



Constitution and Bylaws of

SMITH CHAPEL APOSTOLIC CHURCH, INC

CHURCH PLANTING HEADQUARTERS

3111-20 Mahan Drive # 104

Tallahassee, Florida 32308

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1.000 CONSTITUTION

1.010 Preamble

WHEREAS, it is the express purpose of God our Heavenly Father to call out of the world a saved people who shall contribute to the Body of Christ, built and established on the foundation of the apostles and prophets, Jesus Christ being the Chief Cornerstone. This ministry assists churches and associations in starting healthy New Testament congregations that will reproduce themselves. Assistance is provided through field consultants, demographic research, training, assessments of church planters and processing requests for church planting grants. New church planters are prepared through a church planting training process in partnership with Gulf Coast College and Seminary.

WHEREAS, the members of the Body of Christ are enjoined to assemble themselves together for worship, fellowship, counsel, and instruction in the Word of God and the work of the ministry and for the exercise of those spiritual gifts and offices provided for in the New Testament, therefore,

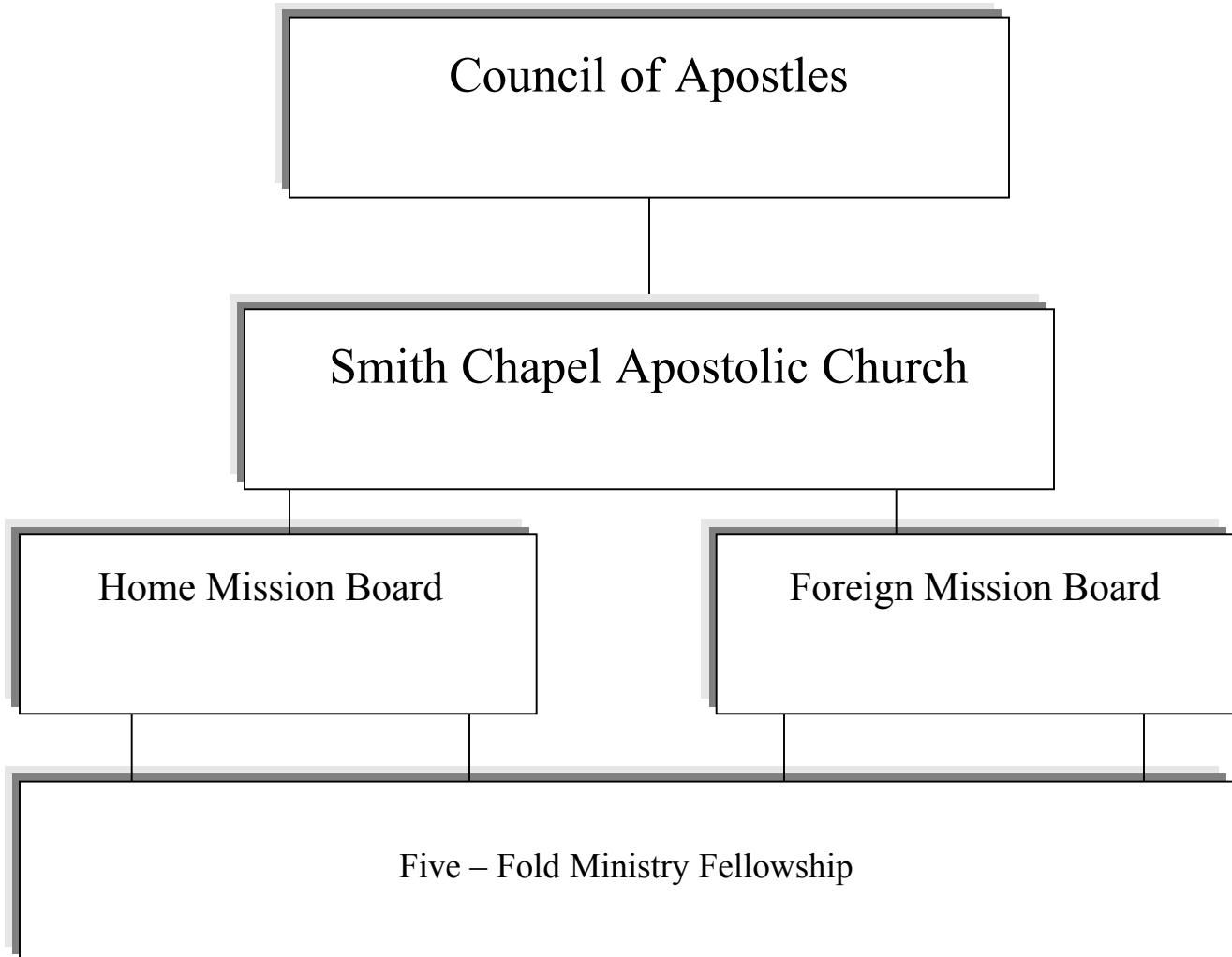
BE IT RESOLVED: That we recognize ourselves a body of Christian churches working together for the common purpose of spreading the Gospel of our Lord and Savior Jesus Christ, and that under the laws of the State of Florida we may exercise all the rights and privileges granted to religious bodies.

