

**Bylaws and** **Constitution**

***Of***

**Breakthrough International Ministries**

**(Concern Mission International Incorporated)**

** Constitution and By-laws of the**

**Breakthrough Center International Ministries**

**Preamble**

That everything may be done “decently and in order,” according to the command of Scripture, that the mission and message of the church may be protected and preserved, that the responsibilities, rights, and privileges of each member shall be made clear, that the autonomy of this church maybe plainly declared, we establish this constitution and by-laws. As our Rules and Regulations.

**WHEREAS**, it is the expressed purpose of God, our Heavenly Father, to call out of the world a people, who shall constitute the Body of Christ, the Church of Jesus Christ, built and established upon the foundation of the Apostles and Prophets, Jesus Christ Himself being the Chief Cornerstone;

**And WHEREAS** the primary objectives for the existence of Breakthrough Center International Ministries, Inc. is to be an agency of God for evangelizing the world, to be a corporate body in which humankind may worship God, to be a connecting channel of God’s purpose to build a body of believers being perfected in the image of His Son, and to be a people who demonstrate God’s love and compassion to the world.

Therefore, accordingly we set forth this Constitution to preserve and enhance the advancement of the Christian faith, to give continuing emphasis to the reason of existence as the New Testament apostolic pattern by teaching and encouraging believers evangelize in the power of the Holy Spirit, and to ensure that the Church is governed in an orderly and disciplined manner in consistence with the beliefs and values of the Church, and maintaining a necessary dimension to worshipful relationship with God, and enabling believers to respond to the full working of the Holy Spirit in expression of fruit and gifts and ministries as in New Testament times for the edifying of the body of Christ. The Church is also empowered to affiliate with other churches and organizations with similar doctrines and purpose.



**Article 1**

**I. Name**

This body (congregation) shall be known as **the Breakthrough Center International Ministries** (Evangelism arms of Concern Mission International Incorporated, USA)

**II. Purpose**

Breakthrough Center International Ministries exists to experience, celebrate, and share God's grace. We affirm six main functions as the means of so doing: **Christ-centered worship, Biblical instruction, prayer, world evangelization, nurturing fellowship, and caring acts.**

Breakthrough Center International Ministries shall be organized in order to fulfill these six main functions. Further, to fulfill our mission, this church is incorporated for the purpose of promoting the reading and study of the Holy Bible as the Word of God; spreading the Gospel of our Lord and Savior, Jesus Christ; teaching and defending the doctrines and principles of the Christian religion; promoting the distinctive Biblical teaching, and to maintain, own, and have a place of religious worship.

We at Breakthrough Center International Ministries believe what we understand the Bible teaches. We cooperate and founded under the umbrella of the Concern Mission International in the United States of America. Insofar as is practical in fulfilling our mission and as long as our Founding Mission (Concern Mission International Incorporated) holds to Biblical truth, we will work cooperatively.



**I: Church Mission, Vision and Believe**

**MISSION**

Making Disciples and making a difference by awakening people to the reality of God’s excessive grace until they embrace it with gratitude: and empowering ordinary people to make lasting life change through the power of our Lord and Savior Jesus Christ

**VISION**

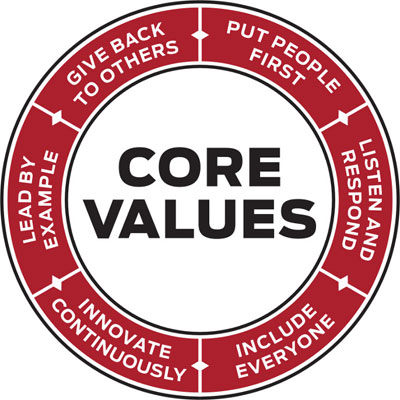
We envision a multi**-**cultural church where people’s lives are wrapped up in one another, and where they will experience a depth of friendship that goes way beyond sitting beside one another once a week, but standing by one another through the ups and down of life, regardless of race, ethnicity, creed, backgrounds, nationality; where honesty, patience and gentleness are offered to a needy and dying souls.

**BELIEVE:**

We believe the bible is the Word of God in its entirety, fully inspired and without error in the original manuscripts written under the inspiration of the Holy Spirit and it has a supreme authority in all matters of faith and conduct. II Peter 1:20-21. There is only one true and living God. The Father, Son and Holy Spirit are equal in power. · Jesus Christ, God’s Son, is 100% man and 100% God.  All have sinned and are in need of God’s saving grace. Salvation is not earned, but is a free gift from God. God still manifests his power and presence on earth.  We believe in the personal and visible return of Jesus Christ to the earth.

**DOCTRINE:**

This congregation receives the Scriptures as its authority in matters of faith and practice. Its understanding of the Christian truth as contained therein is in essential accord with the belief of Concern Mission International churches as indicated in the Articles of Faith.



