

Manassas, Va.

DIX

CHAPELSPRINGSCHURCH
**Constitution
& Bylaws**

Revised 20 March 2024

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PREAMBLE

For the purpose of establishing and maintaining a place for the worship of Almighty God, our Heavenly Father; to provide for Christian fellowship for those of like precious faith, where the Holy Spirit may be honored according to our distinctive testimony; to assume our share of responsibility and the privilege of propagating the gospel of Jesus Christ by all available means, both at home and in foreign lands, we, whose names appear upon the Church roster under above date, do hereby recognize ourselves as a local Church in fellowship with and a part of The General Council of the Assemblies of God and declare that we hereby adopt the following articles of church order (as expressed in our Constitution) and further adopt the Corporation's bylaws and submit ourselves to be governed by them.

CONSTITUTION

ARTICLE I. NAME

The name of this Church shall be Chapel Springs Assembly of God Church, Inc., located in Prince William County, Commonwealth of Virginia. For promotion and ease of identification, this Church may use the name Chapel Springs Assembly of God or Chapel Springs Church, hereinafter referred to as “the Church.”

ARTICLE II. PREROGATIVES

Section 2.1 The Right to Govern

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

Section 2.2 Real Estate and Chattels

The Church shall have the right to purchase or acquire by gift, bequest, or otherwise, either directly or as trustee, and to own, hold in trust, use, sell, convey, mortgage, lease, or otherwise dispose of any real estate or chattels as may be necessary for the furtherance of its purposes—all in accordance with its Constitution and Bylaws or as the same may be hereafter amended.

ARTICLE III. AFFILIATION AND RELATIONSHIP

The Church declares itself to be voluntarily in full cooperative fellowship with all other churches affiliated with the Potomac Ministry Network of the Assemblies of God, and the General Council of the Assemblies of God, with headquarters in Springfield, Missouri, and shares in the privileges and assumes the responsibilities enjoined by this affiliation.

As a member of the General Council this Church agrees to:

- (a) Cooperate by every possible means in the extension of God's work and Kingdom throughout the world.
- (b) Support the missionary program agreed upon by the Network and General Councils.
- (c) Participate, at standing Board of Directors' discretion, in Network and General Council sessions via duly chosen delegates.
- (d) Invite the counsel of the Network officary in the event of Church difficulty and when changing Lead Pastors.
- (e) Share in support of the Network and General Council (See General Council Bylaws, Article VI, www.ag.org).
- (f) Recognize that the Network or The General Council of the Assemblies of God shall have the right and authority to:
 1. Approve scriptural doctrine and conduct;
 2. Disapprove unscriptural doctrine and conduct, as stated in Article III, paragraph g, of the General Council Constitution; and
 3. Withdraw its certificate of membership if deemed necessary.

ARTICLE IV. TENETS OF FAITH

The Church accepts the Holy Scriptures as the revealed will of God, the all-sufficient rule of faith and practice, and for the purpose of maintaining general unity, adopts the Statement of Fundamental Truths of The General Council of the Assemblies of God, enumerated on the Assemblies of God website www.ag.org and presented below (from the Assemblies of God Constitution, revised August 1–4, 2023 in Columbus, Ohio):

Section 4.1 The Scriptures Inspired

The Scriptures, both the Old and New Testaments, are verbally inspired of God and are the revelation of God to man, the infallible, authoritative rule of faith and conduct (2 Timothy 3:15–17; 1 Thessalonians 2:13; 2 Peter 1:21).

Section 4.2 The One True God

The one true God has revealed himself as the eternally self-existent “I AM,” the Creator of heaven and earth and the Redeemer of mankind. He has further revealed himself as embodying the principles of relationship and association as Father, Son, and Holy Spirit (Deuteronomy 6:4; Isaiah 43:10–11; Matthew 28:19; Luke 3:22).

The Adorable Godhead

- (a) **Terms Defined** The terms trinity and persons, as related to the godhead, while not found in the Scriptures, are words in harmony with Scripture, whereby we may convey to others our immediate understanding of the doctrine of Christ respecting the Being of God, as distinguished from “gods many and lords many.” We therefore may speak with propriety of the Lord our God, who is One Lord, as a Trinity or as one Being of three Persons, and still be absolutely scriptural (examples, Matthew 28:19; 2 Corinthians 13:14; John 14:16–17).
- (b) **Distinction and Relationship in the Godhead** Christ taught a distinction of persons in the godhead which He expressed in specific terms of relationship, as Father, Son, and Holy Spirit, but that this distinction and relationship, as to its mode is inscrutable and incomprehensible, because unexplained (Luke 1:35; 1 Corinthians 1:24; Matthew 11:25–27; 28:19; 2 Corinthians 13:14; 1 John 1:3–4).
- (c) **Unity of the One Being of Father, Son, and Holy Spirit** Accordingly, therefore, there is that in the Father which constitutes Him the Father and not the Son; there is that in the Son which constitutes Him the Son and not the Father; and there is that in the Holy Spirit which constitutes Him the Holy Spirit and not either the Father or the Son. Wherefore, the Father is the Begetter; the Son is the Begotten; and the Holy Spirit is the One proceeding from the Father and the Son. Therefore, because these three Persons in the godhead are in a state of unity, there is but one Lord God Almighty and His name one (John 1:18; 15:26; 17:11, 21; Zechariah 14:9).
- (d) **Identity and Cooperation in the Godhead** The Father, the Son, and the Holy Spirit are never identical as to person; nor confused as to relation; nor divided in respect to the godhead; nor opposed as to cooperation. The Son is in the Father and the Father is in the Son as to relationship. The Son is with the Father and the Father is with the Son, as to fellowship. The Father is not from the Son, but the Son is from the Father, as to authority. The Holy Spirit is from the Father and
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the Son

proceeding, as to nature, relationship, cooperation, and authority. Hence, no person in the godhead either exists or works separately or independently of the others (John 5:17–30, 32, 37; 8:17–18).