2.000 NAME

The name of this corporation shall be SMITH CHAPEL APOSTOLIC CHURCH, INC (Acts 2:17-21).

2.010 Organization Chart

Ecclesiastical Government



3.000 PURPOSE

The purpose of this corporation shall be:

1. To establish and oversee places of worship under the guidance of the Holy Spirit (Titus 1:5; Ps. 107:3; Acts 2:42, 46, 47; Heb. 10:25).
2. To assist existing struggling churches with their congregations by investing resources that will revive them.
3. To assist member churches in multiplying and planting new churches.
4. To serve as the headquarters that identifies, equips and places resources into the hands of God-called church planters.
5. To create a community of churches and pastors bonded in love through a consistent pattern of thought and understanding.
6. To provide a centralized set of principals that will create a unified set of beliefs, doctrines, disciplines and culture among all of the churches in the fellowship.
7. To conduct the work of evangelizing both home and foreign missions in obedience to the command of our Lord Jesus Christ (Matt. 28:19, 20; Mark 16:15, 16; Luke 24:46, 47; John 20:21).
8. To create departments as may be necessary in order to establish places of worship, to spread the Gospel, (including but not limited to educational, recreational, community, and social services) and to support missionary activity (Acts 6:1-7).
9. To have the right to own, hold in trust, use, possess, sell, convey, mortgage, lease or dispose of such property, real or chattel, as may be needed for the prosecution of its work.
10. To license ministers of the Gospel and be their covering (1 Thess. 5:12; 2 Thess. 2:15; 3:4; Heb. 13:17).

4.000 TENANTS OF FAITH

The human phraseology employed in this statement is not inspired nor contended for, but the truth set forth and held to be essential to a full Gospel ministry. This is not a claim that it contains all the truth in the Bible, only that it covers orthodox fundamental matters.

4.010 The Scriptures Inspired

The Bible is the inspired Word of God, a revelation from God to men, the infallible rule of faith and conduct, and superior to conscience and reason, but not contrary to reason (2 Tim. 3:15, 17; 1 Pet. 1:23-25; Heb. 4:12).

4.020 The One True God

The one true God has revealed Himself as the eternally self-existent, self-revealed "I AM," and has further revealed Himself as embodying the principles of relationship and association, by simultaneously existing as Father, Son and Holy Spirit. (Deut. 6:4; Mark 12:29; Isa. 43:10, 11; Matt. 28:19).

4.030 Man: His Fall and Redemption

The creation of man was good and upright, for God said, "Let us make man in our image and after our likeness." Man, by voluntary transgression, fell, and his only hope of redemption is in Jesus Christ, the Son of God (Gen. 1:26-31; Gen. 3:17; Ro. 5:12-21).

4.040 The Salvation of Man

4.041 Conditions of Salvation

The Grace of God, which brings salvation, has appeared to all men, through the preaching of repentance toward God and through faith in the Lord Jesus Christ; man is saved by the washing of regeneration and renewing of the Holy Spirit, and being justified by grace, has become heir of God according to the hope of eternal life (Titus 2:11; 3:5-7; Ro. 10:13-15; Luke 24:47).

Evidences of Salvation

The inward evidence to the believer of his/her salvation is the direct witness of the Spirit (Ro. 8:16). The outward evidence to all men is a life of holiness (1 Thess. 4:7, 2 Tim. 1:9).

4.050 Baptism in Water

All that have repented of their sins and in their hearts have believed on Christ as their Savior and Lord should observe the ordinance of baptism by burial with Christ (as commanded in the Scriptures). In doing so, they declare to the world that they have died with Christ and that they have been released to walk with Him in newness of life (Matt. 28:19; Acts 19:47, 48; Ro. 6:4).

4.060 The Lord's Supper (Communion)

The Lord's Supper, consisting of the elements, bread and fruit of the vine, is the symbol expressing our sharing in a memorial to His suffering and death, and a prophecy of His second coming, and is enjoined to all believers "until He comes" (John 6:48, 51, 53-57; Luke 22:19, 20; 2 Pet. 1:4; 1 Cor. 11:25).

