



on mission with the CHURCH OF BUFFALO

KENMORE ALLIANCE

Bylaws

Updated & Approved November 2016

Bylaws of The Kenmore Alliance Church

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PREAMBLE – MISSION & COVENANT

The Kenmore Alliance Church exists to glorify and worship GOD by making disciples of Jesus Christ, providing an environment and opportunity for them to grow and develop as disciples, and to provide them with the training and resources to in turn make new disciples.

Our guide and authority, under which we as a church family will covenant to accept this Divine Challenge, will be Holy Scripture (Heb. 4:12) which teaches us as part of the Body of Christ (Rom. 12:4-5), under the Headship of Jesus Christ (Col. 1:18), and the guidance of the Holy Spirit (John 16:13).

We have chosen to accept the Challenge of “The Great Commission” in unity with other believers (Ephesians 4:4) under the authority of the Constitution, Guidelines and Policies of that expression of the Body of Christ known as The Christian and Missionary Alliance, and the District of The Christian and Missionary Alliance which we are a part.

John 17:4 “I have brought you glory on earth by completing the work you gave me to do.”

Matthew 28:18-20 Then Jesus came to them and said, "All authority in heaven and on earth has been given to me. Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age."

- A. The guidelines for the work of Jesus Christ at The Kenmore Alliance Church (“KAC”) are contained within the Constitution of The Christian and Missionary Alliance (“C&MA”), The Bylaws of The Kenmore Alliance Church (“Bylaws”) and the Policy Book of The Kenmore Alliance Church (“Policy(ies)”).
- B. The Constitution of the Christian and Missionary Alliance may be changed on the national level, the KAC bylaws by a two-thirds vote of the church membership present at a duly called meeting, and the policy book by a two-thirds vote of those present of the Ministry Board and the Elder Board.
- C. Regarding biblical character and standards, 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. But 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 when any particular activity or use of Church facilities is not permitted requires both spiritual discernment and an understanding of C&MA beliefs and standards which are applied to each particular circumstance. Such determination shall be made in conformance with this discernment and these beliefs and standards in the sole discretion of the spiritual leaders of the Church designated by either the governance authority 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.

ARTICLE I - MEMBERSHIP

A. Qualifications

Prior to their reception into membership, candidates must

1. Have been baptized as a professing believer in Jesus Christ;
2. Have attended an approved membership class;
3. Be at least 16 years of age;
4. Have completed a membership application; and,
5. Have met with a member of the Elder Board for examination.

B. Reception

1. The Elder Board shall constitute the Committee on Membership.
2. The Elder Board will review all Membership Applications.
3. A unanimous vote of the Committee on Membership, provided a quorum of more than half is present, is necessary to approve candidates for membership.

C. Transfers

1. Members in good standing at KAC may be granted letters of recommendation to their receiving church with approval of the Committee on Membership.
2. As long as they are members in good standing, and have met with KAC membership requirements, candidates transferring into KAC from another C&MA church will be received.

D. Inactive Members

1. The Committee on Membership shall review the membership list at least 30 days prior to the Annual Meeting.
2. A member who has stopped attending the public worship services of the church may be moved to inactive status. The determination as to the status of a member will be made by the Committee on Membership. The member will be notified of this determination at their last known address.-
3. Inactive members may be returned to membership by request to and approval of the Committee on Membership.

E. Discipline

1. The Elder Board shall constitute the Committee on Discipline.
2. In all discipline cases, the Committee on Discipline shall follow the Uniform Policy on Discipline and Appeal as found in the Manual of The Christian and Missionary Alliance.

F. Removal

Persons may be removed from membership under one or more of the following circumstances:

- 1.Submission of a written letter of resignation to the Committee on Membership.
- 2.Failure to meet the agreed responsibilities of membership.
- 3.A disciplinary action taken under the Uniform Policy for Discipline, Restoration and Appeal may be appealed to the District Superintendent within thirty (30) days of the action.

ARTICLE II - ORDINANCES

A. The Lord's Supper

A communion service shall be held at least monthly unless circumstances prevent.

