

Bylaws  
Of  
The Sanctuary  
A Georgia Non-Profit Religious Corporation

ARTICLE I  
Name and Principal Office

The name of this Corporation is The Sanctuary. This Corporation will be further referred to in the Bylaws as the “Church”. The Church maintains its principal office at 302 Byrd Road, Evans, GA, 30809. The Advisory Board of the Church shall have full power and authority to change the principal office from one location to another. Any change of this location shall be recorded by the Secretary on these Bylaws opposite this section, or this section may be amended to state the new location.

ARTICLE II  
Purpose

The purpose of this Church is to glorify God by fulfilling the Great Commandment (Matthew 22:36-40) and the Great Commission (Matthew 28:18-20).

1. EVANGELISM/MISSIONS – “To share the good news of Jesus Christ with as many people as possible in our community and throughout the world.” (Matthew 28:18-20, Acts 1:8, 2 Peter 3:9)
2. EDUCATION – “To help members develop toward full Christian maturity and train them for effective ministry. To promote personal spiritual growth and discipleship through Bible teaching.” (Ephesians 4:11-13, Matthew 18:20, 2 Timothy 2:2)
3. WORSHIP – “To participate in public worship services together and to maintain personal daily devotions.” (John 4:24)
4. MINISTRY/SERVICE – “To serve unselfishly in Jesus’ Name, meeting the physical, emotional and spiritual needs of those in our Church, community and in the world.” (1 Peter 4:10-11, Matthew 25:34-40, 1 Thessalonians 5:11, Galatians 5:13)
5. FELLOWSHIP – “To encourage, support and pray for each other as members of the family of God. To share our lives together.” (1 John 1:7, Acts 2:44-47, Hebrews 10:23-25, Romans 15:5 & 7, John 13:34-35)

This Church seeks to benefit the people of the CSRA by providing opportunities for spiritual, physical, intellectual, social and cultural development. (Luke 2:52)

ARTICLE III  
Statement of Faith

The Holy Bible is the inspired and inerrant Word of God and is the basis for any statement of faith. Accordingly, we band ourselves together as a body of believers in Jesus Christ, personally committed to sharing the good news of salvation to lost mankind.

## ARTICLE IV

### Affiliation

This Church is autonomous and maintains the right to govern its own affairs, independent of any denominational control. Recognizing, however, the benefits of cooperation with other churches in world missions, this Church voluntarily affiliates with the Full Gospel Fellowship in its national, state and local expressions.

## ARTICLE V

### Membership

#### SECTION I: General

Membership in this Church shall consist of all persons who have met the requirements for membership and are listed on the membership role.

#### SECTION II: Qualifications for Membership

1. A personal commitment of faith in Jesus Christ for salvation
2. Basic agreement with the Church's Statement of Faith

#### SECTION III: Privileges and Responsibilities of Membership

The privileges and responsibilities of membership are described in the Bylaws.

#### SECTION IV: Rights of Members

Every active member of the Church over 16 years of age is entitled to vote at all elections and on all matters brought before the Church in accordance with the provisions of these Bylaws. Provision can be made for absentee balloting.

#### SECTION V: Duties of Members

Members are encouraged to be faithful to essential duties of Christian life, to regularly attend services, to systematically give, to willingly share in organized work, to diligently seek the spiritual welfare of the Church, and to bring others to Christ. Members are expected to uphold the Church's Statement of Faith and covenant.

#### SECTION VI: Termination of Membership

Members shall be removed from the Church roll for the following reasons:

1. Death
2. Transfer of membership to another church
3. Personal request of the member
4. Dismissal by the congregation according to the following conditions:
  - a. The member's life and conduct is not in accordance with the Statement of Faith to the extent that the member hinders the ministry influence of the Church in the community.
  - b. Procedures for dismissal of a member shall be according to Matthew 18:15-17.

## SECTION VII: Restoration of Members

Members dismissed by the Church shall be restored by the vote of the Church according to the spirit of 2 Corinthians 2:7-8.