4.070 The Promise of the Father

All believers should ardently expect and earnestly seek the Promise of the Father, which is the baptism in the Holy Spirit. With it comes the infilling of power for life and service, and the bestowment of the gifts and their uses in the work of the ministry (Luke 24:49; Acts 1:4-8; 1 Cor. 12:1-31). This experience may be distinct from and subsequent to the experience of the New Birth (Acts 2:38; 10:44-46; 11:14-16; 15:7-9).

4.080 Sanctification Process

By the power of the Holy Spirit we strive to obey the command, "Be ye holy, for I am holy." Sanctification is the will of God for all believers, and should be earnestly pursued by walking in obedience to God's Word (Heb. 12:14; 1 Pet. 1:15, 16; 1 Thess. 5:23, 24; 1 John 2:6).

4.090 The Church

The church is the holy Body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfillment of her great commission. Each believer is an integral part of the church, with his or her names written in the Lamb's Book of Life. (1 Thess. 2:4)

4.100 Ministry

Our Lord has provided divinely called and scripturally ordained ministry for a two-fold purpose: (1) The evangelization of the world, and (2) The edification of the Body of Christ (Mark 15:16, 20; Eph. 4:11-13).

4.110 Divine Healing

Deliverance from sickness is provided for in the atonement of Christ and is the privilege of all believers (Isa. 53:4, 5; Matt. 8:16, 17; Mark 16:18; John 5:14).

4.120 Blessed Hope

The resurrection of those who have fallen asleep in Christ and their translation, together with those who are alive and remain unto the Lord, is imminent and is the blessed hope of the church (1 Thess. 4:16; Ro. 6:23; Titus 2:13; 1 Cor. 15:51,52).

4.130 The Millennium Reign of Jesus

The revelation of the Lord Jesus Christ from heaven, the salvation of national Israel, and the millennial reign of Christ on the earth are Scriptural promises and our hope (2 Thess. 1:7; Rev. 19:11-16; Ro. 11:25; Rev. 20:1-7).

4.140 The Lake of Fire

The devil and his angels, the beast and the false prophet, and whosoever is not found written in the Lamb's Book of Life shall be consigned to everlasting punishment in the lake, which burns fire, and brimstone, which is the second death (Rev. 19:20; 20:10-15).

4.150 The New Heavens and New Earth

We, as promised in the Scriptures, look for a new heavens and a new earth wherein righteousness dwells (2 Pet. 3:13; Rev. 21: 1).

6.000 ORDINANCES

5.010 Water Baptism

The ordinance of water baptism (Matt. 28:19) shall be administered by all established places of worship to all those who have repented of their sins and who have believed on the Lord Jesus Christ to the saving of their souls (Ro. 6:3-5; Col.2:12).

5.020 The Lord's Supper

The ordinance of the Lord's Supper shall be observed regularly by all established places of worship, as enjoined in the Scriptures (Luke 22:19, 20; 1Cor. 11:23-26).

6.000 MEMBERSHIP INTO THE FELLOWSHIP

SMITH CHAPEL APOSTOLIC CHURCH, INC is to be a fellowship of churches participating in the labors of the Holy Spirit.

6.010 Fellowship Membership Process

A church is eligible for membership in this fellowship who gives evidence of SIMILAR faith in the Lord Jesus Christ, who voluntarily subscribes to the Tenants of Faith described in article III and who agrees to be governed by the rules and principals of this fellowship.

SMITH CHAPEL APOSTOLIC CHURCH, INC is a fellowship of churches participating in the labors of the Holy Spirit in this community. Union in this fellowship results when a church understands and acknowledges the Tenants of Faith described in articles III and IV and is willing to subscribe to the standards of membership and to submit itself to the working of the Holy Spirit.

6.020 The Standards of Membership

The standard of membership of this fellowship shall be:

1. A church must be willing to subscribe to the doctrines and practices described in articles III and IV.
2. A church at all times must protect the reputation of SMITH CHAPEL APOSTOLIC CHURCH, INC. The pastor of the church and its advisory board must apply for membership in the fellowship and sign a statement that they are willing to be guided by the rules and leadership of the fellowship.
3. A church must be willing to structure its hierarchical government in line with the one recommended by SMITH CHAPEL APOSTOLIC CHURCH, INC.

4. In matters concerning the discipline, removal, or replacement of the lead pastor of a member church, the following guidelines are required. The church must state in their bylaws that in such matters the board of directors of that church will request a representative from the SMITH CHAPEL APOSTOLIC CHURCH, INC leadership committee to lead their board or their pastoral search committee through the necessary processes of getting a new pastor.

