

**Fil-Am Community Church
Constitution and By-Laws**

Preamble

We, a congregation of believers in Jesus Christ, declare and promulgate this constitution in order to preserve and secure the principles of our faith and to govern the body in an orderly manner.

Article I (Name)

The name of this organization is Fil-Am Community Church, based in Springfield, Virginia. The church maintains its principal office in the city of Springfield. The Church pastoral and administrative leadership retains the full power and authority to change the principal office from one location to another.

Article II (Prerogatives)

Fil-Am Community Church shall have the right to govern itself according to the standards of the New Testament Scriptures, endeavoring “to keep the unity of the Spirit through the bond of peace...until we all reach unity in the faith and in the knowledge of the Son of God, and become mature, attaining to the whole measure of the fullness of Christ”. (Ephesians 4:3, 13 NIV)

Article III (Mission Statement)

We, the Fil-Am Community Church, are a growing body of Christ-centered believers, united and empowered by the Holy Spirit, committed to glorify God by:

- Participating in worship, prayer, Bible study and loving fellowship.
- Proclaiming to unbelievers that Jesus Christ is the way to eternal and abundant life.
- Teaching, equipping and nurturing persons for spiritual growth and service.
- Ministering to individuals and families through local and world missions.

Article IV (Core Values)

The Fil-Am Community Church will adhere to the following core values:

- Faithfully evangelize the unsaved.
- Deepen commitments and relationships through a discipleship process.
- Enhance the worship experience to promote spiritual maturity using a variety of music types.
- Actively teach, equip, and nurture leaders and church workers.
- Strengthen families and family values.
- Build intimate relationship and fellowship among members.
- Continually seek church planting opportunities.

- Build strong stewardship values and personal accountability.

Article V (Statement of Faith)

As a church, we strongly believe and live by the following major biblical truths:

I. About the Bible

The Bible is God's Word to all people. It tells the true story of God, man, sin, redemption, and of mankind's reconciliation to God. The Scriptures consist of 39 Old Testament books and 27 New Testament books. Since the Word is inspired by God, the Bible is the supreme source of truth without error and completely relevant for daily living. (Deuteronomy 4:1-2; Psalm 119:11, 89, 105; Proverbs 30:5; Isaiah 40:8; John 5:39; 2 Timothy 3:15-17; 2 Peter 1:20-21; Hebrews 1:1-2)

II. About the Trinity

There is one God: infinite, eternal, almighty, and perfect in holiness, truth, and love. In the unity of the Godhead, there are three co-existent, co-equal, and co-eternal persons: God the Father, God the Son, and God the Holy Spirit. Although each member of the Trinity serves different functions, each of them possesses equal power and authority. (Deuteronomy 6:4; Isaiah 61:1; Psalm 90:2; Matthew 28:19; 2 Corinthians 13:14; James 2:19)

III. About God

God the Father is the Creator of heaven and earth. God is great, all-powerful, all-knowing, ever-present, unchanging, completely worthy of our trust, and above all, holy. He is loving, compassionate, and faithful to his people and his promises. God is sovereign. He made all things for his glory and intends for man to live in a right relationship with him. (Exodus 3:14; Psalm 11:4-6; John 3:16; John 14:1; Acts 17:28; Romans 3:3-4)

IV. About Jesus Christ

Jesus Christ is the Son of God. Born of a virgin, Jesus lived a sinless human life and offered himself as the perfect sacrifice for the sins of all people through his death on the cross. He is God's plan for bringing people who are enemies of God back into a right relationship with him. He rose from the dead after three days, defeating death so that we could have life. By his death in our place, he revealed the divine love and upheld divine justice, removing our guilt and reconciling us to God. He ascended to heaven and will return again someday to earth to reign as King. (Isaiah 9:6; Matthew 1:18-23; John 1:1-5; 14:10-30; Acts 1:9-11; Romans 1:3-4; Philippians 2:5-11; 1 Peter 2:24)

V. About the Holy Spirit

The Holy Spirit is present in the world to make people aware of their need for Jesus. He unites believers to Jesus Christ through faith and dwells within a believer's life. He provides the Christian with the power for living, for understanding spiritual truth, and for guidance for doing what is right. He convicts people of sin, comforts, gives spiritual gifts, and makes us more like Christ. (Genesis 1:2, Psalm 51:2; Acts 1:8; John 16:8-11; Romans 8:9; Galatians 5:25; Ephesians 1:13).

