Discipline, Restoration and Appeal. Further, each applicant must affirm their willingness to subscribe to the constitution, bylaws and uniform policy on discipline, restoration and appeal, as found in the current edition of

the Manual of the Christian & Missionary Alliance. Applicant's signature signifies that they have read and consent to the above.

- d. Children age 14 and above may be received into membership of the church upon approval by the senior pastor and the other elders with the consent of their parents or guardian, provided they meet all qualifications stated herein. Voting will begin at age 16 except on issues concerning church leadership or property/building concerns. Full voting rights begin at age 18.
2. At the conclusion of the final membership class those interested in becoming members shall fill out and sign the Neighborhood Alliance Church membership application form and turn it into the Membership Committee.
3. When the Membership Committee has received the application for membership, the applicant will then meet with a minimum of two elders from the Membership Committee to give their personal testimony of conversion and commitment to Neighborhood Alliance Church.
4. Having completed these steps, the application for membership shall be acted upon by the Membership Committee.
5. Those approved for membership will then be received as members of the church on a Sunday morning scheduled for receiving new members.

#### B. Types of Membership

1. Active Membership. Active members shall consist of those members who adhere to the conditions stated in the Constitution and Bylaws, and are regularly attending this church.
2. Inactive Membership
  - a. Those who have permanently moved from the community, but have not transferred their membership to another church shall be placed on the inactive membership list. A letter shall be sent informing them of this action.
  - b. Those, who for any cause, except physical disability or who are temporarily absent from the community, have absented themselves from the regular services of this church for six months or more, shall be placed on the inactive membership list. A letter shall be sent informing them of this action.
  - c. An inactive member may be placed on the active membership list again by request to and approval of the Membership Committee. This action must be approved by at least two thirds of the Membership Committee.
  - d. Inactive members shall not be eligible to vote on any question.
3. Honorary Membership.
  - a. Those who have moved away from the community to serve the Lord full-time or in the armed forces who desire to have a relationship with the church may be placed on the honorary membership list.
  - b. An honorary member who returns to the community may be placed on the active membership list again by request to and approval of the Membership Committee. This action must be approved by at least two thirds of the Membership Committee.
  - c. Honorary members shall not be eligible to vote on any question.

C. Membership List:

1. The membership list shall be examined each year by the Membership Committee one month prior to the annual meeting of the members so that the church will have a current membership list.
2. After efforts have been made to contact inactive members as to their relationship to the church, the Membership Committee shall have the power to remove inactive members from the rolls who have exceeded the one year mark or to extend inactive status for another year.
3. A letter shall be sent to the inactive members informing them of this action.

D. Transfer of Membership:

1. Upon request, members in good standing may be granted a letter of transfer to other evangelical bodies upon approval of the senior pastor and a majority of the Governing Board.

**Bylaw Article IV - Ordinances**

- A. The Lord's Supper shall not be restricted to members of this church but shall be open to all who trust in Christ as their Savior.
- B. Baptism, while not required to be saved or to be a member of this church, is a sign of obedience to the Lord Jesus Christ and a symbol of His death, burial, and resurrection. As such baptism will be a strongly encouraged practice of this church.

**Bylaw Article V – Government**

A. Annual Meeting of the Members.

1. The annual meeting of the members shall be held in the first quarter of each year. The Governing Board shall determine the actual time and location. The Governing Board also shall have the authority to change this in a given year when necessary.
2. Annual reports are to be submitted by the pastor(s), elder board, governing board secretary, governing board treasurer and others deemed necessary by the Governing Board. The Governing Board shall also determine the method of reporting.
3. Those to be elected at the Annual Meeting shall be the elders and the Governing Board (see Article XIV). All other ministry positions shall be determined and appointed by the Governing Board at their first meeting following the annual meeting of the members. This authorization does not apply to other positions that may become necessary and require election by constitutional authority.
4. The Governing Board has the authority to fill vacancies in its membership or the membership of any other committee or organization within this church, until the next Annual Meeting.

B. Special Meetings of the Members.

1. When determined appropriate by the Governing Board, special meetings of the members may be called. Notice of it shall be placed in the bulletin and announced from the platform for two consecutive Sundays prior to the time of the meeting.

