

# FIRST HMONG MISSIONARY ALLIANCE CHURCH

OF THE CHRISTIAN AND MISSIONARY ALLIANCE



## Bylaws & Policies

Interspersed with the Uniform Constitution for  
Accredited Churches of the C&MA



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**BYLAWS FOR First Hmong Missionary Alliance Church OF THE CHRISTIAN AND MISSIONARY ALLIANCE**

## PREAMBLE

The New Testament teaches that the local church is the visible organized expression of the Body of Christ. The people of God are to live and serve in obedience to the Word of God and under the Lordship of Jesus Christ.

The Christian and Missionary Alliance operates on the presupposition that the congregation finds broader meaning and outreach in fulfilling its biblical responsibilities within the life and witness of the denomination.

This document constitutes the Bylaws for **First Hmong Missionary Alliance** Church of The Christian and Missionary Alliance (the "Church"). These Bylaws shall govern the nonprofit corporation or association through which the Church operates legally. As used herein, the term "Church" shall refer to such a legal entity.

The Church is an integral part of the district, national, and worldwide fellowship of The Christian and Missionary Alliance and is united in governance, fellowship, and service in order to promote unity of faith in the fullness of Jesus Christ as Savior, Sanctifier, Healer, and Coming King, and to facilitate the spread of the gospel at home and abroad under the guidance of the Holy Spirit.

The Church is organized and shall be operated exclusively as a member church of The Christian and Missionary Alliance, a church denomination which operates legally as a Colorado nonprofit corporation (the "C&MA"). Accordingly, the Church shall operate under the sole ecclesiastical authority of, and be subject to the usages, doctrines and teachings of, the C&MA as set forth in The Manual of The Christian and Missionary Alliance, as such manual may be amended from time to time by the C&MA (the "Manual").

This Preamble and Part 1 (General Bylaws) shall apply at all times. Part 3 (Accredited Church Bylaws) shall apply at any time in which the Church is an Accredited Church.

## PART 1: GENERAL BYLAWS

## ARTICLE I

### ECCLESIASTICAL AUTHORITY

The ecclesiastical authority of the C&MA shall be exercised through the district of the C&MA having jurisdiction over the Church, as such district may be determined from time to time by the C&MA (the "District"). Without limiting the foregoing, the District shall at all times have the responsibility to determine the status of the Church as either a "Developing Church" or an "Accredited Church" in accordance with and subject to the requirements of the Manual.

## ARTICLE II

### MEMBERSHIP

**Section 2.1. Members.** The Church shall have an Ecclesiastical Member and General Members. Subject to the rights granted to the Ecclesiastical Member in these bylaws, the qualifications, rights, and manner of admission for the General Members shall be set forth in these bylaws.

**Section 2.2. Ecclesiastical Member.** The District shall be the Ecclesiastical Member of the Church. The voting rights of the Ecclesiastical Member and the ecclesiastical authority of the District may be exercised by such person or committee as the bylaws, constitution or other governing instrument of the District may prescribe or, in the absence of such provision, as the executive committee of the District may determine.

**Section 2.3. General Members.** The Committee on Membership shall approve an individual as a General Member upon a determination that the individual satisfies the following:

- Confession of faith in Jesus Christ and evidence of regeneration.
- Belief in God the Father, Son, and Holy Spirit; in the verbal inspiration of the Holy Scriptures as originally given; in the vicarious atonement of the Lord Jesus Christ; in the eternal salvation of all who believe in Him and the eternal punishment of all who reject Him.
- Acceptance of the doctrines of the Lord Jesus Christ as Savior, Sanctifier, Healer, and Coming King as defined in relevant C&MA materials.
- Full sympathy with the mission and core values of The Christian and Missionary Alliance, and cooperation by systematic support of its work.
- A personal commitment to this fellowship which shall be demonstrated by such outward signs as regular attendance at its functions, regular giving of tithes and offerings in support of the local program as well as C&MA Missions, availability for local ministry assignments, and maintaining unity through the practice of speaking well of the Church and its leaders as well as that of setting differences quickly in the spirit of Matthew 5:23–24 and 6:14–15.
- Agreement to abide by the Uniform Policy on Discipline, Restoration, and Appeal of The Christian and Missionary Alliance (see Manual).

Section 2.4. Removal. General Members may be removed from membership by the Committee on Membership under one or more of the following circumstances:

- Submission of a written letter of resignation to the elders of the Church.
- Failure to meet the qualifications of membership as stated above as determined by the governance authority (in consultation with the Committee on Membership, if any).
- Disciplinary action taken under the Uniform Policy on Discipline, Restoration and Appeal of The Christian and Missionary Alliance.

An appeal of decisions made to remove a person from membership for reasons of qualification or a disciplinary action may be submitted to the district superintendent within 30 days of the action.

### ARTICLE III ORDINANCES

Baptism and the Lord's Supper are recognized as the two ordinances of the Church.

Believers' baptism by immersion is taught and practiced as the scriptural mode. The pastor or other elders shall oversee baptism. They shall provide the instruction about baptism and shall administer the baptisms themselves or choose other spiritually respected people to do these ministries.

The Lord's Supper is administered regularly. The pastor or other elders shall oversee Communion. They shall provide the instruction about Communion and shall administer the Communion themselves or choose other spiritually respected people to do these ministries.