6.030 Reception of Member Churches

Churches desiring to become members of this fellowship shall make the fact known to the president by a signed application approved by the board of directors. The application must be submitted to the board secretary.

The president shall present the names of those churches who apply for membership, to the board of directors, who shall act upon said recommendation. All churches that favorably meet the membership requirements shall be received into the fellowship publicly at any of the regular services and their names inscribed on the roster.

6.040 Prohibit conduct of Member Churches

Any member church found guilty of any of the following offenses shall be subject to removal from membership:

1. In any way sowing discord among the member churches, including but not limited to rumor mongering, tale bearing and bearing false witnesses (Proverbs 6: 16-19, I Corinthians 1:10, 12:25, Galatians 5:20-21, Ephesians 4:2-3).
2. Propagating doctrines and practices contrary to the Statements of Fundamental Truths, which causes discord, dissention and division in the Body of Christ (Romans 1:21-32; Galatians 1:8-9; Titus 3:9-11; 2 Thessalonians 3:6).
3. Allowing the members of their congregation to live sexually immoral lifestyles (Romans 1:21-32, I Corinthians 5:1-5,9-13, Galatians 5:16-21, Ephesians 5:1-12, I Thessalonians 4:1-7).
4. Persisting in believing or propagating some pernicious, false, contrary doctrine (Romans 16:17-18, I Timothy 4:1, II Timothy 4:3-4, Titus 3:10-11, II Peter 2:1-3).
5. Involvement in any form of occult practices (Deuteronomy 18:9-14, Acts 19:18-19, Galatians 5:20, Revelation 21:8).

6. Repeated offenses of civil laws that are not consistent with the Word of God (Ecclesiastes 8:2-4, Romans 13:1-7, I Peter 2:13-17).

6.050 Discipline

1. This fellowship is committed to Biblical discipline in order to prepare a spotless bride for the Lord Jesus Christ's return. This is to maintain holiness as a way of life, to restore the sinning person to a right relationship with the Lord, and to expose sin so that it will not become a polluting influence in the rest of the Body of Christ (Ephesians 5:11, I Peter 1:15-16, I Corinthians 5:6-7, Joshua 7:1-26).
2. Divisive churches or persons within member churches shall be confronted according to the pattern outlined in Titus 3:9-11. At least two elders, or those whom they designate, shall meet with the divisive person and warn him/her to repent. A second warning is in order if the person does not repent, at least two elders, or those whom they designate, shall meet with him/her again and warn him/her a second time. If the person still refuses to repent of his/her sin of divisiveness, the board of directors at either a regular or special meeting may excommunicate him/her from the church in accordance with the Word of God (Romans 16:17-19).
3. In the event of a serious difference arising between member churches, if the parties involved cannot effect reconciliation, they shall have the right to appeal to the fellowship. The fellowship will consider no charges of misconduct unless they are made in writing. When formal charges have been laid against a member church, and the president decides that disciplinary action must be taken, the following guidelines are required. The member church so charged shall be advised in writing, a date set for a hearing before the board of directors of this fellowship in the presence of the one laying the charge, at which time the evidence shall be considered, and a verdict shall be determined by secret ballot. If guilt is established and contrition, sorrow and repentance are not evident on the part of the offender, suspension of membership shall be considered as disciplinary action. Every effort shall be made to restore such church to membership upon evidence of repentance (Matthew 18:15-17, 35).

6.060 Termination of Membership

The president and board of directors shall be authorized to revise the membership roll of the corporation and the president and board of directors shall be authorized to revise the membership roll of the fellowship at least once a year, and to remove from the list of active covenant partners those in fellowship under the following circumstances:

1. Issuance of Letter of Transfer.
2. Voluntary withdrawal from membership.
3. Dissolution during the year.
4. Propagation of doctrines and practices contrary to the Tenets of Faith, which cause discord, dissension and division in the Body of Christ (Romans 16:17,18; Galatians 1:8,9; Titus 3:9-11; II Thessalonians 3:6).
5. Church leadership that is living in sin and whose lives are inconsistent with Biblical standards of holiness (I Corinthians 5:11; Galatians 5:19-21; Hebrews 12:14).
6. Those under discipline.
7. Those who have not contributed regularly to the financial support of the fellowship within their ability.
8. Those absent from the fellowship meetings for a period of three (3) months without reasonable excuse.