- (e) **The Title, Lord Jesus Christ** The appellation Lord Jesus Christ is a proper name. It is never applied in the New Testament either to the Father or to the Holy Spirit. It therefore belongs exclusively to the Son of God (Romans 1:1–3, 7; 2 John 3).
- (f) **The Lord Jesus Christ, God with Us** The Lord Jesus Christ, as to His divine and eternal nature, is the proper and only Begotten of the Father, but as to His human nature, He is the proper Son of Man. He is, therefore, acknowledged to be both God and man; who because He is God and man, is “Immanuel,” God with us (Matthew 1:23; 1 John 4:2,10,14; Revelation 1:13,17).
- (g) **The Title, Son of God** Since the name Immanuel embraces both God and man, in the one person, our Lord Jesus Christ, it follows that the title Son of God describes His proper deity, and the title Son of Man, His proper humanity. Therefore, the title Son of God belongs to the order of eternity, and the title Son of Man to the order of time (Matthew 1:21–23; 2 John 3; 1 John 3:8; Hebrews 7:3; 1:1–13).
- (h) **Transgression of the Doctrine of Christ** Wherefore, it is a transgression of the doctrine of Christ to say that Jesus Christ derived the title Son of God solely from the fact of the Incarnation, or because of His relation to the economy of redemption. Therefore, to deny that the Father is a real and eternal Father, and that the Son is a real and eternal Son, is a denial of the distinction and relationship in the Being of God; a denial of the Father and the Son; and a displacement of the truth that Jesus Christ is come in the flesh (2 John 9; John 1:1–2, 14, 18, 29, 49; 1 John 2:22–23; 4:1–5; Hebrews 12:2).
- (i) **Exaltation of Jesus Christ as Lord** The Son of God, our Lord Jesus Christ, having by himself purged our sins, sat down on the right hand of the Majesty on high, angels and principalities and powers having been made subject unto Him. And having been made both Lord and Christ, He sent the Holy Spirit that we, in the name of Jesus, might bow our knees and confess that Jesus Christ is Lord to the glory of God the Father until the end, when the Son shall become subject to the Father that God may be all in all (Hebrews 1:3; 1 Peter 3:22; Acts 2:32–36; Romans 14:11; 1 Corinthians 15:24–28).
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- (j) **Equal Honor to the Father and to the Son** Wherefore, since the Father has delivered all judgment unto the Son, it is not only the express duty of all in heaven and on earth to bow the knee, but it is an unspeakable joy in the Holy Spirit to ascribe unto the Son all the attributes of deity, and to give Him all the honor and the glory contained in all the names and titles of the godhead except those which express relationship (see paragraphs b, c, and d), and thus honor the Son even as we honor the Father (John 5:22–23; 1 Peter 1:8; Revelation 5:6–14; Philippians 2:8–9; Revelation 7:9–10; 4:8–11).

Section 4.3 The Deity of the Lord Jesus Christ

The Lord Jesus Christ is the eternal Son of God. The Scriptures declare:

- (a) His virgin birth (Matthew 1:23; Luke 1:31, 35).
- (b) His sinless life (Hebrews 7:26; 1 Peter 2:22).
- (c) His miracles (Acts 2:22; 10:38).
- (d) His substitutionary work on the cross (1 Corinthians 15:3; 2 Corinthians 5:21).
- (e) His bodily resurrection from the dead (Matthew 28:6; Luke 24:39; 1 Corinthians 15:4).
- (f) His exaltation to the right hand of God (Acts 1:9, 11; 2:33; Philippians 2:9–11; Hebrews 1:3).

Section 4.4 The Fall of Man

Man was created good and upright; for God said, “Let us make man in our image, after our likeness.” However, man by voluntary transgression fell and thereby incurred not only physical death but also spiritual death, which is separation from God (Genesis 1:26–27; 2:17; 3:6; Romans 5:12–19).

Section 4.5 The Salvation of Man

Man’s only hope of redemption is through the shed blood of Jesus Christ the Son of God.

- (a) **Conditions to Salvation** Salvation is received through repentance toward God and faith toward the Lord Jesus Christ. By the washing of regeneration and renewing of the Holy Spirit, being justified by grace through faith, man becomes an heir of God according to the hope of eternal life (Luke 24:47; John 3:3; Romans 10:13–15; Ephesians 2:8; Titus 2:11; 3:5–7).

- (b) **The Evidences of Salvation** The inward evidence of salvation is the direct witness of the Spirit (Romans 8:16). The outward evidence to all men is a life of righteousness and true holiness (Ephesians 4:24; Titus 2:12).

Section 4.6 The Ordinances of the Church

- (a) **Baptism in Water** The ordinance of baptism by immersion is commanded in the Scriptures. All who repent and believe on Christ as Savior and Lord are to be baptized. Thus they declare to the world that they have died with Christ and that they also have been raised with Him to walk in newness of life (Matthew 28:19; Mark 16:16; Acts 10:47–48; Romans 6:4).
- (b) **Holy Communion** The Lord's Supper, consisting of the elements—bread and the fruit of the vine—is the symbol expressing our sharing the divine nature of our Lord Jesus Christ (2 Peter 1:4); a memorial of His suffering and death (1 Corinthians 11:26); and a prophecy of His second coming (1 Corinthians 11:26); and is enjoined on all believers “till He come!”

Section 4.7 The Baptism in the Holy Spirit

All believers are entitled to and should ardently expect and earnestly seek the promise of the Father, the baptism in the Holy Spirit and fire, according to the command of our Lord Jesus Christ. This was the normal experience of all in the early Christian church. With it comes the endowment of power for life and service, the bestowment of the gifts and their uses in the work of the ministry (Luke 24:49; Acts 1:4, 8; 1 Corinthians 12:1–31). This experience is distinct from and subsequent to the experience of the new birth (Acts 8:12–17; 10:44–46; 11:14–16; 15:7–9). With the baptism in the Holy Spirit come such experiences as an overflowing fullness of the Spirit (John 7:37–39; Acts 4:8), a deepened reverence for God (Acts 2:43; Hebrews 12:28), an intensified consecration to God and dedication to His work (Acts 2:42), and a more active love for Christ, for His Word, and for the lost (Mark 16:20).