### ARTICLE IV BIBLICAL CHARACTER AND STANDARDS

**Section 4.1. Exercise and Expression of the Church's Biblical Beliefs.** As described in the Preamble, the Church is a Christian community of faith that exists to exercise and express its biblical beliefs within the broader community of the C&MA. These beliefs are grounded in a shared understanding of Holy Scripture including those beliefs and standards specifically addressed in the Manual. The Church exercises and expresses its biblical beliefs and standards in the following ways:

a) As a community. The Church understands that the local church is the visible organized expression of the Body of Christ and that the local church finds broader meaning and outreach in fulfilling its biblical responsibilities within the life and witness of the denomination. In addition, those who participate in the life of the Church, including the Church's members and employees, are following the biblical command to live out their faith in community and association with other believers. Accordingly, the Church community is itself an exercise and expression of the Church's biblical beliefs and standards.

b) Through its Activities. The Church believes that all Church activities, including the responsibilities of every Church member and employee, should be rendered in service to God

as a form of worship. Therefore, the Church as a community of faith exercises and expresses its biblical beliefs and standards in every activity, action, and responsibility.

**Section 4.2. Standards for Church Activities and Facilities.** The Church shall engage in activities and use its facilities solely to exercise and express the biblical beliefs of the Church and the C&MA and to further the mission of both. In furtherance of this mission, the Church may provide services or goods to, and may allow use of its facilities by, other groups and persons who are not members of the Church. But no Church activity, nor any use of Church facilities by another group or person, may be conducted or permitted if the Church determines that such activity or use expresses a message of support by the Church for any view contrary to the biblical beliefs of the Church and the C&MA. The determination as to whether any particular activity or use of Church facilities is not permitted requires both spiritual discernment and an understanding of C&MA beliefs and standards which are applied to each particular circumstance. Such determination shall be made in conformance with this discernment and these beliefs and standards in the sole discretion of the spiritual leaders of the Church designated by either the governance authority of the Church or the senior pastor and elders. With respect to uses by other groups or persons, the Church may consider without limitation both the content of the proposed activities and whether the group or person is generally perceived as advocating views contrary to the biblical beliefs of the Church and the C&MA.

**Section 4.3 Marriage and Human Sexuality (GC C&MA).** As such, First Hmong Missionary Alliance Church subscribes to the biblical belief that God creates human beings in His image as two distinct genders, male and female, and that the intended gender identity of an individual is determined by such individual's biological sex at birth. First Hmong Missionary Alliance Church applies this belief regarding gender identity in all policies and programs in First Hmong Missionary Alliance Church's faith community. In addition, First Hmong Missionary Alliance Church subscribes to the biblical belief that God has instituted marriage as a covenant relationship between one man and one woman. First Hmong Missionary Alliance Church recognizes only such marriages for all policies and programs in the First Hmong Missionary Alliance Church's faith community. Further, First Hmong Missionary Alliance Church subscribes to the biblical belief that sexual desire is rightfully fulfilled only within marriage and that unmarried singles who abstain from sex can be whole, mature persons, as pleasing to God as persons who are faithful in marriage.

**Section 4.4 Sanctity of Life.** Likewise, Hmong Missionary Alliance Church subscribes to the biblical belief that all life is sacred from conception to death and that individuals are known by God from before the foundation of the world and that human life begins at conception and that death is under the sovereignty of God and not man. First Hmong Missionary Alliance Church accordingly believes that no procedures should be performed for the primary objective of terminating a pregnancy and taking the life of an unborn child (such procedures are referred to herein as abortions) except in rarest of circumstances where other biblical, moral principles prevail, such as where it is medically impossible to save the life of both the mother and the child. Similarly, First Hmong Missionary Alliance Church believes that no medical procedure should be performed that takes the life of an individual prematurely (such procedures are referred to as euthanasia). The First Hmong Missionary Alliance Church's beliefs further prohibit paying for or otherwise facilitating such procedures.

**ARTICLE V**

**OTHER GENERAL BYLAWS**

**Section 5.1. Governance Authority.** Subject to these Bylaws, the governance authority of the Church shall with respect to the Church have the corporate authority of the board of directors (or trustees) under applicable nonprofit corporation law.

**Section 5.2. District Support.** The Church shall from inception give to the District budget in accordance with the established formula as established in the District bylaws or else beginning with one percent and increasing 1 percent each following calendar year up to the full percentage unless as otherwise determined by the District.

**Section 5.3. Severability.** The invalidity of any provision of these Bylaws shall not affect the other provisions hereof, and in such event these Bylaws shall be construed in all respects as if such invalid provision were omitted.

**ARTICLE VI**

**AMENDMENTS**

**Section 6.1. Constitution.** The Uniform Constitution for Accredited Churches (the “Constitution”) may be amended only in accordance with the applicable provisions set forth in the Manual. The Constitution as amended from time to time shall take priority over any inconsistent provision in the Preamble and Parts 1 and 3 of these Bylaws at any time in which this Church is an Accredited Church. Upon any amendment of the Constitution, the Ecclesiastical Member shall be deemed to have made the same amendment to these Bylaws.

## PART 2: ACCREDITED CHURCH BYLAWS

When this Church is an Accredited Church, the Preamble, Part 1 and this Part 3 (Accredited Church Bylaws) shall include and are subject to the Uniform Constitution for Accredited Churches of The Christian and Missionary Alliance (the "Constitution"), which document as amended from time to time in accordance with the Manual is incorporated herein by this reference.

The Constitution has been framed and adopted by the General Council, the denomination's highest governing body. The accredited churches of The Christian and Missionary Alliance have participated in this process through their authorized delegates. The Church, in accordance with the Constitution and in a manner that is consistent with the Bylaws of The Christian and Missionary Alliance, has formulated these bylaws to carry out its ministry appropriately and efficiently.