It is understood that the purpose of terminating the membership with those who are in violation is to win them back, not to condemn them and forget them (I Corinthians 5:1-2; II Corinthians 2:6-11). Any member church that may have been terminated shall be notified of this action in writing by the fellowship secretary and shall have the right to appeal to the board of directors for reconsideration of said action. The board of directors may restore to membership any church previously excluded, upon request of the excluded church, and upon evidence of the excluded church's repentance and reformation. This should be done in the Spirit of forgiveness and love (II Corinthians 2:6-8).

6.070 Duty of Member Churches

1. To contribute financially for the support of the fellowship and its ministries in offerings in accordance with the Scriptures as God may prosper them, for the support of its various missionary work, both at home and foreign.
2. By a godly and Christian representation, each member church shall cooperate with the fellowship, its president and board of directors in their various efforts to attain to Scriptural fellowship life among all the member churches.
3. Member churches shall regularly attend all conferences, convocations, and special meetings as called by the fellowship.
4. The duties of the leadership of the member churches are the acquisition of Scriptural knowledge, constant progress in spirituality, and consistency of external conduct.
5. Each member church must consent to be in subjection to the discipline and order of the fellowship as directed in a Scriptural manner by the president and board of directors. It is the duty of the member churches to honor and esteem the president of the fellowship; to pray for him fervently and daily; to attend constantly upon his ministration; to manifest a tender regard for his reputation, and to follow his vision. He shall publicly be referred to as "apostle."
6. It is the duty of each member church to cultivate and cherish brotherly love for all people, especially members of the Body of Christ.
7. It shall be understood that matters discussed among the member churches shall remain confidential.
8. Membership in fellowship shall terminate by voluntary transfer of membership or membership to another fellowship. It shall also terminate by excommunication of an unruly member church or their leadership, according to Matthew 18: 15-17.

6.080 Privileges of Member Churches

1. Member churches shall have access to and use of all fellowship assets and property within the guidelines of use set forth.
2. Member churches shall have access to and use of fellowship brand, logo, and marketing collateral within the guidelines for acceptable use set forth by the board of directors.
3. Member churches shall have access to the teaching, administration, and leadership gifts of the fellowship leadership and officers as well as the teaching, administration, and leadership gifts of its member churches within the guidelines set forth by the fellowship.

Member churches shall have access to policies, procedures, legal assistance, group health and dental benefits, group retirement plans, and other such benefits as set forth and within the guidelines given by the fellowship.

7.000 FINANCE

The corporation shall be financed by the freewill offerings of members and friends of the corporation, by the established places of worship, and by fundraising activities that are recognized by the president and official board (1 Chronicles 29:6-9; 2 Chronicles 24:10; 31:10).

8.000 GOVERNMENT

8.010 Officers

- a. There shall be a president.
- b. There may be an executive vice-president.
- c. There shall be a secretary.
- d. There shall be a treasurer.
- e. Other officers shall be added as needed.

8.020 Official Board

The official board shall consist of the president, executive vice-president, first vice-president, secretary, treasurer, and the three incorporators if any do not serve in the capacity of an officer. The president shall be chairperson of the board and ultimate decision-maker of the direction of the corporation. This paragraph cannot be amended, changed or altered, as it would be a violation of the Holy Scriptures.

8.030 Committees

There shall (as the occasion may demand) be operational committees appointed by the president to serve in the capacity of expediting the work of the ministry.

9.040 Pastors

In any established place of worship, the president will appoint a pastor to govern the affairs of said place of worship. The appointed pastor will give account to the president of the corporation concerning every aspect of the established place of worship.

9.000 ADVISORY COUNCIL

There shall be an advisory council made up of no less than three (3) persons and no more than 5. The council shall be made up of individuals nominated by the president of the corporation and confirmed by the board of directors (II Timothy 3:16, 17; Acts 15).

9.010 Purpose

The purpose of the advisory council is to:

Provide a spiritual covering by prayerfully giving necessary aid, comfort, instruction, guidance, protection and correction as well as counsel, wisdom and fellowship to the president (II Timothy 3:16,17; Acts 15).

Make themselves available to listen to complaints/accusations against the president of the corporation brought to them unanimously by the official board of directors excluding the president and to make a determination.

The council will determine if the president is guilty or innocent and whether to dismiss him/her from office. The advisory council is the only entity that has the authority to dismiss the president from his/her position if, after being called into function in accordance with carefully considering all accusations against him/her, they determine that it is the best course of action for him/her and the church.

In the event of death or resignation of the president, and if the president does not or refuses to appoint a new president, the board of directors shall call the advisory council into function to serve as an apostolic spiritual authority to seek the face of God and to install a new president.

