

REVISING THE CONSTITUTION AND BYLAWS WITH STATEMENT OF FAITH FOR  
GRACE DOCTRINAL CHRISTIAN FELLOWSHIP – CEBU, INC.

By

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A Capstone Project Presented to the Faculty of the  
CEBU GRADUATE SCHOOL OF THEOLOGY  
In Partial Fulfillment of the  
Requirements for the Degree  
Master of Arts in Theology Major in Pastoral Studies

Mandaue City, Cebu, Philippines

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**Name:** Jonathan O. Ubanan

**Student ID#:** 20198007

**Expected Graduation Date:** May 28, 2022

**Working Title of Project:** Refining the Constitution and Bylaws with Statement of Faith for Grace Doctrinal Christian Fellowship, Cebu-Inc.

**Faculty you have consulted for this project:** Dr. Ricky Recodo, Rev. Dr. Lowell Tallo

**List the courses you've taken at CGST that you will be integrating into this capstone project:** Organizational Behavior and Development, Principles of Leadership and Management, and Evangelical Theology.

**Capstone Description (350 words):**

The heart of leadership according to scripture is servanthood (Mark 10:42-45), the Bible also teaches that legitimate leaders have authority, in the sense of a right to direct others. This authority comes from God and is delegated to leaders for the good of the church. There are many verses that reflect the clear teaching that leaders should be respected and obeyed when operating within their legitimate sphere of authority. In order for a church to operate and become more effective in the ministry for the glory of God, one must streamline the administrative and theological function of a church that would help the church do its mission and vision.

The 24 years of God's faithfulness to our local church is just one proof that He is working in and through the life of the congregation. It has ups and many downs, but the Lord sustained her. To give a glimpse of the church's history, way back in 1998. The church was built by Boholano church planter who happened to work in Cebu. It started as a house church, but later it became a one big family of believers who started to gathering around downtown Cebu. Since the established church here in Cebu was considered as an outreach church, we adopted the constitution and bylaws of the mother church from Bohol. Methodology of handling church, the mission and vision, church polity, and all administrative and pastoral concerns were adopted. During the year 2015, we were granted an autonomy to operate the church without the mother church's supervision. Our church's current status is independent, not involved to any umbrella of religious organizations. Yet, through all these, the structure and organization of our church now was quite different from the time it was established.

As one of the pastors of our church, I can see some irrelevant methods, teachings, and administrative concerns from the adopted Constitution and bylaws. Some of the contents of the constitution and bylaws from our mother church are no longer relevant and applicable to our current and ongoing church set up, and this is one of the reasons why we need to make one. By making our own, it will help streamline the theological and administrative concern of our church, thus making one will help the church united in doctrines and practice.

One of the main objectives of this project is to develop the leadership skills of the church board members. It is to develop in them the God given talent of administration. This also, develops stewardship, by utilizing and using the spiritual gifts the Lord had entrusted to them in the ministry. By doing so, the Lord will be delighted and the congregation also will be encouraged to do the same.

**Approach and/or Methods (350 words):**

A consecutive Church board meeting should be done, either through online or face-to-face meeting for planning, gathering of information, collaboration, and brainstorming. Social media platforms such as Zoom and Facebook Messenger, will be used for the planning process. Meeting can be hybrid mode; this means that the board will meet in face-to-face or in virtual mode. Zoom platform will be used if the meeting is scheduled online, and the church youth center will be used as a meeting place whenever the meeting is scheduled in face-to-face set up.

Designing a plan of action would be one of the most essentials in doing this project. Present to the board about the steps on how to accomplish the task for the month. Direct and lead them for the assigned tasks, and collaborate with them. Support and encourage them while working together as one to hit the goal of finishing the project. Reviewing legal basis and the Philippine constitution is part of the making, since we are building project that is legally based and agreed upon both the church and not in conflict with the law of our land.

A comparison of the adopted constitution and bylaws must also be part of the planning. Taking with which are irrelevant teaching and adopting with those that are still consistent and relevant to the existing faith and practice of the church. Also, in the administrative side. Redefine, remake, change, or improve the organizational structure of the church that fits to our current church situation.

**Timeline**

Stage	Description	Timeline
Planning Stage	In this stage, I myself will make a plan of action to be proposed to the church board on the first meeting. There will be 8 consecutive meetings for planning, brainstorming, gathering of information, and collaboration. This is equivalent to 2 months. The planning includes identifying what to include in the constitution and bylaws, and constructing it. There will be a process of proof reading on the second and last week of this process.	2 and 2 weeks months
Promotion Stage	During this stage, a series of sermon in the church will be conducted promoting the content of the constitution and bylaws, giving emphasis to the statement of faith, mission, vision, core values and the church covenant.	1 month

Ratification and Implementation Stage	By the end of 3 ½ months of planning and promotion, all the assigned person in the constitution and bylaws will be elected or appointed to function on their assigned offices. The new constitution and bylaws will now be ratified.	2 weeks
Launching	This is the stage where we will schedule for a launching of the New Constitution and bylaws. Celebrating the goodness of God in providing wisdom and strength for making this new constitution and bylaws possible.	1 week
Culmination and Presentation	Compiling of data and presentation to panel for defense and approval	1 week

## Outline

1. **Introduction** – The capstone project will be about refining a constitution and bylaws with doctrinal synthesis for Grace Doctrinal Christian Fellowship -Cebu, Inc. This is to encourage the members of the church board to develop their leadership skills in refining and making the said project. Thus, collaboration within the group, sound mind, and cooperation are needed to accomplish this project. It also develops the unity of the church leaders, challenging them to come up a constitution and bylaws that suits the need of the church. There may be differences of views and opinion, it is encouraged that everyone meets in the middle ground to maintain the fellowship and unity of the church.

Church leadership is about serving others in accordance with Christ's interests so that they can see and accomplish God's purpose for them in the world. As church leader, it needs qualities that influence and morally support the congregation, the volunteers, and others within the community. Such qualities include moral trustworthiness, social aptitude, empathy, pastoral care, and more. Thus, a need to refine and construct the constitution and bylaws that would frame all core ideals, purpose, and objective of the church must be realized to avoid disunity, disfunction and degeneration of the local church. The Apostle Paul wrote several letters to Timothy defining his role as the leader of the church. In his teachings, Paul focused on the importance of following the word of God and being above reproach. He expected Timothy to stay faithful to the teachings of God regardless of the opposition that was destined to come. Paul's teachings remain vital for the health of the church, and it transcends even up to this time and the age to come to the life of the church.

One of the main objectives of this project is to develop the leadership skills of the church board members, allowing them to get involved through the process of the project. This is also an avenue to develop their intrapersonal skills and Christian unity despite the differences of views and opinions while working on project. Its purpose also is to establish a concrete mission and vision statement, to construct our own statement of faith and distinctive. To streamline administrative concern and set up organizational structure that do not overlap its function.

2. **Background** – Before the onset of pandemic, it has been realized by the members of the church board to refine the constitution and bylaws that involves all the members of the board. Seeing the need of the church in general, leaders had the burden to make a step in making a radical change of the church organization. There have been many attempts to start working on the project, but pandemic came that impeded the development of such project. Two years of not being in physical fellowship and meeting, the plan to pursue change in our church did not come to realized. It is so timely that I am graduating, and was thinking of a capstone project that might contribute to the need of our local church. I take the role in spearheading the task. Indeed, it is by no accident that we can push through this long-awaited project for our church.

The project was planned long ago, but because of time constraint and the unavailability of the person who can spearhead about this project, it remained a plan. The church believed that everything has its perfect time, and its perfect place and situation, and without any hesitation, I took the opportunity to mobilize the church leaders to accomplish one's dream to make a constitution and bylaws of our own with the focus on our statement of faith. This was a burden that the church had carried for a long time, and will now have a remedy for its longing to answer all the administrative concerns of the church.

The church encountered many problems and challenges in filing different government agencies. The Securities and Exchange Commission would always ask us about our constitution and bylaws, but only we can present the adopted one which we only submit for the sake of legalities. We are passing the constitution and bylaws but seemingly not our own. This effort of making one, will be a change for our church. This project then is hitting two birds in one stone. Its main purpose is to develop the leadership skills of the members of the church board, and utilizing their God-given talents as a good steward for the work of ministry. Secondly, it is to establish a mission and vision of our church, streamline the administrative concerns of the church, organize the structural organization, and make a statement of faith that in line with our faith and practice.

3. **Body** – This includes the planning stage of the project in which all the members of the church board will collaborate to accomplish weekly task. The promotion stage which highlights the main principles of church constitution and bylaws. This can be done through a series of preaching or Sunday School. The ratification and implementation stage then culminates the entire process of the project.

**Planning Stage.** This stage involves the support and idea of all the members of the board in setting up particular articles of the project. Plan of Action for the whole entire project will be introduce in this stage. Brainstorming and weekly meeting will be part of this stage.

**Scope and Limitations.** This project is most likely a collaborative effort of the members of the board to attain the goal of making a constitution and bylaws which is only a by product of cooperation, unity, collaboration and prayer. This project will be materialized in

the process through face-to-face or virtual meeting within the months of February to June 2022.

**Creation of Project Team.** Since it is a collaborative project. The team should be composed of all the members of the church board. The 4 deacons, 3 pastors including me, the 4 older women of our church who were considered as the deaconess and each having a different ministry related works. The treasurer and the secretary of the church as well will have their part in the project. The music ministry head, the president of the youth ministry, and the head of the children’s ministry. I am the one spearheading the project, and act as the overall person in-charge of all the operation. Along with me are the 2 pastors, who will also act as proof readers and advisers of the project.

**Target Audience.** This project is designed to hit two audiences. Primarily to develop Christians leadership and values for the members of the board while making the project. Secondly, as by product of the collaboration of the leaders, members will also be recipient of the output by getting involved to what is already written down in the constitution and bylaws. They will also be hearing, series of sermon from their pastor regarding some of the important articles stipulated in the project.

**Textbook and References.** The main reference for this project is the constitution and bylaws adopted by our church from our mother church in Bohol. As our reference for putting up together the statement of faith we used the book of Charles Ryrie. Ryrie, Charles C. 1999. *Basic Theology: A Popular Systematic Guide to Understanding Biblical Truth*. Chicago, Illinois: Moody Publishers.

**Action Plan.** The plan of action will introduce the blue print of the entire process. The plan of action was already laid upon by the overall head of the project prior to the first meeting. It gives direction to all members of the team what to accomplish and how to accomplish the project. Who are the people responsible in each job, and what are the areas of responsibility that each member is holding. This provides clear and organize plan that monitors the improvement or loopholes while working on the project. Most importantly, this provides clear job description to all members of the board to avoid overlapping.

