

## PREAMBLE

We, whose names appear upon the membership of Faith, Hope and Love Christian Ministries of Los Angeles County in the State of California, in order to establish and maintain a place for the worship of Almighty GOD, our Heavenly Father, do hereby recognize ourselves as a sovereign Church.

We desire to assume our share of responsibility and the privilege of spreading the Gospel of Jesus Christ by all available means. For this purpose, we do adopt the following Articles of Church Order and submit ourselves to be governed by them.

## ARTICLE I

### NAME

The name of this Church shall be "Faith, Hope and Love Christian Ministries (FHLCM)", County of Los Angeles, State of California.

## ARTICLE II

### PURPOSE

(A) The primary purposes of the church are to reach people, leading them to a personal faith in Jesus Christ as Savior and Lord (John 3:16), to see individuals heal emotionally as they grow in faith toward God and in the knowledge of His Word, to equip Christians for works of service, encouraging spiritual growth and helping them to recognize and develop their God-given gifts through the teaching of the Bible, the ministry of the Holy Spirit, and worship (2 Timothy 3:16-17, I Corinthians 12:4-10, Ephesians 4:12-13, John 4:24), to send trained and willing Christians out into the world to promote evangelism and missionary work in all places, and to establish and organize churches and foster their development to further the Kingdom of God (Mark 16:15).

(B) The Church shall ordain elders, deacons, deaconess, and ministers. Only those licensed or ordained into the ministry may perform marriage and funeral ceremonies.

(C) This Church is organized exclusively for charitable, religious, and educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Revenue Law). These charitable, religious, and educational purposes include, but are not limited to, establishing and maintaining of religious worship, the building, maintaining and operating of churches, parsonages, schools, chapels, radio stations, television stations, rescue missions, coffee houses, bookstores, print shops, day care centers, camps, and any other ministries that the church may deem appropriate in obedience to the will of God.

### ARTICLE III

#### PREROGATIVES

This Church shall be governed in accordance with the standards of the New Testament scriptures, "endeavoring to keep the unity of the Spirit in the bond of peace; till we all come in the unity of the faith, and of the knowledge of the Son of GOD, unto a perfect man, unto the measure of the stature of the fullness of Christ."

Ephesians 4:3, 13 (KJV)

### ARTICLE IV

#### POLICY

The government of Faith, Hope and Love Christian Ministries is vested in the members who compose it and as such, it is subject to the control of no other Church organization. In addition, none of Faith, Hope and Love Christian Ministries Boards or Committees can over-power the governing Church body.

### ARTICLE V

#### DOCTRINE

This Church accepts the scriptures of the Old and New Testaments as the inspired record of God has revealed actions in Human History and as the authoritative basis for its doctrine and practice.

This Church also has adopted the following Covenant as a means by which its members may express their Christian faith. This document shall be subject to revision by the congregation as new insight from the word of GOD is revealed and shall indicate ways in which our faith and life may be brought into closer accord with the teaching of the scriptures.

### ARTICLE VI

#### MEMBERSHIP

Membership in this Church shall be extended to all applicants who give evidence of their faith in the LORD JESUS CHRIST, who subscribe to its beliefs of faith as set forth in the HOLY BIBLE and who attend the membership orientation class and consent to be governed by its constitution and by-laws as set forth.

Persons may also be received into membership by any of the following methods:

#### SECTION 1, ADMISSION OF MEMBERS

## BAPTISM

Is baptized by immersion into water.

## WATCH CARE

A person who is a member of another Christian Church but sojourning in this community for a brief period will be received into the membership of the Church for a six-month period. At which time they will be given a letter of standing or offered the opportunity to join Faith, Hope and Love Christian Ministries. Students may unite under watch care while they are enrolled in a local institution of learning. All requests for admission to Church membership shall be accepted.

## LETTER

May be received by letter from any other Christian Church in which they are in good standing.

## EXPERIENCE

A believer, who is in substantial accord with the views of faith in Christ Jesus, but does not present a letter from a previous church.

## RESTORATION

A person who has lost membership may be restored to membership upon successful completion of the Watch Care method or membership (received into the membership of the Church for a six-month period).

## SECTION 2 – TERMINATION OF MEMBERS

### LETTER

Any member in good standing who desires a letter of dismissal and recommendation to another Church may receive it upon request. The name of the church to which membership is requested shall be named in the request and shall be sent to the Pastor of Clerk of that church.