VI. About the Creation of Man

Man was created in the image and likeness of God, but that through Adam's sin the race fell, inherited a sinful nature, and became alienated from God. Man is totally depraved and of himself utterly unable to remedy his lost condition. (Genesis 1:26-27; Romans 3:22-23; Ephesians 2:1-3)

VII. About the Gospel

Jesus Christ is the gospel, the good news revealed by his birth, life, death, resurrection, and ascension. Christ's crucifixion is the heart of the gospel, his resurrection is the power of the gospel, and his ascension is the glory of the gospel. Jesus Christ is the mediator between people and God. Christ's death satisfied the demands of God's holy justice and appeases God's wrath. There is no other name by which man can be saved. This truth reveals God's mysterious love along with his amazing grace. (Romans 3:22-23; 2 Corinthians 5:17-21; Ephesians 2:8-10; 1 Peter 1:18-19)

VIII. About Salvation

The blood of Jesus Christ, shed on the cross, provides the only way of salvation through the forgiveness of sin. Salvation occurs when people place their faith in the death and resurrection of Christ as sufficient payment for their sin. Salvation is a gift from God, and it cannot be earned through man's efforts. All the redeemed once saved, are kept by God's power and are, thus, secure in Christ forever. (Isaiah 1:18; Matthew 1:21; Luke 1:68-69; John 1:12; 3:16; 5:24; Acts 2:21; Romans 8:38-39; Galatians 2:20; Ephesians 2:8-10; Revelation 3:20)

IX. About the Church

By his Word and by his Spirit God creates the Church, calling sinful people into fellowship with Christ's Body. The Church is not a religious institution or denomination. Rather, the universal Church is made up of those who have become followers of Jesus Christ. The Church exists to worship and serve God by doing his will. The Church has been called to preach the gospel, making disciples in an effort to transform the world. All members of the universal Church are to be a vital and committed part of the local church. The Holy Spirit has gifted the church for equipping its people to mature and grow. All members are to be equipped for ministering to one another and to the world. (Ephesians 1:22; Matthew 16:18; 28:18-20; 1 Thessalonians 4:13-17; 2 Corinthians 5:18-19; Ephesians 4:4-6)

X. About Marriage

True, biblical "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. It cannot be another meaning because God creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person. Thus, marriage is a holy covenant before God but it goes far beyond the earthly covenant since it is also a divine picture of the relationship between Christ and his Bride, the Church. (Genesis 1:26-27; Genesis 2:18-25; Malachi 2:14-16; Matthew 19:4-6; Mark 10:6-9; 1 Corinthians 7:1-6; Ephesians 5:22-32; Hebrews 13:4-7)

Article VI (Membership)

The membership of Fil-Am Community Church consists of persons who have made a profession of faith in Jesus Christ as Lord and Savior and who, having experienced the New Testament baptism, have completed the Membership Class, and agree to the Church Membership Covenant.

Article VII (Ordinances)

As a church, we strongly believe and live by the following ordinances:

I. Baptism

The ordinance of baptism by immersion is commanded in the Scriptures. All who repent of their sin and believe in Christ Jesus as Lord and Savior are to be baptized. They declare to the world that they have died with Christ and that they also have been raised with him to walk in the newness of life. Baptism, therefore, is not a means of salvation. It is a public declaration that one is already saved. (Matthew 28:19, Mark 16:16, Acts 10:47, 48, Romans 6:4)

II. The Lord's Supper (Communion)

The Lord's Supper, consisting of the bread and fruit of the vine, is a memorial to Christ's suffering and death and a prophecy of his second coming, and is enjoyed by all believers until he comes. The ordinance of the Lord's Supper shall be observed regularly, usually the first Sunday of every month. (1 Corinthians 11:26)

Article VIII (Church Covenant)

Having been led by the Spirit of God to receive Jesus Christ as Lord and Savior by faith, and having publicly confessed him by baptism in the name of God the Father, God the Son, and God the Holy Spirit, we freely and joyfully enter into covenant with one another as one Body in Christ.

We pledge, therefore, by the aid of God's Spirit, to live together in Christian love; to work for the advancement of God's kingdom through this Church in knowledge, holiness, and mutual care; to support its ministry by a faithful stewardship of money, time, and talents; and to sustain its worship, ordinances, doctrines and disciplines.

We also pledge to maintain family and private worship; to rear our children in the nurture and Spirit of the Lord; and to strive for maturity in ourselves and in our fellow Christians.