Section 4.8 The Initial Physical Evidence of the Baptism in the Holy Spirit

The baptism of believers in the Holy Spirit is witnessed by the initial physical sign of speaking with other tongues as the Spirit of God gives them utterance (Acts 2:4). The speaking in tongues in this instance is the same in essence as the gift of tongues (1 Corinthians 12:4–10, 28), but different in purpose and use.

Section 4.9 Sanctification

Sanctification is an act of separation from that which is evil, and of dedication unto God (Romans 12:1–2; 1 Thessalonians 5:23; Hebrews 13:12). Scriptures teach a life of “holiness without which no man shall see the Lord” (Hebrews 12:14). By the power of the Holy Spirit we are able to obey the command: “Be ye holy, for I am holy” (1 Peter 1:15–16). Sanctification is realized in the believer by recognizing his identification with Christ in His death and resurrection, and by faith reckoning daily upon the fact of that union, and by offering every faculty continually to the dominion of the Holy Spirit (Romans 6:1–11, 13; 8:1–2, 13; Galatians 2:20; Philippians 2:12–13; 1 Peter 1:5).

Section 4.10 The Church and Its Mission

The Church is the body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfillment of her Great Commission. Each believer, born of the Spirit, is an integral part of the general assembly and church of the firstborn, which are written in heaven (Ephesians 1:22–23; 2:22; Hebrews 12:23). Since God’s purpose concerning man is to seek and to save that which is lost, to be worshipped by man, to build a body of believers in the image of His Son, and to demonstrate His love and compassion for all the world, the priority reason for being of the Assemblies of God as part of the Church is:

- (a) To be an agency of God for evangelizing the world (Acts 1:8; Matthew 28:19–20; Mark 16:15–16).
- (b) To be a corporate body in which man may worship God (1 Corinthians 12:13).
- (c) To be a channel of God’s purpose to build a body of saints being perfected in the image of His Son (Ephesians 4:11–16; 1 Corinthians 12:28; 14:12)
- (d) To be a people who demonstrate God’s love and compassion for all the world (Psalm 112:9; Galatians 2:10; 6:10; James 1:27).

The Assemblies of God exists expressly to give continuing emphasis to this reason for being in the New Testament apostolic pattern by teaching and encouraging believers to be baptized in the Holy Spirit. This experience:

- (a) Enables them to evangelize in the power of the Spirit with accompanying supernatural signs (Mark 16:15–20; Acts 4:29–31; Hebrews 2:3–4).
 - (b) Adds a necessary dimension to a worshipful relationship with God (1
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Corinthians 2:10–16; 1 Corinthians 12–14).

- (c) Enables them to respond to the full working of the Holy Spirit in expression of fruit and gifts and ministries as in New Testament times for the edifying of the body of Christ and care for the poor and needy of the world (Galatians 5:22–26; Matthew 25:37–40; Galatians 6:10; 1 Corinthians 14:12; Ephesians 4:11–12; 1 Corinthians 12:28; Colossians 1:29).

Section 4.11 The Ministry

A divinely called and scripturally ordained ministry has been provided by our Lord for the fourfold purpose of leading the Church in:

- (a) Evangelization of the world (Mark 16:15–20),
(b) Worship of God (John 4:23–24),
(c) Building a Body of saints being perfected in the image of His Son (Ephesians 4:11,16), and
(d) Meeting human need with ministries of love and compassion (Psalm 112:9; Galatians 2:10; 6:10; James 1:27).

Section 4.12 Divine Healing

Divine healing is an integral part of the gospel. Deliverance from sickness is provided for in the Atonement, and is the privilege of all believers (Isaiah 53:4–5; Matthew 8:16–17; James 5:14–16).

Section 4.13 The Blessed Hope

The resurrection of those who have fallen asleep in Christ and their translation together with those who are alive and remain unto the coming of the Lord is the imminent and blessed hope of the Church (1 Thessalonians 4:16–17; Romans 8:23; Titus 2:13; 1 Corinthians 15:51–52).

Section 4.14 The Millennial Reign of Christ

The second coming of Christ includes the rapture of the saints, which is our blessed hope, followed by the visible return of Christ with His saints to reign on the earth for one thousand years (Zechariah 14:5; Matthew 24:27, 30; Revelation 1:7; 19:11–14; 20:1–6). This millennial reign will bring the salvation of national Israel (Ezekiel 37:21–22; Zephaniah 3:19–20; Romans 11:26–27) and the establishment of universal peace (Isaiah 11:6–9; Psalm 72:3–8; Micah 4:3–4).

Section 4.15 The Final Judgment

There will be a final judgment in which the wicked dead will be raised and judged according to their works. Whosoever is not found written in the Book of Life, together with the devil and his angels, the beast and the

false prophet, will be consigned to everlasting punishment in the lake which burneth with fire and brimstone, which is the second death (Matthew 25:46; Mark 9:43–48; Revelation 19:20; 20:11–15; 21:8).

Section 4.16 The New Heavens and the New Earth

“We, according to His promise, look for new heavens and a new earth, wherein dwelleth righteousness” (2 Peter 3:13; Revelation 21–22).

ARTICLE V. MEMBERSHIP COVENANT

Having been led by the grace of God through the life-giving power of the Holy Spirit to repent of my sin and in faith receive Christ Jesus as my Lord and Savior and having given public testimony of this faith through water baptism, I now joyfully and solemnly enter into this covenant with the members of Chapel Springs Assembly of God, Inc. (herein after “the Church”):

I commit to protecting the unity of the Church by acting in love and humility toward other members, by refusing to act in ways that would harm the Church such as through gossip, dishonesty or divisiveness, and by following the pastors and leaders whom God has placed in positions of authority.

I commit to sharing the responsibility of the Church by praying for its strengthening and growth, by inviting the unsaved to attend, by sharing my faith with the lost, and by welcoming those who are new to the fellowship.