C. Authority.

1. Roberts Rules of Order shall govern all church business meetings.

D. Quorum.

1. A quorum of any properly called meeting of the members shall be those active members who are present.
2. A properly called meeting of the members is one that has had notice placed in the bulletin and announced from the platform for two consecutive Sundays prior to the time of the meeting.

**Bylaw Article VI – Governance Authority**

A. Name.

1. The governance authority of Neighborhood Alliance Church shall be known as the Governing Board.

B. Number.

1. The number serving as the Governing Board shall be seven including the senior pastor with a majority of elders. All elders serve on the Governing Board.

C. Composition.

1. The Governing Board shall consist of the senior pastor, governing board secretary, treasurer, assistant treasurer and three more members. Except during a senior pastor vacancy, there shall not be less than a majority of elders serving on the Governing Board.
2. At the first meeting of the Church Governing Board after the Annual Meeting, the Governing Board shall elect an elder as Vice-Chairman. The Vice-Chairman shall preside over all meetings of the Church Governing Board in the event the church is without a pastor. Should the pastor be absent or physically disabled, the Vice-Chairman may call meetings of the Church Governing Board for the transaction of business.

D. Qualifications.

1. The qualifications for elders are set out in 1 Timothy 3:1-13 and Titus 1:6-9. Members of The Governing Board are expected to maintain a lifestyle in keeping with the spirit and intent of these same references. Further, each must be an active member of this church.

E. Term.

1. Except for the pastor, all members of the Governing Board shall be elected to a two (2) year term. An absence of at least one year is required from the elders and Governing Board after one has served three (3) full two (2) year terms.

F. Quorum.

1. A quorum for the legal conduct of business shall be a majority of the board members.

G. Frequency of Meetings.

1. Meeting of the Governing Board shall be held monthly. Failure to attend duly appointed business meetings and regular services of the church for a period of three months shall constitute grounds for dismissal from office unless the person submits a reason for their absence that is satisfactory to the majority of the church Governing Board.

**Bylaw Article VII - Officers**

- A. The treasurer and missionary treasurer shall be the same person.

**Bylaw Article VIII - Pastoral Staff**

- A. Staff Salaries and Benefits.

1. Staff salaries and benefits shall be presented to the membership for approval at the Annual Meeting of the members through the budget report. The Governing Board may consult with the District office as may be deemed necessary in making the appropriate recommendations.
2. Vacations, pulpit supply, etc. of the pastor(s) shall be determined by the Governing Board.

#### **Bylaws Article IX – Duties of Church Officers**

##### **A. Ministry Descriptions.**

1. The Governing Board shall issue individual position descriptions regarding all ministry positions. Such position descriptions are considered directive in nature and shall define responsibilities, delegate authority and specify accountability.

##### **B. Secretary.**

1. The Governing Board secretary shall keep the minutes of membership meetings and conduct the correspondence of this church as directed by the Governing Board. The secretary shall attend and keep minutes of other meetings as specified in the local church bylaws.

#### **Bylaw Article X – Committees and Organizations**

##### **A. Deaconesses.**

1. There may be three deaconesses appointed annually by the Governing Board. The Governing Board shall appoint the Head Deaconess. Each deaconess appointed shall be a member of this church.

##### **B. Deacons.**

1. There may be three to five deacons appointed annually by the Governing Board. The Governing Board shall appoint the Head deacon. Each deacon appointed shall be a member of this church.

#### **Bylaws Article XI - Missions Mobilization**

##### **A. Missions Committee.**

1. A Missions Committee will be established by the Governing Board and consist of no less than three individuals. The Governing Board will make Missions Committee appointments as needed.
2. This Committee will develop, encourage and assist in promoting, throughout the year, the worldwide missions and church planting ministries of The Christian and Missionary Alliance.
3. In addition, this team shall raise awareness and support of the Great Commission Fund both financially and in recruitment of workers.
4. This Committee is also responsible to assist the Senior Pastor in hosting an annual missions conference to mobilize the church to Great Commission completion.

#### **Bylaw Article XII - Disciplemaking Ministries**

##### **A. Disciplemaking Ministries.**

1. There shall be no less than three members appointed annually by the Governing Board.

2. They shall be responsible to encourage the growth of all children, students and adults in the ways of the Lord. This shall include but not be limited to instruction on evangelism, building up believers, equipping workers and multiplying leaders. This shall be done in the context of Christ as Savior, Sanctifier, Healer and Coming King.
3. The Disciplemaking Ministries Committee shall initiate a Governing Board approved plan that is reviewed no less than every other year.