We further pledge to follow Christian principles of morality in our daily living; to be ethical in our dealings and faithful in our commitments; to promote the unity of fellowship by proper attitudes toward the advancement of the Kingdom of God here and throughout the world.

Article IX (Affiliation)

Fil-Am Community Church shall be under the Lordship of Jesus Christ; this Church is autonomous and maintains the right to govern its own affairs, independently of any outside denominational control. Recognizing, however, the benefits of cooperation with other like-minded churches, this church is affiliated with the Southern Baptist Conservatives of Virginia (SBCV).

Article X (Amendments)

All provisions or articles of this Constitution and By-Laws may be amended. Amendments may be approved by two-thirds (2/3) of the voting members at the meeting for its purpose and will take effect immediately.

Article XI (Dissolution)

Dissolution and distribution of assets will require the approval of two-thirds (2/3) of the voting members present during the business meeting at which the issue of dissolution is discussed. The congregation will be given a two-week notice of the meeting.

Article XII (By-Laws)

The following By-Laws shall be considered adopted and in immediate effect upon approval of two thirds (2/3) of the voting members. A copy of the Constitution and By-Laws and all revisions shall be kept by the Church Secretary and should be made available at all meetings, and made available to any member upon request.

Written notice of the proposed amendments shall be made at all services at least two consecutive Sundays immediately prior to the time of such meeting.

I. Guidelines for Church Membership

All applicants for church membership must fill out and submit the Church Membership Application Form to any of the directors.

The Pastor and/or the Board of Directors shall meet with applicants for church membership to discuss the nature and responsibilities of membership in this Church.

Membership may be attained upon majority vote of the Church members and upon compliance with the following requirements:

- Completion of the Church Membership Application Form
- Statement of Conversion and Baptism by Immersion
- Completion of Class 101 (Discovering Church Membership)
- Signed Membership Covenant

Dismissal with respect to church membership shall be:

- By request – any member in good standing, who wishes to sever their relationship with the church, or who desire to be transferred to another congregation, may provide a written notification to the pastor or Board of Directors requesting a letter of transfer or provisions of statement of withdrawal.
- By inactivity for a year.
- By death.
- By dismissal for cause.

II. Members' Duties and Responsibilities

- A. To uphold the Church in love and prayer. (Ephesians 6:18)
- B. To live as consistent Christians and members of the Church according to God's Word. (Philippians 1:27)
- C. To seek opportunities to use their spiritual gifts and talents at the fullest within the Church and for the Church by leading or volunteering for a ministry/ministries. (1 Peter 4:10)
(Leading a ministry or a group of volunteers especially in a teaching capacity is a responsibility that belongs only to members and not to non-members)
- D. To support the Church with their time, talents and tithes faithfully as God enables his children. (1 Corinthians 16:2; 1 Pet. 4:10; Col. 3:17)
- E. To be regular in attendance in the services of the Church. (Hebrews 10:25)
- F. To notify the Church Secretary of any change of name, address, telephone number, and e-mail.
- G. To abide by the Church Constitution and By-Laws, Church Covenant, Doctrinal Statement and Members' Responsibilities, which serve also as the bases for church discipline.
- H. To exercise the inherent right to vote on church matters.
- I. To support approved activities, projects, and ministries.

III. Discipline of Members

- A. Members who openly and flagrantly violate the Church Covenant to the detriment of the Church's witness in the community will be subjected to disciplinary action.
- B. All disciplinary actions are geared toward restoration and will be carried out in love

according to the teachings of the Scriptures in Matthew 18:15-17, Galatians 6:1-10 and 1 Cor. 5:1-13. Exclusion may be implemented to individuals who continue to live in a disorderly manner in spite of all the efforts exerted by the church leadership to correct him/her.

- C. Any member who is habitually absent from the church services for a period of one year shall be dropped from the active membership list and moved to inactive membership list as a form of discipline. Inactive members will not be allowed to exercise their right to vote. This shall be implemented after faithful efforts have been exhausted to remind the member in the inactive list and take appropriate action.
- D. Personal disputes between church members and the church will be resolved using the biblically-based guidelines found in 1 Corinthians 6:1-8.