I commit to serving the ministry of the Church by discovering my spiritual gifts and talents, by being equipped by my pastors and leaders to serve, by giving my time and energy through participating in ministry, and by developing the attitudes of giving and servanthood.

I commit to supporting the testimony of the Church by attending faithfully and participating regularly in times of corporate worship, by seeking to live a godly life as taught in the Scriptures, and by contributing regularly to the financial support of the Church’s ministry and mission.

ARTICLE VI. AMENDMENTS

This Constitution may be amended by a two-thirds (2/3) vote of the

membership of the Church in attendance at any meeting in accordance with Bylaws Article X, Sections 2, 3, and 4 called for that purpose. Amendments cannot be made to the Tenets of Faith as set forth in Article IV of this Constitution, which stand regardless of majority.

BYLAWS

ARTICLE I. GENERAL

Section 1.1 Name

The name of the church corporation is Chapel Springs Assembly of God Church, Inc., hereinafter referred to as “the Church.”

Section 1.2 Nonprofit Purposes

The Church is organized and shall be operated exclusively as a nonprofit church, for the religious, charitable, and educational purposes stated in these Bylaws, the Articles of Incorporation, and the Church Constitution, including, but not limited to worship, evangelism, fellowship, discipleship, and ministry according to biblical principles and as an organization exempt from tax under section 501(c)(3) of the Internal Revenue Code.

Section 1.3 Worship

This Church shall hold regular meetings for worship, teaching, training, and fellowship.

ARTICLE II. OFFICE LOCATIONS

Section 2.1 Principal Office

The principal office of the Church shall be located at 11500 New Life Way, Bristow, Virginia 20136.

Section 2.2 Registered Office

The registered office of the Church, required by law to be maintained in the Commonwealth of Virginia, is presently Vanderpool, Frostick & Nishanian PC, 9200 Church Street, Suite 400, Manassas, Virginia, but may be changed as the Church needs or wishes dictate.

Section 2.3 Other Offices

The Church may have offices at such other places, either within or without

the Commonwealth of Virginia as the Board of Directors may designate or as the affairs of the Church may require from time to time.

ARTICLE III. ELECTED OFFICES

Section 3.1 Lead Pastor

The Lead Pastor is the spiritual overseer of the Church. He or she is responsible to the Lord, the Church, and to the Network fellowship, which he or she serves, and as long as he or she conforms to Scriptural order and complies with the Constitution and Bylaws of the local Church, he or she shall be respected in his or her office. The Lead Pastor shall also, by virtue of his or her office, serve as President of the corporation.

Section 3.2 Board of Deacons

The Board of Deacons shall assist the Lead Pastor and act in an advisory capacity in all matters pertaining to the Church in its spiritual life and ministry.

Section 3.3 Board of Directors

The Board of Directors shall be comprised of the Lead Pastor and the Board of Deacons. As a body, they shall fulfill the requirements of the Articles of Incorporation of the Church and shall act as the representatives of the Church in such matters.

ARTICLE IV. LEAD PASTOR

Section 4.1 Qualifications

The Lead Pastor shall be an ordained Assemblies of God minister in good standing with the General Council and Network in which he or she holds credentials and shall be in harmonious accord with these Bylaws. He or she shall be a person of good report whose life and conduct conform to the Scriptures (I Timothy 3:3-7; Titus 1:6-9; I Peter 5:2,3).

Section 4.2 Duties

(a) The Lead Pastor shall be considered as the spiritual overseer of the Church and shall direct all of its activities. He or she shall be the President of the corporation, and he or she shall act as Chairman of all meetings. He or she or a designee shall be the final authority over all committees and departments. He or she shall provide for all the services of the Church and shall arrange for all special meetings and

services. No person shall be invited to speak or preach in the Church without the Lead Pastor's approval. The Lead Pastor shall be bonded in the Commonwealth of Virginia.

- (b) The Lead Pastor is directly responsible for the Church as its administrative and spiritual head or overseer. No board, committee, or group shall supersede the authority vested by Scripture in the office and duties of the Lead Pastor or interfere in the relationship between the Lead Pastor and the congregation. The spiritual meaning of the word "pastor" (Ephesians 4:11) being "shepherd" or "overseer" (Acts 20:28; I Timothy 3:5; Hebrews 13:7, 17; I Peter 5:2); and being of divine appointment, these spiritual prerogatives shall be reserved exclusively for those ordained to the ministry.
- (c) The Lead Pastor shall appoint and dismiss, with the advice of the Board of Deacons, all associate/assistant pastors and department heads. All other Church employees shall be employed and/or dismissed by him or her. All such employees shall answer to him or her in the discharge of their duties. He or she shall have authority to delegate his or her duties and responsibilities to other persons (except as limited in paragraph (b) above), supervise their activities, and be ultimately responsible for their performance.

Section 4.3 Election

The Lead Pastor shall be elected to serve for an indefinite period of time. During the first 12 months of service, all staff changes, to include the hiring or dismissal of pastors, will require Board approval. The Lead Pastor shall be chosen by the following procedure:

- (a) The Board of Deacons may secure Lead Pastor candidates from the Network Superintendent's file and/or a search conducted by the Board of Deacons.
- (b) A resume will be required from each candidate outlining his or her ministry in general terms.
- (c) The Church, through the Board of Deacons, shall call one candidate to be heard by the Church at least two (2) times.
- (d) When a lead pastoral candidate has been called to the Church for the purpose of his or her ministry being voted upon by the congregation, a Board Initiated Meeting (Article X Meetings) shall be called within three (3) days after the candidate has ministered for the purpose of voting upon the candidate. A two-thirds (2/3) vote of the membership in attendance at the special business meeting shall be required to constitute an election.