### ARTICLE I

#### MEMBER VOTING RIGHTS

**Section 1.1. Ecclesiastical Member.** The Ecclesiastical Member shall not have the right to vote for elected members of the governance authority.

**Section 1.2. General Members.** General Members shall have the authority to elect and remove all members of the governance authority of the Church, except for senior pastor, in accordance with the Constitution.

### ARTICLE II

#### MEMBER MEETINGS

**Section 2.1. Meetings.** On general Church matters in which no legal questions are involved, it is understood that all General Members in good and regular standing who have reached the age of 16 years are entitled to vote, but in matters involving titles of property or legal procedure, the laws of the state determine the age at which members are eligible to vote.

**Section 2.2. Annual Meeting.**

a) The Annual Meeting shall be held **on the 3<sup>rd</sup> Sunday of December (on the month of December)** of each year. The actual time and location shall be determined by the governance authority. The governance authority also shall have the authority to change this in a given year when necessary.

b) Annual Reports are to be submitted by the Pastor(s), governance authority through the secretary, treasurer, Audit Committee chairman, and others deemed necessary by the members. The members shall give the governance authority direction to determine the method of reporting.

c) Those elected at the Annual Meeting shall be the elders, secretary, treasurer, assistant treasurer, and any other members of the governance authority (except for the Senior Pastor) as



determined in these bylaws. All other positions shall be determined by the governance authority, who shall appoint persons to those positions. This authorization does not apply to other positions that may become necessary and require election by constitutional authority.

**Section 2.3. Special Church Meetings.** All special business meetings of the members shall be held in accordance with state law. At a minimum such meetings shall be called at least two Sundays prior to the meeting and notice of the same shall be publicly announced either orally or in writing for two consecutive weeks.

**Section 2.4. Authority.** Robert's Rules of Order shall govern all matters of Church business unless the governance authority adopts the use of another form of rules of order for governing matters.

**Section 2.5. Quorum.** A quorum of any properly called church business meeting shall consist of those members who are present.

### ARTICLE III GOVERNANCE AUTHORITY

**Section 3.1. General.** The governance authority shall conduct the affairs of the Church between annual meetings and shall be amenable to the membership and the district superintendent as constitutionally defined. The Church governance structure, as provided for in Section 3.2, is in accordance with the governing documents of The Christian and Missionary Alliance, the responsibilities of elders as defined in the Manual, the bylaws of the district, and the laws of the state. The members of the governance authority shall satisfy the scriptural standards for church leadership and shall be members of the Church.

The senior pastor shall be chairman or, at his request, the governance authority shall elect an elder as chairman. An elder also shall be elected as vice chairman. Meetings shall be held for prayer and business, and abbreviated minutes shall be reported to the Church as the Church may decide. Special meetings may be called by the chairman or by written request of one-half of the governance authority membership. All officers, committees, and organizations except the Nominating Committee are amenable to the collective oversight of the elders.

#### **Section 3.2. Governance Structure.**

Single Board System with all Elders

The governance authority of the Church shall be known as the Board of Elders. The number serving as the Board of Elders shall be at least five, including the senior pastor. The Board of Elders shall consist of the senior pastor and the following: Secretary, Treasurer, Assistant Treasurer, and one or more members at large. All positions are to be filled by elders.

The qualifications for elders are set out in 1 Timothy 3:1–13 and Titus 1:6–9. Further, each must be an active member of the Church.

The duties of leaders are set forth in the Constitution, these bylaws, and position descriptions adopted by the Board of Elders.

A quorum for the legal conduct of business shall be two-thirds of the board membership.

**Section 3.3. Removal.** In consultation with the district superintendent and the senior pastor, any officer or auxiliary official, except licensed pastoral staff, of the Church, whether elected at the Church annual meeting or appointed by the governance authority, or any individual member of the governance authority, may be removed by a two-thirds majority vote of the governance authority and the approval of the district superintendent if, in the judgment of the governance authority, the best interests of the Church will be served thereby.

## ARTICLE IV

### OFFICERS

The officers shall be members of the Church and shall satisfy the scriptural standards for church leadership. They shall consist of the following who, with the exception of the senior pastor, shall be elected at the annual meeting of the Church: senior pastor, secretary, treasurer, assistant treasurer and such other officers as may be required by state law.

## ARTICLE V

### PASTORAL STAFF

The governance authority shall not give consideration to any candidate for the pastoral staff without the approval of the district superintendent. Pastoral staff members shall be called by the governance authority and appointed by the district superintendent. The district superintendent shall suggest to the governance authority the names of such workers as in his judgment have proper qualifications for pastoral staff. Upon appointment by the district superintendent, a pastoral staff member and spouse shall be members of the Church. Pastoral staff include all those whose position calls for licensing as an "official worker," as defined in the Manual. Any member of the pastoral staff may resign from the Church by giving due notice of this intention to the district superintendent and the governance authority. The governance authority may, in conjunction with the district superintendent, ask for the resignation of any member of the pastoral staff. Before such action is taken, the governance authority and that member shall follow the guidelines as prescribed by the district superintendent. The district superintendent, with the approval of the District Executive Committee, shall have the authority to remove or transfer a member of the pastoral staff when the governance authority is in disagreement or whenever circumstances make such removal or transfer advisable. **The title "Pastor" is reserved only for male licensed workers at First Hmong Missionary Alliance Church.**

## ARTICLE VI

### DUTIES OF CHURCH OFFICERS

**Section 6.1. Senior Pastor.** The senior pastor shall have oversight of the Church. He shall be chairman of the governance authority except as he may choose to proceed according to the provisions in Article 3. He shall preside at all regular or special meetings of the Church membership. He is a member ex officio of all Church committees and organizations. When the membership has no pastor, the chairman or vice chairman of the governance authority shall

have oversight of the Church in conjunction with the district superintendent. The senior pastor shall be the president of the Church where such office is required by law.