IV. Congregational Meetings

- A. There shall be at least an annual congregational meeting.
- B. Members shall be notified of the annual congregational meeting or any meeting involving members of the church at least two weeks prior to the date of the meeting.
- C. Fifty percent plus one (50% + 1) of resident active membership shall constitute a quorum.
- D. Majority vote is two-thirds of the voting members present.
- E. Quorum cannot be waived on a meeting about the pastor, the Church budget, purchase of a building and the amendment of the Constitution and By-Laws.
- F. Only active members that are at least 18 years old or older are allowed to vote, be nominated or hold office, except on matters relating to church organizations, e.g., Youth Ministry, where a lower age range is required.
- G. All Church meetings shall open and close in prayer.

V. Church Staff, Board of Directors, and Church Officers

- A. Church Staff shall consist of the following:
 - 1. Pastoral Staff
 - i. Senior Pastor
 - ii. Associate Pastor
 - iii. Youth Pastor
 - 2. Administrative Staff
 - iv. Church Treasurer
 - v. Church Accountant
 - vi. Church Bookkeeper
 - vii. Church Secretary
 - viii. Church Bldg Administrator
 - ix. Church Auditor
 - 3. Ministerial Staff

- x. Worship (Magnification) Director and Assistant Director
- xi. Fellowship (Membership) Director and Assistant Director
- xii. Discipleship (Maturity) Director and Assistant Director
- xiii. Service (Ministry) Director and Assistant Director
- xiv. Evangelism (Missions) Director and Assistant Director

B. The Board of Directors shall consist of the following:

- 1. Pastoral Staff
- 2. Administrative Staff (except for the Church Secretary, Church Building Administrator and Church Auditor)
- 3. Ministerial Staff

C. Church Officers shall consist of the following:

- 1. Senior Pastor
- 2. Associate Pastor
- 3. Church Secretary
- 4. Church Treasurer
- 5. Church Accountant

VI. Qualifications of Church Staff Members

- A. Must be a member of Fil-Am Community Church for at least a year, in good standing, and be approved by the Directors.
- B. Willing to serve to the best of their abilities and capabilities in the position they are appointed.
- C. Must be a Christian for at least two years. (1 Tim. 3:6)

VII. Nomination, Appointment, and Term of Office of Church Staff Members

The nominations for a church staff member shall come from any member of the Board of Directors. The Board of Directors shall diligently review the nominations and upon deliberation and prayer and with the consensus of everyone will appoint the chosen nominee to the position.

In the case of the Senior Pastor/Associate Pastor, the Board of Directors, after extending a call to a minister and the latter accepting the same, will present the candidate to church members in a special congregational meeting who will take a vote whether to confirm the call or not.

Except for the pastors, the term of office for church staff members is for three years with the option of renewal upon approval by the Board of Directors.

VIII. Senior Pastor

Qualifications:

- A. Born-Again Christian
- B. Called to pastoral ministry
- C. Adheres to church covenant and practices
- D. Ordained and completed biblical and theological training in a reputable Bible school or seminary
- E. Led by the Lord to pastor Fil-Am Community Church
- F. Fulfills the scriptural requirements in 1 Timothy 3:1-7; Titus 1:5-9 and 1 Peter 5:1-4
- G. Must be at least 25 years old

Duties and Responsibilities:

- A. As a Preacher, to preach the Gospel.
- B. As a Pastor, to shepherd the flock and to support the work of the church.
- C. As a Minister, to lead the flock in ministering.
- D. As an Administrator, to guide and supervise staff.
- E. Annually evaluate all staff performance, remuneration and make appropriate recommendations together with the Board of Directors.
- F. Serves as the Executive Officer and ex-officio member of all church ministries, except where otherwise notified.

Term of Office:

- A. The office of the Senior Pastor is for an indefinite tenure.
- B. Term of office may be terminated at any time by two-thirds (2/3) of the church members in a meeting called for that purpose by the Board of Directors.
- C. Term of office may terminate due to:
 - 1. Death
 - 2. Incapacity
 - 3. Resignation
 - 4. For cause

IX. Associate Pastor

Qualifications:

- A. Born-Again Christian
- B. Called to pastoral ministry
- C. Adheres to church covenant and practices.
- D. Completed, or in the process of completing Bible school, college or seminary training that is complementary to Fil-Am Community Church doctrines and practices.
- E. Fulfills the scriptural requirements in 1 Timothy 3:1-7, Titus 1:5-9 and 1 Peter 5:1-4.
- F. Must be at least 25 years old.

Duties and Responsibilities:

- A. As a Preacher, to preach the Gospel.
- B. As a Pastor, to assist in the shepherding of the flock and to support the work of the church.
- C. As a Minister, to assist in the leading of the flock in ministering.