**IV. Characters & Core Values**

**Core Values:** Are biblically-based values (standards, principles) of a Church which form the foundation on which we perform work and conduct ourselves. They are the values that support the vision, shape the culture and reflect what the Church is passionate about. Values are about how things ought to be or people ought to behave, especially in terms of biblical qualities and the mission of the church.

We value ***CHRISTLIKENESS***. We desire that through the power of the Holy Spirit Jesus’ love, mercy, grace, truth, purity, power, and integrity would shine through all that we are and do.

We value ***THE PURSUIT OF GOD***. We are hungry to know God’s presence, hear His voice and follow hard after Him. By so doing we will be spirit-led as we honor Jesus as our Head and the Holy Spirit as our Counselor. We seek to be actively responsive to the Holy Spirit’s daily leading of our personal lives and ministries and of the local church.

We value ***CULTURAL DIVERSITY*.** We aim to develop an atmosphere of ease, and to speak, act, and dress in ways in which our culture can respond positively.

We value ***PRAYER***. We believe that prayer is essential in enforcing the mandates of God’s Kingdom in the world, and because it is our primary means of communion with God and as means of empowering our personal lives and ministries and of the local church.



We value ***DISCIPLESHIP***. Our intent is to teach all believers to believe Jesus’ words, obey His commands and do His works. We aim first to grow as disciples of Christ ourselves in small groups and then to make disciples of others intentionally.

We value ***MISSION AND CHURCH PLANTING***. We aim to move in the signs of the present missional fulfillment of the kingdom by planting churches, invoking the Spirit’s powerful presence, ministering through the Spirit’s gifts, and seeing God heal and work wonders.

We value ***GODLY SERVANT LEADERSHIP***. We believe that Christ has put significant leadership authority in the hands of the pastor and associates. We aim to exercise that authority with humility, selflessness, grace, care for the sheep, and a sincere desire to build up the Body of Christ.

We value ***BUILDING STRONG FAMILIES***. We believe God is restoring the families to its moral standard and spiritual authority to express God’s glory and be used to disciple the communities and make disciples.

We value ***PRAISE AND WORSHIP***. We believe God is honored and glorified through our worship and He inhabits the praises of His people. Our intent is to enable believers to walk in the power of praise and worship by which gifts of the Spirit will be cultivated and exercised for the end-time harvest.

We value ***UNITY OF THE BODY***. As we are one in the Body of Christ, our intent is to demonstrate the unity of the Spirit through the bond of peace and love that will be a pattern for growth and discipleship in the local church. We aim to maintain that unity by honoring all who call on Jesus’ name and by seeking reconciliation with all parts of the Church.



**1. Church Polity**

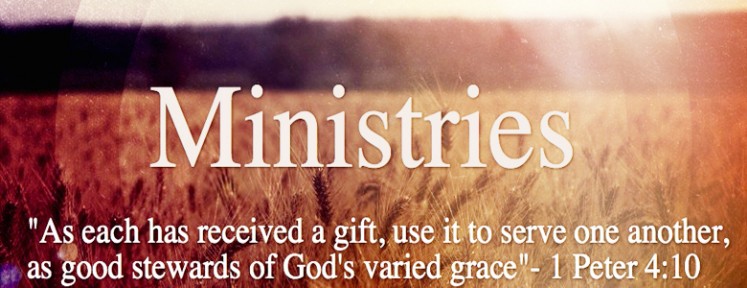
The government of this church is vested in the body of believers who compose it. It is understood that they shall make decisions under the Lordship of Jesus Christ at the leading of the Holy Spirit, as directed by the Scriptures. This church is an evangelism arm of the Concern Mission International incorporated, and it is subject to no other ecclesiastical body, but under the leadership and supervisory authority of its origin founders of Concern Mission International, United States. We affirm voluntary cooperation with other Christian denominations in our common cause.

#### Under this view, each individual church has its own government—without an extra-local church government to control it. The congregation rules the church by vote. “Every member of the local congregation in good standing has a voice in its affairs. It is the individual members of the congregation who possess and exercise authority. They set up committees to prepare material for votes (like the budget—usually just a YES or NO vote). They vote at an annual meeting for committee leaders, major changes, and the budget.

First, churches should govern themselves. Individual fellowships can and should work with one another, they shouldn’t rule over one another.

Second, We don’t believe that the congregation in a growing church is qualified to vote on elders. However, the elders and deacons are qualified to select church leaders, because they have been proven through character and ministry (1 Tim. 3; Titus 1). This avoids a potentially carnal congregation from electing carnal elders.

Third, congregations should generally trust elders and leadership to lead the church. A leaderless group is destined to fail. Of course, elders are not sinless and can be removed from leadership (1 Tim. 5:20), but they should be generally trusted (1 Tim. 5:18-19), because of their character and history of ministry (1Tim. 3; Titus 1). The elders should not lead alone. Plurality in eldership helps to avoid tyranny or apostasy in the church, keeping accountability for the elders’ decisions. Paul appointed plural elders for each singular church (Acts 14:23; Titus 1:5). Likewise, Peter commanded, “Shepherd the flock [singular] of God among you [plural]” (1 Pet. 5:2). 2:3-4; 3:9-10; 2 John 9-11).