ARTICLE V. BOARD OF DEACONS

Section 5.1 Qualifications

- (a) All those considered for office must fulfill the scriptural qualifications of I Timothy 3:1-13 and Titus 1:6-9.
- (b) All those considered for office must tithe in support of the Church (Malachi 3:10; Leviticus 27:30; I Corinthians 16:2) and contribute offerings (Deuteronomy 16:10, 17; Acts 11:19; Acts 20:35; II Corinthians 9:5).
- (c) They shall be baptized in the Holy Spirit according to Constitution Article IV, Section 4.7.
- (d) They shall qualify for the office according to the laws of the Commonwealth of Virginia.
- (e) They shall be voting members of Chapel Springs Assembly of God who have proven to support and encourage the overall vision of the Church and Lead Pastor, evidenced in their Christ-like character, faithful engagement, and consistent financial giving.

Section 5.2 Duties

- (a) There shall be a Board of Deacons consisting of at least seven (7) and no more than nine (9) members. Additional deacon positions (to the maximum of nine) may be added at the prerogative of the Lead Pastor and the Board of Deacons.
 - (b) They shall act in advisory capacity with the Lead Pastor in all matters pertaining to the Church in its spiritual life and in the ministry of its ordinances.
 - (c) They shall make every effort to act in unanimity through the guidance of the Holy Spirit.
 - (d) They shall be assigned, at the discretion of the Lead Pastor, individual responsibilities that support the ministries of the Church.
 - (e) They shall be responsible for the maintenance of the standards of membership stated in Article IX of the Bylaws and shall act in the examination of applicants for Church membership.
 - (f) In the event the Church is without a Lead Pastor, the Vice- Chairman of the Board of Directors (Bylaw Article VI, Section 6) shall also serve as Chairman of the Board of Deacons until the office of Lead Pastor has been filled.
 - (g) Secretary of the Church
 - 1. Shall be chosen from the Board of Deacons membership and elected by the Board of Deacons. The Secretary of the Church shall be a three (3) year term unless resignation or failure at re-election to the Board of Deacons occurs, at which time a new Secretary of the Church will be elected. The Secretary of the Church may be elected for two (2) consecutive three (3) year terms before having to sit out at least one year before being re-elected as long as he or she
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- serves on the Board of Deacons.
2. Shall be responsible for the minutes of the official meetings of the Board of Deacons, Board Initiated Meetings, and Membership Initiated Meetings.
 3. Shall be responsible for records of the membership of the Church and any other clerical work necessary to the proper discharge of the duties of this office.
 4. Shall accept applications from members who wish to sever their relationship with the Church or who desire to transfer to some other Church.
 5. The Secretary of the Church shall also serve as the Secretary of the Board of Directors.

Section 5.3 Election

- (a) Candidates may be nominated by the Lead Pastor, the sitting Board of Deacons, or by the membership in writing and submitted to the Lead Pastor a minimum of forty-five (45) days before the Church Council Meeting.
- (b) The Lead Pastor and sitting Board of Deacons will review and approve candidates according to the qualification in Section 5.1. The names of the approved nominees shall be announced and posted at least ten (10) days prior to the meeting where such elections are to be considered.
- (c) A Deacon shall be elected to serve for a term of three (3) years after which his or her name may be placed in nomination for a second term. After a Deacon has served two (2) consecutive terms, he or she shall not be eligible to succeed himself or herself for a third term; however, after one (1) year has passed, his or her name may be placed in nomination for the Board of Deacons.
- (d) The election of Deacons shall be staggered so that no less than two and no more than three are chosen annually.
- (e) No paid employee of the Lead Pastor's staff shall be eligible for nomination to the Board of Deacons.
- (f) No member of the Church having a ministerial credential shall be eligible for nomination to the Board of Deacons. Members with only a Local Church credential are exempt and are eligible for nomination.

ARTICLE VI. BOARD OF DIRECTORS

Section 6.1 Qualifications

Qualifications are the same as specified in Article V, Section 1 of the Bylaws. Members of the Board of Deacons are automatically appointed

to the Board of Directors.

Section 6.2 Duties

- (a) The Lead Pastor and elected members serving as the Board of Deacons shall comprise the members on the Board of Directors. The chairman may request the presence of non-voting members for advice and consent.
- (b) The officers shall be Chairman, Vice-Chairman, Secretary and Treasurer.
- (c) The Lead Pastor shall serve as President of the corporation and Chairman of the Board of Directors. He or she shall serve as legal head of the corporation and be an authorized signatory on checks and documents.
- (d) The Vice-Chairman shall be elected annually by majority vote of the Board of Directors. In the event that the office of Chairman of the Board (Lead Pastor) shall become vacant, he or she shall perform all the functions and duties of the Chairman and preside over the meetings of the Board of Directors and the Church. He or she shall serve as legal head of the corporation and signatory on checks and documents until such time as the office of Chairman of the Board (Lead Pastor) shall be filled.
- (e) A majority of Board of Directors members must be present at any scheduled meeting to constitute a quorum.
- (f) It will be the responsibility of this Board to act in an advisory capacity with the Lead Pastor in all matters pertaining to the business aspects of the Church and to generally oversee the budget and finances of the Church.
- (g) The Board of Directors will meet at least quarterly and more often if needed, and will be presided over by the Chairman.
- (h) Secretary of the Board of Directors:
 - 1. Shall be responsible for the minutes of the official meetings of the Board of Directors.
 - 2. Shall be responsible for the legal documents and the corporate seal of the Church.
 - 3. Shall certify with the Lead Pastor any authority granted by a two-thirds (2/3) majority vote of the membership of the Church to take, hold, sell, transfer, or convey any real property.
 - 4. Shall be Secretary of the corporation and legal representative of the corporation with signatory authority on checks and documents.
 - 5. The Secretary of the Board of Directors also serves as Secretary of the Church (See Article V).

(i) Treasurer:

1. Shall be chosen from the Board of Directors and elected by the Board of Directors. The term will be three (3) years. The Church Treasurer may be elected for two (2) consecutive three (3) year terms before having to sit out at least one year before being re-elected as long as he or she serves on the Board of Deacons. If the Church Treasurer resigns, his or her term expires, or he or she fails to be re-elected to the Board of Deacons, a new Church Treasurer will be elected.
2. Shall be Treasurer of the corporation and a legal representative of the corporation and have signatory authority on checks and documents.
3. Shall review all financial statements of the Church.
4. Shall be bonded in the Commonwealth of Virginia. Shall be entrusted to deposit and disburse funds of the Church and make disbursements in the absence of the Lead Pastor and/or the Church Administrator in the normal course of business.