Term of Office:

- D. The office of an Associate Pastor is for an indefinite tenure.
- E. Term of office may be terminated at any time by two-thirds (2/3) of the church members in a meeting called for that purpose by the Board of Directors.
- F. Term of office may terminate due to:
 - 1. Death
 - 2. Incapacity
 - 3. Resignation
 - 4. For cause

X. Youth Pastor

Qualifications:

- A. Born-Again Christian
- B. Called to pastoral ministry
- C. Adheres to church covenant and practices.
- D. Completed, or in the process of completing Bible school, college or seminary training that is complementary to Fil-Am Community Church doctrines and practices.
- E. Fulfills the scriptural requirements in 1 Timothy 3:1-7, Titus 1:5-9 and 1 Peter 5:1-4.
- F. Must be at least 22 years old.

Duties and Responsibilities:

- A. To conduct Bible studies with the youth.
- B. To organize the youth camp and similar activities.
- C. To encourage/accompany the youth and youth leaders to seminars/conferences/trainings relevant to them.
- D. To lead and train the youth in evangelism and doing community outreach and missions.

Term of Office:

- A. The office of a Youth Pastor is for an indefinite tenure.
- B. Term of office may be terminated at any time by the Board of Directors for cause.
- C. Term of office may terminate due to:
 - 1. Death
 - 2. Incapacity
 - 3. Resignation

XI. Church Secretary

Responsibilities:

- A. The church secretary works from home or in the administrative office of a church. His/her duties are similar to those in other secretarial positions. He/She reports directly to the Senior Pastor.
- B. The church secretary answers phones and takes messages for the clergy and other staff members.
- C. Maintains and updates church records and documents.
- D. Prepares for child dedications, baptisms, weddings, and funerals.
- E. Transcribes sermons and other documents.
- F. Assists the Senior Pastor in preparing for the sermon like doing research and creating PowerPoint slides.
- G. Communicates church matters to other members through mail, phone, email, and other means.
- H. Makes appointments for the Pastor and other staff regarding meetings, trainings, etc.

XII. Finance Committee

Composition:

- A. Treasurer
- B. Accountant
- C. Bookkeeper

Duties and Responsibilities:

- A. Responsible for the care, custody and overseeing of all the Church's finances and all pertinent documents.
- B. Prepares and presents an annual Church budget, balance sheet and income statements for the annual congregational meeting.
- C. Prepares and presents a monthly financial statement to the Board of Directors.
- D. Prepares and pays all expenses of the Church within the approved budget; all other expenses must be approved by the Board of Directors before payment.
- E. Prepares and recommends to the Board of Directors policies that govern the receiving, recognition investments and disbursement of funds and receipts.
- F. Be responsible for complying with applicable Internal Revenue Service Regulations, State and Labor Laws.
- G. Authorize persons for disbursement of money or funds requiring two signatures; one of the Treasurer and Accountant. Check signatories should not be the same person incurring or authorizing the expenses.
- H. Meets in conjunction with the Directors Meeting.

XIII. Ministry Description and Functions

A. WORSHIP (MAGNIFICATION)

Composed of the following areas and accompanying responsibilities:

Music

1. Provide suitable music for the church.
2. Select and procure music for the church.
3. Enlist and train people with musical gifts and talents for the church.

Creative Arts

1. Prepare skits, drama, dance, pantomime and the like.
2. Coordinate any skit/drama presentation with the Preacher.
3. Enlist and train people with artistic gifts and abilities.
4. Coordinate decorations for special occasions.

Technical/Set-up

1. Recruit volunteers for set-up and tear-down of equipment.
2. Assign PowerPoint maker and operator.
3. Assign sound technician.
4. Enlist and train people with audio/visual technical gifts and talents.

Worship Service

1. Assist the Pastor in leading the Church in all its worship activities.
2. Consult with the Pastor concerning activities of worship of the Church and prepare the weekly order of worship.
3. Enlist and train volunteers to lead and assist in the worship of the Church.
4. Prepare and use visual aids in the Sunday services and other special occasions.
5. Prepare program and print the same.

B. FELLOWSHIP (MEMBERSHIP)

Composed of the following areas and accompanying responsibilities:

Visitation

1. Plan a regular visitation upon members, regular attenders and friends of the church in times of crisis (sickness, family problems, etc.), those who are habitually absent, and guests who attended a service of the church.
2. Follow-up with members and guests via phone call or email.
3. Assist the Pastor(s) in his/their pastoral visitations.