B. Baptism

Baptism shall be by immersion when physically feasible and administered by persons agreed to by the Elders. Prior to baptism candidates shall receive instruction on baptism, give evidence of the New Birth and understand that this ordinance is an outward profession of an inner faith in Jesus Christ.

ARTICLE III - GOVERNANCE AUTHORITY

A. Elders & Ministry Board

1. Name

The Elder Board constitutes the governance authority of KAC. The Ministry Board shall complement the work(s) of the Elder Board.

2. Interaction

The Elder Board is the highest level of servant leadership in the church. The Ministry Board oversees those areas given to it by the Elders. If a disagreement arises, a joint meeting may be held to strive for consensus. When consensus cannot be reached, the majority vote of the Elder Board has final authority.

3. Elder Board

- a. The Elder Board shall consist of all elected Elders.
- b. The qualifications of elders are set out in 1 Timothy 3:1-13 & Titus 1:6-9.
- c. The number of men serving as the Elder Board shall be at least five (5).
- d. A quorum for the legal conducting of business by the Elder Board shall be two-thirds.
- e. Elder Board members shall be at least twenty-one (21) years of age.
- f. The Elder Board may remove any officer who fails to function as required, or fails to satisfy scriptural standards of leadership, by a two-thirds vote of those present of the Elder Board, and the vacancy may be filled by appointment by the Elder Board.
- g. The Elder Board shall meet as soon as possible after the Annual Meeting to elect a chairman from their membership, and to appoint a representative to the Ministry Board.

4. Ministry Board

- a. The Ministry Board shall consist of the Senior Pastor, Secretary, Treasurer, Assistant Treasurer, at least two (2) Members at Large, and one representative each from the Deacons, Deaconesses, the Facilities Team, Elder Board and Disciple-Making Committee. Ministerial staff may be elected voting members of the Ministry Board in above categories. Otherwise, church ministerial staff may serve as members ex-officio to the Ministry Board.
- b. The number serving as the Ministry Board shall be at least eleven.
- c. The number of Members at Large on the Ministry Board will be determined by the Ministry Board. Recommendations concerning people to be considered for election as Members at Large shall be submitted to the Nominating Committee at the time of, or prior to, the first

meeting of the Nominating Committee.

- d. Vacancies: Any vacancies that may occur on the Ministry Board will be filled through appointment by the Elder Board.
- e. Chairman: Unless precluded by law, the Senior Pastor may be the Chairman, or, at his request, the Ministry Board may elect a Chairman from among the Elders currently serving on the Ministry Board.
- f. Vice-Chairman: The Ministry Board shall elect one from within its membership to serve as Vice-Chairman, at their first meeting.
- g. Members of the Ministry Board are expected to maintain a life style in keeping with the spirit and intent of the qualifications of the Elders. Further, each must be an active member of this church.
- h. A quorum for the legal conduct of business by the Ministry Board shall be two-thirds of the membership of the Ministry Board.
- i. Ministry Board members and church officers shall be at least twenty-one (21) years of age.

5. Nominating Committee

The Nominating Committee shall consist of the Senior Pastor, two members (not necessarily Elders) elected by the Elder Board and two members elected by the congregation at the Annual Meeting. The Elder Board and the congregation shall elect, by ballot, from no less than four nominees, respectively. The chairman of the Nominating Committee shall be elected by its members.

6. Nominations from the Membership

Any active member may nominate any person for an elected position according to the following:

- a. The member wishing to place someone in nomination must contact and obtain permission from the person to be nominated and receive assurance that the person will allow his/her name to be considered.
- b. The member wishing to place the name in nomination will then submit the name to the Nominating Committee, in writing, by a date determined by the Committee which shall be at least thirty (30) days before the annual meeting (See Article V).
- c. The Nominating Committee will satisfy itself that the person to be nominated meets the criteria of the constitution and bylaws for holding elected office.
- d. The Nominating Committee may consider the person to be nominated as their nominee if so desired. The Nominating Committee may also elect NOT to consider the person as their nominee.
- e. Once the Nominating Committee has completed its work and rendered its report, an Official Ballot will be prepared for use at the annual meeting. The Official Ballot will contain the names as presented for each position by the Nominating Committee. Further, those names presented by the membership, which meet the required criteria, will also be placed on the Official Ballot. However, they will be identified by an asterisk (*), and an appropriate footnote explanation that they have been nominated by the membership.
- f. There will be no nominations received from the floor during the election process other than for the Nominating Committee. The nominees must be contacted, and accept having their name being put forward, prior to nominations in the meeting.