**Table 1: Action Plan**

Date/Schedule	Objectives	Activities	By Who	Materials	Expected outcomes
February 5, 2022	1 <sup>st</sup> Meeting: Introduce the Plan of Action to the Church Board	The Church board was introduced to the Action plan of the project.	All the members of the Church Board	The draft plan of action	Making sure that the members will know what to do and their expectation about the said project

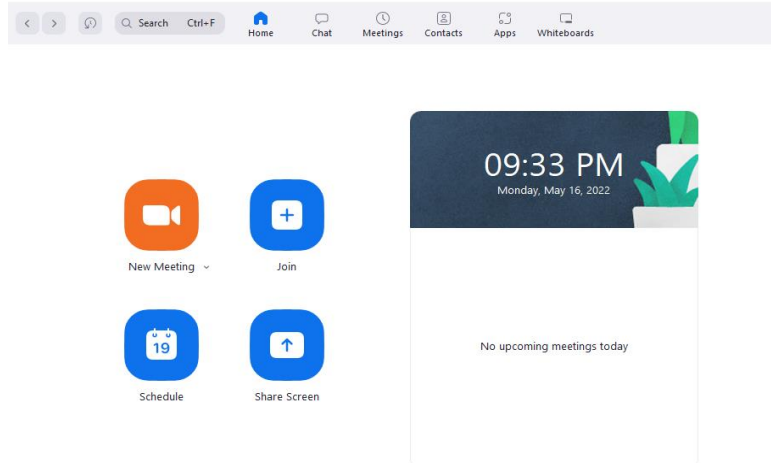
February 13, 2022	2 <sup>nd</sup> Meeting: The making of the church Preamble and the making of the First Article	Collaboration and brainstorming to finish the preamble and the first article	All the members of the Church Board	Pen, paper, and laptop	Was able to accomplish the objective.
February 20, 2022	3 <sup>rd</sup> Meeting: The making of Article 2 – Purposes and Objectives.	Collaboration and brainstorming to finish the second article.	All the members of the Church Board	Pen, paper, and laptop	Was able to accomplish the objective.
February 27, 2022	4 <sup>th</sup> Meeting: The making of Article 3 – Statement of Faith and Distinctive.	Collaboration and brainstorming to finish the third article. The group was divided into two. The first group was assigned for Article 3 section 1 and the other group was assigned to brainstorm for the section 2.	All the members of the Church Board	Pen, paper, and laptop <b>Reference:</b> Charles Ryrie’s book “Basic Theology” and the adopted Constitution and bylaws.	Was able to accomplish the objective.
March 6, 2022	5 <sup>th</sup> Meeting: The Making of Article 4 and 5 – Church Covenant and Church Government and Polity.	Collaboration and brainstorming to finish the fourth and fifth article The group was divided into two. One group was assigned to do the Article 4. The group is composed of 2 Pastors including me, and 3 other deacons. 2 Deaconesses and 1 ministry head. The Group assigned for Article 5 composed of 1 pastor, 2 deacons, 2 women, the secretary and the treasurer of the board.	All the members of the Church Board	Pen, paper, and laptop <b>Reference:</b> Charles Ryrie’s book “Basic Theology” and the adopted Constitution and bylaws.	Was able to accomplish the objective.
March 13, 2022	6 <sup>th</sup> Meeting: The Making of Article 6 and 7 – Amendments and General Provisions	Collaboration and brainstorming to finish the sixth and seventh article. The group was divided into two. The first group was assigned for Article 6 and the other group was assigned to brainstorm for Article 7.	All the members of the Church Board	Pen, paper, and laptop <b>Reference:</b> The adopted Constitution and bylaws.	Was able to accomplish the objective.

March 20, 2022	7 <sup>th</sup> Meeting: The Making of Article 8 and 9 – Membership and Church Discipline	Collaboration and brainstorming to finish the eighth and ninth article. The group was divided into two. The first group was assigned for Article 8 and the other group was assigned to brainstorm for Article 9.	All the members of the Church Board	Pen, paper, and laptop  <b>Reference:</b> The adopted Constitution and bylaws.	Was able to accomplish the objective
March 27, 2022	8 <sup>th</sup> Meeting: The Making of Article 10 – Church Government	Collaboration and brainstorming to finish Article 10.	All the members of the Church Board	Pen, paper, and laptop  <b>Reference:</b> The adopted Constitution and bylaws.	Was able to accomplish the objective
April 3, 2022	9 <sup>th</sup> Meeting: The Making of Article 11 and 12 - Church Leadership and Church Official Seal	Collaboration and brainstorming to finish the eleventh and twelfth article. The group was divided into two. The first group was assigned for Article 11 and the other group was assigned to brainstorm for Article 12.	All the members of the Church Board	Pen, paper, and laptop  <b>Reference:</b> The adopted Constitution and bylaws.	Was able to accomplish the objective
April 10, 2022	10 <sup>th</sup> Meeting: Last Reading of the Constitution and bylaws	The Team has now come to the last reading of the constitution and bylaws.	All the members of the Church Board	Pen, paper, and laptop  <b>Reference:</b> The adopted Constitution and bylaws	Was able to accomplish the objective

***Creation of the prospect Articles.*** During this step, I studied the constitution and bylaws of our mother church, and tried to compare, add, omit and restate in other words some important articles to be included in refining the new one. I also scrutinize some of my friend-pastor’s constitution and bylaws. The prospect articles then were sent to the Facebook messenger so that the team will know what to expect during the meeting. By posting the prospect articles to the messenger, the team will have the opportunity to pen down all possible ideas to be added during the meeting.

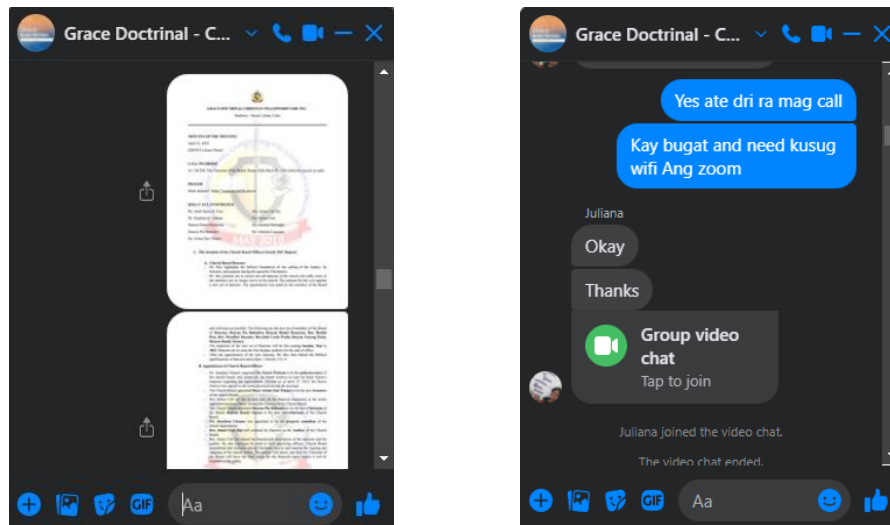


**Use of Zoom Online Platform.** The Primary social media video conference platform that will be used for the meeting whenever its online is the Zoom. It is the means by which the team discussed and brainstorm about the topic to discuss. The Zoom account is pro license owned by the church and can be used without any time limitations. The meeting will run for 3-4 hours every meeting.



**Figure 1: Zoom Meeting**

**Use of Facebook Messenger Platform.** The messenger is the secondary social media platform to be used for posting of announcements, updates and communications. This also where members of the team get updates for future plan of action. This is where most of the communicates happened before and after the meeting.



**Figure 2: Facebook Messenger**

**Promotion Stage.** This stage will last for one whole month. It emphasizes on the product of the gathered ideas to be shared to the congregation. The term “promotion” is not really fitting to this kind of project since it doesn’t need to be promoted like a class, since it is already the by product of the collaborative effort of the team from the church board. Somehow, it can also be termed “promotion” at the same time since it endorses the content of the constitution and bylaws to the congregation by means of preaching.

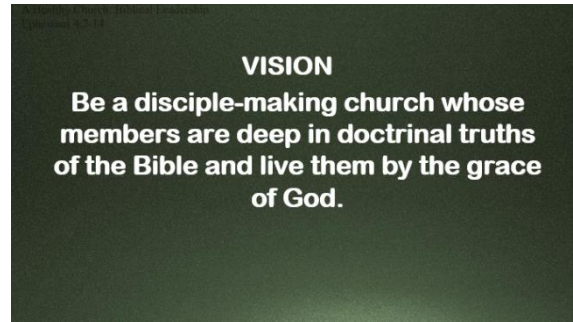
***Preaching Calendar and Topic.*** Under the promotion stage is the preparation of the sermon series, the topic to preach and the article from the constitution and bylaws that will be integrated before or after the sermon.

**Table 2. 1 Month Preaching Calendar**

<b>Date</b>	<b>Sermon Title/Integration</b>	<b>Speaker</b>
April 17, 2022	A Healthy Church – Biblical Leadership Integrated with the mission and vision of the church	Ptr. Jonathan O. Ubanan
April 24, 2022	A Healthy Church – Spiritual Maturity Integrated with the church CORE Values	Ptr. Aleth Mario B. Cero
May 1, 2022	A Healthy Church – Spiritual Unity Integrated with the church Covenant from article 4 and article 9 “church discipline” of the constitution.	Ptr. Jonathan O. Ubanan
May 8, 2022	A Healthy Church – Unity in Diversity Integrated with the church organizational structure and church leadership from Article 11.	Ptr. Aleth Mario B. Cero



**Figure 3: Sample photos. Taken during the first Sermon of the month “Biblical Leadership Integrated with mission and vision of the church.”**



**Figure 4: Sample power point slides during the sermon**

**Ratification and Implementation Stage.** By the end of 3 ½ months of planning and promotion, all the assigned person in the constitution and bylaws will be elected or appointed to function on their assigned offices. The new constitution and bylaws will be ratified right after the appointment and induction of the new officers and deacons.

*Appointment of Church Board Officers and Deacons.* Since the constitution and bylaws is freshly founded. The Church’s legal body decided to appoint leaders for the right office. The appointment was first scheduled and then the appointed officers will be inducted in the following week after the appointment.