9.020 Structure

The secretary of the corporation shall be present at all officially called meetings of the advisory council and shall record the proceedings. The secretary shall also create minutes of the meeting and present them to the advisory council within one week (seven days) after the meeting has ended.

Any member of the advisory council may be replaced or removed at any time deemed necessary by the president of the corporation. The guideline is that it not be after the advisory council has been officially called in accordance with section 3 of this article and that the president reports the change to the official board within 72 hours of such change.

The representative nominated by the president and confirmed by the board of directors shall chair the advisory council.

Future vacancies shall be nominated by the president with the counsel of the remaining members of the advisory council of this corporation and confirmed by the board of directors.

The representatives of the advisory council shall be made up of current or former senior pastors or other people in ministry who have or have had at least five (5) years experience and have displayed an uncompromising commitment to the Word of God.

A record of the current and past members of the advisory council shall be kept in a log under the custody of the official board of directors. The log shall clearly list the name of the current chair.

Any successor president to the founding or current president shall keep the advisory council that was in existence at the time he/she became president. He/she may, after two-years, make replacements of no more than one representative per year. He/she must follow the procedure set forth in section 2 of this article.

9.030 Quorum

100% of the advisory council must be present to constitute a quorum. The council may only meet if it has been called to do so unanimously by the official board excluding the president.

9.040 Determinations

Any action taken by the advisory council is valid only if it is unanimous.

9.050 Powers

The advisory council shall have no innate power or authority as a legal organizational entity, except that which is invested in them by these bylaws.

10.000 MEETINGS

10.010 Church Meetings

In any established place of worship, the appointed pastor will be responsible for regular church services.

10.020 Corporate Meetings

- A. The corporation year shall coincide with the calendar year beginning on January 1st, and running through December 31st.
- B. The president will call the following meeting:
 1. Official board meeting, for discussion of the direction of the corporation. The president shall set dates and times for board meetings. A minimum of three officers including the president shall be present for an official board meeting to exist. The board may have invited guests present at any meeting so long as the president has approved it.
 2. The secretary shall keep an accurate account of the minutes that were discussed at any board meeting. He/she then has to submit them at the next board meeting for discussion by the official board and approval by the president. Upon approval by the president, the minutes shall be adopted, and all policy and procedure in them will continue to be enforced.

11.000 QUORUM

Three official board members (including the president) at an official board meeting constitutes a quorum. The pastor is the only one who can call an official board meeting by notifying the board members verbally or in writing with 24 hours notice.

12.000 MEMBERSHIP REVIEW OF CHURCH RECORDS

12.010 Request Made by Members

To ensure the trust of the member churches and to ensure that a public interest is being served, all church records, financial information and all kinds of financial transactions must always be available for membership inspection and review. Any questions by any members shall be addressed to the treasurer either in writing or by scheduled appointment.

12.020 Required Provisions of the Request

The request must state the name of the member church, the reason for the request and that the information shall in no way be made public or shared with any other member churches in a way that will jeopardize the fellowship.

12.030 Required Fee

If requested by a member church, a photocopy of any financial transaction in question shall be given. The member church shall pay a reasonable fee of \$25.00 per request.

12.040 Confidentiality

In order to keep the records of the fellowship confidential, records shall not be released to any outside agency, person or entity unless due process has been served and the appropriate official has personally delivered a certified subpoena. This includes the IRS, except under the provisions of section 7611, which shall be limited only to information deemed relevant to the inquiry being made. At all times the IRS will be expected to comply with all of the provisions of section 7611.

12.050 Denying Request

The board of directors reserves the right to deny such a request for any of the following reasons:

- A. The request is considered by the board of directors and deemed frivolous.
- B. The member making the requests has a history of being divisive.
- C. The member does not adequately provide the required information on the request as stated in paragraph 1 of this article.
- D. The person making a request is a non-member or a person whose membership was terminated.
- E. The request made the IRS is outside the provisions of section 7611 or irrelevant to the matter.

13.000 AMENDMENTS

Amendments to this constitution may be made by a 75% vote of the official board, including the president's approval. No amendments can be made without the president's approval.

14.000 BYLAWS

14.010 Order

For conducting business, the president shall preside, in an orderly manner, over all of the affairs of the corporation.

14.020 Departments and Committees

The corporation shall hereby provide for departments and committees to be created as needs may require. All such departments and committees shall be under the general supervision of the president.

14.021 Establish Places of Worship

This church will actively participate in establishing new places of worship. Each of the places of worship that it establishes will be through financial assistance once they have secured all the legal paperwork to be recognized as a non profit organization as described by state law and section 501(c)(3) of the Internal Revenue Code .