- g. The Official Ballot must be posted on the church Bulletin Board ten (10) days prior to the elections.
- h. The Elder Board will submit a list of names of potential Elders to the Nominating Committee to fill vacancies or add to their number. The Elder Board will set the number of Elders to be nominated for the Annual Meeting. The Nominating Committee will determine from the list of approved names those names to be placed on the ballot. The congregation will determine which of those Elders placed in nomination will serve. Each Elder must receive a positive two-thirds vote to be elected.

7. Term of Office/Responsibilities

- a. Elected Officers serve for one year, except for the Trustees who serve three-year terms. The terms of the newly elected begin January 1st.
- b. The Elder Board shall have the authority to appoint qualified persons to fill vacancies of those offices as necessary.
- c. All officers shall have attended Kenmore Alliance for six months prior to election and be members in good standing, unless waived for good cause by the Elder Board.
- d. Officers should attend all meetings of his or her specific area of responsibility except where unable to do so for good cause.

8. Committees

- a. All appointed members of standing committees should be recommended by the Ministry Board and approved by the Elder Board.
- b. A chairperson of temporary committees may be appointed by Elders, Ministry Board Members and/or Staff.
- c. All officers shall have attended Kenmore Alliance for six months prior to election and be members in good standing, unless waived for good cause by the Elder Board.
- d. Officers should attend all meetings of his or her specific area of responsibility except where unable to do so for good cause.

B. Trustees

As per New York State Law there shall be three Trustees elected to non-concurrent three-year terms; they are to be elected from the list of currently serving Elders. The Trustees will represent the church in all legal and civil matters. They shall be nominated by the Nominating Committee and elected by the congregation. Any Trustee not re-elected as an Elder must be replaced and his unexpired term served out by a currently serving Elder. This appointment will be done by the Elder Board.

C. Independent Directors

- 1. In accord with the New York Not-For-Profit Law, at least three (3) Elders or Members of the Ministry Board shall qualify as “Independent Directors”. They will have responsibility for issues that arise involving conflict of interest and auditor compensation concerns. Where possible, these “Independent Directors” should also be Trustees.
- 2. Qualified Independent Directors will be appointed at the first annual meeting of the Elder Board.

ARTICLE IV – EXECUTIVE LEADERSHIP TEAM *(including officers, ordained pastoral staff, ministerial staff and operational staff)*

A. Officers

The officers of KAC shall include the Senior Pastor, Secretary (Ministry Board Secretary), Treasurer and Assistant Treasurer

B. Senior Pastor

1. The Senior Pastor, assisted by the Pastoral Staff, is responsible for leadership of the church in implementing our goal of making disciples who will in turn make disciples. The Senior Pastor, assisted by the Staff, is responsible for the operation of the Church as more specifically described in the Church Policies and Procedures.
2. The Senior Pastor and Staff will be guided by Holy Scripture, these Bylaws, the C&MA Constitution, and all adopted Policies and Procedures. The Senior Pastor is authorized to adopt policies and procedures in furtherance of his duties and responsibilities. Any such policies and procedures will be subject to oversight and review by the Board of Elders and the Ministry Board.

C. Secretary (Ministry Board)

The Secretary shall be responsible for maintaining official proceedings (Ministry Board minutes, congregational meeting minutes, election records, and any other records deemed essential by the leadership) of the Church. The Secretary shall be elected by the congregation at the annual meeting.

D. Treasurer and Assistant Treasurer

The Treasurer and Assistant Treasurer are responsible for maintaining all necessary financial records of the church and serving as chair (or co-chair) of the Finance and Financial Review Committee.