**Table 3: Implementation and Ratification Action Plan**

Date/Schedule	Objectives	Activities	By Who	Materials	Expected outcomes
May 1, 2022	Appointment of New Chairman of the Board, Vice Chairman, Secretary, Treasurer and Auditor.	The Board brainstorm and appoint leaders of the following offices. Chairman of the Board, Vice Chairman, Secretary, Treasurer and Auditor.	All the members of the Church Board	Pen, paper, and laptop	Was able to accomplish the objective.
May 8, 2022	Appointment of the New set of Deacons, and ministry heads.	The Board brainstorm and appointed seven deacons 5 were new and added to complete the set.	All the members of the Church Board	Pen, paper, and laptop	Was able to accomplish the objective.
May 15, 2022	Induction of the newly appointed officers and deacons. The constitution and bylaws was ratified afternoon after the induction of the new set of officers.	Our Senior pastor lead the induction of the new set of officers and the oath taking ceremony.  The ratification of the constitution and bylaws happened after the induction.	All the members of the Church Board and the congregation.	PPT, laptop, oath taking paper.	Was able to accomplish the objective.



**Figure 5. Photos taken during the appointment of the New Board Officers.**



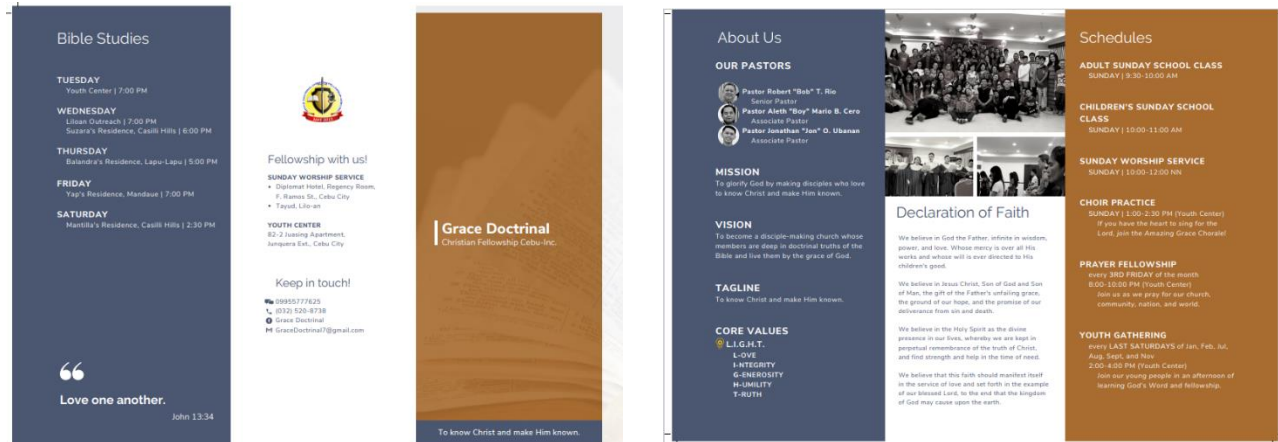
**Figure 6. Photo taken during the induction and oath taking of the New Board Officers.**



**Figure 7. Photo taken during the induction and oath taking of the new set of Board of Deacons.**

**Launching.** This part of the project is the celebration part. This is the stage where we will schedule for a lunching of the New Constitution and bylaws. Celebrating the goodness of God in providing wisdom and strength for the team to make this new constitution and bylaws possible. The date to be exact will be June 12, 2022. This is also in line with the celebration of the church anniversary, so it will be a special day for our church. Promotion includes the making of church catalogue or brochure, preparation of the program, boosting our Facebook page by making it always active and regularly post inspiration and practical lessons from the Bible.

**Church Official Brochure.** The church will then have its official brochure so that visitors and other prospect believers or unbelievers who would wish to visit our church will know a portion of who we are and our church. The assigned multimedia ministry head will make the layout and will be distributed during the launching.



**Figure 8: On the left, a front page of the church official brochure, and on the right side is the inside part of the brochure.**

**Program of Activity During the Launching.** Special program will be prepared by assigned group from the exaltation ministry. The program includes all the expected activities, the people involve and their job description.

**Table 4: Program Flow**

Time	Activity	Person-in-Charge
9:00- 9:20	Welcome Remarks & Singspiration Song <i>Salamat, Salamat / 10,000 Reasons</i>	Singspiration Leader Sis. Karen Pedroso
9:20-9:40	Fellowship Game “Find the missing piece” (Prayer partner moment)	Singspiration Leader Sis. Karen Pedroso
9:40-9:45	Scripture Reading <i>“Salt and Light” – Matthew 5:13-16</i>	Liturgist Deacon Pio Balandra
9:45- 9:50	Opening Hymn <i>“To God be The Glory”</i>	Congregation
9:50-10:00	Pastoral Prayer	Ptr. Aleth Mario B. Cero

10:00- 10:10	Message in Song “Your Faithfulness”	Deacon John Carlo Prado
10:10- 11:10	Message in Word “The Body of Christ”	Ptr. Robert T. Rio
11:10-11:20	Special Number	
11:20-11:30	Love Gift/ Offering and Church News and Announcement	Ptr. Jonathan O. Ubanan
11:30- 11:35	Closing Hymn “My Tribute”	Congregation
11:35-11:40	Closing Prayer	Ptr. Robert T. Rio
11:40- 11:50	GDCFCI Family Picture Taking	Congregation
11:50 – 12:00	Raffle Draw	Singspiration Leader Sis. Karen Pedroso and the Congregation
12:00 onwards	Lunch Fellowship	Congregation

4. **Conclusion and Final Reflections** – The reflections will be divided into two perspectives. The perspective from the members of the board who were involved in the process of refining the constitution and bylaws and the perspective from the overall person in-charge of the project.

*Reflections from the team.* The feedback from the team were encouraging. This happened right after the ratification of the new church constitution and bylaws. Not by the majority, but anonymous made positive feedback along the process of refining the constitution and bylaws. All rendered life lessons and take aways about their experiences. According to the group, they learned to be humble when experience debatable views and opinions that contradict other members opinion. They learn to adjust, and instead of arguing they learn to meet in the middle ground. There were few disagreements, but they never imposed their views to others, they just agree to disagree, and find the common ground. They also learn to love one another in faith, and eager to maintain the unity in the bond of peace. There are few things to consider. According to one of the members, longer time requires to construct and build a better constitution and bylaws and he never expect that we were able to finish it within two months. Also, consider the time for gathering of ideas, they said it is better that all the meetings and brainstorming should be done in face-to-face basis. For them, it is more interactive and effective when the group collaborates in actual-physical meeting.

**Reflection from the Overall In-charge.** I myself witnessed the faithfulness of the Lord in providing us strength and wisdom that we need during the process of making the project. From a personal perspective, I was just so blessed by the cooperation shown by all the members of the Church Board. They sacrificed a lot for the project, and this somehow fuels me to keep doing more and facilitate more during the process. I realized, that each member has strength that contributes to make the refinement of constitution and bylaws become better, superb and terrific. Also, it develops my character to be humble as well, to be passionate in my work, and to consider the ideas of others. All that is stipulated in the action plan was fulfilled right on its scheduled date, and were able to target their objectives as well. By God's grace everything was placed by the Lord in their proper time. In making this project, there are also lapses that I made as I facilitate along the process. I sometimes manipulate the time so that the members will be pressured to do their task. I should have given them more time to think, create, and collaborate to produce the best outcome.

**Conclusion.** In all the process and the end product of this project, the team have arrived to a conclusion, that this project helped them in many ways. Along the process, it develops their love for the Lord, by keeping the unity in the bond of peace. It teaches them to be humble servants of the Lord who consider others higher than themselves. It unites us to create common goal with the same vision and mission. It strengthens our bond as a body of Christ standing in one faith and hope. It broadens our understanding about the deep love of God for us and for the lost. Aside from the primary purpose of this project, the goal of making a constitution and bylaws is now realized. With the effort of everyone, I see the unity, synergy and teamwork within the team which I am thankful to the Lord. The project is done in peace and in orderly manner. Indeed, for with us it is impossible, but with God it is possible.

5. **References** – Two references for this project one is a Systematic Theology by Ryrie and the other one is the soft copy of the adopted constitution and bylaws.

Ryrie, Charles C. 1999. *Basic Theology: A Popular Systematic Guide to Understanding Biblical Truth*. Chicago, Illinois: Moody Publishers.

Grace Christian Church – Bohol. Constitution and bylaws. 1984

6. **Appendices**

**Annex 1: The Grace Doctrinal Christian Fellowship – Cebu, Inc. Constitution and Bylaws.**

## GRACE DOCTRINAL CHRISTIAN FELLOWSHIP- CEBU, INC.CONSTITUTION AND BYLAWS

## **PRAYER**

OUR HEAVENLY FATHER, BY YOUR GRACE, WE, THE MEMBERS OF THIS CHURCH DECLARE AND ESTABLISH THIS CONSTITUTION AND BYLAWS TO PRESERVE AND SECURE THE PRINCIPLES OF OUR FAITH AND TO GOVERN THIS BODY IN AN ORDERLY MANNER CONSISTENT WITH BIBLICAL PRINCIPLES. THIS WILL PRESERVE THE LIBERTIES OF EACH INDIVIDUAL MEMBER AND THE FREEDOM OF ACTION OF THIS BODY AND ITS RELATION TO OTHER CHURCHES. WITH THE GUIDANCE OF THE HOLY SPIRIT, WE SUBMIT OURSELVES FREELY, IN THE NAME OF OUR LORD AND SAVIOR JESUS CHRIST. AMEN.

### **ARTICLE I - NAME AND ADDRESS**

**Section 1.** The name of the church as an organism shall be GRACE DOCTRINAL CHRISTIAN FELLOWSHIP – CEBU, INC. Refer here in the constitution and bylaws as the Church.

**Section 2.** The Church official address is at 298 Sacris Subdivision, Sacris Road, Mandaue City, Cebu, Philippines 6014.

### **ARTICLE II - PURPOSES AND OBJECTIVES**

**Section 1.** The Grace Doctrinal Christian Fellowship - Cebu, Inc. is established primarily to glorify God by making disciples who love to know Christ and make Him known; this is taken from Matthew 22:37-40 and Matthew 28:19-20. The Church's vision is to be a disciple-making church whose members are deep in doctrinal truths of the Bible and live them by the grace of God. The Church's tag line is "To Know Christ and Make Him Known". The Church core values are L-ove, I-ntegrity, G-enerosity, H-umility and T-ruth.

a. The teaching of the Word of God shall be doctrinal in nature, in the sense that its basis is the 66 Books of the Bible.

b. The teaching of the Word of God shall follow the I.C.E. methodology of teaching. 'I' for Isogogics, stands for the historical background of the Bible; 'C' for Categories, means the organization of principles of doctrine based on comparison of scripture with scripture to determine doctrinal classification; and 'E' for Exegesis, stands for the analysis of each verse within its context, emphasizing grammar, syntax and etymology of words from the original languages used in scripture to determine the exact meaning of a word or group of words. The historical-grammatical method is a Christian hermeneutical method that strives to discover the biblical authors' original intended meaning in the text, which it then takes as representing history.