**Article IX: Licensing and Ordaining Ministers**

**12.1** The New Testament teaches that the ascended Lord governs the Church, which is His body, through ministers of the gospel. (Ephesians 4:11-13). Therefore, approved men are called to these offices by divine revelations, prophecy or recommendation by the Executive in consultation with the Local Leadership Council (Presbytery). The followings steps shall be taken to confirm:

Prospective ministerial candidates must first be prayerfully selected by the resident minister in consultation with the Senior Pastor and approved by a two-third majority vote of the Church Leadership Council. Prospective candidates shall be interviewed by the Elders/Ministerial Committee. Candidates shall complete a prescribed course of study for ministers or if the candidate has a degree in theology/ministry such certificate shall be accepted by the BOARD OF ELDERS/TRUSTEE and then proper orientation shall be conducted for licensing or ordination.

**12.1(1)** **Qualifications:** For a person to be admitted into the ministry of Breakthrough Ministries International, the candidate must:

1. Be born again and baptized in the Holy Spirit
2. Qualify as laid down in 1 Timothy 3:1-7 and Titus 1:6-8.
3. Possess at least a high school diploma.
4. Be willing to learn, Obedient; and Possess a clear audible voice.
5. Be of sound body and mind proven by medical examination.
6. Be a spiritually mature person not above forty-five (45) years.

However, persons with proven ministerial ability and call who are above the age of forty-five years but not more than fifty-five (55) years may be called into the ministry by recommendation of the Board of Elders/ Trustees.

**12.1 CATEGORIES OF MINISTERS**: The church recognizes the five-ford ministry gifts and offices of Apostle, Prophet, Evangelist, Teacher and Pastor; and the following levels of ministers which involve steps in obtaining ministerial credentials in the church:



**12.2(1a) Licensed Ministers:** Are newly called and licensed ministers into full-time or bi-vocational ministry with a probation period of **two years** effective from the day of admission and licensing for ministry and full minister after one year.

**12.2(1b) *Functions***: The Licensed Minister shall be called ***Ministe*r** and shall:

Assist the Senior Pastor in running the Church. and Act in the absence of a Pastor. Be responsible for effectively running a *Ministry* of the Church. Preach and teach sound biblical doctrine and undertake evangelism to fulfill the mission of the Church. Assist in Administering the Lord’s Supper and baptizing of new converts. Conduct funeral in the absence of the resident minister. Conduct naming/christening and dedication of children. Keep the register of names and addresses of members of the church Perform any other works as may be assigned by the Senior Pastor

**12.2(2)** **Bi-Vocational Ministers:** Any elder or minister with proven ministerial ability can be considered for the position of Bi-Vocational Minister – a minister who wants to do ministry while still undertaking other civic or professional duties. The Bi-Vocational Minister shall perform all functions of a Licensed Minister *(Ref. Article 12.2(1)(1)*

**3. Removal of a Minister:** A minister shall be dismissed or removed after the minister that is being considered, shall be presented to the Elders/Trustees, Leadership Council and then to the entire membership of at a meeting by two-thirds majority vote. The Bishop/Elders and the Council shall make an investigation of accusations against the minister first and make a determination as to whether the minister has committed any of the following accusations which are grounds for dismissal:

1. Refusal to fellowship with a fellow minister attempts have been made to settle misunderstanding.
2. Unfaithfulness to the church, insubordination, and disobedience to calling
3. Peaching erroneous doctrine
4. Adultery/Sexual immorality or Gross Misconduct
5. Embezzlement, theft/fraud or Dishonesty
6. Compulsive lying and/or living a questionable life
7. Conviction of a felony that is a violation of Scripture



**B. Qualifications**

1. The core qualifications for leaders are enumerated in Acts 6, emphasizing that such men be full of the Holy Spirit, full of faith, and full of wisdom. They should be men /women of good reputation (verses 3 & 5). These core qualifications are further elaborated in 1st Timothy 3:8-13.

2. To be eligible to serve as church leader, a man or woman must be supportive of the overall church programs and staff. He or she shall demonstrate his faithfulness through his or her lifestyle, attendance and participation. Leaders shall be tithers. Each man/woman shall be at least 21 years old and have been a member of the church for at least one year. Some considerations may be applied base on the person previous leadership experiences into ministry.

**C. Rotation System**

There shall be two classifications of leaders; active and inactive. Leaders shall serve two year terms, rotating off the active body at the end of their terms, remaining ineligible for one year thereafter. Every term shall begin in January of each year.

**E. Calling**

The Pastor or congregation shall consider the selection of department heads or Leaders more a matter of the church “calling out the called” then submit names to the Pastoral Board/ Elders for cross examinations before the appointment.