E. Qualifications

1. All church officers must be at least twenty-one (21) years of age and a mature believer (1 Tim 3:1-7).
2. All church officers should be members in good standing.

F. Staff

1. Staff should be mature believers (1Tim. 3:1-7), nominated by the Senior Pastor and approved by two-thirds of the Elder and Ministry Boards.
2. All Pastoral Staff need to fulfill all denominational requirements.

G. Vacancy Procedures

1. In the event of a vacancy in the position of Senior Pastor, the Elder and Ministry Boards may appoint an interim Senior Pastor or determine temporary leadership roles. Any candidate for Senior Pastor must be approved by the District Superintendent of the C&MA.
2. The Senior Pastor, under the approval and oversight of the Elders and Ministry Boards shall select, and be responsible for, the approval and supervision of the staff.

3. For the purpose of calling a pastor or requesting his resignation, the Elder and Ministry Boards shall work as one Board in close consultation with the District Superintendent. The minimum necessary to call Pastoral Staff is 70% of the votes of those present, or a higher percentage if set by the Elder Board.
4. Wherever “Senior Pastor” appears in these Bylaws, it shall also be “Acting Senior Pastor”.

H. Miscellaneous/Staff Issues and Authorization

1. All staff must be members in good standing and in compliance with these Bylaws and the Constitution of the Christian & Missionary Alliance.
2. The Staff salaries will be reviewed annually by the Ministry Board as presented by the Finance Committee. All paid church employees and their immediate family shall have no vote on any of the salaries.
3. All licensed workers are official delegates to both the District Prayer Conference and the General Council of the Christian and Missionary Alliance. They shall also be authorized to attend any and all other district and society meetings mutually agreed upon by the Staff and the Ministry Board. The local church shall pay all reasonable expenses to enable attendance for the District Prayer Conference, the General Council, and other District meetings mutually agreed upon.

ARTICLE V— CONGREGATIONAL MEETINGS

- A. The annual meeting shall be held in November each year. The Elder Board shall determine the actual time and location. The Elder Board shall also have the authority to change this in a given year when necessary. The time and location will be communicated to the congregation at least two weeks prior.
- B. Reports are to be given by the Senior Pastor, the Treasurer, and others deemed necessary by the Elder Board. The Elder Board shall also determine the method of reporting.
- C. The annual meeting will have elections for the offices and approval of the budget for the upcoming year.
- D. A quorum for any congregational meeting is having one fifth of the active membership present.
- E. The Elder Board and/or the Ministry Board have the authority to call a special congregational meeting. All special business meetings of the congregation shall be called at least two weeks prior to the meeting. Notice of all special meetings shall be posted and communicated to the congregation through no fewer than two modes of communication for no fewer than two consecutive weeks prior to said meeting.
- F. Roberts Rules of Order Revised shall guide these meetings, as needed.
- G. Unless otherwise specified, a simple majority of the required quorum is all that is necessary to take action.
- H. The Ministry Board Secretary shall keep all the notes for this meeting and count the votes.
- I. A teller, appointed by the moderator at the beginning of the meeting, will assist in the tallying of votes.

ARTICLE VI – SERVANT TEAMS *(shall be subject to direction from Executive Leadership under the oversight of the Elders and Ministry Board)*

A. Deacons (1 Tim. 3:8-13)

1. The congregation shall elect a committee of deacons to oversee benevolent needs, Sunday worship service environment and church-wide needs. For the fulfillment of this work they may

recruit men of the church to work with them. They shall assist the Elders in the distribution of the benevolent fund of the church. One member of this Deacon Board shall also serve on the Ministry Board. This committee shall choose its chairman from among its members.

2. The Deacons shall determine the number of Deacons to be elected in consultation with the Nominating Committee.
3. The Deacons shall meet as soon as possible after the Annual Meeting to elect a chairman from their membership, and to appoint a representative to the Ministry Board.