## ARTICLE VII, MEMBERSHIP, SECTION 2, TERMINATION OF MEMBERS

### EXCLUSION

Should any member become an offense to the church and to its good name, the church may terminate his/her membership.

## SUSPENSION

The Board of Deacons shall prepare from year to year a list of those members who have for a period of six months or more failed to participate in the service of worship, financial support or the educational program of the church without valid excuse. If they are satisfied that persons so described cannot be reclaimed, they shall present to the church a recommendation that these delinquent members be removed from the membership roll. Upon such action being taken by the church, a letter will be sent to the individual(s) informing him/her (them) of such action.

## ARTICLE VIII

### PASTOR

#### SECTION 1

The Pastor shall preach the gospel, administer the ordinance, watch over the membership, have as his charge the spiritual welfare of the congregation and the services of public worship. He shall be an ex-officio member, and spiritual advisor of all boards, committees and auxiliary organizations of the church.

#### SECTION 2

When it is necessary to call a Pastor, the church shall select a search committee of seven (7) members. The committee of seven (7) members will be selected at the regular or special business meeting. It shall be the duty of this committee to take necessary steps to secure a Pastor. The committee shall investigate and interview the merits of every person under consideration concerning his/her personal character; education and ministerial record in determining his/her fitness for said pastorate. When suitable candidates are found the committee shall recommend them to the church for consideration, along with biographies.

#### SECTION 3

The call of a Pastor shall come before the church at a regular or special business meeting. Notice of such a meeting and its purpose shall be read from the pulpit on two successive Sundays. A vote of two-thirds of the members present who are in good standing shall be necessary to select a new Pastor. The vote shall be by written ballot.

#### SECTION 4

The Pastor shall serve for an indefinite period. A benefit package shall be negotiated by the Trustee and Deaconate Board and must be approved by the Church at a regular or special meeting, and may be revised as needed.

#### SECTION 5

A Pastor's term of office may be ended upon ninety days of notification on the part of the Pastor or of the church or by mutual consent. Termination of the Pastor shall be voted on at a specially called business meeting after notice of such a meeting and its purpose have been read from the pulpit on two successive Sundays. A vote of two-thirds of the members present who are in good standing shall be valid termination of the Pastor.

## SECTION 6

In the event, the Church considers it wise to have one or more assistant Pastors; the Pastor is given authority to select such an assistant, subject to consent and approval of the church body. The assistant Pastor(s) shall serve for an indefinite period. A benefit package may be negotiated by the Trustee and Deaconate Board, and must be approved by the Church at a regular or special meeting and may be revised as needed.

## ARTICLE IX

### CHURCH OFFICERS

The officers of this church shall be as follows:

Pastor and Associate(s) (if any) duties are set forth in Article VII

RECORDING CLERK	ELECTED	2-YEARS
CORRESPONDING CLERK	ELECTED	2-YEARS
MEMBERSHIP CLERK	ELECTED	2-YEARS
MEMBERS AT LARGE (3 MEMBERS) (ADVISORY COUNCIL)	ELECTED	2-YEARS
TRUSTEE BOARD	ELECTED	3-YEARS
MODERATOR	APPOINTED	2-YEARS
TREASURER	APPOINTED	3-YEARS
TREASURER (ASSISTANT)	APPOINTED	3-YEARS
FINANCIAL SECRETARY	APPOINTED	3-YEARS
FINANCIAL SECRETARY (ASSISTANT)	APPOINTED	3-YEARS
DEACON BOARD	APPOINTED	INDEFINITE
DEACONESS BOARD	APPOINTED	INDEPINITE

## ARTICLE X, CHURCH OFFICERS

### SECTION 1

#### MODERATOR

The chief responsibility of the moderator is to preside over the Church's business meetings and maintain order. The moderator shall be appointed by the Pastor and ratified

by the Church membership to serve for two (2) years. The Pastor shall oversee the duties and functions of the Moderator.

**DUTIES:**

- a. Develop church business meeting agenda in cooperation with appropriate persons. Copies should be shared with staff members, Chairperson of the Advisory Council, Chairperson of deacon and Deaconess Boards, and others included on the agenda prior to each session, if possible.
- b. Help members stay informed and involved in church business by promoting attendance and participation in business meetings.
- c. Preside over all church business meetings.
- d. Conduct all Church business meetings according to Robert's Rules of Order and the Constitution/By-laws of the Church.