Hospitality

Provide adequate assistance in the following areas:

1. Greeting – recruit volunteers to welcome and greet members, guests and regular attendees at the door during the Worship Service.

2. Ushering – recruit volunteers to seat guests and introduce them to various facilities in the church (kids’ room, classroom, bathroom, etc.).
3. Ensure the availability of Welcome Packets for guests and bulletins for everyone.
4. Distribute and collect guest cards to be handed over to the Senior Pastor.
5. Prepare birthday and anniversary cards and gifts to church members.
6. Organize and support the coffee/tea and bread ministry.
7. Coordinates food preparation for special occasions.
8. Plan and recommend church activities that would promote fellowship and establish rapport among members and regular attendees of the church.
 - a. Family Camp
 - b. Worship at the Park

C. DISCIPLESHIP (MATURITY)

Composed of the following areas and accompanying responsibilities:

Christian Education:

1. Sunday School
 - a. To help members develop spiritual growth and maturity through sound, biblical teaching in Sunday School for:
 - Adults
 - Youth
 - Children
 - b. To ensure an organized Sunday School with the appointment of a Superintendent and an Assistant who will be charged with the following:
 - c. Select and prepare curriculum for all classes in consultation with the Discipleship Ministry Director and teachers.
 - d. Ensure that teachers/assistants are available every Sunday.
 - e. Organize, maintain, and purchase Sunday School supplies.
 - f. To organize and implement a yearly Daily Vacation Bible School.
 - g. Perform other duties as required.
2. Discovery Classes
 - a. To ensure that the goal of the Discovery Classes is achieved: “To get to know Christ, have a better understanding of the Fil-Am Church family and their mission, and train and equip each person in the church.”
 - b. To coordinate the schedule and teaching assignments with the directors.
 - c. To promote the classes and ensure smooth transition between classes composed of the following:
 - Class 101: Discovering Church Membership
 - Class 201: Discovering Spiritual Maturity
 - Class 301: Discovering My Ministry

- Class 401: Discovering My Mission

Training

Promote discipleship seminars/training conducted in and outside the church about the following topics:

Our Purpose

To make disciples and turn them into fully devoted followers of Christ.

How to Accomplish This Purpose (The Process)

- Bring the lost to Jesus and membership in his family (Connect)
 - Develop them to Christ-like maturity (Grow)
 - Equip them for their ministry in the church and life mission in the world (Serve)

Why We Exist as a Church

To obey the Great Commandment and to fulfill the Great Commission.

The Great Commandment

"Jesus said, 'Love the Lord your God with all your heart... soul...and mind. This is the first and greatest commandment. And the second is like it: Love Your neighbor as yourself. All the law and the prophets hang on these two commandments.'" Matthew 22:36-40

The Great Commission:

"Jesus said, 'Go and make disciples of all nations, baptizing them in the name of the Father and the Son and the Holy Spirit, and teaching them to obey everything I have commanded you.'" Matthew 28:19-20

D. SERVICE (MINISTRY)

Composed of the following areas and accompanying responsibilities:

Within the Church

1. The Lord's Supper – prepare the table and elements (bread and cups); assign those who will assist the Pastor in distributing the elements; coordinate with the Pastor and Worship Ministry regarding schedule (when and what part of the service).
2. Ministries - oversee fellowship/group ministries and coordinate and assist with ministry leaders regarding activities, ensuring no conflicts in schedule.
 - a. Youth
 - b. Singles
 - c. Men
 - d. Women
 - e. Young Professionals
 - f. Young Couples
 - g. Seniors
3. Plan and implement a Ministry Fair at least once a year.

Outside the Church

To plan and recommend outreach programs (e.g., Servant Evangelism) in consultation with the Pastor and in coordination with the Evangelism Ministry.

E. EVANGELISM (MISSIONS)

Composed of the following areas and accompanying responsibilities:

Evangelism

1. Conduct in-house seminars/training on witnessing.
2. Promote seminars/training of the same conducted in other churches.
3. Support evangelistic programs/activities like servant evangelism, block parties, etc.

Missions

1. Recommend missionaries to support.
2. Plan mission trips in the US and abroad.
3. Promote missions conferences.
4. Support and recommend the establishment of outreaches.
5. Coordinate fund-raising events for relief operations.

XIV. Organizational Chart

See attached.