A. Purpose

The purpose of an established place of worship shall be to maintain a place of worship for God's people, such as a building or home where the congregation can come together for religious purposes.

B. Duties

All established places of worship shall subscribe to articles III and IV of this constitution as fundamental to Christian ministry. The pastor shall also be responsible and preside over all meetings of the established place of worship (church).

C. Rights and Privileges

All established places of worship must operate under their own constitution and bylaws if they neither contradict nor violate the framework of the constitution and bylaws of SMITH CHAPEL APOSTOLIC CHURCH, INC.

D. The Appointed Pastor

The president may appoint a pastor to pioneer a work with the purpose of establishing a place of worship. All pastors are to give account to the president for every aspect of the established place of worship.

E. Finances

1. The corporation shall finance the established place of worship until it can financially exist on its own. At that point, the newly established place of worship will no longer receive financial assistance from this headquarters.
2. The pastor of said place of worship shall be given fair and just compensation by this headquarters to compensate him/her for the work of the ministry until the established place of worship can financially exist on its own. When the established place of worship can financially support itself, the appointed pastor shall receive a reasonable salary from the established place of worship. The salary will be determined by the board of directors of the newly established place of worship.
3. SMITH CHAPEL APOSTOLIC CHURCH, INC may receive 10% of the finances generated from all established places of worship that are capable of financially existing on their own. All churches that this headquarters plants are required to send 10% of their tithes and offerings to this headquarters. The requirement is a core-shared responsibility by those churches will be used to further our exempt purpose of starting new places of worship.

14.022 Other Subordinate Groups

All other subordinate groups shall be dealt with on an individual basis. All requirements shall be set forth for each subordinate group in an agreement between SMITH CHAPEL APOSTOLIC CHURCH, INC and the subordinate group.

15.000 FINANCES

15.010 Budget

The funds for the maintenance of the corporation shall be provided for by the freewill offerings of friends of the corporation, established places of worship, by all other subordinate groups affiliated with SMITH CHAPEL APOSTOLIC CHURCH, INC, and by recognized fund-raisers. All offerings are subject to approval by the president as provided in the Holy Scriptures. If approved, an offering shall be passed on to the treasurer for deposit in the corporation's treasury.

15.020 Audit

The treasurer and president or other appointed person shall complete an internal audit. This audit of all financial records shall be made after the close of the calendar year, prior to the end of February.

15.030 Withdrawals

Only the treasurer under the supervision of the president shall make all withdrawals from the regular corporation treasury. In the event that the treasurer is unable for a period to make deposits or withdrawals, he/she may (in written form) authorize the president to make deposits or withdrawals from the corporation's treasury.

15.040 Salaries

The president shall be given a regular and reasonable salary as determined by agreement of the official board. His/her salary shall be reviewed each year during the last meeting of the calendar year.

The president shall determine the salaries of all other officers and employees.

16.000 PROPERTY RIGHTS

1. All property, real or chattel, shall be taken, held, sold, transferred or conveyed in the corporation's name.
2. No real or chattel property of the corporation shall be sold, leased, mortgaged, or otherwise alienated without authorization of the president.
3. The president of the corporation shall certify in such conveyances, leases, or mortgages.
4. In the event that the corporation ceases to exist, all assets of SMITH CHAPEL APOSTOLIC CHURCH, INC shall (at the discretion of the president) be given to the organization(s) of his/her choice that is exempt as described in section 501(c)(3) and/or 170(c)(2) of the Internal Revenue Code of 1986. The organization must be of similar purpose and apply ARTICLE III, PARAGRAPHS 1, 2 and 4 of the constitution as essential tenets of the Christian faith.

17.000 GOVERNMENT AND OFFICIAL FUNCTIONS

17.010 President

A. Qualifications

The president shall have been saved at least five years and shall have wisdom in handling the corporation's affairs. He/she shall be of sound doctrine and good judgment. He/she must also cooperate with and listen to the sound advice given by the officers.

B. Duties

1. The president shall be the head of the entire corporation as provided by the Holy Scriptures.
2. The president shall be chair of the official board and preside over all corporation meetings.

C. Manner of Appointment

1. In the event that the corporation needs a new president, the executive vice-president shall become the president of the corporation and he/she will appoint a new officer to fill the vacant position of executive vice-president.
2. If there is no executive vice-president to take the seat of the former president then the remaining officers shall between themselves appoint a new president.
3. If there are no remaining officers, then the members of the corporation shall appoint a new president by agreement of 80% of the membership.
4. If the president was removed according to article VI of the constitution, then he shall be replaced according to that same article.