**SECTION 2 – RECORDING CLERK**

The Recording Clerk shall be elected to serve for two (2) years. The Recording Clerk shall keep a complete record of the transaction of all general membership meetings of the Church. This shall be read for approval at the next following general membership meeting. The Recording Clerk shall record the results of the election/appointments. The Recording Clerk shall deliver immediately to his or her successor all books and records for which he or she has been responsible as recording clerk. The Recording Clerk shall perform Correspondence Clerk duties during his/her absence.

**SECTION 3 – CORRESPONDING CLERK**

The correspondence clerk shall be elected to serve for two (2) years. His/Her duties shall be to check mail weekly and inform the appropriate auxiliary, committee, board member or officer of any and all correspondence concerning their area of responsibility. He/She shall maintain a record of church correspondence and perform announcement clerk duties during Sunday morning Worship service. The Correspondence Clerk shall issue letters of termination and recommendation as notified by the church. The Correspondence Clerk shall perform Recording Clerk duties during his/her absence.

**SECTION 4 – MEMBERSHIP CLERK**

The Membership Clerk shall be elected by the Church membership; and ratified by the Church to serve a term of two (2) years.

The Membership clerk's duties are as follows:

Shall keep a record of names, addresses, telephone number, birth, dedication dates, baptismal, marriages and deaths of the members.

Shall keep a record of admissions and terminations as well as records deemed pertinent (for example exclusion).

Shall schedule new members for orientation into the Church and issue a membership packet.

Shall notify the Deaconate Board of individuals with absenteeism of three (3) months or greater.

Shall perform the Correspondence Clerk's or Recording Clerk's duties in the absence of both.

The Deaconate Board and Pastor shall oversee the duties and functions of the Membership Clerk.

#### SECTION 5 – TREASURER/ASSISTANT TREASURER

The Treasurer/Assistant Treasurer shall be appointed for three (3) years.

The Treasurer and Assistant Treasurer shall have custody of the funds of the church, and shall make deposits in the name of the church. All checks will be drawn by a minimum of three persons from the finance board.

The Treasurer shall keep a record of all funds raised or contributed.

The Treasurer shall have access to the securities, investments, title papers, and other valuable documents of the Church.

The Treasurer, within forty-eight hours, shall deposit the monies received, in a bank selected by the Trustee Board and Finance Board, upon approval by the Church.

The Treasurer shall submit to the Trustees, upon their request, information as to the condition of the treasury.

The Treasurer shall disburse funds received for the support and operation of the church along with funds approved for disbursement at the General Membership Meeting. This shall be expedited by submitting a check request signed by the requesting party, Auxiliary Chairperson/President.

The Treasure shall keep a summary of the financial standing of the Church.

The Treasurer shall give to the Church an itemized report of receipts and disbursements, showing the actual financial condition of the Church at each monthly meeting. At the annual meeting of the Church, upon receipt of the treasurer's report, the books shall be submitted to the auditors.

The Treasurer/Assistant Treasurer of this Church shall be bonded.

The Treasurer/Assistant Treasurer shall serve as a member of the Finance Board.

#### SECTION 6 – FINANCIAL SECRETARY

The Financial Secretary shall be appointed to serve for three (3) years. When deemed necessary, an assistant Financial Secretary will be appointed.

The Financial Secretary's duties are as follows:

Keep a record of pledges made; record all monies contributed; and keep a record of contributions made by members and visitors.

To keep an accurate account of all monies received by the Church and send a monthly statement to the Treasurer.

To send out personal statements to all members once a year, listing their gifts upon request.

To report to the Trustees upon request an account of the financial operation of the Church.

To report to the Board of Deacons the names of those members who have failed to make any contributions of record for three consecutive months.

To submit his/her records upon request of the Church to the auditors at the annual meeting.

To keep an accurate record of the receipts and disbursements of all auxiliaries, groups and boards.

The Financial Secretary shall be bonded.

The Financial Secretary shall have custody of the funds of the church in the absence of the Treasurer/Assistant Treasurer, and shall make deposits in the name of the church. All checks will be drawn by a minimum of two persons from the Finance Board.

The Financial Secretary shall serve as a member of the Finance Board.