**F. Means of Selection**

1. In September of each year, the pastor will publish a list of qualifications of leaders. The church office may contact inactive leaders in November to remove their names. Any qualified church member, man/ woman may be nominated for consideration for the office of leadership. Church members may nominate as many candidates as there are vacancies to be filled. If a candidate is selected or desiring a deacon position, he must be nominated by 3 or more church members to be eligible to be placed on the ballot.



**Article 1: Membership**

According to Jesus’ commandment, Christians are to associate themselves together in local congregations. Such a fellowship is composed of Jesus’ true disciples, who have experienced the new birth. It is evident by these person’s profession and lifestyle that they have received Jesus Christ as Lord and Savior. In joining a local church, believers unite with the rest of the congregation by covenant. Church members willingly commit to walk together, giving themselves to the Lord, and to one another.

This covenant admits them to the privileges of the church, and in it they also place themselves under its discipline and government. The Lord Jesus is the head of the Church and each congregation is to operate according to His laws.

Until Jesus comes again, the local church is a "colony of heaven" (Philippians 3:20) and is a fellowship on a mission. The central purpose of this church is to honor and glorify God; the central task of the church is to bear witness to the gospel of Jesus Christ through evangelism and missions. Only those who have a relationship with Christ, sharing his message and mission for the church should join and become member.

**Our membership focuses** on reaching to out and connect the unchurched multicultural communities to God, to connect and develop strong relationships through one-on-one friendship, small groups and empowering people to serve. These will be achieved through the Commitment Classes as seen below



**CHURCH 101:** *Breakthroug Class – Commitment to Membership*: This six-session class provides a basic introduction to Breakthrough International Ministries, Mission, Beliefs, Practices and Vision for the future, and will give you the opportunity to partner with us through membership. In this session, we learn the importance of connecting and building relationship with God and one another. And most importantly, is to learn how to connect others through intentional soul-winning /evangelism to the kingdom of God.

The five greatest needs of the human personality are significance, support, stability, stimulation, and self-expression. Getting connected to a church family best satisfies these needs. God has wired us for connection.

**CHURCH 201**: *Growth Class – Commitment to Maturity*: This class equips believers for maturity in the things of God so that they are not moved about by every wind of doctrine. In spiritual development, growth is a Christian lifestyle enhanced by learning the principles of Christ and practicing them through the empowerment of the Holy Spirit.

**CHURCH 301**: *Serve Class – Commitment to Ministry*: This class helps believers develop the heart of a servant; identify their God given gifts, and where they are best suited to serve. One of the greatest needs of the Church is to get lay people to become involved in ministry. Here at Breakthrough Center International Ministries, our vision is to get Christians to transition from “spectators” to “participants.” In an Acts 2 Church, people are eager to serve. This class will help you discover your unique personality, gifts and passions in life and see how God combines them for your best fit in ministry.

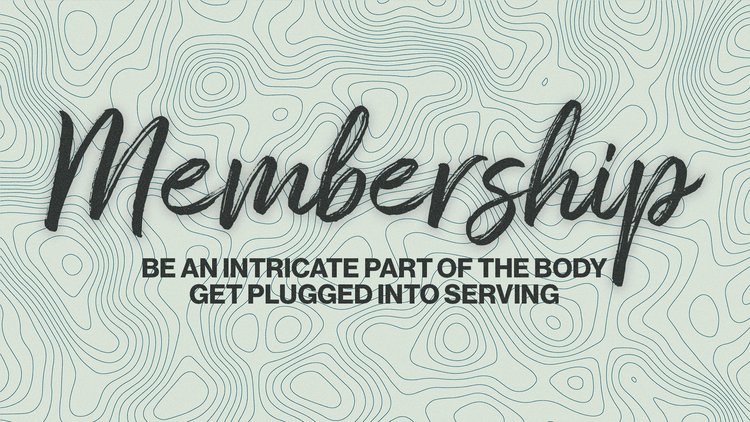
**CHURCH 401**: *Go Class – Commitment to Missions*: This class helps believers toward fulfilling their life's mission. An Acts 2 church understands its culture. It must effectively train its people to balance all forms of evangelism styles to reach the lost for Jesus. This class will train you in the ministry area of your passion so that you will learn how to live out your purpose in the world for which God created you.



**What does it mean to be a Member of Breakthrough Center?**

James 1:22 reads, “But be ye doers of the word, and not hearers only…”  We take this scriptural instruction seriously by demonstrating our commitment to Christ and His church in the following manner:  
  
**Commitment to Attending Bible Study: Personal Spiritual Growth (Philippians 2:12)**  
Breakthrough Center is dedicated to providing the environment and instruction necessary for our members to grow in Christ as a member of our congregation.  As well, we equip our membership with the tools to mature in their respective spiritual walks.  We provide a variety of Bible study classes, prayer and meditation services, Christian-centered counseling, and worship services in order to empower our congregants to grow in their individual faith journey.