**Section 6.2. Secretary.** The secretary shall keep the minutes of membership meetings and conduct the correspondence of the Church as directed by the governance authority. The secretary shall attend and keep minutes of other meetings including the governance authority meetings.

**Section 6.3. Treasurer.** The treasurer shall be responsible to oversee the receipt of all monies of the Church and shall be responsible to ensure the payment of all bills on the order of the governance authority, the keeping of proper book records of all transactions, and the filing of canceled vouchers and receipts for payments made. The governance authority shall determine where funds of the Church shall be kept. No offerings shall be solicited from the membership except upon approval of the governance authority.

**Section 6.4. Missionary Treasurer.** The missionary treasurer shall account for all missionary monies and oversee the forwarding of the same to the treasurer of The Christian and Missionary Alliance on or before the tenth of the following month.

**Section 6.5. Assistant Treasurer.** The assistant treasurer shall, with another person or through two other persons appointed by the governance authority, be responsible to ensure all monies are counted and to keep a separate record of all receipts. The assistant treasurer shall be empowered to issue receipts to the donors

## ARTICLE VII

### COMMITTEES AND ORGANIZATIONS

**Section 7.1. Elders.** The Church shall have **12 (twelves)** elders elected at the annual meeting of the membership. The call of Christ the Chief Shepherd to men to serve as elders is both discerned and confirmed by the Church membership. Elders shall therefore be male members of the Church. The pastor and the other elders are the highest level of servant leadership in the Church. As under shepherds, elders shall serve with the senior pastor to oversee both the temporal and spiritual affairs of the local church in order to accomplish Christ's mission. They shall constitute the Committee on Membership. They shall be the Committee on Discipline in accordance with the Manual. All officers, committees, and organizations except the Nominating Committee are amenable to the collective oversight of the elders through the governance authority. **The term for elected Elders is for 2 consecutive years. An Elder may serve 2 consecutive terms. Once an elder has served 2 consecutive terms, they must retire for 1 year before being eligible to be nominated for Eldership again. There must be an equal balance of half the Elders staggering the terms.**

**Section 7.2. Deacons.** The Church shall have **6 (six)** deacons (appointed by the governance authority). The deacons shall be members of the Church. The deacons shall have charge of those ministries and charities of the Church as determined by the governance authority, receive offerings for such purposes and dispense the same, and make monthly reports as directed. Where there are no deacons, the governance authority shall assume responsibility for their ministries until such are elected or appointed. **The term for an appointed Deacon shall be 2 consecutive years. There must be a staggering balance of half the deacons each year.**

**Section 7.3. Deaconesses.** The Church shall have **6 (six)** deaconesses (appointed by the governance authority). Deaconesses shall be members of the Church and shall be appointed or elected as specified in the local church bylaws. The deaconesses shall have charge of those ministries as determined by the governance authority. Where there are no deaconesses, the governance authority shall assume responsibility for their ministries until such are elected or appointed. **The term for Deaconesses shall be 2 consecutive years. There must be a staggering balance of half the Deaconesses serving their terms.**

**Section 7.4. Trustees.** If required by law, the Church shall have **3 (three)** trustees (appointed by the governance authority). The trustees shall be members of the Church and may be appointed or elected as specified in the local church bylaws. Trustees shall have charge of those ministries and duties as determined by the governance authority, or the laws of the state in which the Church is located. Where there are no trustees, the governance authority shall assume responsibility for those ministries and duties until such are appointed.

**Section 7.7. Committees and Organizations.** Additional committees and organizations may be established by the governance authority as the need arises unless otherwise specifically provided for in these bylaws. Such committees and organizations shall not have authority to act on behalf of the Church, except to the extent expressly provided for by action of the governance authority.

**Section 7.8. Adult Ministries.** Adult Ministries, ages 18 and above, will consist of the following 3 departments and fall under the Disciple-Making Ministries:

- a) *Hmong Ministry Department. A Hmong-Speaking Ministry Department will be established in the local church under the Disciple-Making Ministries. It shall not have authority to act on behalf of the Church, except to the extent expressly provided for by action of the governance authority.*
- b) *English Ministry Department. An English-Speaking Ministry Department will be established in the local church under the Disciple-Making Ministries. It shall not have authority to act on behalf of the Church, except to the extent expressly provided for by action of the governance authority.*
- c) **Senior Citizen Ministry Department.** *A Seniors Ministry Department will be established in the local church under the Disciple-Making Ministries. It shall not have authority to act on behalf of the Church, except to the extent expressly provided for by action of the governance authority.*

**Section 7.9. Minor Ministries.** Children and Youth Ministries under 18, will consist of the following 2 departments.

- a) **Youth Ministry.** **A Ministry Department will be established in the local church under the Disciple-Making Ministries for ages from 12 to under 18 years old. It shall not have authority to act on behalf of the Church, except to the extent expressly provided for by action of the governance authority.**
- b) **Children's Ministry.** **A Ministry Department will be established in the local church under the Disciple-Making Ministries for ages 0 to under 12 years old. It shall not have authority to act on behalf of the Church, except to the extent expressly provided for by action of the governance authority. The department may have a Nursery team for ages 0 to under 4 years old.**

**Section 7.10. Financial Committee.** The Financial Committee duties are to assist the Church Treasurer in financial support such as documenting cash receipts for fundraisers and planning the annual budget. This committee is appointed by the treasurer annually and . The committee will include the Church treasurer, assistant treasurer and missions treasurer plus 2 appointed members at large

**Section 7.11. Missions Committee.** The Missions Committee will be appointed each year by the Nominations Committee. The committee shall consist of at least 4 members with a term of 2 consecutive years. There must be a staggering balance of half the members each year. The Missionary Treasurer shall be an additional member of this committee. This committee will be responsible for planning the Annual Missions Conference, and support the evangelical missions projects of the FMHAC.