#### ARTICLE XI

#### ADVISORY COUNCIL

Section 1 – The Advisory Council shall consist of the following representative members:

Recording Clerk	(1)	
Members-at-large	(3)	
<b>Elected Members</b>		<b>(4)</b>
Deacon Board	(1)	
Deaconess Board	(1)	
Trustee Board	(1)	
Finance Board	(1)	
Usher Board	(1)	
<b>Board Members</b>		<b>(5)</b>
Mission	(1)	
Evangelism	(1)	
Auxiliary Members	(2)	
Christian Education Committee	(1)	
Membership Committee	(1)	
<b>Committee Members</b>		<b>(2)</b>
<b>Advisory Council Membership</b>		<b>(13)</b>

The Advisory Council members shall serve in this capacity for two (2) years.

The Advisory Council shall submit a request for funds via the Finance Board to the Church for approval.

The major functions of the Advisory Council is to plan, coordinate, and evaluate the work assigned to them by the Pastor/Deacon Board. Actions performed are dictated by the planning and administrative needs of the church.

Formulate and recommend to the Pastor/Deacon Board suggested church objectives and goals.

Develop and recommend to the church action plans for reaching church goals via the Pastor/Deacon Board.

Review and report as appropriate to the Pastor/Deacon Board the use of resources in terms of the needs of church programs as they work toward the achievement of the objectives and goals of the church.

Evaluate program achievements in terms of church objectives and goals, and report evaluations to the Pastor/Deacon Board.

Advisory Council meetings may be called as the need arises.

## ARTICLE XII

### BOARDS

All Boards are to submit a request for funds via the Finance Board to the Church for approval. All proposals will be submitted via the Pastor/Deacon Board to the Church for approval.

#### Section 1 – DEACONS

There shall be a board of seven (7) or more Deacons who shall be ordained to their work according to Acts 6:1-8 and 1 Timothy 3:8-13.

As the need arise, this office may be filled upon recommendation from the Pastor and Deacon Board of the Church. This recommendation is to be read to the Church for two (2) consecutive Sundays prior to being ordained.

Those persons to be accepted by the Church to fill the office of a Deacon must meet moral qualification as listed in the above mentioned scriptures.

Any member who feels that a candidate is not suited for the office must notify the Church and confront the candidate with his/her argument at a special meeting to determine the candidate's qualifications. The one who so confronts must observe two (2) requirements.

Specific charges must be brought and stated in writing presenting evidence that is clear, cogent, and convincing as to its truth.

Remember the words of Jesus, "He that is without Sin, let him cast the first stone."

Persons meeting moral qualifications will be placed on probation for a minimum of six (6) months, during which time they will undergo rigorous training and preparation for the task. Upon recommendation to the Church, the candidate(s) shall be ordained.

Any Deacon who for a period of three (3) months fails to faithfully perform the duties of this office, as determined by the Deacon Board, shall come before the Deacon Board and the Pastor for counseling. The Board shall advise the Pastor of the recommended action. The Church may for good and sufficient cause, remove any Deacon from office.

The Board shall choose annually a Chairman, Vice-Chairmen, a Secretary and a Treasurer and majority of the members shall constitute a quorum.

The Board shall in every way assist the Pastor in his work; cooperate with him in providing leaders for prayer meetings, visit members, care for the sick, needy and distressed members of the Church and community,

The Board shall promote Christian instruction and ministry to the Church membership, provide for the ordinances and aid in their administration.

The Deacon Board shall consider all matters of importance before being presented to the Church.

The Pastor/Deacon Board shall appoint subject to ratification by the Church all standing committees.

## Section 2 – DEACONESSES

There shall be a Board of seven (7) or more Deaconesses. The Deaconesses shall be ordained to their work according to Titus 2:3-5 and are not placed in this office by virtue of being married to a deacon.

As the need arises, this office may be filled upon recommendation from the Pastor and Deaconess Board of the Church. This recommendation is to be read to the Church for two (2) consecutive Sundays before being ordained.

Those persons to be accepted by the Church to fill the office of a Deaconess must meet moral qualification as listed in the above mentioned scriptures.

Any member who feels that a candidate is not suited for the office must notify the Church and confront the candidate with his/her argument at a special meeting to determine the candidate's qualifications. The one who so confronts must observe two (2) requirements.

Specific charges must be brought and stated in writing presenting evidence that is clear, cogent, and convincing as to its truth.