**Commitment to Service: Ministry (Matthew 23:11)**  
Breakthrough Center has over 23 viable ministries that address a full range of spiritual, psychological, health, intellectual, socio-economic, as well as political needs and issues affecting the American community.  These ministries provide every parishioner the opportunity to be nurtured spiritually and practically, endowing them with the tools and the occasion to strengthen their families and our community. Serving our congregation and our community is noble; serving them through ministry is essential.  
   
**Commitment to Giving: Tithing (Malachi 3:10)**  
Breakthrough Center, just like any church, has to be maintained.  But unlike any church this ministry belongs to God and God’s people.  For this house to continue to feed thousands of families, provide suitable housing for our seniors, educate our children, administer community-wide health screenings, host major forums and workshops about issues relevant to our community, and be a place for all to experience the love, power, and salvation of Christ, we need continued support. Our fellowship is primarily supported by the biblical principle of tithing.  At Breakthrough we love to tithe.  We cheerfully give God ten percent (10%) of the financial blessings God has given so graciously to us. By your tithing, Breakthrough Center will continue to do great things through Jesus Christ.



**11.1 Membership Process**: Prerequisites for being eligible for membership are:

The individual must give evidence of his faith in Jesus Christ, voluntarily subscribe to Breakthrough tenets of faith, read and agree to be governed by the Bylaws of this church, have been water baptized, agree to attend a membership seminar, agree to strive to conduct himself/herself in accordance with Biblical practices.

This church is a fellowship of believers participating in the labors of the Holy Spirit in this community. An individual seeking to become a member of this church must submit in writing (or fill a membership form), that they wish to become a member. There must be a statement attesting that the member meets all prerequisite requirements. The Pastoral Team and Board of Elders/Trustees will then evaluate and interview whether or not the applicant will be accepted as member after or before undergoing membership classes.

**11.2 INACTIVE MEMBER:** Any member who has been absent from the church for a period of seven months (3 months for elders, deacons and deaconess) without showing interest by communication with the church or contribution to support its mission may be declared inactive by the church. Person on the inactive roll shall have not be counted as member and shall have no rights of membership.

**11.3 Termination of Membership:** The Board of Trustees reserves the right to remove, without warning, any member which is deemed to be harming the flock or to be in purpose and willful contention with the church. Reasons for removal include:

1. Voluntary withdrawal from membership
2. Deceased
3. Propagation of doctrines and practices contrary to the Tenets of Faith (Romans 16:17,18; Galatians 1:8,9; Titus 3:9-­‐l 1; II Thessalonians 3:6).
4. Living in sin or in a manner which is inconsistent with Biblical standards of holiness

(I Corinthians 5:11; Galatians 5:19-­‐21; Hebrews 12: 14)



**11.3 Restoration Process of Membership**

The Senior Pastor shall be authorized to revise the membership roll of the corporation as needed. Any person who may have been terminated as a church member shall be notified of this action in writing by the church secretary/ administrator and shall have the right to appeal to the Board of Elders/Trustees and the Local Leadership, Church Council for reconsideration of said action.

The Board of Elders/Trustees may restore to membership any person previously excluded, upon request of the excluded person, and upon evidence of the excluded person’s repentance and reformation. This should be done in the Spirit of forgiveness and love (II Corinthians 2:6-8). Binding decisions made by Board of Elders shall be by two - thirds majority vote of the membership present at any Elders’ Board meeting.

### **MINOR FAULTS**

Minor faults are attitudes and actions such as **rudeness, impatience, grumbling, complaining, negativity, pettiness, boasting, irritability, speaking too much or when inappropriate, lack of trust, worry, timidity, and selfishness**. We are permitted, and actually encouraged, to overlook most minor faults rather than resorting to discipline (Proverbs 10:12; 19:11; 1 Peter 4:8).

If a minor fault seems serious enough to require private counsel, we should be particularly careful to apply Christ’s words about removing the “speck” from our brother’s eye while a “plank” is in our own (Matthew 7:1-5). Only if a minor fault is repeated so consistently or in such a disruptive manner that it causes harm to the church will any measure(s) be taken beyond private instruction, warning, and/or rebuke.



### **3. PERSONAL OFFENSES**

Personal offenses are those that occur between two Christians—more specifically, two members of the church. It could be defined as any behavior by one member that causes harm to another. Such as insults, slander, breach of trust or contract, physical or sexual abuse, adultery, physical assault, theft, and vandalism. In these situations, the offended person must closely follow Matthew 18:15-17.

He must first meet with the offender in private, explain his offense to him, and seek his repentance (Matthew 18:15). If the offender remains unrepentant, the offended person must be cautious before taking additional measures. If the offense is unverifiable (as defined above) or not serious enough to warrant bringing to the attention of other church members, it should not be pursued further. If the offense is significant and verifiable, a meeting will be arranged, during which the offended person can present his case to the offender in the presence of one or two other members (Matthew 18:16). These should either be witnesses to the offense or mature, discerning members who are able to evaluate evidence and testimony, question both parties effectively, determine guilt or responsibility, and offer appropriate biblical counsel.