- (j) Should difficulties between the Chairman and Board of Directors members (Deacons) arise that cannot be resolved during the normal course of business, counsel may be sought from the Network Officiary. This action shall only occur after the members of the Board of Directors have scheduled a meeting with the Chairman and have agreed (by a two-thirds vote) to seek counsel. No individual Board Member shall ever take steps concerning difficulties of this nature outside of the provisions of these Bylaws.

ARTICLE VII. RECALL OF ELECTED OFFICERS

Section 7.1 Lead Pastor

In the event a Lead Pastor has formal charges brought against him or her through the Network Officiary or his or her ministry has ceased to be effective, power is vested in the Board of Deacons to ask for the resignation of the Lead Pastor at any official meeting called for this purpose. If such resignation is refused, the pastorate shall not be considered vacant until the action of the Board of Deacons has been confirmed by a majority vote of the Church at a meeting called for that specific purpose and presided over by the Network Officiary. When a vacancy in the pastorate shall occur, the Board of Deacons shall provide for a supply of candidates until a Lead Pastor has been elected as prescribed in Bylaws Article IV, Section 3. In the case of a Lead Pastor's

removal from office, the Secretary of the Church shall make a report of such action to the Network Officiary.

Section 7.2 Other Elected Officers

Any office may be declared vacant by an act of a majority of the Board of Deacons at any official meeting on the grounds of unscriptural conduct, doctrinal departure from the Tenets of Faith, incompetence in office, and/or for any other sufficient serious cause deemed by the Board of Deacons to merit removal (Section 9.4). Any incumbent under charges shall have opportunity for a fair and impartial hearing of his or her case before the Church membership if he or she so desires as provided in Section 9.4(c) of the Bylaws.

ARTICLE VIII. FILLING VACANCIES OF OFFICES

Section 8.1 Vacancy Appointment

If for any reason any elective office of the Church becomes vacant prior to the expiration of the elective term, the office shall be filled by the vote of the majority of the sitting Board of Deacons. An officer so appointed shall be considered to have served a full term of eligibility and shall not succeed himself or herself for more than one additional term. A former Deacon shall not be eligible to fill a vacancy until the required one-year sabbatical has been observed.

Section 8.2 Lead Pastor

If a Lead Pastor vacancy occurs, the Board of Deacons shall arrange for a supply of qualified pastors to fill the pulpit until a new Lead Pastor is chosen according to these Bylaws. The Deacons, Secretary, Treasurer, and other pastors shall fill in during the interim for the pastor's duties if no interim pastor is retained.

ARTICLE IX. MEMBERSHIP

Section 9.1 Membership Eligibility

Membership in this Church shall be open to all those who ascribe to the Membership Covenant (Constitution Article V) and who:

- (a) Give evidence of a genuine experience in regeneration (the new birth) (John 1:12, 13; 3:3-8; I Peter 1:18-25).
 - (b) Give evidence of a consistent Christian life (Romans 6:4; 8:1-4; 13:13, 14; Ephesians 4:17-32; 5:1, 2, 15; I John 1:6, 7).
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- (c) Fully subscribe to the Tenets of Faith as set forth in the Constitution and adopted by the Church.
- (d) Support of the Church through tithes and offerings according to the Scriptures (Malachi 3:10; I Corinthians 16:2; II Corinthians 9:6- 9) for at least three months prior to membership application.
- (e) Evidence a cooperative, submissive, and Christ-like spirit as the Scriptures enjoin.
- (f) Actively participate in the building up of the Church by using one's spiritual gifts in ministry.
- (g) Successfully complete a membership class and sign the Church Membership Covenant.
- (h) Attend the Church for three months before submitting a membership application.

Section 9.2 Reception of Members

- (a) Persons desiring to become active members of the Church shall make the fact known to the Lead Pastor, who shall examine the applicant according to the standard for membership and schedule candidate to attend membership classes.
- (b) A person may transfer in by letter from another Assembly of God church, but must first complete the membership class.
- (c) The Lead Pastor shall present the names of those who apply for membership with his or her recommendation to the Board of Deacons, who shall act upon said recommendations and render a final decision. All persons who shall have met the membership requirements and have been passed on favorably shall be received into the Church publicly at any of the regular services and their names inscribed on the roster.

Section 9.3 Voting Members

All those who meet the standards for membership, whose names appear on the current membership roll as of this revision, together with those names that shall be added from time to time, shall constitute the legal voting membership of the Church, provided they are eighteen (18) years of age or older and adhere to the standard of membership described in Section 9.1 of the Bylaws.

Section 9.4 Discipline and Restoration

It shall be the practice of this Church to pursue every reasonable measure for peace and reconciliation. Should one member sin against another member or the Body of Members (the Church), the aggrieved members shall follow in a tender spirit the rules given by our Lord and Savior in Matthew 5:23-34; Matthew 18:15-17; 1 Corinthians 5:9-13;

Galatians 6:1-2 and 1 Thessalonians 5:13-15. The Pastors and Board of Deacons are available for counsel and guidance to the aggrieved members. The Church will look to the Pastor and the Board of Deacons for the effective functioning and discipline of its members, and all Church discipline and restoration will follow the spirit and principles as taught in God's Word. Those members under charges of misconduct, or who may have fallen under condemnation through sinful or worldly practices, shall meet with the Pastor and representatives of the Board of Deacons to seek repentance, forgiveness, and restoration. Any member under charges shall be temporarily suspended from active voting membership pending investigation and final decision in his or her case.