Remember the words of Jesus, "He that is without Sin, let him cast the first stone."

Persons meeting moral qualifications will be placed on probation for a minimum of six (6) months, during which time they will undergo rigorous training and preparation for the task. Upon recommendation to the Church, the candidate(s) shall be ordained.

Any Deaconess who for a period of three (3) months fails to faithfully perform the duties of this office, as determined by the Deaconess Board, shall come before the Deaconess Board and the Pastor for counseling. The Board shall advise the Pastor of the recommended action. The Church may for good and sufficient cause, remove any Deaconess from office.

The Board shall choose annually a Chairman, Vice-Chairmen, a Secretary and a Treasurer and majority of the members shall constitute a quorum. The Board shall meet on a monthly basis.

The Board shall in every way assist the Pastor in his work; cooperate with him in providing leaders for prayer meetings, visit members, care for the sick, needy and distressed members of the Church and community,

The Board shall promote Christian instruction and ministry to the Church membership, provide for the ordinances and aid in their administration.

Prepare the annual calendar of activities.

### Section 3 – TRUSTEES

There shall be a Board of Trustees in which they shall be elected for a term of three (3) years.

The Board shall choose a chairperson, vice-chairperson, and secretary and shall meet each month. Special meetings may be requested by any Trustee who shall then notify the chairperson. The chairperson shall notify the other Board members. A majority of the members constitutes a quorum.

The Board shall hold in trust all property belonging to the Church and shall take all necessary measures for its protection, management and upkeep. The Board shall be informed of all property being used for secular purposes. The Trustees shall have no power to buy, mortgage, lease or transfer any property without specific authorization of the Church.

The Board shall designate a bank where the funds of the Church shall be deposited upon approval by the Church.

The Board, when so instructed by the Church, shall secure the services of a custodian at such salary as is authorized by the Church and secure acceptable service.

The Trustees, when instructed by the Church, shall secure the service of a Church secretary. The Trustees shall perform such other duties as are imposed upon them by the Church and the state.

The congregation reserves the right to redirect all funds to the area of ministry most needed.

### SECTION 4 – FINANCE BOARD

The Finance Board shall consist of three (3) to four (4) members; Treasurer, Assistant Treasurer, Financial Secretary and when deemed necessary, the Assistant Financial Secretary.

The Finance Board will review all requests for funds and make a recommendation to the general membership at the next scheduled business meeting.

The requester will be notified by the Finance Board, in writing, no later than ten (10) days after a decision has been made by the general membership.

## SECTION 4 – USHER BOARD

The Director of the Usher Board shall be appointed by the Pastor and Deaconate Board. In addition, the Usher Board shall consist of the Pastor and designated Deaconate member appointed by the Pastor; and member volunteers of the General Church Membership.

The Pastor and Deaconate designated representative can replace the Director of the Usher Board or any of its members.

The Usher Board shall meet monthly or as often as necessary.

The duties of the Usher Board are as follows:

Before performing Usher duties, the Usher Board will provide training in accordance with the Usher Signal Code Book.

Any other duties as assigned.

The Usher Board shall maintain a record of church attendance, and provide the designated Deaconate with a up-dated current status of church attendance.

## ARTICLE XIII

### COMMITTEES

All Committees are to submit a request for funds via the Finance Board to the Church for approval. All proposals will be submitted via the Pastor/Deacon Board to the Church for approval.

#### SECTION 1 – CHRISTIAN EDUCATION COMMITTEE

The Christian Education Committee shall consist of the Pastor, the Minister/Director of Christian Education and the General Superintendent of the Sunday School.

The Minister/Director of Christian Education and General Superintendent of the Sunday School shall be appointed by the Pastor.

The Minister/Director of Christian Education under the direction of the Pastor shall oversee all Christian Education administered by the Church.

The Superintendent of the Sunday School shall be responsible for the Sunday School.

It shall be the responsibility of the Minister/Director of Christian Education to correlate and harmonize the activities of the following groups:

Children	3 – 5
Youth	6 – 12
Teens	13 – 18
Young Adults	19 – 25
Adults	26 – Over

#### SECTION 2 – MEMBERSHIP COMMITTEE

Three members shall be appointed by the Advisory Council BI-annually. These persons along with the Pastor/Deacon and Membership Clerk shall serve as the Membership Committee. They shall meet with new members to orient them to Christian doctrine and church policy. The membership Committee shall assist the Membership Clerk.