If the offender remains unrepentant even after his guilt has been proven before witnesses, the matter will be told to the general membership of the church at another meeting (Matthew 18:17). If the offender is present, the elder(s) will rebuke him publicly and implore him to confess and repent. If he is absent, the matter will still be revealed to the church (in appropriately limited detail). In either case, the members of the church will be encouraged to make personal efforts to persuade him to repent. A date will be set for a final meeting where the matter will be brought to conclusion. The offender will be notified regarding this meeting (in a verifiable way, such as certified mail) and encouraged to attend in the hope that he will make a public confession.

(Note: Because the offender’s guilt has already been established, no opportunity will ordinarily be given at these subsequent meetings for him to debate the matter or defend himself or herself publicly.) At the final meeting, the offender (if present) will be offered another opportunity to repent and be restored. If he/she remains unrepentant or is not present, he will be considered an unbeliever and expelled from membership (Matthew 18:17). Even if the offender repents, restitution and/or other remedial actions may be necessary as determined by the elders (mandated accountability, removal from church office, and/or counseling).

### **4. PUBLIC DISOBEDIENCE**

Public disobedience is sinful behavior that causes harm to the unity, doctrinal integrity, purity, or reputation of the church as a whole. This category includes; false teaching, divisiveness, contentions, gossip, slander of the church or its leaders, insubordination, sexual immorality, drunkenness, covetousness, theft, dishonesty, outbursts of anger or fighting, foul language, willful failure to provide, wrongful divorce or remarriage, and breach of public trust or contract.

Unlike the precise instructions for resolving personal offenses (Matthew 18:15-17), the instructions for dealing with acts of public disobedience are varied. The following are the procedures found in the New Testament for handling public disobedience. Not all measures listed here will be appropriate for each situation. It may sometimes be necessary to bypass these measures altogether and proceed directly to expulsion from membership (see section 5, “Insufferable Wickedness”).

There are three kinds of offenders whose behavior will be considered insufferable and will therefore be expelled:

* **Unrepentant Offenders**– refused to acknowledge their sin and repent, even after public rebuke and exhortation from the entire church (Matthew 18:17).
* **Gross Offenders**– These are members who commit even a single sin that is so abhorrent, shameful, or notorious that the reputation of Christ and the church is imperiled if they are not immediately expelled (1 Corinthians 5).
* **Offenders Who Are Known by Their Wickedness** – These are members who have become known publicly for sins like heresy, apostasy, divisiveness, sexual immorality, drunkenness, or covetousness. [2] Their sinful lifestyle makes them indistinguishable from unbelievers.
* In others words, they are so characterized by false beliefs, false teaching, destructive motives, worldly affections, or immoral living that they cannot, by definition, be considered Christians (1 Corinthians 5:11-13; 6:9-10; Galatians 5:19-21; Titus 1:16; 1 John 1:5-6; 

The selection ballot will include a brief biography of the candidates, including their involvement in the ministries of the church, compiled by the Administrator.

Each member of the church may complete one selection ballot for those they believe would be God’s choice for the office of leadership. Members may vote for as many or less men/women as there are vacancies. The person receiving the highest number of votes shall be selected, then the person receiving the next highest votes, etc., until enough men/women are selected to fill all vacancies.

6. The ballots for leaders’ selection shall be counted by a committee of members composed of outgoing deacons and two members from the church at large, as appointed by the leader.

7. Each newly elected leader shall be contacted and notified of his selection. After all positions are filled, the process ends and the list is sealed in an envelope and placed in the care of the pastor/administrator. The names of elected/selected leaders shall be presented to the church by the following Sunday or the first Sunday of the month.

9. The Church will provide the appropriate training as required for newly elected or selected leaders as needed.

8. After the training, cross examination process, the pastor/the church will arrange for an ordination or installation service for the newly elected leaders.

**F. Unexpired Terms**

Should a vacancy occur in the leadership body for any reason, the pastor shall select an inactive leader to complete the unexpired term. Any leader filling such an unexpired term, having served less than 18 months, shall be eligible to appear on the next leadership selection ballot.ZZZXZ\

CHURCH FINANCES

**Article IV: Finances**

1.Church finances shall be under the ultimate direction of the congregation.The Stewardship Committee shall make regular reports to the church.

2. This church shall be wholly supported by the voluntary tithes and offerings of members and friends of the church.

3. The church shall operate with a unified budget with one treasury. All funds received for any and all purposes must be accounted for by the Stewardship Committee (financial secretary). Financial statements will be made available to members each month.

4. The fiscal year shall begin on January 1 and end on December 31.

5. During April of each year, Stewardship Committee shall begin the budget making process, drawing on the input of all the ministries and teams of the church. The Personnel Committee shall make recommendations concerning paid employees of the church. The Stewardship Committee shall present the budget to the Leaders and then to the church. The budget shall be presented to the church for approval by the last Sunday in November. Copies shall be distributed to the church at least one week prior to its adoption.