- (a) Any charges shall be presented personally and in writing. Some grounds for exercising discipline or removal from membership from the Church shall include, but not be limited to, the following:
 - 1. Persistent, unrepentant, immoral, or sinful conduct. (Matthew 18:15-18; I Corinthians 5:11; 6:9-11; Galatians 5:19-21)
 - 2. The embracing and/or propagation of erroneous and false doctrine departing from the Tenets of Faith held by the Church (Galatians 1:8-9; Ephesians 4:14; 1 Timothy 6:3-5)
 - 3. Persistence in those things that are harmful to other members or create division and disrupt the unity of the Church. (Corinthians 1:10; Titus 3:10-11; Ephesians 4:29-31; 5:3-7; Romans 16-17)
- (b) Those refusing restoration through repentance and forgiveness shall be removed from active membership and notified by the Pastor of such.
- (c) Right of Appeal. Any member who has been disciplined has the right to appeal. Appeal is to be made to the Board of Deacons. If appeal to the Board of Deacons for reconsideration and reinstatement is denied, then the dismissed member may appeal through the Lead Pastor for a Board Initiated Meeting of the Membership to consider the issue. The action, by a majority vote of those in attendance, shall be considered final (Matthew 18:15-17; Romans 16:17-18; I Corinthians 5:1-5; II Thessalonians 3:6-15).

Section 9.5 Voting Members Review

The Lead Pastor and Board of Deacons shall be authorized to revise the membership roll of the Church annually and to remove from the list of voting members all names of those who may have become deceased during the year, together with the names of those who may have withdrawn from the fellowship or who have been disciplined pursuant to

Section 9.4. The Pastor shall notify those being placed on inactive status. The guidelines contained in the following Scriptures shall be observed as occasion may require: (Matthew 18:15-17; Romans 16:17-18; I Corinthians 5:1-5; II Thessalonians 3:6-15).

Section 9.6 Voluntary Severance

Members in good standing who may wish to sever their relationship with the Church may notify the Lead Pastor, the Lead Pastor’s administrative support or the Secretary of the Church. Members who may desire to be transferred to some other congregation may apply to the Lead Pastor’s administrative support or the Secretary of the Church for a letter, which shall be granted on the approval of the Lead Pastor.

Section 9.7 Inactive Members

Enrolled members who have been disciplined according to these Bylaws shall lose their voting privileges until they are restored to the fellowship, their standing to be settled by the definite action of the Church through its elected officers. Those members who have been removed from the list of voting members in accordance with section 9.5 shall be placed on inactive status and lose their voting privileges.

Section 9.8 Pastoral Staff

All active members of the pastoral staff along with their spouses shall be considered honorary members. Honorary members shall not have voting privileges.

ARTICLE X. MEETINGS

Section 10.1 Public Worship

Meetings for public worship shall be held on each Lord’s Day and during the week as may be provided for under the direction of the Lead Pastor and Board of Deacons.

Section 10.2 Annual Church Council Meetings

There shall be an annual Church Council Meeting of the membership, at which time the election of officers shall take place and the report of all officers shall be received. This meeting shall be held in the first quarter of each year. The time and place shall be publicized at least two weeks preceding the date of the meeting. In addition, notice shall be provided as required by the Code of Virginia. The agenda of the meeting and the

names of all nominees shall be mailed, or sent digitally, or posted on the Church website to the active membership at least one (1) week prior to the date of the meeting.

Section 10.3 Board Initiated Meetings

Board Initiated Meetings of the Church may be called by the Lead Pastor or by the Secretary of the Church, provided the meeting has been agreed upon by a majority of the Board of Deacons and shall be announced and posted thirty (30) days in advance of the date of the meeting. In addition, written notice shall be provided as required by the Code of Virginia.

Section 10.4 Membership Initiated Meetings

Membership Initiated Meetings may also be called by petition having been signed by no less than one-fourth of the voting membership of the Church, the petition to be placed in the hands of the Lead Pastor or the Secretary of the Church for verification of signatures within two weeks of receipt and announced and posted thirty (30) days prior to the date of the meeting. In addition, written notice shall be provided as required by the Code of Virginia.

Section 10.5 Quorum for Meetings

One-fifth (20%) of the membership present at any properly called and properly noticed meeting shall constitute a quorum. The voting membership shall consist of those present and those voting by absentee ballot. No record of any special or regular meeting of the Church shall be made unless there is a quorum. If a quorum cannot be obtained, then in any subsequent meeting on the same matter, a quorum shall be established by any members present.

Section 10.6 Board of Deacons/Directors Meetings

The Board of Deacons/Directors shall meet at least quarterly (unless necessity demands otherwise) at the time and place to be announced by the Lead Pastor or the Board of Deacons/Directors in the event of a lead pastoral vacancy. A majority of the Board of Deacons/Directors shall constitute a quorum, provided all the members have been notified of the meetings.

Any decision required or permitted to be made at a "physically co-located meeting" of the Board of Deacons/Directors may also be resolved by use of electronic media such as email or other electronic means. Any electronic input made as part of any meeting of the Board or as a full "electronic meeting" requires the Secretary to incorporate a copy of each

electronic response as well as any decision(s) made into minutes of an official meeting of the Board of Deacons/Directors. These minutes must then be approved by all board members and signed by the secretary of the Board at the next "physically present meeting" of the Board thus confirming that an official meeting was held, the topic(s) under consideration, the validity of the electronic response and what decision(s) were rendered. The Chair shall have the exclusive prerogative to convene an "electronic meeting," determine the content, or request electronic input to any meeting at the Chair's discretion. The intent of utilizing electronic means to conduct Church business before the Board is not to replace scheduled meetings but simply to provide a means of resolving urgent issues.

ARTICLE XI. DEPARTMENTS AND COMMITTEES

The Lead Pastor shall hereby provide for the establishment of ministries, departments, and committees according to Constitution Article IV. All ministries, departments, and committees shall be subordinate to the Church and shall contribute to the harmony and development of the whole. They shall be under the general supervision of the Lead Pastor and Board of Deacons. The Lead Pastor, or designee, shall be the final authority over all ministries, departments, and committees of the Church.