#### SECTION 3 – NOMINATING COMMITTEE

The Nominating Committee shall be appointed by the Advisory Council. It shall prepare a list of those qualified to fill a vacant office(s). It shall interview each nominee proposed and ascertain his or her willingness and ability to serve if elected. The committee shall nominate one or more persons for each office to be filled and submit the names to the Church. Names of the nominees shall be read from the Pulpit two (2) consecutive Sundays and posted on the Church's official bulleting board prior to the scheduled Business Meeting at which time an election shall be held.

#### SECTION 4 – AUDITING COMMITTEE

The Auditing Committee, appointed by the Advisory Council, shall receive from the Financial Board the financial records of the Church by May 31 of each year; and shall make a report in writing to the Advisory Council by July 30 of each year.

#### SECTION 5 – SPECIAL AND GENERAL COMMITTEE

The Pastor/Deacon Board shall appoint special and General Committees as the need arises. Resignations of committee person(s) shall be made by in writing.

#### SECTION 6 – TRANSPORTATION COMMITTEE

The Pastor shall appoint the transportation committee based on the recommendation of the Advisory Council.

Coordinate and/or provide transportation as necessary.

Budget for the maintenance, up-keep, and gasoline of Church owned vehicles.

Provide bills for cost of transportation, maintenance, up-keep and gasoline authorized in support of church functions.

## ARTICLE XIV

### AUXILIARIES

All auxiliaries are to submit a request for funds via the Finance Board to the Church for approval. All proposals will be submitted via the Pastor/Deacon Board to the Church for approval.

#### SECTION 1 - MISSION

This auxiliary shall lead and direct all the missionary efforts of the Church. The specific duties of this auxiliary are:

- Feeding the hungry
- Giving comfort to the sick
- Providing food baskets during the holidays
- Supporting local and foreign missions endeavors
- Work with local charities
- Visit the sick and shut-ins
- Emergency shelter

The Missionary Auxiliary shall consist of members of the Church Body who want to devise means and solicit funds for the revenue of this ministry.

The Deacon Board shall administer emergency requests.

Participating members shall BI-annually select a Chairperson, Vice –Chairperson, Secretary and Treasurer.

Meetings shall be monthly or as often as necessary. Special meetings may be requested by any member who shall notify the chairperson. The chairperson shall notify other members of the auxiliary.

All donations shall be turned over to the Church Treasurer (Finance Board). The Financial Secretary and Mission Treasurer will maintain a record of finance accounting against the Missionary Auxiliary.

Monitor all missionary expenditures and compare with budgeted amounts.

Review monthly donations received and expenditure reports from all missionary functions. Reconcile donations and expenditures with annual budget projections.

Develop and review all short-range and long-range missionary plans for the church membership. Determine feasibility of plans.

## SECTION 2 – EVANGELISM

This auxiliary shall cooperate with the Pastor in providing practical ways for implementing the evangelistic mission of the Church. The specific duties of this auxiliary are:

Passing out tracts and Bibles as part of neighborhood visitations.

Initiate Bible study groups.

Keep the community informed about the location, times, doctrine and availability of Faith, Hope and Love Christian Ministries.

## ARTICLE XV MUSIC DEPARTMENT

The Music Department shall submit a request for funds via the Finance Board to the Church for approval. All proposals will be submitted via the Pastor/Deacon Board to the Church for approval.

### SECTION 1

The music department shall consist of the Pastor, the Music Director, a deacon, church musicians, and choir directors of the various choirs. (Deacon is not required to be a member of the choir).

The Music Director in conjunction with the members of the Music Department is responsible as follows:

Plan and coordinate the activities of the choirs.

Plan the music of the church according to the church calendar.

Plan and coordinate choir rehearsals to sharpen and polish the choirs' skills.

Teach the spiritual intent and meaning of music ministry to the choirs and church member in accordance with Ephesians 5:18-19 and Psalm 150.

Choir Directors are to plan, coordinate and schedule all of their choir activities with the Director of Music before implementation.

Perform other duties as assigned.

## SECTION 2 – DIRECTOR OF MUSIC DEPARTMENT

**Principal Function:** The music director is responsible to the pastor for the development and promotion of the music program of the church.

