

THE CONSTITUTION OF FIRST UNITED PENTECOSTAL CHURCH

In order to establish our work on a more efficient and solid foundation, we, the members of the said church, affirm our belief that God's people should be conscientiously set in order, and that it is needful for them to be efficiently organized to successfully carry on the gospel work and properly handle their business affairs. "A house divided against itself cannot stand." The main purpose of this constitution is to provide rules to govern the Church, according to the Word of God, that we may advance in knowledge and the will of God. *(Titus 1:5; Ephesians 4:11-12)*

ARTICLE I: THE CHURCH

Section I: The Name

The name of the Church shall be known as The United Pentecostal Church, South By-Pass at Kennett Street, Kennett, MO 63857.

Section II: Purpose

1. To establish and maintain a place of worship.
2. To unite a people of like precious faith in the bonds of brotherly love and fellowship. *(Romans 12:10)*
3. To assemble together to worship God in spirit and in the truth, and be taught from the Word of God. *(John 4:24)*
4. To proclaim the gospel to the lost everywhere admonishing them to believe, repent, be baptized in the name of the Lord Jesus Christ, and be filled with the Holy Ghost with the evidence of speaking in other tongues as the Spirit gives utterance. *(John 1:29; Acts 1:8; Acts 2:38)*
5. To provide rules of Christian conduct, based on the Word of God. *(Titus 2)*

ARTICLE II: MEMBERSHIP

Section I: Eligibility

Anyone believing in and accepting the Apostolic doctrine as set forth by Jesus and His Apostles in the Word of God which is the new birth.

Therefore one must be born again of water and spirit to obtain membership.

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Section II: Requirements

As a member of the church, each one must accept the following obligations:

1. To cleanse one's self from all filthiness of the flesh and spirit perfecting Holiness in the fear of God. (*II Corinthians 7:1*) All alcoholic beverages and tobacco in any form, body filth, filthy conversation, and conduct are considered unbecoming to a member of the church.
2. To conduct one's self everywhere as becometh a Christian.
3. To manifest a spirit of brotherly love and fellowship toward all of God's people.
4. To forsake not attending services, as the manner of some is. (*Hebrews 10:25*)
5. To support the work of the church with one's prayers and financial aid by tithes and offerings. (*Malachi 3:10; Luke 16: 11-12; I Corinthians 16:2*)
6. To maintain family and secret devotion whenever permissible in the home.
7. To avoid all ungodly and worldly amusement (all amusements and recreations are not harmful) that one may be blameless and harmless amidst an evil generation and thus bring no reproach upon the name of Jesus.
8. To abide by the By-Laws of the church as prescribed in this form of local church government. (*Titus 2:1-8; Hebrews 13:17*)
9. To secure, in case of moving, a letter of recommendation from the former church, and unite with another church of same faith.

Anyone who is eligible and accepts the foregoing obligations, shall become a member of the church, and shall register his name and address with the Pastor or secretary, and shall be received into full fellowship.

Section III: Church Discipline

1. Any member failing or refusing, after first and second admonitions, to keep the obligations and abide by the rules of the church, may be automatically suspended (*Titus 3:6*) or dealt with according to the following methods:

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- a) If any member of this church be overtaken with a fault, he or she shall be dealt with according to Galatians 6:1; John 5:16-17; James 5:19-20.
- b) Any grievance arising between individual members of this church shall be dealt with according to Matthew 18:15-18. Should the accused be found guilty by the church, he may be disfellowshipped from the church, unless he truly repents and makes public confession.
- c) Anyone being disfellowshipped, or leaving the church, forfeits all their rights and privileges.
- d) Any officer or leader being found guilty of misconduct or sin and causing reproach upon the church shall immediately surrender all offices and shall take place in the congregation until proven that they are sincere.

ARTICLE III: OFFICERS

Section I: Names of Officers

1. The officers of the church shall be as follows; a Pastor, who is also the president, and assistant Pastor when such is needed, Elders as members of a church board -- at least 3 and not more than 12 -- and Trustees, a secretary and treasurer.

Section II: Eligibility

1. The Pastor and all officers must have a good recommendation.
2. Any person being considered for installation in an office of the church must meet Bible qualifications for that office.

Section III: The Pastor

1. The Pastor shall be chosen in the following manner:
 - (a) the church board shall recommend approval of said person to the assembly.
 - (b) the recommendation must then be endorsed by at least a two thirds (2/3) vote of the members.