6. Once expenditure is approved by inclusion into the church budget, no other approval is needed –unless due to the church being in a tight economy, the Stewardship Committee has announced a need for prior approval of expenses.

7. No one may establish a “designated fund” simply by the giving. Requests for creating a new fund must first be submitted to the Stewardship Committee. If the proffered gift is within the current budget or ministry of the church, the Stewardship Committee may accept the gift and apply to the budget. If the proffered gift is outside the scope of the current budget or ministry of the church, they shall bring recommendations concerning the offer to the congregation for approval.

8. No tangible property may be received by the church without first being accepted by the Stewardship Committee.

9. Separate persons shall be responsible for having custody of church monies (the collecting, counting, and depositing of funds to be done by a service team), authorizing transactions (the Stewardship Committee), and recording transactions (treasurer/financial secretary). No one person shall have custody of church monies at any time. A minimum of two church members are required to collect, count and deposit funds.



**Article V: Worship Services**

1. Worship Services shall be held each Lord’s Day, both morning and evening unless otherwise announced.

2. The Lord’s Supper shall be observed on the first Sunday of each month, or at such other time as the church may determine.

3. Occasional special services may be held at the discretion of the pastor or by vote of the church. The pastor, at his discretion, shall arrange evangelistic services and events, and revival services.

**Church Calendar Scheduling:** The official church calendar is maintained by the Secretary. All requests and changes must be channeled through her. No one else may enter, delete, or change information on the official calendar.

Church program activities (meetings, fellowships, recreation, musical programs) may be scheduled by staff, organization and department directors, and committee chairpersons as coordinated by the Church Council. The Pastor and the Church Council will coordinate the scheduled events for the church calendar.

Program activities and committee meetings will not conflict with the regularly scheduled services of the church (morning and evening worship, Sunday school, Training, midweek prayer service).

Use of the building for other than church-sponsored activities is subject to the church policy on use and space available. When a conflict arises, church activities take priority over sponsored activities on a first-come, first-served basis.

1. Each individual wishing to schedule an activity or emphasis must complete a Calendar Scheduling Form. Forms are kept in the church office.
2. The Schedule Request Form is submitted to the Secretary one week prior to the monthly Church Council meeting.
3. Administrator check calendar for the availability of facilities and make notation on form
4. Pastor takes the request to Church Council meeting for approval.
5. Secretary notifies requesting person of approval.
6. Secretary distributes a weekly building use calendar to each staff member and to the person responsible for opening and closing the building.

**Cancellations or Changes**: To change the date, time, or cancel the event please contact the Secretary as soon as possible to note cancellation in the bulletin or newsletter



**Article VI: Church Business Meetings**

1. A regular business meeting of the church shall be held quarterly in the months of January, April, July, and October. Meetings for specific purposes – leader selection and adoption of the church budget – are described elsewhere in these bylaws.

2. The pastor or the designated leader may call additional business meetings. There must be a letter sent to the congregation in advance or one week’s notice given to the church by public announcement.

3. The pastor shall serve as moderator. He may appoint another ordained ministerial staff member to moderate or ask an elder to serve as moderator. Provisions for moderators when discussing the termination of a ministerial staff member are elsewhere described in the by-laws.

4. The moderator may appoint parliamentarians for the meeting.

5. Quorum shall be those church members present and voting.

6. Church business meetings shall be conducted according to Robert’s Rules of Order, most recent edition, unless otherwise specified in these by-laws.

7. At any regular service of the church, the church may vote to receive new members, or elect messengers to associational, convention, or Concern Mission Convention meetings. The pastor or his designated person shall stand as automatically elected to serve as a messenger to these meetings.

8. Except for the three-quarters majority required by the church to call staff members, no larger majority than two-thirds shall be required.

9. Church members must be at least 12 years old to vote on church business. [See Article I.6]

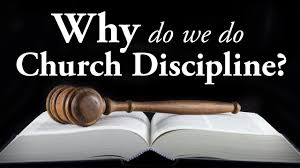
**Article VII: Denominational Affiliation and Representation**

1. The congregation may elect messengers to attend annual business meetings of the Christian bodies with which the church cooperates to advance the Kingdom of Christ:

2. The pastor shall be automatically, by virtue of his office, an appointed messenger to these denominational meetings.

**CHURCH AGENDA**

1. CALL TO ORDER BY CHAIRPERSON
2. SCRIPTURE/PRAYER
3. APPROVAL OF/ADDITIONS TO AGENDA
4. APPROVAL OF MINUTES OF LAST MEETING
5. FOLLOW-UP REPORTS FROM LAST MEETING
6. REVIEW AND EVALUATE CHURCH PROGRAM EVENTS AND ACTIVITIES CONDUCTED SINCE LAST MEETING
7. PREVIEW AND COORDINATE FUTURE EVENTS AND ACTIVITIES PLANNED FOR THE NEXT THREE MONTHS
8. PLAN AND/OR OVERVIEW FUTURE EVENTS AND ACTIVITIES THAT ARE MORE THAN THREE MONTHS
9. SUMMARY OF MEETING AND DECISIONS BY CHAIRPERSON
10. PREPARATION OF ANY RECOMMENDATIONS
11. ASSIGNMENTS FOR FOLLOW-UP BY NEXT MEETING (EXAMPLE, SPECIAL PROJECTS ABD REPORTS)
12. BRIEF EVALUATION OF MEETING
13. ADJOURN

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**Article VIII: Church Discipline**

Members caught in acts of indiscipline, depending on the gravity *and the severity* of the act shall be initially referred for church counseling. While undergoing counseling, the member shall continue to enjoy his or her membership rights including unrestricted church service attendance and voting provided it is their first offense.