Supervise the work of assigned paid staff workers

Lead in planning and promoting a graded choir program; direct and coordinate the work of structured choir directors; direct adult, youth, and other choirs as needed.

Coordinate the music program with the organizational calendar and emphasis of the church.

Give direction to a music ministry plan of visitation.

Arrange and provide music for weddings, funerals, special projects, ministries, and other church-related activities upon request.

Plan, organize, and promote choir tours, mission trips, camps, festivals, workshops, clinics, and programs for the various choirs.

Maintain music library.

Coordinate with Trustee Board the maintenance and status of materials, supplies, musical instruments, and other equipment.

Keep informed on music methods, materials, promotion, and administration.

Shall coordinate with Trustee Board, benefit package for musicians.

## ARTICLE XVI

### CUSTODIAN

#### SECTION 1

**Principal Function –** Maintain clean building and grounds; make minor repairs.

#### Regular Duties

Sweep, mop, buff, clean, and wax floors according to schedule; dust furniture and equipment; wash walls and windows and vacuum carpets as scheduled.

Maintain clean rest rooms; replenish tissue and towels; empty waste cans.

Request cleaning and maintenance supplies and equipment as needed.

Operate heating and cooling equipment according to schedule and instructions.

Maintain clean church entrance, sidewalk, and parking area.

Other duties as assigned by the Trustee Board.

## ARTICLE XVII

### ELECTIONS

#### SECTION 1 – TIME

The elections of officers shall be held during the month of October, with the elected officers assuming their office the first Sunday in January.

The following offices are elected

Recording Clerk	2 years
Correspondence Clerk	2 years
Membership Clerk	2 years
Members-at-large (3)	2 years
Trustee Board	3 years

#### Section 2 – QUALIFICATION OF VOTERS

All matters pertaining to the operation of the church shall be voted on only by members who are of legal age (18).

#### SECTION 3 – PROCEDURES

At least two (2) weeks before the election, the Nominating Committee shall present to the Church the names of one (1) or more persons for each office to be filled. This notice is to be posted so that all members might know those who are being placed in nomination. It shall be the privilege of any member qualified to vote to place in nomination the name of any eligible person for any office. No nomination can be made from the floor at the time of the election, but each voter may vote for any one whom he/she pleases by writing in the name on the ballot. All annual elections shall be by written ballot, a majority of the ballots cast being necessary for the election of any officer. Absentee balloting is acceptable. The ballot must be received from the Nominating Committee and must be returned at least two (2) days prior to elections to the Nominating Committee.

#### SECTION 4 – VACANCIES

Vacancies occurring during the year may be filled for the unexpired term at any Business Meeting. The Advisory Council shall present to the Church nominees for the vacancies to be filled.

#### SECTION 5 – OFFICE TENURE

After a Church member has held office for two (2) consecutive terms, he/she shall not be eligible for reelection or appointment to the same office for a period of one (1) year after the expiration of the second term.

Any officer who for a period of three (3) months fails to faithfully perform the duties pertaining to the office shall, on the advice of the Pastor, come before the Pastor/Deacon Board for counseling after which the Pastor/Deacon Board shall advise the Church of recommended action.

The Church has the power, for good and sufficient cause, to remove from office any officer.

Resignations from elected officer(s) shall be made in writing to the Church by giving notice to the Pastor/Deacon Board.

#### ARTICLE XVIII

##### APPOINTMENTS

1. Appointments shall be made by the Pastor and Deacon Board as required.
2. Terms of an appointment may be temporary or permanent in length based on the position filled and the needs of Faith, Hope and Love Christian Ministries.
3. Appointments are based upon Christian walk, i.e. (maturity), spiritual giftedness in the concerned area and experience or expertise for performance of assigned duties.
4. An appointee may decline, resign from or ask for clarification of assigned tasks after notification of the Pastor and Deacon Board in writing.
5. Appointee should be a mature Christian who is able to work under pressure and meet the requirements of the Pastor, Deacon Board and Church staff.

#### ARTICLE XIX

##### MEETINGS

#### SECTION 1 – WORSHIP SERVICES

Public services shall be on each Sunday. Sunday School shall meet at times fixed by the Pastor and Superintendent of Sunday School.

The Lord's Supper shall be celebrated on the first Sunday of each month, or at such other times determined by the Church and the Pastor.

The Pastor in agreement with the Church may schedule occasional Christian meetings.

