

BYLAWS OF THE CARY ALLIANCE CHURCH
Revision Adopted December 6, 2009

PREAMBLE

These Bylaws of Cary Alliance Church (CAC) are subordinate to, and in support of, the Bylaws as written in the Uniform Constitution for Accredited Churches of the Christian and Missionary Alliance. They shall not be interpreted in a manner that would conflict with, or subtract from, this Constitution. In any instance where a conflict may appear to exist, the Bylaws of the Constitution shall prevail.

ARTICLE I - MEMBERSHIP

Section 1. Persons desiring to unite with CAC shall initially attend the church membership class. Candidates for membership will then meet with two elders or the pastor to share their personal testimony. New members will be received into the congregation on the next membership Sunday. The minimum age for voting in all congregational meetings shall be 18.

Section 2. Persons may be received into membership of CAC by meeting the following qualifications:

- (1) Confession of faith in Jesus Christ and evidence of regeneration.
- (2) Belief in God the Father, Son, and Holy Spirit; in the verbal inspiration of the Holy Scriptures as originally given; in the vicarious atonement of the Lord Jesus Christ; in the eternal salvation of all who believe in Him and the eternal punishment of all who reject Him.
- (3) Acceptance of the Lord Jesus Christ as He is presented in Scripture as our eternal Savior and Lord.
- (4) Full sympathy with the principles and objectives of the Christian and Missionary Alliance and cooperation by systematic support of its work.

Section 3. Change in Membership Status.

- (1) Letters of transfer will be granted, when requested, to members in good standing wishing to unite with another church.
- (2) A person who persists in unrepentant sin that becomes a reproach to Christ and His church will be subject to church discipline in accordance with Mathew 18:15-17 and the Manual of the Christian and Missionary Alliance (Section E8). The Elders will administer church discipline in gentleness as required by Galatians 6:1 with a goal of restoration.

Section 4. Those members who do not attend any of the church services for one year without a reason deemed justifiable by the Elders may be removed from the Active Church Membership Roll at the discretion of and by action of the Elders, after said members have been visited (when possible) and ministered to faithfully.

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ARTICLE II - ORDINANCES

Section 1. All candidates for baptism shall complete a baptismal preparation course designed and overseen by the Senior Pastor. A licensed church pastor or currently serving elder shall administer the ordinance of baptism.

Section 2. The Senior Pastor and the Elders shall be in charge of the regular administering of the Lord's Supper. The Elders shall compile a list of communion stewards from the membership of the church. The elder in charge of communion will schedule the number of stewards needed for each service.

ARTICLE III - CHURCH GOVERNANCE AUTHORITY

Section 1. The Board of Elders is the governing authority for Cary Alliance Church. The Senior Pastor shall be chairman or, at his request, the Board of Elders shall elect an elder as chairman. The Elders shall also elect another elder as vice chairman. The Elders shall meet at least monthly, with the majority of the currently serving elders constituting a quorum.

Section 2. The Ministry Leadership Team (MLT) shall operate under the authority of the Elders to oversee church ministry policies, strategies, operations, and finances. The MLT shall be chaired by the Pastor of Church Ministries and shall be composed of the following members: Chair of the Deacons, Chair of the Trustees, Chair of the Deaconesses, Secretary, Treasurer, Assistant Treasurer, Alliance Men President, Women's Council Director, one Member-at-Large, and one Elder. The Elders may appoint additional members including Disciple Making Ministries Council Chair, Youth Pastor, Director of Children's Ministries, Chair of the Trinity Preschool Board, Missions Committee Chair, and Building Committee Chair, up to a maximum total of eighteen as needed and/or approve position title changes for individual board members.

Section 3. Levels of Decision Making Authority:

(1) The Elders are responsible to establish and guide church policy, and are the final source of appeal within the local church body for all matters of dispute, unless otherwise stated in the Uniform Constitution for Accredited Churches of the C&MA.