## ARTICLE VIII

### MISSIONS

The Church shall participate in the worldwide missions and church planting ministries of The Christian and Missionary Alliance, and the support of the Great Commission Fund. The governance authority shall specify the means by which it purposes to mobilize members' involvement, including prayer, and recruitment of men and women for vocational ministry both at home and abroad. A Missions Conference or congregation-wide event for missions' mobilization shall be held each year. Great Commission Fund gifts shall each month be forwarded to the Treasurer of The Christian and Missionary Alliance at the National Office.

## ARTICLE IX

### DISCIPLEMAKING MINISTRIES

A major ministry of the Church is making disciples of Jesus Christ. The disciple making process includes evangelism, building up believers, equipping workers, and multiplying leaders, among adults, youth, and children. The purpose of disciple-making ministries is to bring people to a saving knowledge of Christ, teach biblical principles emphasizing missions and the centrality of Christ as Savior, Sanctifier, Healer, and Coming King, and equip people for evangelism and Christian service.

A Director of Disciple-Making Ministries may be appointed to oversee the disciple making ministries of the Church. He/she may serve as a member of the pastoral staff and be amenable directly to the senior pastor. An advisory team will be appointed to assist the director in giving leadership to the congregation's disciple making ministries to Children, Youth, English, Hmong, and Seniors.

## ARTICLE X

### PROPERTY AND RECORDS

**Section 10.1. Property.** The Church may acquire, own, dispose of, improve, encumber, and convey property, real and personal, for church purposes, in conformity with the laws of the state where the property is situated.

Real property may be purchased, sold, conveyed, exchanged, mortgaged, or encumbered only by order of the membership through the governance authority, in consultation with the district superintendent. In states where trustees are required, the order of the membership shall proceed through them.

**Section 10.2. Records.** The official records of all offices of the Church and all its departments are the property of the Church. Copies of the official records shall be given to the district upon request. In the event of the death or resignation of an incumbent officer, or upon the appointment of a successor, the records shall be passed on to the newly appointed officer. All records other than current shall be kept in a secure repository selected by the Church governance authority.

**Section 10.3. Audit.** All financial records shall be examined annually or at more frequent intervals on order of the Church governance authority. At least three persons, none of whom is a financial officer or a Church staff member, shall be appointed by the governance authority to conduct the examination. They shall follow procedures set forth in the current edition of the Finance Manual for Alliance Church Treasurers (and Pastors). The governance authority shall authorize actions to conform with additional audit standards that may be required by the jurisdiction in which the Church is located.

- a) *Internal Auditors. The Church shall have ~~3 (three)~~ 4 (four) Auditors (appointed by the governing authority Nominations Committee approved by the BOE). The Auditors shall be members of the Church and may be appointed as specified in the local church bylaws. Auditors shall have charge of those ministries and duties as determined by the governance authority, or the laws of the state in which the Church is located. Where there are no Auditors, the governance authority shall assume responsibility for those ministries and duties until such are appointed. Auditors will serve a 2 year term and half of the auditors will be staggered each year.*

## ARTICLE XI

### NOMINATING COMMITTEE

A Nominating Committee shall consist of the senior pastor, two members from the Church membership, selected by, but not necessarily from the governance authority, and two elected from the Church membership in a manner stipulated by the local church bylaws, at least one month prior to the annual meeting.

## ARTICLE XII

### NOMINATIONS/ELECTIONS

**Section 12.1. Nominations.** In consideration of elections, the Nominating Committee shall present at least one name for each office to be filled. Other nominations may be made by the membership as stipulated in the church bylaws.

Any active member of the membership may nominate any person for an elected position according to the following:

- a. The member wishing to place the name in nomination will submit the name to the Nominating Committee in writing within the timeframe posted by the Nominating Committee.
- b. The Nominating Committee will satisfy itself that the person to be nominated meets the criteria of the Constitution and Bylaws for holding elected office.
- c. The Nominating Committee may consider the person to be nominated as their nominee if so desired. The Nominating Committee may also elect NOT to consider the person as their nominee.
- d. Once the Nominating Committee has completed its work and rendered its report, an Official Ballot will be prepared for use at the Annual Meeting. The Official Ballot will contain the names as presented for each position by the Nominating Committee. Further, those names presented by the membership that meet the required criteria will also be placed on the Official Ballot. However, they will be identified by an asterisk (\*) and an appropriate footnote explanation that they have been nominated by the membership.
- e. There will be no nominations received from the floor during the election process.

**Section 12.2. Elections.** The officers shall be elected by ballot at the annual meeting. Where only one name is presented, the ballot may be waived by unanimous vote.