**Section 2.** The Grace Doctrinal Christian Fellowship - Cebu, Inc. in order to achieve its primary objectives shall establish as part of its overall ministry like Youth Center, Multimedia Ministry, and Pre-elementary school dedicated towards the propagation of the gospel of our Lord Jesus Christ.

### **ARTICLE III – STATEMENT OF FAITH AND DISTINCTIVE**

**Section 1.** The following basic doctrines contained in the Scriptures shall be adopted:

#### **A. THE HOLY SCRIPTURE**

We believe that the 66 Books of the Bible are the inspired Word of God, in the original autographs-authoritative, inerrant, infallible, and God-breathed (II Timothy 3:16-17; II Peter 1:20, 21).

#### **B. THE GODHEAD**

We believe in one Triune God, existing in three distinct persons: the Father, the Son, and the Holy Spirit; eternal in being; identical in nature; equal in power and glory; having the same attributes and perfection (Deuteronomy 6:4; II Corinthians 13:14).

#### **C. THE TOTAL DEPRAVITY OF MAN**

We believe that man was created in the image and likeness of God, but that in Adam's sin, the race fell, inherited a sinful nature, became alienated from God, and is totally unable to retrieve his lost condition ( Genesis 1:26,27; Romans 3:22,23; 5:12; Ephesians 2:12).

#### **D. THE PERSON AND WORK OF CHRIST**

We believe that the Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be GOD, having been conceived of the Holy Spirit and born of the Virgin Mary, in order that He might reveal God and redeem sinful man, that He accomplished our redemption through His death on the cross as a substitutionary sacrifice; that our redemption is made sure to us by His literal physical resurrection from the dead (John 1:1,2,14; Luke 1:35; Rom.3:24,25; 4:25; 1 Peter 1:3-5); that the Lord Jesus Christ is now in heaven, exalted at the right hand of God, where as the High Priest for His people, He fulfills the ministry of Representative, Intercessor and Advocate (Hebrews 9:24; 7:25 Romans 8:34; 1 John 2:1,2).

#### **E. THE PERSON AND WORK OF THE HOLY SPIRIT**

We believe that the Holy Spirit is the third person of the Godhead. He is God who convicts the world of sin, indwells all believers in the present age, baptizes them unto the day of redemption, and that it is the duty of every believer to be filled (controlled) with the Holy Spirit (Romans 8:9; 1 Corinthians 12:12-14; Ephesians 1:13, 14; 5:18).

## **F. SALVATION**

We believe that Salvation in every dispensation is the gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ, accomplished by the effusion of the Gospel of Jesus Christ to the masses. (Thessalonians 1:7-10; Revelation 20:6).

## **G. THE ETERNAL SECURITY OF BELIEVERS**

We believe that all believers are kept secured forever (Romans 8:1; 38-39; John 10:27-30; 1 Corinthians 1:4-7).

## **H. THE CHURCH AS AN ORGANISM**

We believe that the church, which is now the body and shall be the Bride of Christ, is a spiritual organism made up of all born-again persons of this age irrespective of their affiliation with Christian organizations (Ephesians 1:22,23; 5:25-27; 1 Corinthians 12:12-14).

## **I. THE ORGANIZED CHURCH**

The usage of the word "Church" in relation to what we call THE LOCAL CHURCH, is the assembly of professed believers in one locality who come together in a designated geographical location (1 Corinthians 16:19; Acts 8:1-3; Romans 16:1-5; 1 Thessalonians 1:1; Revelation 2:1,8,12,18; 3:1,7,14).

## **J. THE PERSONALITY OF SATAN**

We believe in the personality of Satan, who is the open and declared enemy of God and man (Job 1:6-7; Matthew 4:2-11; Isaiah 14:12-17).

## **K. THE BLESSED HOPE**

We believe that the next great event in the fulfillment of prophecy will be the coming of the Lord Jesus Christ in the air to receive to Himself the dead in Christ and believers who are alive at His coming, otherwise known as the Rapture and Translation of the Church (1 Corinthians 15:51-57; 1 Thessalonians 4:13-18; Titus 2:11-14).

## **L. THE TRIBULATION**

We believe that the Rapture of the Church will be followed by the fulfillment of Israel's seventieth week, the latter half of which is the time of "Jacob's Trouble", the great tribulation. (Daniel 9:27; Jeremiah 30:7; Matthew 24:15-21; Revelation 6:10, 19, 21).

## **M. THE SECOND COMING OF CHRIST**

We believe that the great tribulation will be climaxed by the return of the Lord Jesus Christ to Earth to set up His Kingdom (Zechariah 14:4-11; Matthew 24:15-25). We believe that the Lord Jesus Christ will return and meet His people in the clouds before the tribulation (1 Thessalonians 14:13-18).

## **N. THE AFTER-LIFE**

We believe that the soul and human spirit of those who have believed in the Lord Jesus Christ for salvation do at death immediately pass into His presence, and there remain in the conscious bliss until the resurrection of the body at His coming, when soul, human spirit, and body united shall be associated with Him forever, in glory, but the soul of unbelievers remain after death in conscious misery until the final judgment of the Great White Throne at the close of the Millennium, when the soul and the body reunited shall be cast into the Lake of Fire, not to be annihilated, but to be punished with everlasting destruction from the presence of the Lord and from the glory of His power (Luke 16:19-26; 23:43; II Corinthians 5:8; Philippians 1:23; II Thessalonians 1:7-9; Judges 6:7; Revelation 20:11-15).

## **O. THE RESPONSIBILITY OF BELIEVERS**

We believe that each believer should seek to grow in grace and knowledge of the Lord Jesus Christ, to the end that his life becomes in accordance with the Lord's plan, thus bringing both blessing to the believer and honor to the Lord (II Peter 3:18). That each believer has to exercise his/her God-given gifts for the purpose of edifying (build up), exhorting (encourage), and comforting the local church. That the believers are to make disciples of all nations, sharing the gospel to the lost.

## **P. CHURCH ORDINANCES**

We believe that the Lord Jesus Christ instituted the Ordinance of the Lord's Supper to be observed until His return (1 Corinthians 11:23-26), and the ordinance of Baptism as a teaching aid and testimony of salvation (Acts 2:41). Thessalonians 1:7-10; Revelation 20:6).

## **Q. SOVEREIGNTY**

We believe that God, existing as the Father, the Son, and the Holy Spirit, is sovereign and exercises supreme and absolute rule over all creation as part of and consistent with the essence and attributes of Deity (1 Chronicles 29:11,12; Daniel 4:35; Psalms 24:1; Ephesians 1:11; I Timothy 6:15).

## **R. SPIRITUALITY**

We believe that spirituality is an absolute condition in the life of a believer in this dispensation wherein he is filled or controlled by the Holy Spirit, walking in love and fellowship with the Lord Jesus Christ. We believe that spirituality is distinct from maturity, that a believer becomes carnal through any act of mental, verbal, or overt sin and that spirituality or fellowship with Christ is restored solely by personal confession of that sin to God the Father. (John 1:7, 8; II Corinthians 5:6; Galatians 5:16; Ephesians 5:18; Romans 6:11,12; I John 1:5; 2:2; I Corinthians 1:30,31).

## **S. SPIRITUAL GIFTS**

We believe that the Lord Jesus Christ and the Holy Spirit in grace and apart from human merit sovereignly bestows spiritual gifts to believers in this dispensation. Some of the permanent spiritual gifts which exist today empower believers to become Pastor-Teachers, Evangelist and Administrators. We further believe that the temporary spiritual gifts ceased with the completion of the Canon of Scripture and these were: apostleship, prophecy, speaking in tongues, interpreting tongues, healing, and working of miracles (I Corinthians 12:13; Ephesians 4:7-12; Romans 12:4-8).

**Section 2.** The following tenets are hereby adopted and to be strictly observed:

A. The Grace Doctrinal Christian Fellowship - Cebu, Inc. shall not at any time be affiliated, support, or sanction any organization, religious group, or denomination, who in one way or another support any anti-government activities such as demonstrations, rallies or rebellion or any movement known to be connected with the communist or terrorist groups.

B. The Grace Doctrinal Christian Fellowship - Cebu, Incorporated shall encourage any professing person who are regularly attending worship service to become part of the membership. Those persons who desire to affiliate with The Grace Doctrinal Christian Fellowship - Cebu, Incorporated congregation may do so by attending membership class and be interviewed and indoctrinated by a member of the Board of Pastors.

C. The Grace Doctrinal Christian Fellowship - Cebu, Incorporated shall not knowingly accept gifts from nor make individual or group solicitation of funds or pledges from unbelievers who are known to have a questionable background or character.

D. The Grace Doctrinal Christian Fellowship - Cebu, Incorporated does not believe in denominationalism and will not solicit any local church to affiliate with it for the purpose of forming an organization to administrate or put under its jurisdiction a number of local churches. This is contrary to the direct teaching of the Word of God as shown by the first century church organization where locally established autonomous churches were the pattern set by the early pioneering missionaries consisting of the disciples and apostles of Christ. All daughter churches established by the mission work of the Grace Doctrinal Christian Fellowship – Cebu, Inc. shall be given the autonomy of self-determination as far as church administrative matters are concerned; however, the primary concern of the ministry is to unite these local churches under one methodology of teaching as specified under section 1-b of Article II of this constitution.

#### **ARTICLE IV – CHURCH COVENANT**

Having been led by the Holy Spirit of God to receive Jesus Christ as Savior and to confess Him as Lord, and on confession of this faith, having been baptized in the name of the Father and of the Son and of the Holy Spirit, we do now, in the presence of God and this assembly, most solemnly and joyfully covenant with one another, as one body in Christ, to lead a life worthy of the Lord, fully pleasing to Him.

#### **Section1. FOR THE ADVANCEMENT OF THIS CHURCH**

We promise, by the aid of the Holy Spirit, to forsake the ways of sin and walk together in Christian love and in the paths of righteousness. With this, we engage to strive together for peace and purity of this Church; to sustain its worship and steadfastly cherish and uphold its ordinances, disciplines and doctrines.