#### **Bylaw Article XIII – Property and Records**

- A. Records: The Governing Board and various committees and organizations shall keep accurate, complete records of their business and finances. These records shall be subject to inspection upon request by members of the church. All records are the property of the church.
- B. Audit: All financial records shall be examined on order of the Governing Board. At least 3 persons, none of whom is a financial officer or church staff member, shall be appointed by the Governing Board to conduct the examination. They shall follow procedures set forth in the current edition of the Manual for Alliance Church Treasurers (and Pastors). The Governing Board shall authorize actions to conform to additional audit standards that may be required by the jurisdiction in which the church is located. The results of the audit shall be reported to the Governing Board and the membership.

#### **Bylaw Article XIV – Nominating Committee**

- A. Nominating Committee.
  1. The Nominating Committee shall consist of the senior pastor, two members elected by the membership at the Annual Meeting of the Members and two elected by the Governing Board. Such members shall serve to bring qualified nominations for election at the following year's Annual Meeting.
  2. The Nominating Committee shall prepare a written report of its work, and publish it at least 2 weeks prior to the Annual Meeting of the Members.

#### **Bylaw Article XV - Elections**

- A. Those to be Elected.
  1. Those to be elected at the Annual Meeting of the Members shall be the elders, Governing Board Secretary, and Treasurer.
- B. Process.
  1. Any active member may nominate another active member by submitting the name(s) to the church office by no later than 45 days prior to the Annual Meeting. The nomination must be dated and signed by the person making the nomination in order to be valid.
  2. The active member nominating another active member for an office shall not secure their permission first, but shall allow the Nominating Committee this task after their names and qualifications have been reviewed.
  3. If the nominated individual is not confirmed by the Nominating Committee, the nominator shall be made aware of this decision in writing. This communication shall not state the specific reason—only that their name was declined.
  4. There will be no nominations from the floor.

## **Bylaw Article XVI - Amendments**

### **A. Bylaw Amendments.**

1. These Bylaws may be amended by a two-thirds majority of the votes cast by active members present at any officially called meeting of the membership.

## **Bylaw Article XVII – Biblical Character and Standards**

**1. Exercise and Expression of the Church’s Biblical Beliefs.** As described in the Preamble, the Church is a Christian community of faith that exists to exercise and express its biblical beliefs within the broader community of the Christian and Missionary Alliance. These beliefs are grounded in a shared understanding of Holy Scripture including those beliefs and standards specifically addressed in the Manual. The Church exercises and expresses its biblical beliefs and standards in the following ways:

a) As a Community. The Church understands that the local Church is the visible organized expression of the Body of Christ and that the local Church finds broader meaning and outreach in fulfilling its biblical responsibilities within the life and witness of the denomination. In addition, those who participate in the life of the Church, including the Church’s members and employees, are following the biblical command to live out their faith in community and association with other believers. Accordingly, the Church community is itself an exercise and expression of the Church’s biblical beliefs and standards.

b) Through its Activities. The Church believes that all Church activities, including the responsibilities of every Church member and employee, should be rendered in service to God as a form of worship. Therefore, the Church as a community of faith exercises and expresses its biblical beliefs and standards in every activity, action, and responsibility.

**2. Standards for Church Activities and Facilities.** The Church shall engage in activities and use its facilities solely to exercise and express the biblical beliefs of the Church and the C&MA and to further the mission of both. In furtherance of this mission, the Church may provide services or goods to, and may allow use of its facilities by, other groups and persons who are not members of the Church. No Church activity, nor any use of Church facilities by another group or person, may be conducted or permitted if the Church determines that such activity or use expresses a message of support by the Church for any view contrary to the biblical beliefs of the Church and the C&MA. The determination as to whether any particular activity or use of Church facilities is not permitted requires spiritual discernment applied to each particular circumstance and shall be made in the sole discretion of the spiritual leaders of the Church designated by either the Governing Board of the Church or the senior pastor and elders. With respect to uses by other groups or persons, the Church may consider without limitation both the content of the proposed activities and whether the group or person is generally perceived as advocating views contrary to the biblical beliefs of the Church and the C&MA.

*Approved by the Members (insert date)*