**Section 12.3. General Council Lay Delegates.** In accordance with the Amended and Restated Constitution and Bylaws of The Christian and Missionary Alliance, an accredited church may send two (2) lay delegates to represent the Church during the biennial General Council of The Christian and Missionary Alliance. Should the Church have 150 or more in voting membership (as reported in the most recent annual report of the church), the Church may send an additional delegate for each additional 100 voting members or fraction thereof. Lay delegates shall be appointed and certified in the following manner:

- a) *One delegate member may be appointed from/by the Board of Elder.*
- b) *A pastoral staff may be delegates.*

**Section 12.4. District Conference Lay Delegates.** In accordance with the Uniform Constitution for Districts of The Christian and Missionary Alliance, an accredited church shall be entitled to send two (2) lay delegates to represent the Church during the District Conference. Should the Church have 150 or more in voting membership (as reported in the most recent annual report of the church), the Church may send an additional delegate for each additional 100 voting members or fraction thereof. Lay delegates shall be appointed and certified in the following manner:

- a) *Two delegate members will be elected from the Board of Elder.*
- b) *Two delegate members will be elected from the floor.*
- c) *All pastoral staff are delegates.*

- d) *All pastor's wives may be a delegate to the District Conference, if she is not a delegate to the local Alliance Women's ministry.*

### ARTICLE XIII

#### REVERSION OF PROPERTY

All of the corporation's real and personal property shall be subject to the applicable property reversion provisions in the Manual.

### ARTICLE XIV

#### CHURCH-SPECIFIC ACCREDITED CHURCH BYLAWS

The Church may adopt and amend additional church-specific accredited church bylaws pursuant to the Constitution by a two-thirds (2/3) majority of the votes cast at any official business meeting of the General Members, provided that such additional bylaws are consistent with any provision of the Manual (including the Constitution) applicable to accredited churches of the C&MA and with these Bylaws. A copy of any additional church-specific accredited church bylaws shall be provided to the Ecclesiastical Member.

## LOCAL POLICIES & GUIDELINES

### ARTICLE I

#### WEDDING & MARRIAGE POLICIES

**Section 1.1. Hmong District Adoption of Policies for Wedding.** FHMAC adopts all Wedding policies from Hmong District to include the updated 2023 Guidelines for Wedding found on their website at [Hmongdistrict.org](http://Hmongdistrict.org).

**Section 1.2. Biblical Marriage of One man & One woman.** Starting January 1, 2024, we will no longer allow members to "newly" marry while having a spouse already. Section 4.3 Marriage and Human Sexuality clearly states that a Marriage consists only of one man & one woman.

**Section 1.3. Western American Wedding requirements.** If you desire to have a Western American style Wedding ceremony you must meet the following requirements:

- A. Abide Bylaw *Section 4.3 Marriage and Human Sexuality (GC C&MA) of the local bylaw.*
- B. Completed pre-marital counseling with the officiating Pastor prior to the wedding date.
- C. Cannot be living together in the same household prior to the wedding date.
- D. Abstinance from sexual intimacy until after the wedding date.
- E. Cannot be pregnant prior to the wedding date.
- F. Both husband & wife must confess and agree to the C&MA statement of faith.

If you do not meet these requirements, you are only allowed to do a "Celebration of Marriage" post the Hmong Wedding.



**Section 1.4. Celebration of Marriage.** This is the alternative to a full Western wedding ceremony.

- A. You are allowed to walk down the aisle.
- B. Allowed to exchange gifts. (ex. rings)
- C. Allowed to say words of encouragement towards each other. (ex. vows)
- D. Pastor Officiant is allowed to announce the "Celebration of Marriage"
- E. Pastor Officiant is not allowed to sign the marriage license.

**Section 1.5. Wisconsin State Law adoption.** FHMAC adopts all marriage laws by the State of Wisconsin.

**Section 1.6. Previously Married Individuals.** A person desiring to have a Western wedding who has been previously married (divorced/widowed) will be subjected to the Board of Elders decision on a case by case basis.

**Section 1.7. Total Adoption Policy.** The members in need of Western wedding services and requests for help from Pastoral staff or members of the church must abide totally with all wedding policies and guidelines from FHMAC. If they refuse to abide in any part, the BOE reserves the right to refuse association and help with any services requested by members of the congregation. To include Pastors preaching or assisting with services. The BOE reserves the right to fully stop serving any Western weddings where these policies are broken.

## ARTICLE II

### FUNERAL POLICY & GUIDELINES

**Section 2.1. Hmong District Adoption of Policies for Funerals.** FHMAC adopts all Funeral Policies from Hmong District to include the updated 2023 Guidelines for Funerals found on their website at [Hmongdistrict.org](http://Hmongdistrict.org).

**Section 2.2. Funeral Home and Burial Site Location.** The BOE reserves the right to only serve funerals and burials that are within a reasonable distance near Marathon County of Wisconsin.

**Section 2.3. Funeral Involvement.**

- A. For Active Members:
  - a. Active members have the right to request funeral help from the BOE. The BOE reserves the right to accept or deny funeral services based on church schedule and availability. Both the family and BOE must come to a mutual agreement on a timely schedule and availability of the church for help.
  - b. Active Church members have the right to ask for help if their immediate family has passed away. Immediate Family is defined as: Grand-parents, Parents, Siblings, Children, Grand-Children, and legally adopted family members. The spouses of each of these are granted as well.
- B. For Non-Members.

- a. The BOE reserves the right to accept or deny funeral services based on church schedule and availability. Both the family and BOE must come to a mutual agreement on a timely schedule and availability of the church for help.
- C. Family members of the deceased agree to comply and cannot sue or press legal actions against FHMAC.

**Section 2.4. Funeral Monetary Gift & Costs.** The family of the deceased will take on all costs for the funeral home & burial(s).

There will be a monetary gift from FHMAC to the Family of the deceased:

- A. For Members, the Church will help with a \$400 monetary gift to the family of the deceased.
- B. For Non-Members, the Church will help with a \$100 monetary gift to the family of the deceased.