## **Section 2. AS CHRISTIAN STEWARDS**

To contribute, as faithful stewards, such time, talent and money in the measure that God prospers each of us, that the responsibility for the work of the local Church and the world-wide ministry of spreading the Gospel be faithfully and effectively discharged.

## **Section 3. ALONE AND AT HOME**

We also engage to maintain family and private devotions; to teach the Bible to our children; to seek the salvation of our kindred and acquaintances.

## **Section 4. BEFORE THE WORLD**

To be just in our dealings and faithful in our engagements; to be exemplary in our deportment; to avoid unkind words and unrighteous anger; to abstain from every form of evil; to combine zeal and knowledge in our efforts to advance the cause of our Savior; and to make Christ first in all things both spiritual and temporal.

## **Section 5. TOWARD ONE ANOTHER**

We further engage to give and receive admonition with meekness and affection; to remember each other in prayer, and to support each other in case of sickness and distress; to cultivate Christian sympathy in feeling and courtesy in speech; to be slow to take offense, but always ready for reconciliation, and mindful of the Scriptures, to seek it without delay, to encourage one another in the blessed hope of our Lord's return.

## **Section 6. WHEN WE MOVE**

We moreover engage that when we move from this place, we will unite with some possible local Churches where we can carry out the spirit of this covenant and the basic principles of the Word of God.

### **Deuteronomy 7:6**

**“For you are a people holy to the Lord your God. The Lord your God has chosen you out of all the peoples on the face of the earth to be his people, his treasured possession.” (NIV)**

## **ARTICLE V – CHURCH GOVERNMENT AND POLITY**

**Section 1.** The government of this church is vested in the body of the believers that composes it. It is autonomous, subject to the control of no other Ecclesiastical Body, but recognizes and sustains the obligation of mutual counsel and cooperation which are common in churches of same Faith, Order and Doctrine. This church will cooperate with churches having similar Objectives and Statement of Faith and may choose to partner with organizations of national or international exposure if such can enhance her members' quality of life and effectiveness of ministry.

## **ARTICLE VI - AMENDMENTS**

**Section 1.** The procedure to be followed in making amendments to these Constitution and Bylaws shall be as follows:

A. Any proposed amendments to these Constitution and Bylaws shall first be presented to the Church Board for study and consideration. Upon a majority vote of the Church Board, it can concur a proposed amendment, after the deliberation has been done on a positive note.

B. The proposed amendment shall then be presented to the congregation by the Church Board with its recommendation for ratification.

C. Any business meeting, be it regular or special, called for the purpose shall calendar for discussion of any proposed amendments, for the study and consideration of the Church Board Members.

D. Proposed amendments presented by the Church Board to the congregation shall be concurred upon a total of two-third votes of the Covenant members present in any business meeting called for this purpose.

## **ARTICLE VII - GENERAL PROVISIONS**

**Section 1. INTERPRETATION** - The decision of the Church Board on the interpretation of the Constitution and Bylaws shall prevail, unless overruled by a 2/3 votes of the covenant members present in any business meeting.

**Section 2. PRO-BONO SERVICE** - That no part of its income is distributable as dividends to its members, trustees or officers subject to the provisions of the Corporation Code of the Philippines on dissolution. Provided, that any profit obtained by the church as an incident to its operation shall, whenever necessary or proper shall be used for the furtherance of the church vision and mission, subject to the provision of Title XI of the Corporation Code of the Philippines.

**Section 3. CONFLICT OF INTEREST** – the Church Board will determine if there is an obvious conflict of interest in the election of officers. The Board of Pastors will set guidelines on how to determine when the need arises.

**Section 4. DISSOLUTION** - In the event of the dissolution of this Church, all its debts and liabilities shall be fully satisfied. All excess of its assets, holdings, and properties shall be donated by corporate vote, prior to its dissolution, to other non-profit religious corporations which ascribe to the same doctrines contained in the Statement of Faith of this Church, and in conformity with the requirements of the Republic of the Philippines.

**Section 5. RULES OF ORDER** – A Simple Robert’s Rules of Order shall be adopted in all meetings of the members, as well as in the meetings of the Church Board.

**Section 6. FISCAL YEAR** - The Fiscal Year of the Church shall be from January 1<sup>st</sup> to December 31<sup>st</sup> of each year

# BYLAWS

## ARTICLE VIII - MEMBERSHIP

**Section 1.** Any person who professes to be a believer in the Lord Jesus Christ regardless of age, sex (male or female), race or denominational background may be qualified to become a member of the Grace Doctrinal Christian Fellowship - Cebu, Incorporated congregation.

**Section 2.** Membership in the Grace Doctrinal Christian Fellowship - Cebu, Inc. shall be classified into four 4 categories namely: a) Covenant Member; b) Associate Member;

c) Preparatory Member; and d) Honorary Member.

a. **Covenant member** – He/she, aged 16 above, has finished the Church membership class, baptized by immersion and signed the Church’s covenant as stated in Article IV. He/she can vote, be nominated and elected to hold a position of leadership in the church’s structure. He/she is given the full privileges of a member.

b. **Associate member** – He /she attends the regular worship service and some activities of the church but whose full membership is from another church. He/she is considered as a regular guest, but he/she cannot vote, be nominated nor elected to office.

c. **Preparatory member** - He/she, aged 15 below and a child of a covenant member. He /she is being prepared for covenant membership.

d. **Honorary Member** –a believer who has given a great contribution to the spiritual growth of the members as well as in supporting the vision and mission of the church.

**Section 3.** Membership category and status shall be determined after proper evaluation by the Church Board based on guidelines as stated below, to wit:

a. Any Covenant member confirmed to be regularly attending other local churches within Cebu City area shall automatically be dropped from the membership list of the Grace Doctrinal Christian Fellowship - Cebu, Inc.

b. A covenant member who relocates outside the Cebu City Area shall communicate within six (6) months to the Board of Pastors or to the Board of Deacons whether he/she would like to continue the membership or transfer to another local church stating the name thereof. Failure to do so within the specified period shall constitute a ground for automatic termination of such membership.

c. The provisions stated above shall not hinder any dropped member/s from attending Grace Doctrinal Christian Fellowship - Cebu, Incorporated services or activities and from re-applying for any category of membership.

**Section 4.** Any member may be dropped, separated or erased from church membership for just cause in accordance with the guidelines set by the Church Board in cooperation with the Board of Pastors (see Board of Pastors' guideline for discipline).

**Section 5.** "Just cause" may be defined as conduct unbecoming involving any illegal activities or acts contrary to the promulgated laws of the land or gross violation of this constitution, in either case a 2/3 vote of the Church Board is needed to drop, separate or erase a member from the membership list.

**Section 6.** Resignation – a covenant member who desires to resign from the membership may do so with a Letter of Resignation presented to the Chairman of the Church Board. However, an exit interview may be conducted by the Board of Pastors if the resigning member/s agrees.

**Section 7.** Privileges of a Covenant-member

- a. To participate in all membership meetings, be nominated and be elected to a leadership position;
- b. To use the church facilities for child dedications, weddings, funerals and church-related functions, based on the guidelines and policies set forth by the Board of Deacons;
- c. To receive pastoral ministries from any member of the Board of Pastors such as prayer and counseling, basic theological training and others that may enhance his/her relationship with God and his/her service to the members of the church.

## **ARTICLE IX – CHURCH DISCIPLINE**

**Section 1. The Purpose of Discipline.** The purpose of church discipline is the spiritual restoration of fallen members and the consequent strengthening of the church and glorifying of the Lord. When a sinning believer is rebuked and he turns from his sin and is forgiven, he is won back to fellowship with the body and with its head, Jesus Christ.

**Section 2. The Goal of Discipline.** The goal of church discipline, then, is not to throw people out of the church or to feed the self-righteous pride of those who administer the discipline. It is not to embarrass people or to exercise authority and power in some unbiblical manner. The purpose is to restore a sinning believer to holiness and bring him back into a pure relationship within the assembly.

**Section 3. The Process of Discipline.** In Matthew 18:15-17, Jesus sets forth the four steps process of church discipline: (1) tell him his sin alone; (2) take some witnesses; (3) tell the church; and (4) treat him as an outsider. Each process should be administered in love and in truth based on the principle of Galatians 6:1-3.



**Section 4. Who Should Discipline?** The Board of Pastors will execute church discipline. In case the pastors commit an unbecoming deed that is inimical to the integrity of our faith and doctrines, the Church Board shall act as counsel for the appropriate disciplinary action.

**Section 5. Ground for Discipline.** The following shall constitute the grounds for discipline:

- a. Any member who teaches doctrines that are against the church's statement of faith.
- b. Any member whose conduct is destroying the unity of the church.
- c. Any member whose immoral behavior is destroying the witness and testimony of the church.
- d. Any member who does not submit to the leadership of the church.

**Section 6. Disciplinary Measures** – The Board of Pastors will write a letter of proposal, stating the appropriate discipline or restorative measures of an erring member to the Church Board for immediate action.

## **ARTICLE X – CHURCH GOVERNMENT**

**Section 1.** The Church Board - The Church Board is the representative of the congregation. It is the highest policy-making body for the whole Church. It shall be the church trusteeship and legal representative.

a. **Duties Section** - It shall represent the church in dealing with any offices of local and national government or private institution. It shall be vested with the authority to accept, modify, or reject recommendations and reports coming from the three departments of the church, namely, exaltation, edification and evangelism. It shall have the authority to decide on all temporal matters of the Church, such as making job descriptions for pastors and other salaried employees. The Church Board also has the responsibility to inform the covenant members on the following matters for their concurrence:

- a) Annual budget of the Church;
- b) Purchase or sale of real estate;
- c) Purchase or sale of chattel in excess of P500,000.00 or such amount as may be set hereafter by the membership in a regular or special meeting;
- d) Building projects; and
- e) Disbursement of funds in excess of P500,000.00 or such amount as may be subsequently set by the membership in a regular or special meeting.

**b. Composition Section** – The Church Board is composed of the following: the Chairman and the Vice Chairman of the Church Board (Chairman of the Board of Deacons), Secretary, Treasurer, Auditor, Heads of three major departments - Exaltation, Evangelism and Edification. All pastors are ex-officio members; they can discuss on the agenda but cannot vote.

**c. Church Board Officers**

**Ci. The Chairman of the Board and His Duties**

**Section 1.** The Chairman of the Church Board shall preside in every meeting being called. He facilitates healthy discussion of each agendum of the meeting and preserves the unity and harmony of the church. In case of a tie in an election proceeding, he shall act as an arbiter being the presiding officer.