B. Deaconesses (1 Tim. 3:8-13)

1. The congregation shall elect a committee of deaconesses to oversee benevolent and fellowship ministries of the church. For the fulfillment of this work they may recruit women of the church to work with them. They shall assist the Elders in the distribution of the benevolent fund of the church. One member of this Deaconess Board shall also serve on the Ministry Board. This committee shall choose its chairwoman from among its members.
2. The Deaconesses shall determine the number of Deaconesses to be elected in consultation with the Nominating Committee.
3. The Deaconesses shall meet as soon as possible after the Annual Meeting to elect a chairwoman from their membership, and to appoint a representative to the Ministry Board.

C. Disciple-Making Committee

1. The Senior Pastor shall annually appoint a Disciple-Making Committee in January. The Disciple-Making Committee shall appoint the chairperson of the committee. The purpose of this committee is to oversee and coordinate all the disciple-making ministries of the church.
2. At its first meeting, the Disciple-Making Committee shall nominate one of its members as its representative to the Ministry Board.

D. Facilities Team

1. The Facilities Team will oversee the Church properties. They will maintain and give recommendations regarding updates, repairs and additions of church property to the Ministry Board. One member of the Facilities Team shall also serve on the Ministry Board. This committee shall choose its chairperson from among its members.
2. The number of the Facilities Team to be nominated shall be determined by the Ministry Board and the Nominating Committee.
3. The Facilities Team shall meet as soon as possible after the Annual Meeting to elect a chairperson from their membership, and to appoint a representative to the Ministry Board.

E. Finance Committee

1. A Finance Committee shall be established annually at the January meeting of the Ministry Board. The Ministry Board shall determine the size of the committee. It shall consist of at least the Treasurer, Assistant Treasurer and two other members appointed by the Ministry Board. Composition of the Finance Committee shall be approved by the Elder Board.
2. The Finance Committee shall elect a chairperson from their membership.
3. Financial Accountability
 - a. All financial records shall be examined annually.

b. Financial reports of the past year are to be given to the Elder Board appointed Financial Review Committee or outside accountant by January 31.

c. The Treasurer will submit a financial report to the Ministry Board by their June meeting.

F. Usher Team

1. Assist in seating and an orderly environment during services or large events, and the delivery of necessary information at services or events.
2. Assist in providing security inside and outside the sanctuary during services and large gatherings.

ARTICLE VII - BIBLICAL PEACEMAKING

- A. All members of this local body will endeavor to preserve the bond of peace with each other and, as much as possible, with those outside the Church (Ps. 34:14, Rom. 12:18, Heb. 12:14).
- B. In the event of an unresolved dispute between members or between a member and the church, or between an employee and the Church, the disputing parties will first seek resolution through pastoral counseling (or outside counseling if the Church is a party).
- C. If pastoral counseling is unsuccessful, the parties will be encouraged to pursue Christian mediation with a mediator agreeable to both sides (i.e. via Peacemaker Ministries or other Christian mediation service or individual).
- D. If mediation is not successful, the parties will be encouraged to submit their dispute to Christian arbitration for resolution before an arbitrator agreeable to both sides.

ARTICLE VIII – SEVERABILITY

The declaration by The CM&A or New York State of the invalidity of any portion of these Bylaws shall not affect the validity of the remaining sections of these Bylaws.

ARTICLE IX – INTERPRETATION

Where possible, these provisions shall be read so as to avoid conflict with each other and as a unified expression of biblically based church governance.

ARTICLE X - AMENDING THE BYLAWS

- A. A Bylaw Committee will be appointed by the Ministry Board at their first meeting of the year. The committee shall consist of not less than three members.
- B. The committee shall review the bylaws each year at least ninety days prior to the Annual Meeting for Elections. Any approved changes must be communicated to the membership 30 days prior to the annual meeting for elections.
- C. All criticisms of, and suggested changes to, the bylaws shall be channeled through the Bylaws Committee.
- D. Recommendations of changes or additions to the bylaws will be made to the congregation by the Elder Board and the Ministry Board, and shall be adopted by a two-thirds majority vote.