### ARTICLE VI Meetings of Members

Business meetings of the members shall be held in the times, in the manner, and for the purposes set forth below:

1. The annual meeting of the Church shall be held in May each year. The primary purpose of the meeting is to receive and adopt the annual report and to elect members to the Advisory Board.
2. The Church may change the dates of the annual meetings by a congregational vote and by notifying the members as provided in the Bylaws.
3. A special business meeting of the church may be called at any time (a) by the Pastor, (b) in absence of the Pastor by the Associate Pastors, (c) by majority vote of the Advisory Board.
4. Notification of members for business meetings may be given by any one of the following methods:
  - a. Distribution of written material to the congregation in attendance at a Sunday service
  - b. Announcement of the meeting in the Church newsletter
  - c. Oral announcement to the congregation at a Sunday service
  - d. By first-class letter to members
5. A quorum shall consist of those members present and voting.
6. Members shall be notified no less than two weeks prior to a meeting which considers the following matters:
  - a. Election of Advisory Board
  - b. The disposition of all or substantially all of the assets of the Church
  - c. The merger or dissolution of the Church
  - d. Acquisition of property and indebtedness

### ARTICLE VII Advisory Board

#### SECTION I: Number and Term of Board Members

The business, property and affairs of this Church shall be managed by an Advisory Board composed of at least seven men and no more than twelve men, plus the Pastor, who shall be members of this Church. Each board member, minus the Pastor, shall hold office for the term for which he is elected and until his successor is elected and qualified.

## SECTION II: Classification of Board Members

At the first annual Church meeting, the members of the Advisory Board shall be divided into three classes of two and three members each. The members of the first class shall hold office for a term of one year, the members of the second class shall hold office for a term of two years, and the members of the third class shall hold office for a term of three years. At all subsequent annual elections, two (or three) board members shall be elected by the Church members for a term of three years to succeed the board members whose terms then expire, provided that nothing here shall be construed to prevent the reelection of a board member.

## SECTION III: Vacancies

Vacancies in the Advisory Board shall be filled by alternates. Alternates are the two men who received the highest votes after regular board positions were filled. Each person selected to fill a vacancy shall remain a board member until they have completed the term of the person whose position they were called to fill.

## SECTION IV: Action by Unanimous Written Consent

If and when the Advisory board shall severally or collectively consent in writing to any action to be taken by the Church, the action shall be as valid corporate action as though it had been authorized at a meeting of the Advisory Board.

## SECTION V: Power to Make Bylaws

The Advisory Board shall have power to make and alter any Bylaws, including the fixing and altering of the number of board members, provided that the board shall not make or alter any Bylaws fixing the qualifications, classification, or term of office of any member of the then-existing board.

## SECTION VI: Power to Appoint Officers

The Pastor shall serve as president and appoint a secretary and a treasurer, or other and additional officers as he deems necessary for transaction of the business of the Church.

## SECTION VII: Removal of Officers and Agents

Any officer or agent may be removed by the Advisory Board whenever, in the judgment of the board, the interests of the Church will be served by this action. A majority vote of the board members present in a quorum is required for removal.

## SECTION VIII: Power to Fill Vacancies

The Advisory Board shall have power to fill any vacancy in any office occurring from any cause.

## SECTION IX: Delegation of Powers

For any reason deemed sufficient by the Advisory Board, whether occasioned by absence or otherwise, the board may delegate all or any of the powers and duties of any officer or board member to any other officer or board member, but no officer or board member shall execute, acknowledge or verify any instrument in more than one capacity.

#### SECTION X: Power to Appoint Executive Committee

The Advisory Board shall have power to appoint by resolution an executive committee composed of two or more board members who, to the extent provided in the resolution, shall have and exercise the authority of the Advisory Board in the management of the business of the Church between meetings of the board.

#### SECTION XI: Power to Appoint Trustees

The Advisory Board shall have the power to appoint, by a majority vote of members present after a quorum has been met, a minimum of three and a maximum of 15 members of a Board of Trustees, as set forth in these Bylaws or amendments thereto.