**Section 2.** He shall preside over the quarterly meetings of the Church Board and the lead pastor shall determine the agenda for each meeting when deemed necessary to the best interest of the church.

**Section 3.** He and the Lead Pastor, together with the Board of Deacons, shall coordinate with any external church activities such as Bible Studies in different areas, evangelistic extensions, education, sports and others provided that these will embody the objectives and principles of Grace Doctrinal Christian Fellowship – Cebu, Inc.

**Section 4.** In the event of permanent incapacity, death or resignation of the Chairman of the Board, the Vice Chairman shall take over.

**Cii. The Vice Chairman of the Church Board**

**Section 1.** The Vice Chairman of the Church Board shall preside the meeting of the Church Board in the absence of the Chairman of the Board. The Chairman of the Board of Deacons is the automatic Vice-Chairman of the Board.

**Ciii. The Secretary and his/her Duties**

**Section 1.** He/she shall record all the minutes of the Church Board and covenant members meetings of the Grace Doctrinal Christian Fellowship – Cebu, Inc.

**Section 2.** He/she shall be one of the signatories to all marriage, child dedication and baptismal certificates of the church.

**Section 3.** He/she is responsible for keeping a copy of all records pertaining to the regular operation of the church.

**Section 4.** He/she shall prepare excerpts of all resolutions that would be adopted by Grace Doctrinal Christian Fellowship – Cebu, Inc. and make these available at all times.

**Section 5.** He/she shall keep and update the record of the members in the congregation and other documents of the church. He/she are responsible of all church documents in connection with other government or non-government processes.

**Section 6.** He/she may appoint an assistant secretary with approval from the Church Board but the assistant secretary cannot discuss nor vote.

#### **Civ. The Treasurer and his/her Duties**

**Section 1.** He/she shall keep and disburse the money of the Grace Doctrinal Christian Fellowship – Cebu, Inc. in accordance with accounting rules and regulations that may be adopted or promulgated by the Church Board. He/ she has at least an adequate knowledge about financial accounting.

**Section 2.** He/she is responsible for opening a bank account in the name of the church and shall be one of the authorized signatories for withdrawing or depositing any amount stated unless an additional signatory shall be added through the guidelines set by the Church Board under the category of 'Church Policies'.

**Section 3.** He/she shall render a monthly or quarterly financial report to the church to be presented every first Sunday of the month or after every quarter. He/she shall post financial status in the bulletin board at the Youth Center and at the back of the program every week in effect of transparency and accountability.

**Section 4.** He/she shall be audited quarterly by the church internal auditor. He/she is also responsible to report during the quarterly meeting of the Church Board whenever necessary.

**Section 5.** He/she shall be responsible in all accounting procedures such as proceeds from weekly offering/s, donations or love gifts collected from the regular or special worship services held, or from any member/s of the Grace Doctrinal Christian Fellowship - Cebu, Incorporated.

#### **Cv. The Auditor and his/her duties**

**Section 1.** The Auditor shall quarterly audit the treasury of the Grace Doctrinal Christian Fellowship – Cebu, Inc., on a quarterly basis and may do spot auditing at anytime

**Section 2.** He/She shall be responsible in auditing the weekly offering, donations, and love gift proceeds.

**Section 3.** He/She shall keep a copy of the quarterly financial report of the church treasurer.

**Section 4.** Any discrepancy pertaining to church finances may be immediately reported by him/her directly to the Board of Pastor-teachers and to the Board of Deacons in coordination with the Lead Pastor, who may call a church Board Meeting for that matter.

#### **d. Election of the Church Board Officers**

**Section Di.** All church Board officers, except pastors, shall be nominated or recommended by the Board of Pastors and elected by the Church Covenant Members on the last Sunday of November and be presented on the first Sunday of December for installation.

**Section Dii.** All church Board officers shall serve for a term of two years, total number of terms for each officer shall be the option of the individual officer concerned for any valid reasons, but in case of vacancy before the expiration of his/her term, the Church Board can call a special election. The nomination and election shall be done a month after his/her vacancy, and after that, he/she will be presented to the congregation.

**Section Diii.** End-of-Term shall be the last day of the second year of incumbency.

**Section Dvii.** The overseer of congregational elections conduct shall be the election committee consisting of the Board of Pastors and three covenant members who are mature spiritual, neutral and non-officers as appointed by the Church Board.

**Section Dviii.** An ad hoc Election Committee shall exist only during church elections and shall cease thereafter.

**Section 2. The Board of Pastors** –is in-charge of all matters pertaining to the church spiritual life. They are task to give the final interpretations of any particular controversial passage in the Bible for the unity of church.

#### **A. Duties**

a. Preparation of the year-round preaching calendar of the church.

b. Functions as part of the Church Board and is bound to lead the church spiritual matters at the same time oversees the program under the church’s main ministries - the 3 E’s Exaltation (Worship), Edification (Discipleship), and Evangelism. They report to the Church Board.

**Section 1.** They are tasked to teach the Word of GOD on a regular and consistent basis adhering strictly to the principles set by Article III.

**Section 2.** They may solemnize marriages according to the guidelines set by the Board of Pastors.

**Section 3.** They may preside over necrological services and burial ceremonies, house or business dedication, and officiate Baptism set by the Board of Pastors.

**Section 4.** They may call any special meeting of the Covenant Members, Board of Deacons, the Board of Pastors, the 3 main departments of the church and the Church Board as a whole for any important matter/s that may deem necessary to the interest of the church.

**B. Composition** – the Board of Pastors is composed of the senior pastor, and all the associate pastors of the Church.

**C. The Senior Pastor** – is the one who pioneered the church. He is considered as the spiritual adviser in all aspects of the life and growth of the church. From time to time, he shares/preaches God’s Word during Sunday Service in his available time.

**D. Associate Lead Pastor**

1) Functions as the Chief Executive Officer (CEO) and main spokesperson, and official representative of the church in dealing with other churches, government agencies and other Non-Government Organizations (NGOs).

2) Seeks God’s general direction of the church with the unwavering support of the Church Board.

3) Leads in preaching and teaching of the Word of God

4) Safeguards the purity of the doctrinal position of the church as stated in the Statement of Faith.

5) Leads the church in the achievement of her mission as articulated in the Vision and Mission Statements.

6) Oversees all the major departments of the church as an ex-officio member of all Boards, Ministries and Committees.

7) Coordinates with the Church Board on the refinement/s, approval, implementation, monitoring and evaluation of all recommended and approved programs and budget of the church.

8) Submits a yearly Summary Report to the Church Board and the congregation with regard to church progress during the Annual Business Meeting.

9) Maintains a vital, wholesome and intimate personal relationship with the Lord through daily Bible study and prayer.

10) Maintains proper priorities at home.

11) Performs other duties that may be assigned by the Church Board.

**E. Associate Mission Pastor** – He is in charge of pastoring our mission/outreach churches and reports directly to the Church Board. From time to time, he will be requested to preach in the main church or as needed.

**F. Appointment** – All pastors shall be called and be appointed by a 2/3 vote of the Church Board in a special session and shall be presented to the church congregation in the same for final approval by a concurrence of 2/3 votes of the covenant members.

**Section 3.** The Board of Deacons –in-charge for the temporal, financial, material and physical matters of the church.

**A. Duties** - (1) assists the pastor in officiating the Lord’s Table. (2) administers Christian mercy and social concerns toward those who are sick or in need materially first and foremost to the members of the church and towards those in need in case of major natural calamities. (3) takes care and maintains the whole church and property. They shall formulate policies and procedure with regards to the use and maintenance of church property and facilities. They assist the pastor in special services such as funeral services, baptismal, and other public services.

**B. Composition** - The Board of Deacons shall consist of only 5 or 7 male covenant members of the church.

**C. Appointment** – They are nominated by the Church Board based on Article XI Church Leadership and will be presented to the congregation for confirmation. If the congregation has no question with their qualifications or character displayed within the month that they were presented, then the church board will appoint them as deacons.

#### **D. Board of Deacon Officers**

1. **Chairman** –He will preside all the meetings of the Board of Deacons. He will be an automatic Vice-Chairman of the Church Board.

2. **Vice-Chairman** –He will preside the meetings in the absence of the Chairman of the Board of Deacons.

3. **Members** – among the members of the Board of Deacons, they will select their Chairman and Vice-Chairman.

#### **Section 4. The 3 Major E Ministries**

**A. Exaltation** – this ministry is in charge of all the public services of the church, such as the Sunday worship service, funeral, baptismal, child dedication service and other public services. The target people are the believers and unbelievers.

**B. Edification** – this ministry is in charge of the Christian education of the church, namely orienting the new members, discipling the new members, and training them for church involvement. The target people are the believers.

**C. Evangelism** – this ministry is in charge of all the evangelistic and social concern activities in our community and beyond. It is in charge of handling evangelistic meetings in coordination with the exaltation departments. This ministry shall be actively involved in church planting. The target people of which are the unbelievers.

**D. Ministry Team** – each department has a ministry team. All members of the team should be covenant members and appointed or elected by the different sub-ministries. Each team has its own team leader; they are the ministry head.

**F. Ministry Heads** – all ministry heads shall cooperate and work hand-in-hand with the Associate Lead Pastor and shall report to the Church Board during the Church Board meeting. They are part of the Church Board as representative to the different church ministries.

**Section 5. Church Mandated Organizations** –organizations under the edification ministry of the church. They are the following:

**A. Men** – the men’s ministry is in charge of all the affairs of the men in enhancing/strengthening their spiritual leadership in the church and in the family. They will handle activities during the men’s month celebration every November in coordination with the exaltation department. They will assist the deacons in the physical aspect of the church.

**B. Women** – the women’s ministry is in charge of all the women’s affair. They facilitate the women’s month every October at the same time the food committee.

**C. Youth and Young Adults** – They will handle the affairs of the youth and young adults. They will assist in the different departments based on their talents and giftings, and they will handle the youth and young adult month celebration every September, in coordination with the exaltation ministry and the lead pastor.

**D. Children** – handles the affairs of the children in Sunday School Class and facilitates the Children Sunday on the month of December.

**E. Heads of Organizations** – they shall report to the Associate Lead Pastor.

## **ARTICLE XI – CHURCH LEADERSHIP**

**Section 1** – The qualifications of church Board officers, deacons, pastors, and team members of the three departments are the following:

- A. He/She must be a covenant member of Grace Doctrinal Christian Fellowship - Cebu, Inc. congregation for a period of two (2) years on the day of election or appointment.
- B. Their lifestyle should strictly adhere consistently to the guidelines set in the Bible particularly 1 Timothy 3:1-13as interpreted by the Board of Pastors.