ARTICLE XII. FINANCES

Section 12.1 Contributions and Distribution

- (a) The tithes, offerings, and voluntary contributions shall provide funds for the operations of the Church, according to Malachi 3:10; Luke 6:38; I Corinthians 16:1 & 2; II Corinthians 9:6-8. Offerings shall be accepted by the Church at such times and in such ways as agreed upon by the Lead Pastor and Board of Deacons and shall be administered by the Church Treasurer and Church Financial Director.
- (b) Disbursement or transfer of funds, amounts and number of signatures is specified in the Church Financial Policy.

Section 12.2 Budget and Audit

The Lead Pastor (Chairman of the Board) shall submit an annual budget for review and approval by the Board of Directors for expenditures by the Lead Pastor to meet capital and on-going expenses of the Church. Expenditures exceeding the budgetary limits must be brought before the Board of Directors for approval/disapproval. Board approval is not

required for expenditures to mitigate property damage or dangerous situations to personnel as a result of an emergency situation. These expenditures will be reported to the Board as soon as practical. An emergency is defined as a serious, unexpected, and potentially dangerous situation requiring immediate action.

The Board of Directors shall provide for an external accounting firm to review or audit the financial accounts of the Church periodically. Upon the exit of the Lead Pastor, for any reason, a cash audit of the financial accounts of the Church will be accomplished in a timely manner.

ARTICLE XIII. PROPERTY

Section 13.1 Real Property

All real property of the Church shall be held in the corporate name of the Church. Real property valued at 10% or over the Church budget which is used by the Church for the conduct of its regular schedule of activities in connection with the location of its main edifices shall be sold, leased, mortgaged, or otherwise alienated by an approved vote of at least two-thirds (2/3) of the voting membership in attendance at a meeting in accordance with Bylaws Article X, Sections 2, 3, and 4. Notice of the availability of property to be disposed of by purchase or lease by sealed bid shall be made through publication by the Church. The Corporation, if required by law, shall certify in such conveyance, transfer of title, lease or mortgage, that the same has been duly authorized and recommended by a vote of the Church. Such certificates shall be held to be conclusive evidence thereof.

Section 13.2 Chattel Property

Other property chattel, tangible and intangible, which the Church may receive by purchase, gift, devise, demise, bequest, or otherwise, shall be taken, held, sold, leased, mortgaged, or otherwise used or disposed of as set forth in the Church Policy and Operations Manual, Bylaws Article XIV.

Section 13.3 Defection

In the event defection shall occur from the Tenets of Faith of this Church, Article IV of the Constitution, the same as are stated in the Statement of Fundamental Truths in the Constitution of The General Council of the Assemblies of God (www.ag.org), or from affiliation with The General Council of the Assemblies of God, any portion of the membership subscribing to and practicing the aforesaid Tenets of Faith and retaining membership with the Church shall retain possession of and title to all

properties of said Church with full rights thereto as provided in its Constitution and Bylaws.

Section 13.4 Cessation

In the event this Church shall cease to function for the purposes as declared heretofore in the articles of its Constitution then after providing for the payment of its debts, the remaining assets will not inure to the benefit of any private person or persons, but all such remaining assets shall revert to and be transferred to the parent body, the General Council of the Assemblies of God, a Missouri non-profit corporation with headquarters at Springfield, Missouri. The General Council of the Assemblies of God shall have full authority to sell such property and to use the proceeds derived there from for the extension of the work of the Assemblies of God within the Potomac Network and under the direction of the presbytery of said Network. In the event of cessation of this Church, its Board of Directors shall within one (1) year thereafter transfer all properties and any remaining assets to the Potomac Network of the Assemblies of God in accordance with the foregoing provisions. If such transfer is not made within the time prescribed herein or if the aforesaid Potomac Network of the Assemblies of God shall be unable to or unwilling to accept the aforesaid transfer as an organization operated exclusively for religious purposes with tax exempt status under Section 501(c)(3) of the Internal Revenue Code, then disposition thereof shall be made by the court of Prince William County, provided that in such case proceeds of the dissolution shall be distributed to an organization or organizations having purposes nearest the purposes of the Potomac Network of the Assemblies of God, and which are organized and operated exclusively for religious purposes, and which have established tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

ARTICLE XIV. CHURCH POLICY AND OPERATIONS MANUAL

A Church Policy and Operations Manual shall be created and administered by the Lead Pastor. This manual shall include all Church policies, procedures, job descriptions, and organization charts depicting lines of responsibility in the administration of the Church. The manual shall be kept in the Church office and made available to any member of the Church. The Board of Directors shall review and approve the manual at least biennially, with the authority to recommend changes.

ARTICLE XV. CONFLICT OF INTERESTS

The procedure for dealing with conflicts of interest (including conflicts by directors, officers or family members thereof), shall be as set forth in Section 13.1-871 of the Code of Virginia.

Notwithstanding the above, no loan shall be made by the Church to any individuals.

The Board shall adopt and maintain Conflicts of Interest Policy that provides for full disclosure by directors, officers, and employees, and permits the Board to determine whether any contemplated transaction may be authorized as just, fair, and reasonable as to the Church.

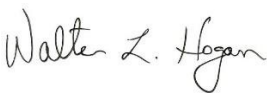
ARTICLE XVI. PARLIAMENTARY ORDER

In keeping with the Spirit of Christian love and fellowship and in the conducting of its affairs, the Church should be guided by parliamentary procedure as set forth in the current edition of ROBERT'S RULES OF ORDER.

ARTICLE XVII. AMENDMENTS

The Bylaws may only be amended at any Church Members Meeting, Special Church Meeting, or Special Meeting of the Church by a two-thirds (2/3) majority vote of the membership present, provided the proposed amendment has been announced and posted thirty (30) days prior to the date of the meeting and proposed changes published in Church communications and an announcement made by the Lead Pastor or the Secretary of the Board of Directors.

I, the undersigned Secretary of Chapel Springs Assembly of God Church, Inc. do hereby certify that the above Constitution and Bylaws were adopted on March 20, 2024 by the members at a duly called meeting and that this Constitution and Bylaws are current and in operation as of that date.



Walter L. Hogan
Secretary to the Board of Directors