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2. The Pastor shall have oversight of the assembly until the Pastor and the church board jointly agree to a change.
3. The financial support of the Pastor shall be such as he and the church board agree upon. (*Luke 10:7; I Corinthians 9:7-14*)
4. The duties of the Pastor shall be:
 - (a) To preach and teach the Word of God as God gives him the ability.
 - (b) To visit the sick and pray with them.
 - (c) To encourage the weak.
 - (d) "To reprove, rebuke, and warn the unruly." (*I Thessalonians 5:14; II Timothy 4:1-2*)
 - (e) To give advise as needed and be ready to do every good work.
 - (f) He shall be considered the chief executive officer of the church.
 - (g) He shall have the oversight and superintendence of all interests of the church and all departments of its work, both spiritual and temporal; not as Lord over God's heritage, but as feeder of the flock of God, taking the oversight thereof not by constraint, but willingly; not for filthy lucre, but of a ready mind (*I Peter 5:2-3*) inasmuch as he is responsible for the guardianship and watch-care of all who are committed to his trust.
 - (h) He must be consulted in regard to all business of any importance pertaining to the spiritual, moral, material, and financial affairs of the church.
 - (i) He shall call for, and preside over, church board and business meetings.
 - (j) He shall appoint all officers of the church to be ratified by the church board and assembly.
 - (k) He shall appoint all department leaders and any committees deemed necessary.

Section IV: Assistant Pastor

1. The Assistant Pastor shall be appointed by the Pastor and ratified by the church board and the assembly.
2. His duty shall be to assist the Pastor in all matters as directed by the Pastor.

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Section V: Boards of Business

A. Church Board:

1. The members of the church board called Elders shall be appointed by the Pastor on a revolving plan where by at least one board member is removed each year and one added.
2. Appointments to the church board shall be ratified by the assembly.
3. Should a vacancy occur on the church board, a replacement may be appointed by the Pastor and ratified by the church board.
4. The church board, together with the Pastor, shall care for the business affairs and all property belonging to the church.

B. Trustee Board:

1. The board of trustees shall be appointed by the Pastor and ratified by the assembly.
2. The board of trustees shall serve until their successors are appointed.
3. Their duties shall be:
 - (a) To hold all property belonging to the church in trust for the assembly.
 - (b) To make legal acquirements and transactions as decided by the church board and the assembly.

Section VI: Secretary-Treasurer

1. The secretary-treasurer may be one or two persons, and shall be appointed by the Pastor and endorsed by the church board.
2. The duties of the secretary shall be to take minutes of all business meetings of the church board and assembly.
3. The treasurer's duties shall be to receive and care for all funds of the church to hold the financial books open for inspection by the Pastor and/or church board.
4. The Pastor or church board may call for monthly, quarterly, or annual reports from the

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treasurer and they may call for an auditing of the books when it is deemed advisable.

5. All disbursements shall be paid by check and may be signed by the Pastor or the treasurer.

ARTICLE IV: PROPERTY

Section I: Real Property

1. The title of the property shall be in the name of the church and shall be held in trust by the trustees.
2. If at anytime the church needs to purchase property, build a new building, or make major repairs, the Pastor and church board shall decide upon the need and present their views to the assembly. Purchase or construction may proceed upon endorsement by a majority of the assembly.

Section II: Personal Property

1. All major purchases of personal property for the church shall be made under the direction of the Pastor endorsed by the church board.

ARTICLE V: BUSINESS MEETINGS

Section I: Business Meetings

1. A business meeting of the church must be announced publicly in at least 3 services, the first announcement being 10 days previous to the meeting date.
2. Church board meetings shall be held at least once every 3 months and additional meetings may be called at anytime by the Pastor, or in the event of an emergency, by 3 board members.
3. Voting shall be as follows:
 - (a) Only members in good standing shall be eligible to transact the business of the church.

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- (b) A quorum to act at any business meeting shall be a minimum of 51% of members in good standing.
- (c) A majority vote of the members present at any business meeting shall be the deciding factor with the exception of choosing a Pastor, which requires a 2/3rd majority vote.
- (d) When voting by ballot a member must mark his ballot simply with “yes” or “no”.

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A: We pledge ourselves to follow a holy life in all manner of conduct and obedience, and in keeping with our Pastor's teaching.

B: We pledge never to cause envy or strife, and to always keep our conversation holy.

C: We pledge our cooperation in all matters and to always help in every good work.

D: We pledge our financial support by regular and prompt tithing and giving of offerings.

We have accepted this church manual and will to the best of our ability endeavor to live to God's standard.

NAME: _____

STREET: _____

CITY/STATE: _____

PHONE: _____