## ARTICLE XII - Church Official Seal



**Section 1.** The Grace Doctrinal Christian Fellowship - Cebu, Inc. official seal as shown above consists of an open Bible, a warrior's helmet, a shield, a sword, and a red ribbon at the bottom with the year of incorporation 2015.

**Section 2.** The significance of the official church seal as shown above is as follows:

The name of the church inscribed in a circular shape represents the perfect Plan of God, the inner yellow circle represents the Christian-believer who is the light of this world within the Plan of GOD.

The book represents the Word of God, the mind of Jesus Christ, which is the believer's main guideline for living his Christian way of life. The Word of God is the believer's source of wisdom and understanding of measure in everything that is believed and taught.

The warrior's helmet serves as protection for the head. It is a vital piece of the armor as an attack to the head could result in instant death. This represents that Christians must always put on the helmet of salvation by not conforming to the pattern of this world.

The sword of the spirit represents the Word of God. For a Roman soldier, the sword serves as an offensive weapon against enemies. This represents the offensive weapon of the Christian to fight against daily struggles and temptations.

The Shield of Faith represents the spiritual shield of a Christian. This weapon defends believers from the attacks of Satan.

The red ribbon symbolizes the blood of Jesus Christ that gives us freedom from sin. The Diplomatic symbol of ribbon signifies our reconciliation to God through the Blood of His Son Jesus Christ our mediator.

As a whole, the GDCFCI seal represents what the whole local church stands for - a ministry for the development of the believer's total being and spiritual life, all for the love of Jesus Christ.

Section 3. The church Secretary shall have full custody of this seal.

## ARTICLE XIII – EFFECTIVITY OF THE CONSTITUTION AND BYLAWS

The Constitution and Bylaws is hereby effective upon submission to the Securities and Exchange Commission of the Republic of the Philippines.

Nothing follows . . . . . Nothing follows . . . . . Nothing follows



## **Annex 2: The Grace Christian Church – Bohol Constitution and Bylaws**

### **GRACE CHRISTIAN CHURCH - BOHOL, INC. CONSTITUTION AND BY-LAWS**

#### **FOREWORD**

THE MEMBERS OF THE GRACE CHRISTIAN CHURCH-BOHOL, INC., THROUGH GRACE, AND WITH THE AIM OF GLORIFYING THE LORD JESUS CHRIST, DO BY THESE PRESENTS AGREE, COVENANT AND SWEAR TO ADOPT THIS CONSTITUTION AND BY-LAWS.

#### **ARTICLE I - NAME AND SITUS**

Section 1. The name of the church organization shall be "GRACE CHRISTIAN CHURCH-BOHOL, INCORPORATED"

Section 2. The Grace Christian Church-Bohol, Incorporated shall be established at the Grace Compound, District of Booy, City of Tagbilaran, Philippines.

Section 3. The place of its meeting shall be at its church building located across the Tagbilaran City Airport, Booy District, City of Tagbilaran.

#### **ARTICLE II - PURPOSES AND OBJECTIVES**

Section 1. The Grace Christian Church is established primarily to teach the Word of GOD and to create spiritual awareness.

Section 1-a. The teaching of the Word of God shall be doctrinal in nature, in the sense that its basis is the Holy Scriptures.

Section 1-b. The teaching of the Word of God shall follow the I.C.E. methodology of teaching. 'I' for Isogogics, stands for the historical background of the Bible; 'C' for Categories, means the organization of principles of doctrine based on comparison of scripture with scripture to determine doctrinal classification; and 'E' for Exegesis, stands for the analysis of each verse within its context, emphasizing grammar, syntax and etymology of words from the original languages used in scripture to determine the exact meaning of a word or group of words.

Section 2. The Grace Christian Church in order to achieve its primary objectives shall establish as part of its overall ministry mass media outlets such as radio, television, publications, and an educational institution dedicated towards the propagation of the gospel of our Lord Jesus Christ.

## **ARTICLE III - Doctrine and Tenets**

Section 1. The following basic doctrines contained in the scriptures shall be adopted:

**1. THE HOLY SCRIPTURE** - We believe the Holy Scriptures to be the inspired Word of God, authoritative, inerrant, and God-breathed (II Timothy 3:16-17; II Peter 1:20,21).

### **2. THE GODHEAD**

We believe in one Triune God, existing in three persons; Father, Son, and Holy Spirit; eternal in being, identical in nature, equal in power and glory and having the same attributes and perfection's (Deuteronomy 6:4; II Corinthians 13:14).

### **3. THE TOTAL DEPRAVITY OF MAN**

We believe that man was created in the image and likeness of God but that in Adam's sin the race fell, inherited a sinful nature, became alienated from God, and is totally unable to retrieve his lost condition ( Genesis 1:26,27; Romans 3:22,23; 5:12; Ephesians 2:12).

### **4. THE PERSON AND WORK OF CHRIST**

We believe that the Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be GOD, having been conceived of the Holy Spirit and born of the Virgin Mary, in order that He might reveal God and redeem sinful man, that He accomplished our redemption through His death on the cross as a substitutionary sacrifice; that our redemption is made sure to us by His literal physical resurrection from the dead (John 1:1,2,14; Luke 1:35; Rom.3:24,25; 4:25; 1 Peter 1:3-5); that the Lord Jesus Christ is now in heaven, exalted at the right hand of God, where as the High Priest for His people, He fulfills the ministry of Representative, Intercessor and Advocate (Hebrews 9:24; 7:25 Romans 8:34; 1 John 2:1,2).

### **5. THE PERSONALITY AND WORK OF THE HOLY SPIRIT**

We believe that the Holy Spirit is a person who convicts the world of sin, indwells all believers in the present age, baptizes them unto the day of redemption, and that is the duty of every believer to be filled (controlled) with the Holy Spirit (Romans 8:9; 1 Corinthians 12:12-14; Ephesians 1:13,14; 5:18).

### **6. SALVATION**

We believe that Salvation in every dispensation is the gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ whose effusion of the Gospel of Jesus Christ for the masses. (Thessalonians 1:7-10; Revelation 20:6).

### **7. THE ETERNAL SECURITY OF BELIEVERS**

We believe that all believers are kept secure forever (Romans 8:1; 38-39; John 10:27-30; 1 Corinthians 1:4-7).

## **8. THE CHURCH AS AN ORGANISM**

We believe that the church, which is now the body and shall be the Bride of Christ, is a spiritual organism made up of all born-again persons of this age irrespective of their affiliation with Christian organizations (Ephesians 1:22,23; 5:25-27; 1 Corinthians 12:12-14).

## **9. THE ORGANIZED CHURCH**

The usage of the word "Church" in relation to what we call THE LOCAL CHURCH, is the assembly of professed believers in one locality who come together in a designated geographical location (1 Corinthians 16:19; Acts 8:1-3; Romans 16:1-5; 1 Thessalonians 1:1; Revelation 2:1,8,12,18; 3:1,7,14).

## **10. THE PERSONALITY OF SATAN**

We believe in the personality of Satan, who is the open and declared enemy of God and man (Job 1:6-7; Matthew 4:2-11; Isaiah 14:12-17).

## **11. THE BLESSED HOME**

We believe that the next great event in the fulfillment of prophecy will be the coming of the Lord Jesus Christ in the air to receive to Himself the dead in Christ and believers who are alive at His coming, otherwise known as the Rapture and Translation of the Church (1 Corinthians 15:51-57; 1 Thessalonians 4:13-18; Titus 2:11-14).

## **12. THE TRIBULATION**

We believe that the Rapture of the Church will be followed by the fulfillment of Israel's seventieth week, the latter half of which is the time of "Jacob's Trouble", the great tribulation. (Daniel 9:27; Jeremiah 30:7; Matthew 24:15-21; Revelation 6:10,19,21).

## **13. THE SECOND COMING OF CHRIST**

We believe that the great tribulation will be climaxed by the (premillennial) return of the Lord Jesus Christ to Earth to set up His Kingdom (Zechariah 14:4-11; Matthew 24:15-25; His efficacious death on the Cross provided man's reconciliation to God (Ephesians 2:8-10; John 1:12

## **14. THE AFTER-LIFE**

We believe that the soul and human spirit of those who have believed in the Lord Jesus Christ for salvation do at death immediately pass into His presence, and there remain in the conscious bliss until the resurrection of the body at His coming, when soul, human spirit, and body united shall be associated with Him forever, in glory, but the soul of unbelievers remain after death in conscious misery until the final judgment of the Great White Throne at the close of the Millennium, when the soul and the body reunited shall be cast into the Lake of Fire, not to be annihilated, but to be punished with everlasting destruction from the presence of the Lord and from the glory of His power (Luke 16:19-26; 23:43; II Corinthians 5:8; Philippians 1:23; II Thessalonians 1:7-9; Judges 6:7; Revelation 20:11-15).

## **15. THE RESPONSIBILITY OF BELIEVERS**

We believe that each believer should seek to grow in grace and knowledge of the Lord Jesus Christ, to the end that his life becomes consistent with the Lord's plan, thus bringing both blessing to the believer and honor to the Lord (II Peter 3:18).

## **16. CHURCH ORDINANCES**

We believe that the Lord Jesus Christ instituted the Ordinance of the Lord's Supper to be observed until His return (1 Corinthians 11:23-26), and the ordinance of Baptism as a teaching aid and testimony of salvation (Acts 2:41). Thessalonians 1:7-10; Revelation 20:6).- 3 -

## **17. SOVEREIGNTY**

We believe that God, existing as Father, Son, and Holy Spirit, is sovereign and exercises supreme and absolute rule over all creation as part of and consistent with the essence and attributes of Deity (1 Chronicles 29:11,12; Daniel 4:35; Psalms 24:1; Ephesians 1:11; I Timothy 6:15).

## **18. SPIRITUALITY**

We believe that spirituality is an absolute condition in the life of a believer in this dispensation wherein he is filled or controlled by the Holy Spirit, walking in love and fellowship with the Lord Jesus Christ. We believe that spirituality is distinct from maturity, that a believer becomes carnal through any act of mental, verbal, or overt sin and that spirituality or fellowship with Christ is restored solely by personal confession of that sin to God the Father. (John 1:7,8; II Corinthians 5:6; Galatians 5:16; Ephesians 5:18; Romans 6:11,12; I John 1:5; 2:2; I Corinthians 1:30,31).