D. Term of Office

The term of the president's office shall be for an indefinite period as provided by the Holy Scriptures.

17.020 Executive Vice President

A. Qualifications

The executive vice-president shall have been saved at least five years and shall have wisdom in handling the corporation's affairs if the president is out carrying on the work of the ministry. He/she shall be of sound doctrine and good judgment. He/she will serve as chief advisor to the president.

B. Duties

1. He/she will serve as the executive pastor of the corporation.
2. He/she shall serve on the board.
3. He/she shall carry out the responsibilities that the president delegates to him/her.

C. Manner of Appointment

The president shall nominate and the board confirms the executive vice-president to office.

D. Term of Office

The office of the executive vice-president shall be for an indefinite period; he/she (executive vice-president) is subject to dismissal if he/she violates the constitution and bylaws of SMITH CHAPEL APOSTOLIC CHURCH, INC.

17.030 Secretary

A. Qualifications

The secretary shall be a spiritually minded person and of sound judgment. He/she must be capable of recording the minutes of meetings, and of doing all of the correspondence necessary in the conducting of official corporation business.

B. Duties

By virtue of his/her office, the secretary shall keep a true and accurate record of all meetings, including business meetings of the corporation. He/she shall perform clerical duties, and shall be the custodian of all legal documents.

C. Manner of Appointment

The president shall nominate and the board confirms the secretary to office.

D. Term of Office

The term of office shall be for an indefinite period; he/she (secretary) is subject to dismissal if he/she violates the constitution and bylaws of SMITH CHAPEL APOSTOLIC CHURCH, INC.

17.040 Treasurer

A. Qualifications

The treasurer shall be a spiritually minded person, and of sound business judgment. He/she shall be capable of doing the accounting required to maintain the corporation books.

B. Duties

By virtue of his/her office, the treasurer shall keep, in a business-like manner, an itemized account of all receipts and disbursements of moneys committed to his/her trust and shall make reports to be presented during the official board meetings. He/she shall deposit and make withdrawals in a manner prescribed in article III of the bylaws.

C. Manner of Appointment

The president shall nominate and the board confirms the treasurer to office for an indefinite period; he/she (treasurer) is subject to dismissal if he/she violates the constitution and bylaws of SMITH CHAPEL APOSTOLIC CHURCH, INC.

17.050 Other Employees

Employees may be hired from time to time in order to carry out the work of the ministry. The president must approve an employee. An employee is hired for an indefinite period and may be dismissed at any time by the president.

18.000 OTHER CONSIDERATIONS

Anything that has not been discussed in this constitution and bylaws shall be discussed and decided upon at an official board meeting. Nothing can be decided upon without the authorization and approval of the president.

19.000 MINISTERS OF THE GOSPELS

19.010 Classes of Ministers

This headquarters shall have four classes of ministers. Each class of minister will have distinct rights and privileges; they are listed below:

Commissioned Minister: This recognition is automatically given to all believers and members of this church. They are not authorized to perform any sacerdotal services, but primarily assist others in the Body of Christ. Individuals in this category may include, but are not limited to teachers, worship leaders, instructors, hospital and jail visitation, ministerial assistance, and lay persons.

Chaplain: This recognition is for ministers of the gospel that are called by God and recognized by the senior pastor to minister primarily in prisons, hospitals and government agencies, including the military.

Licensed Minister: The senior pastor of this church gives this recognition. This recognition is for those who are somewhat seasoned in the ministry, but need further experience. Many of these are individuals that have been working in their chosen vocation, but for some reason or another have never entered full-time ministry, or have only been in full-time ministry for less than three (3) years. Such persons are authorized to perform all sacerdotal services. However, this person is not in charge of a congregation. Limited authority is granted to run the affairs of the church.

Ordained Minister: The senior pastor gives this recognition to those persons who have an "established" or "proven" ministry. Ordained ministers are authorized to perform all functions of the Christian ministry and sacerdotal services, and must be capable of doing so. He must be capable, as determined by the senior pastor, to take charge of a congregation.

19.020 Presidents Authority

- A. The president of this organization shall have the authority to decide whom, how or if a person will be licensed by this headquarters to hold any of the three classes mentioned above.
- B. The president of this organization shall, by virtue of his/her office, automatically be recognized as an ordained minister.

20.000 AMENDMENTS

Amendments to the bylaws may be made by a 75% vote of the official board, including the president's approval. No amendments may be made without the president's approval. Constitution and bylaws adopted by SMITH CHAPEL APOSTOLIC CHURCH, INC.