**Section 2.5. Funeral Home Operations.** FHMAC will only help on Funerals during these hours of operation:

- A. Hours of operation of Funeral Home are only allowed during these time frames:
  - a. Saturday from 9am - 10pm.
  - b. Sunday from 1pm - 10pm.
  - c. Monday from 9am - 11am & Burial.
  - d. Funeral Homes are only to be opened during these hours and not be opened outside of these hours for any reason. (Funeral homes are not to be opened 24 hours)
- B. No Alcohol is allowed on the premises of the Funeral Home, inside or outside.
- C. No smoking cigarettes allowed inside the Funeral Home.
- D. No gambling or illegal acts allowed at the Funeral Home site.
- E. The family is allowed to borrow chairs from the church. They must fill out the borrow of equipment form and must be approved by the BOE. They also must return all chairs after the funeral.
- F. The family of the deceased is allowed to request for a sound system, including speaker, microphones, laptop, projector, projector screens and other equipment at the discretion of the BOE.
- G. No setting of traditional table to resolve debt and family conflicts. (Tsis pub nqug rooj)
- H. No traditional Hmong funeral shoes. (Tsis pub muab khau maj khau ntuag, khau-noog)
- I. No traditional Hmong deceased pillow. (Tsis pub muab noob ncoos)
- J. No speaking to the deceased. (Tsis pub has lug rua tug tuag)
- K. No turning the head of the deceased. (Tsis pub tig tug tuag taubhau)
- L. FHMAC will not be responsible for any missing, stolen, or lost personal property.
- M. FHMAC is not liable for any damages or physical harm during any funeral events.

**Section 2.6. Funeral Meal Provision.** The family of the deceased will help plan and serve alongside the church Deacons/Deaconess and volunteers to fulfill all duties for meals.

- A. The family has a choice of catering or cooking food.
  - a. FHMAC will only help Funeral Meals for:
    - i. Saturday: maximum of two meals
    - ii. Sunday: maximum of two meals (No breakfast)

iii. Monday: None

B. If cooking food at the Church, these guidelines must be met:

- a. All food, supplies, and meals are provided and paid for by the family of the deceased.
- b. The families of the deceased may request specific menu items to work alongside the deacons/deaconess. If not, FHMAC will prepare meal plans.
- c. Any animal that needs to be bought & butchered will be handled by the family of the deceased.
  - i. If an animal is butchered, the meat must be stored in a rented freezer purchased by the family of the deceased.
  - ii. No stomach or intestines are allowed to be cleaned inside the church facility. If the family pre cleans the stomach and intestines they are allowed to bring these products to cook with.
- d. There must be sufficient propane gas & burners provided by the family.  
\*Recommendation of 7-8 propane tanks & 4-5 gas burners.
- e. If the family decides to pack food for families to bring home, they must take care of this work.
- f. The family of the deceased must clean and take home all unfinished food at the end of each day.
- g. FHMAC will not be responsible or liable for any food poisoning, allergic reactions, or medical conditions from consuming food/drinks during funerals.

**Section 2.7. Special Guest Pastors.** The Senior Pastor may assist in contacting special requested Pastors to help Preach during the proper services. The family of the deceased will pay for all travel expenses and honorarium for all of the Special Guest Pastors.

**Section 2.8. Funeral Monetary Donations.** The family of the deceased must provide a person to help assist with the collection of funeral monetary donations and receiving the funds at the end of each funeral day. The family must also provide helpers to say thank you to donors of sunshine money. No bowing is allowed as stated in the Hmong District Policy.

**Section 2.9. Policy for Usage of Church Facility during Funerals.**

- A. The BOE has the right to approve or deny the availability of the church usage for each funeral case.
- B. Monetary donations are welcomed for using the church.
- C. There is no alcohol allowed on the premises of FHMAC property at any time.
- D. Smoking or vaping is also not allowed on the FHMAC property at any time.
- E. The available times for church usage for funeral preparations and meals are:
  - a. Friday: 6am - 10pm
  - b. Saturday: 6am - 10pm
  - c. Sunday: 1pm - 10pm
  - d. Monday: Church Cleanup
- F. The Church van may be used upon the approval of the BOE.
- G. The family of deceased is responsible for:
  - a. Providing \$600 petty cash for misc. supplies, operation, and gas money for the van.
  - b. A box of trash bags (45-55 gallons)
  - c. Plasticware; plates, spoons, forks and paper towel

- d. Toilet Paper & Paper towel enough for duration of usage
- e. Water bottles for the entire duration of the funeral usage.
- f. Rental of a dumpster (20-25 yards) and have it billed and sent to the family of the deceased residence. The dumpster must be picked up and returned by the following Monday evening after the funeral weekend.
- H. The family of the deceased is responsible for cleaning after the funeral services are finished for both the Large & Small fellowship Hall, Restrooms, Kitchen, Garage, Hallways and around the outside of the church facility.
- I. FHMAC will not be responsible for any missing, stolen, or lost personal property.
- J. FHMAC is not liable for any personal damages or physical harm during any funeral events.
- K. Family of the deceased is responsible for any lost, stolen, or damaged items/property of FHMAC, must be replaced or paid for of equal value.

**Section 2.10. Church Funeral Director (Kaav Xwm) Duties.** There will be 2 Funeral directors (kaav xwms) appointed by the Board of Elders.

**Duties:**

1. Contact Sister (male deceased) (Maum Phauj).
2. Contact Brother (female deceased) (Txiv Dlaablaug).
3. All conflicts shall be resolved by the Funeral Directors and Family Representatives.

**Section 2.11. Prayer for Family.** The family of the deceased has the option to request up to two prayer nights, one before the funeral and one after. The BOE or Senior Pastor will schedule with the family upon request.