(2) The MLT and Church Staff are responsible to carry out church policy under the authority of the Elders. The Church Staff reports through the Pastor of Church Ministries to the Elders. The Pastor of Church Ministries shall be the coordinating authority for all church ministries under the authority of the Elders.

(3) Congregational approval by majority vote of those members present shall be required for election of church officers, annual budget approval, building plans, and the creation of new pastoral staff positions.

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ARTICLE IV - ELECTION OF OFFICERS

Section 1. Officers must be church members in good and regular standing at the time of their election and throughout their term of office.

Section 2. Elders: There shall be a minimum of six and a maximum of nine elders. The Elders shall be elected to serve three-year terms. The Elders shall be male members of this church and shall be elected at the Annual Meeting. In the event an elected elder(s) is unable to complete his term of office, the Elders may appoint a replacement elder(s) to serve until the next Annual Meeting. With authority from Christ the Chief Shepherd and confirmed by the church membership, the Pastor and other elders are the highest level of servant leadership in the local church. As under-shepherds, the Elders shall serve with the Senior Pastor to oversee the local church and its ministries to accomplish Christ's mission. They shall constitute the Committee on Membership. They shall be the Committee on Discipline in accordance with the Uniform Policy on Discipline, Restoration, and Appeal of The Christian and Missionary Alliance. The Elders shall be responsible to establish, approve, and update the CAC Church Policy Handbook (maintained in the church office) which will include at a minimum: CAC Vision Statement, Elder Mandate, MLT Mandate, Staff Hiring Policy, Staff Operating Policy, Membership Policy, Financial Policy, Benevolence Policy, Building and Property Usage Policy. The Elders may also appoint lay delegate(s) to the General Council and District Conference, certified by the Senior Pastor, as required.

Section 3. Deacons: The maximum number of deacons shall be six. Up to two deacons shall be elected each year to serve three-year terms. The Deacons shall elect a Chairman from their membership in their first meeting following the Annual Meeting. In the event the Chairman is unable to complete his term of office, the remaining deacons shall elect a new Chairman to fill the unexpired term from the Deacons continuing in office. The Deacons shall have charge of those ministries and charities of the Church which the MLT designates, receive offerings for such purposes and dispense the same, and make monthly reports to the MLT.

Section 4. Trustees: There shall be a minimum of six and a maximum of thirteen trustees. Open positions at the time of the Annual Meeting shall be filled by election. The Trustees shall elect a Chair from their membership in their first meeting following the Annual Meeting. In the event the Chair is unable to complete his term of office, the remaining trustees shall elect a new Chair to fill the unexpired term. The Trustees are responsible for:

1. Stewardship of all church property and ensuring the property is in proper condition for all church activities
2. Meeting at least monthly to discuss the needs of the church property
3. Purchasing new equipment for the church
4. Keeping a running inventory of all property

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5. Maintaining official documents relating to church properties (deeds, titles, insurance, etc.)
6. Submitting a monthly report to the MLT. The report shall consist of activities done during the past month and future needs.
7. Oversight of church appearance and decorations

Section 5. Deaconesses: There shall be a minimum of six and a maximum of thirteen deaconesses. Open positions at the time of the Annual Meeting shall be filled by election. The Deaconesses shall elect a Chair from their membership in their first meeting following the Annual Meeting. In the event the Chair is unable to complete her term of office, the remaining deaconesses shall elect a new Chair to fill the unexpired term from the Deaconesses continuing in office. The duties and ministries of the Deaconesses are as follows: provisions for communion and baptismal services, general oversight of the kitchen, coordination of meals for those in need, and coordination of church-wide social functions.

Section 6. In addition to the church officers listed in Section 3 through 6 above, the following shall also be elected at the Annual Meeting: Secretary, Treasurer, Assistant Treasurer, and one Member-at-Large. Alliance Men President and Women's Council Director shall be appointed by their respective groups. Also, an Aide to the Assistant Treasurer shall be elected by the congregation, but shall not serve on the MLT. The Treasurer shall be elected for a two-year term at initial election and re-elected for subsequent one-year terms thereafter.