## SECTION 2 – BUSINESS MEETINGS

The monthly business meeting shall meet for receiving reports by individual Officers, Boards and Committees of the Church, and its auxiliary organizations.

Quarterly Advisory Council Meetings shall be held. A majority of the members of the Advisory Council shall constitute a quorum.

During any Church business meeting, twelve (12) members in good standing who are qualified voters shall constitute a quorum for the transaction of business.

The Pastor, Pastor Designate, Deacon Board, Trustee Board or Finance Board may call emergency business meetings at any time. Notices of such meetings and the objective for which it is called shall be given on the Sunday preceding the date of the meeting if possible. At any of the regular meetings of worship; however, the Church may, without notice, act upon the appointment of delegates to councils, associations and conventions.

## ARTICLE XX

### MARRIAGE

Marriage: The church has adopted the position of that marriage is solely between a male and a female.

## ARTICLE XXI

### RACIAL NONDISCRIMINATION:

The church shall not discriminate on the basis of race, color, or ethnic origin.

## ARTICLE XXII

### DISSOLUTION

Upon the dissolution of the church, the elders shall, after paying or making provision for payment of all liabilities of the church, distribute all of the assets of the church to

organizations operated exclusively for religious purposes that are tax exempt under Section 501 (c) (3) of the Internal Revenue Code, as the Board shall determine.

#### ARTICLE XXIII

#### FUND RAISERS

All fund raisers in the name of the Church or in association with the Church must be presented, cleared and approved at a regular or specially called business meeting.

All fund raising results must be reported to the Finance Board and business meeting in writing, no later than three (3) weeks after the fund raiser. The Finance Board will report the results at the next business meeting.

All fund raisers proceeds must be submitted to the Finance Board the Sunday after the fund raiser.

If requested, the Deacon Board will meet with the person(s) submitting a fund raiser prior to the proposal being submitted to the business meeting.

All requests for fund raisers must be decided upon by the Church within two (2) weeks of receiving the request. The requester will be notified in writing.

#### ARTICLE XXIV

#### CHURCH YEAR

The fiscal year of the Church shall be the calendar year.

#### ARTICLE XXV

#### First Lady

Should the Pastor precede the First Lady in death, she shall remain a member of the Board of Director as long as she is an active member of this church.

#### ARTICLE XXVI

#### RULES

Hiscox Directory was used in part for the incorporation of our Church constitution.

The rules contained in Robert's Rules of Order shall be modified as needed to govern the business proceedings of this Church in all cases where they are not inconsistent with this Constitution.

ARTICLE XXVII

AMENDMENTS

This Constitution may be amended at any regular or called business meeting of the Church provided a quorum is present and that notice of such amendment, stating the proposed change, shall have been given from the pulpit on two (2) successive Sundays. The voting process shall require a two-thirds (2/3) vote of the members present.


**ADOPTION**

This constitution and bylaws of Faith, Hope and Love Christian Ministries, at Lancaster Los Angeles County, California, was amended and adopted by the board of directors present and voting at a business meeting of the church.

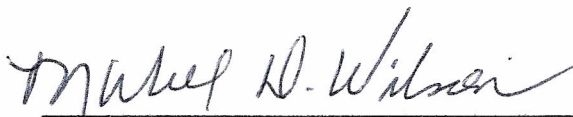
In witness whereof, we have hereunto set our hands and seal, and executed these present, amended this 15th day of February 2012.



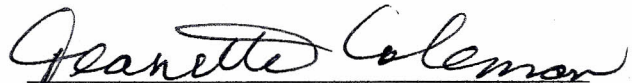
Deacon Arthur Butts.  
Executive Director, Church Board  
Address  
Rosamond, CA 93560



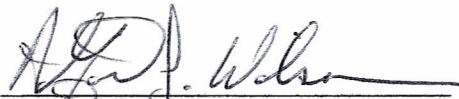
Mother Kathleen Strodes,  
Deputy Executive Director, Church Board  
2101 Sunswep St  
Lancaster, CA 93534



Deaconess Mabel D. Wilson  
Board Member  
2416 Greenhill St  
Rosamond, CA 93560



Deaconess Jeanette Coleman  
Board Member  
Address  
Mailing address Mailing address



Elder Alfred J. Wilson  
Senior Pastor  
2416 Greenhill St  
Rosamond, CA 93560