#### SECTION XII: Compensation

The compensation of officers and agents may be fixed by the Advisory Board; however, members of the board shall receive no compensation for their services.

#### SECTION XIII: Voting

All board members may vote on all matters properly before the Advisory Board, with the exception that no board member may vote in any matter concerning pay, benefits, etc., paid by the Church to any board member's family members. The Pastor shall vote on all matters properly before the board, with the exception that he may not vote on matters concerning his pay, benefits, etc., paid by the Church to him or his family.

### ARTICLE VIII

#### Officers

##### SECTION I: Chairman of the Board

The Chairman of the Board shall be the Pastor. The Pastor shall be the chief executive officer of the Church. He shall preside over all meetings of the Advisory Board and of the Church. He shall have general and active management of the business of the Church and see that all orders and resolutions of the Advisory Board are carried into effect. He shall be an ex officio member of all standing committees and shall have the general powers and duties of supervision and management usually vested in the office of president of a corporation.

##### SECTION II: Secretary

The secretary shall attend all meetings of the Church, of the Advisory Board, and of the executive committee, and shall preserve in books of the Church true minutes of the proceedings of all such meetings. He shall keep in his custody the seal of the Church and shall have authority to affix the same to all instruments where its use is required. The secretary shall give all notices required by statute, Bylaw, or resolution. He shall perform such other duties as may be delegated to him by the Advisory Board or by the executive committee.

##### SECTION III: Treasurer

The treasurer shall have custody of all Church funds and securities and shall keep in books belonging to the Church full and accurate accounts of all receipts and disbursements. He shall deposit all monies, securities and other valuable effects in the name of the Church in

depositories designated for that purpose by the Advisory Board. The treasurer shall disburse the funds of the Church as may be ordered by the board, taking proper vouchers for the disbursements, and shall render to the Pastor and board members at the regular meetings of the board, and whenever requested by them, an account of all his transactions as treasurer and of the financial condition of the Church. If required by the board, the treasurer shall deliver to the Pastor, and shall keep in force, a bond in form, amount and with surety satisfactory to the board, conditioned for faithful performance of the duties of his office, and for restoration to the Church in case of his resignation or removal from office, of all books, papers, vouchers, money, and property of whatever kind in his possession or under his control belonging to the Church.

ARTICLE IX  
Execution of Instruments

SECTION I: Checks, Etc.

All checks, drafts and orders for payment of money shall be signed in the name of the Church and shall be for use by the Church only and countersigned by those officers or agents as the Advisory Board shall from time to time designate for that purpose.

SECTION II: Contracts, Conveyances, Etc.

When the execution of any contract, conveyance or other instrument has been authorized without specification of the executing officers, the Pastor, secretary or treasurer may execute the same in the name and behalf of this Church and may affix the Church seal to the document. The Advisory Board shall have power to designate the officers and agents who shall have authority to execute any instrument in behalf of this Church.

ARTICLE X  
Power of Board to Borrow Money

The Advisory Board shall have full power and authority to borrow money not of a material amount.

ARTICLE XI  
Records and Reports

The Church will maintain the following records and reports:

1. Adequate and correct books and records of accounts (financial records)
2. Minutes of the proceedings of its members and Advisory Board
3. A record of its members, giving their names and addresses
4. Contribution statements for contributors

ARTICLE XII  
Designated Contributions

From time to time the Church, in the exercise of its religious, educational, and charitable purposes, may establish various funds to accomplish specific goals. Contributors may suggest uses for their contributions, but all suggestions shall be deemed advisory rather than mandatory in nature. All contributions made to specific funds or otherwise designated shall remain subject

to the exclusive control of the Advisory Board, which is elected by the Church. No fiduciary obligation shall be created by any designated contribution made to the Church other than to use the contribution for the general furtherance of any of the purposes stated in Article 2.

ARTICLE XIII  
Amendments to the Bylaws

New Bylaws may be adopted or these Bylaws may be amended or repealed by the affirmative vote of a two-thirds majority of the votes represented at a duly held meeting of the Advisory Board.