Section 7. All officers elected at the Annual Meeting shall take office on October 1 and shall hold office for one year unless otherwise stated in these Bylaws.

Section 8. In the event that any officer of the church is unable to complete his or her term of office, the Elders may appoint a replacement to serve until the next Annual Meeting.

ARTICLE V - COMMITTEES AND ORGANIZATIONS

Section 1. Finance Committee: The Finance Committee shall normally consist of the Treasurer, the Assistant Treasurer, and the Audit Committee Chairman. Up to four additional members may be recruited by the Committee as it deems advisable. The Treasurer shall be chairman of the Committee unless he/she designates another committee member as such. The Finance Committee shall prepare the annual church budget for the Annual Meeting. The committee shall also meet regularly (not less than quarterly) to discuss, advise, and act upon the financial issues of the Church. Other financial duties may be assigned by the MLT.

Section 2. Audit Committee: The Audit Committee shall consist of three or more members appointed by the MLT, none of whom is a financial officer or a church staff member. It shall conduct audits in accordance with procedures set forth in the current

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edition of the Finance manual for Alliance Church Treasurers (and Pastors). It shall audit all financial records of the church and report its findings to the Elders and post the report on the CAC website no later than the February 15th following the Annual Meeting. Copies of this report shall also be made available in the church office upon request. In case the Treasurer is unable to fulfill his or her unexpired term of office, this Committee shall audit the books before a new treasurer assumes responsibility.

Section 3. Missions Committee: The Missions Committee shall have a minimum of six members and will have oversight of the arrangements for the Annual Missionary Conference and all other duties as stipulated in Article X Section 5 of the C&MA Constitution for accredited churches. The Committee shall promote concern for and keep before the congregation all full and part-time licensed and lay missionaries and missionary candidates representing the Church. The Committee shall be appointed by the Elders following the Annual Meeting and will elect its own Chair from its membership.

Section 4. Disciple Making Ministries Council: The Disciple Making Ministries Council shall oversee the disciple making ministries for children, youth, and adults. The Committee shall be appointed by the Elders following the Annual Meeting and will elect its own Chair from its membership.

ARTICLE VI - NOMINATING COMMITTEE

The Nominating Committee shall consist of the Senior Pastor, two members elected by but not necessarily from the MLT, and two members elected by the congregation at the previous year's Annual Meeting. If a nominating committee member cannot serve, the Elders shall be responsible to appoint an alternate. The Nominating Committee shall operate in accordance with Articles XIII & XIV of the C&MA Constitution for Accredited Churches (A5).

ARTICLE VII - MEETINGS

Section 1. There shall be an Annual Meeting of the church membership to be held on the last Wednesday of each September. The purpose of the Annual Meeting is fourfold: 1) To receive an annual ministry report compiled by the Senior Pastor and Pastor of Church Ministries; 2) To receive a summary financial report from the Treasurer and Assistant Treasurer; 3) To approve a new annual church budget; 4) To elect church officers. The approval of the annual church budget and election of church officers requires a majority vote of the members present.

Section 2. Special business meetings of the Church may be called by the Senior Pastor or the Elders.

Section 3. All congregational special business meetings shall be announced at

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least ten calendar days prior to the meeting and the purpose of the meeting shall be stated in the announcement.

Section 4. The Elders may specify procedures for voting by the members at all meetings of the church membership.

ARTICLE VIII - SOLICITATIONS

No one shall solicit or sell anything in the name of the Church or any part thereof, including the Sunday School, Alliance Youth Fellowship, and Trinity Preschool, without the approval of the Elders.

ARTICLE IX - AMENDMENTS

Any proposed amendments to these Bylaws must be presented to the congregation at least four weeks prior to being voted on in a special called congregational meeting. Any change must be approved by a two-thirds vote of the members present at the special called meeting. Only such amendments can be made that are consistent with the Church Constitution or the laws of the State of North Carolina.

ARTICLE X - PROPERTY AND RECORDS

All records other than current shall be kept in a secure repository selected by the MLT. MLT meeting minutes may have a legal significance and are of primary importance.