## **19. SPIRITUAL GIFTS**

We believe that God the Holy Spirit in grace and apart from human merit sovereignly bestows spiritual gifts to believers in this dispensation. Some of the permanent spiritual gifts which exists today empower believers to become Pastor-Teachers, Evangelist and Administrators. We further believe that the temporary spiritual gifts ceased with the completion of the Canon of Scripture and these were: apostleship, prophecy, speaking in tongues, interpreting tongues, healing, and working of miracles ( I Corinthians 12:13; Ephesians 4:7-12; Romans 12:4-8).

Section 2. The following tenets are hereby adopted and to be strictly observed:

1. The Grace Christian Church-Bohol shall not at any time be affiliated, support, or sanction any organization, religious group, or denomination, who in one way or another support any anti-government activities such as demonstrations, rallies or rebellion or any movement known to be connected with the communist or terrorist groups.
2. The Grace Christian Church-Bohol shall not solicit any person to become a member. Those persons who desire to affiliate with the Grace Christian Church congregation may do so by complying with the provision of Article IV.

3. The Grace Christian Church shall not knowingly accept gifts from nor make individual solicitation of funds or pledges from unbelievers.

4. The Grace Christian Church-Bohol does not believe in denominationalism and will not solicit any local church to affiliate with it for the purpose of forming an organization to administrate or put under its jurisdiction a number of local churches. This is contrary to the direct teaching of the Word of God as shown by the first century church organization where locally established autonomous churches was the pattern set by the early pioneering missionaries consisting of the disciples and apostles of Christ. All daughter churches established by the mission work of the Grace Christian Church-Bohol, Inc. shall be given the autonomy of self determination as far as church administrative matters are concerned, however the primary concern of the ministry is to unite these local churches under one methodology of teaching as specified under section 1-b of article II of this constitution.

#### **ARTICLE IV - MEMBERSHIP**

Section 1. Any person who profess to be a born-again believer in the Lord Jesus Christ regardless of age, sex, race or denominational background may be qualified to become member of the Grace Christian Church congregation.

Section 2. Membership in the Grace Christian Church shall be classified into three(3) categories namely: a)Affiliate b)Full-fledge and c) Transient

Section 3. Membership category and Status shall be determined after proper evaluation by the Board of Deacons according to guidelines as stated below to wit;

3a) Any full-fledge member confirmed to be attending other local churches within the Tagbilaran City Area shall automatically be dropped from the membership list of the GRACE CHRISTIAN CHURCH - BOHOL, INCORPORATED.

3b) Any full-fledge member who transfers outside the Tagbilaran City Area shall communicate within six (6) months to the Pastor - Teacher or the Board of Deacons of whether he/she would like to continue the membership or transfer to another local church stating the name thereof. Failure to do so within the specified period shall mean his/her membership to be automatically terminated.

3c) The provisions stated above shall not hinder any dropped member from attending Grace Christian Church services or activities and from re-applying for any category of membership.

Section 4. Any member may be dropped, separated or erased from church membership for just cause in accordance with the guidelines set by the Board of Deacons.

Section 5. "Just cause" maybe defined as conduct unbecoming involving any illegal activities or acts contrary to the promulgated laws of the land or gross violation of this constitution, in either case a 2/3 vote of the Board of Deacons is needed to drop, separate or erase a member from the membership list

## **ARTICLE V - Officers**

Section 1. The officers of the Grace Christian Church shall consist of the following; Pastor-Teacher, seven(7) or nine(9) members of the Board of Deacons, Church Secretary and assistant Secretary, Church Treasurer and Assistant Treasurer, and Church Internal Auditor.

Section 2. The qualifications of officers shall be as follows; a) They shall have been a full-fledge member of the Grace Christian Church congregation for a period of two(2) years on the day of election or appointment. b) Their life-style should adhere strictly to the guidelines set in the Bible particularly 1 Timothy 3:1-13. c) They must not have been convicted of any crime under the laws of the Republic of the Philippines. d) The Pastor-Teacher and The Board of Deacons shall consist of only male members of the Grace Christian Church.

## **ARTICLE VI - Election, Vacancy and Succession**

Section 1. All of the church officers except the Pastor-Teacher, shall be nominated by the Pastor-Teacher and presented to the congregation on the first Sunday of the last month for election by a majority vote on the third Sunday of the same month of the year.

Section 2. The Pastor-Teacher shall be appointed by a 2/3 vote of the Board of Deacons in a special meeting and shall be presented to the church congregation in a special meeting for final approval by a majority vote.

Section 3. All of the church officers shall serve for a term of two years, total number of terms for each officer shall be the option of the pastor-teacher or the individual officer concerned for any valid reasons.

Section 4. End-of-Term shall be the last day of the second year of incumbency.

Section 5. If no incumbent Pastor-Teacher is serving by the end-of-term of church officers, a special election maybe held on the last Sunday of the first month of the year preceding the end-of-term.

Section 6. In the case of Section 5, the Board Chairman shall nominate the candidates for church officers and present to the congregation for a majority vote following the guidelines of Section 1.

Section 7. Any vacancy in the officers mentioned in Article V except the Pastor-Teacher shall be filled by a nomination from the Pastor-Teacher and presented to the church congregation for a special election.

Section 8. The overseer of congregational elections shall be the election committee consisting of the Pastor-Teacher and three full-pledged members who are neutral and non-officers as appointed by the Pastor-Teacher.

Section 9. The Election Committee shall exist only during church elections

## **ARTICLE VII - The Pastor-Teacher and His Duties**

Section 1. The Pastor-Teacher is the highest authority and position in the organizational structure of the Grace Christian Church.

Section 2. He is tasked to teach the Word of GOD on a regular and consistent basis adhering strictly to the principles set by Article III.

Section 3. He may solemnize marriages according to the guidelines set by the Board of Deacons falling under the category of 'Church Policies' and under the laws of the Republic of the Philippines.

Section 4. He may preside over necrological services and burial ceremonies according to the guidelines set by the Board of Deacons under the category of 'Church Policies'.

Section 5. He may call any special meeting of the Congregation or the Board of Deacons or both for any important matter that he may deem necessary to the interest of the church.

Section 6. He may appoint or terminate any church officer in accordance with the general interest and welfare of the church congregation.

## **ARTICLE VIII - The Chairman of the Board and His Duties**

Section 1. The Chairman of the Board of Deacons is the second highest authority and position in the organizational structure of the Grace Christian Church.

Section 2. In case of permanent incapacity, death or resignation of the Pastor-Teacher, the Chairman of the Board shall assume the position of the Pastor-Teacher until a successor replaces the vacant position under the guidelines set in Article VI.

Section 3. He shall preside over the regular monthly meeting of the Board of Deacons and shall determine the agenda for each meeting which he deems necessary to the best interest of the church.

Section 4. He shall coordinate any external church action or projects such as Bible Studies in different areas, evangelistic extensions, education, sports and others provided that these activities fall within the objectives and purpose of the Grace Christian Church.

## **ARTICLE IX - The Secretary and his/her Duties**

Section 1. The Church/Corporate secretary and his/her assistant shall record all the minutes of congregational meeting of the Grace Christian Church.

Section 2. They shall attend every meeting of the congregation.

Section 3. They are responsible for keeping a copy of all records pertaining to the regular operation of the church.

Section 4. They shall prepare excerpts of all resolutions that would be adopted by the Grace Christian Church and to make these available at all times.

#### **ARTICLE X - The Treasurer and His/Her Duties**

Section 1. The Treasurer and his/her assistant shall keep and disburse the money of the Grace Christian Church in accordance with accounting regulations that may be adopted or promulgated by the church.

Section 2. They are responsible for opening a bank account in the name of the church and shall be the authorized signatory for withdrawing or depositing any amount unless an additional signatory shall be added through the guidelines set by the Board of Deacons under the category of 'Church Policies'.

Section 3. They shall render a monthly financial report to the church to be posted every first Sunday of the month in the church bulletin board.

Section 4. They shall be audited monthly by the church internal auditor.

Section 5. They shall be responsible in accounting weekly offering, donations or gifts from the regular worship service or special services held or from any member/s of the Grace Christian Church.

#### **ARTICLE XI - The Auditor and His/Her duties**

Section 1. The Auditor shall audit the treasury of the Grace Christian Church in accordance with Section 4 of Article X of this Constitution and By-Laws.

Section 2. He/She shall be responsible in auditing the weekly offering, donations, gifts according to Section 5 of Article X of this Constitution and By-Laws.

Section 3. He/She shall keep a copy of the monthly financial report of the church treasurer.

Section 4. Any discrepancy pertaining to church finances may be reported officially by Him/Her directly to the Pastor-Teacher or the Chairman of the Board of Deacons.

#### **ARTICLE XII - Church Policies**

Section 1. Church Policies maybe set by an approved resolution of 2/3 vote from the Board of Deacons and approved by the Pastor-Teacher.



Section 2. These policies shall be binding and statutory only after a majority vote from the church congregation.

Section 3. Church policies maybe revoked or amended by the same process stated in Sections 1 and 2.

### **ARTICLE XIII - Board of Deacons**

Section 1. The Board of Deacons shall be the sole legislative and administrative body of the Grace Christian Church.

Section 2. All church actions and decisions shall be passed through the Board of Deacons for approval and ratification according to guidelines set in Article XII.

Section 3. Total membership of the Board of Deacons shall be a minimum of seven(7) and a maximum of nine(9) members as determined by the Pastor-Teacher.

### **ARTICLE XIV - Church Official Seal**



Section 1-A. The Grace Christian Church official seal as shown above consist of an equilateral triangle inscribed within two circles. Inside this triangle is etched an open book and an armored knight standing on the open book with the year of incorporation 1983 labeled underneath the bottom side of the equilateral triangle.

Section 1-B - The significance of the official church seal as shown above is as follows;

The outside circle represents the perfect Plan of God, the inner circle represents the Christian-believer within the Plan of GOD.

The equilateral triangle within the inner circle represents the Triune Godhead with its three coequal corners representing the three persons of the trinity coequal and coeternal residing within the believer represented by the indwelling of Christ and the Holy Spirit.

The book represents the Word of God which is the mind of Jesus Christ which is the believer's main guideline for living his Christian way of life. The Word of God is the believer's source of wisdom and understanding of measure in everything that is believed and taught.

The knight in full armor standing above the book represents the believer under the total plan of God for his life with all divine provisions supplied to him by grace. The armor stands for the full armor of God as utilized by the mature and growing believer in Christ.

As a whole, the GCC seal represents what the whole local church stands for - a ministry for the development of the believer's total being and spiritual life, all for the love of Jesus Christ.

Section 2. The church Secretary shall have full custody of this seal.

Nothing follows. . . . .Nothing follows. . . . .Nothing follows