**Section 2.12. Total Adoption Policy.** The family in need of funeral services and requests for help from Pastoral staff or members of the church must abide totally with all funeral policies and guidelines from FHMAC. If they refuse to abide in any part, the BOE reserves the right to refuse association and help with any services requested by members of the congregation. To include Pastors preaching or assisting with services. The BOE reserves the right to fully stop serving any funeral where these policies are broken.

## Article III

### CHURCH FACILITY

**Section 1.1. Church Facility Rental.** The BOE reserves the right to approve or deny any church facility rental event based upon the intent of each event. The BOE reserves the right to cancel, reschedule, or move any reservation dates by members for any reason. The church is not liable for any problems that may occur before, during, or after the event. All event attendees are held responsible by the renters of the facility.

- A. All property and physical damages occurred during the event will be held responsible for by the renters of the church.
  - a. All damaged items will be replaced or reimbursed by the renters.

- b. All church property damaged, lost or stolen during this event will be reimbursed or replaced by the renters.
  - c. The church is not responsible for any injuries, damages, lost or stolen items during these events.
- B. Purpose of Church Facility Rental: All must be God Honoring**
- a. Purpose Denied:
    - i. Any event against the beliefs of the Church.
    - ii. Any event involved in political gains or campaigns.
    - iii. Any event involving profiting or collection of money for personal gains.
    - iv. Any event involving personal dancing or DJ parties.
  - b. Purpose Approved:
    - i. Wedding or Marriage Celebrations
    - ii. Re-Naming Ceremony for Adult Men
    - iii. Celebration of any Family Members, including new babies and showers.
    - iv. Celebrations of any Family Achievements
    - v. Giving Thanks to God for any reason
- C. Conduct:**
- a. No Lawsuits can be made against FHMAC while renting their property.
  - b. No alcohol allowed on church property.
  - c. No cigarettes allowed on church property.
  - d. No drugs are allowed on church property.
  - e. No unauthorized weapons and firearms allowed inside the church.
  - f. No physical altercations or fighting allowed.
  - g. No verbal abuse or vocal arguments allowed.
- D. Food & Cooking**
- a. All food and supplies must be purchased by the renters.
  - b. All toilet paper must be provided by renters.
  - c. All garbage bags must be provided by renters.
  - d. All paper plates, napkins and utensils must be provided by renters.
  - e. All drinks must be provided by renters.
  - f. Renters are allowed to ask for help from the church members starting Friday evening and Saturday morning.
  - g. Renters are allowed to cook in Kitchen or Garage.
  - h. Renters must provide their own propane gas and burners.
  - i. Renters must completely clean up the garage and outside area before leaving the event.
  - j. Renters must ensure all doors and windows are closed and locked before leaving the event.
  - k. Renters are responsible for all safety and health of the food being cooked and cleaned.
  - l. FHMAC will not be responsible or liable for any food poisoning, allergic reactions, or medical conditions from consuming food/drinks during rental period.
- E. Using the Chapel**
- a. No food or drinks allowed in the Chapel (water bottles are allowed)
  - b. No children are allowed on stage to play.
  - c. Must be cleaned to standard before leaving the facility.
- F. Using the Kitchen**

- a. Must be cleaned to standard before leaving the facility.
  - b. No animal stomach or intestine is allowed to be cleaned within the kitchen. If the stomach or intestines are cleaned at home they can be brought to cook.
  - c. Fire safety and cleanliness is the responsibility of the renters.
  - d. Children are not allowed to be in the kitchen, besides walking through to the exit.
- G. Using the Fellowship Hall (Small & Large).
- a. Must be cleaned to standard before leaving the facility.
  - b. Floors must be mopped and cleaned before leaving the facility.
- H. Sound Set-up. Renters may request a sound system setup for each event.
- a. All equipment must be returned in working order.

## Article IV

### MANDATORY REPORTING OF CHILD ABUSE

**Section 1.1. Reporting Child Abuse.** FHMAC recognizes and adopts the Wisconsin state laws that require a Mandatory Reporting of Child Abuse by Governor Jim Doyle Senate Bill 207. See 2003 Wisconsin Act 279. The Board of Elders and Pastoral Staff are required to report to the local authorities the following:

- A. Physical Neglect of children.
- B. Physical Abuse of children.
- C. Sexual Abuse of children.
- D. Emotional Abuse of children.

**CERTIFICATE OF ADOPTION OF BYLAWS & POLICIES**

I do hereby certify that the above stated Bylaws & Policies of First Hmong Missionary Alliance Church were approved by the Governing Board of Congregation on **Dec 17, 2023**, Annual Meeting. This constitutes a complete copy of the Bylaws & Policies of the organization.

**Congregation Annual Meeting:**

Chairman (Toulia Yang): \_\_\_\_\_ Date: 12/17/2023

Secretary (Jeffrey Her): \_\_\_\_\_ Date 12/17/2023

**Board of Elders:**

Chairman (Toulia Yang): \_\_\_\_\_ Date: 12/17/2023

Secretary (Jeffrey Her): \_\_\_\_\_ Date: 12/17/2023

**Bylaw Committee 2022:**

Chairman (Toulia Yang): \_\_\_\_\_ Date: 12/17/2023

Secretary (Jeffrey Her): \_\_\_\_\_ Date: 12/17/2023

Member (Zong Her): \_\_\_\_\_ Date: 12/17/2023

Member (Tsaav Nhia Her): \_\_\_\_\_ Date: 12/17/2023

Member (Shublong Her): \_\_\_\_\_ Date: 12/17/2023