If the member positively responds to counseling, he or she shall then be enrolled into a two weeks’ restoration program to help identify the cause of the act of indiscipline and to prevent it from happening again. However, if the member continues willfully in the act of indiscipline even after having gone through counseling, the member shall be referred to the Elders which will then enact the appropriate sanction including suspension of membership and up to ex-communication in keeping with the word of God.

Acts of indiscipline of severe and grave nature including material financial improprieties shall be immediately referred to the Elders which shall take appropriate action including immediate suspension of the member, restitution and/or legal prosecution. It is expected that if a member sin against another, he will go to the person seeking forgiveness and reconciliation and offering restitution, as required in Matthew 5:23-24. Any member having a complaint against another must seek to resolve the conflict as directed in Matthew 18:15-17. The aim is to secure repentance and full reconciliation.

If one is not able to effect reconciliation, then he should go to the leaders for counsel and assistance. They shall follow the principles in Matthew 18:15-17, Galatians 6:1- 2, 1st Corinthians 5, 2nd Corinthians 2, 2nd Thessalonians 3, James 3; 5:19-20, and Jude 22-23.

Church discipline has the purpose of protecting the purity, unity, and message of the church. All discipline shall be carried out in the spirit of Christ, in humility and godly fear, and with caution so as to avoid being caught in the temptation. It is understood that when a person joins the church, he or she is voluntarily giving fellow members the right to hold them accountable in their walk with Christ.



**CONFLICT OF INTEREST**

Members/ Leaders are required to avoid any conflict of interest during their membership or leadership with Breakthrough Center International Ministries. This includes but is not limited to booking or engaging into the same activities as breakthroughs ministries. Activity or engagement is defined as abandoning services or ministerial duties to attend.

Breakthrough takes this policy very seriously due to the sensitive nature of the issue. Failure to comply could result in disciplinary action with Breakthrough. Before agreeing to enter into any engagement or service outside your commitment to Breakthrough, notify your immediately leader or department head of the type of service and the time or date or day anticipate working or engaging in the extra time of self service.

**COURTESY**

Regardless of your position in the church, its important to remember that good manners give a good impression. It is equally important to be respectful and considerate of your fellow members when they are on telephone or engaged in private business conversations. Do not interrupt or stand around waiting for them to finish. Leave and return later when the person is available to speak with you.

Being pleasant and courteous to members, visitors, and your coworkers is an important part of your

Responsibility. We do not discriminate on the basis of race, color, gender, age, genetic, information, religion, national origin, disability, or veteran status in our member service and relations.

**Do not ever share or voice internal problems with our members**. This behavior is unchristian and unprofessional. Keep any problems we need to address internally among ourselves. Refrain from speaking negatively about a leader or another member, department. No positive results come from this behavior.

**RUMORS/ GOSSIP**

Rumors and gossip are always destructive to all concerned – they benefit no one. For information bout the church, or policies or about things that are being done that you think will affect your church, please ask your pastor or the person who is directly responsible for that specific issue. Please feel free to do this – don’t depend on rumor and gossip; get the facts.

You are expected to discourage the practice of starting or spreading rumors and gossip and to refrain from being a party to such actions.



**Article X: Adoption of and Amendments to Constitution and By-laws**

1. The rules of this constitution and by-laws shall be considered adopted if two-thirds (2/3) of the members present and voting in business meeting vote in favor of adoption. They shall go into effect immediately. Their adoption shall make effective the repeal of all previously adopted rules. Upon passage, all committee, team, or officers, elected under the old rules, shall continue to carry out their duties until their term of office is expired.

2. Any article in this constitution and by-laws, or any subdivision thereof, may be amended or repealed with two-thirds (2/3) vote of those present and voting in any regular church business meeting. However, the proposed change shall be laid before the church, in writing, no less than one month before the time of the proposed change. Any proposed amendments shall receive wide circulation.

3. A copy of this Constitution and By-laws shall be kept at all times in the church office and with the church clerk.

**Article XI: Distribution**

1. A copy of this constitution and by-laws shall be made available to every member of the church.

2. As additional members join this church, they shall be provided a copy of this document and urged to familiarize themselves with its contents.

This Constitution and By-laws is built upon the foundation of Concern Mission Belief: and if reviewed and accepted should be adopted in church conference in December