

# **Clothing of Power Eternal Church Youth Ministry Bylaws**

## **ARTICLE I - Name**

The legal name of this religious organization shall be the "Clothing of Power Eternal Church Youth Ministry of Capitol Heights, Maryland hereinafter referred to as the "COPE Youth Ministry" or "COPE YM".

## **ARTICLE II-Purpose**

The purpose of this ministry is to give visible form to that faith and fellowship to which God has called his people. We acknowledge ourselves to be a local manifestation of the universal church in and through which Jesus Christ continues to minister to the world by his Holy Spirit. We shall seek to fulfill this calling through corporate worship services, through a program of Christian nurture by which our members may be built up in their faith and love, through proclamation of the gospel by word and deed, and through ministering to human need in the name of Christ.

## **ARTICLE III-Polity**

Recognizing Jesus Christ as the only head of the church, this congregation shall seek to ascertain and to obey the will of our Lord and Savior in all matters of faith and practice. Authority to reach decisions for governing the spiritual and temporal affairs of this ministry being given to us by Christ, we hold that such authority and responsibility is vested in the membership of the congregation.

In carrying out the wider ministry for which Christ has made his church responsible, we shall adhere to and be a member of the Clothing of Power Eternal Church, submitting to the laws, rules, regulations and codes of conduct governing it.

This ministry shall also be in co-operation with the larger Christian church through fellowship with local Youth Ministries and Youth Groups of other churches.

## **ARTICLE IV-Doctrine**

This ministry accepts the Scriptures of the Old and New Testaments as the inspired record of God's revelatory actions in human history and as the authoritative basis for its doctrine and practice. The confession of faith drawn up and adopted by this church is regarded as an expression of the essential doctrines of grace as set forth in the Scriptures..

This ministry also has adopted the following mission and statement of faith as a means by which its members may express their intent to accept the lordship of Jesus Christ in the life of the their ministry and in the affairs of daily life:

### **Mission and Statement of Faith**

The leadership and membership of the Clothing of Power Eternal Church Youth Ministry believe the Bible to be the verbally inspired, infallible, authoritative Word of God.

We believe in the deity of our Lord Jesus Christ, in His conception by the Holy Spirit, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through his shed blood on behalf of the world, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal, visible, and eventual return in power and glory.

We believe that for salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely essential, by grace through faith. We believe that repentance and faith are the conditions for salvation.

We believe in the everlasting conscious blessedness of the saved in a literal heaven, and the everlasting conscious punishment of the lost in a literal hell.

We believe in the spiritual unity of believers in our Lord Jesus Christ.

We believe in the present ministry of the Holy Spirit by whose indwelling, the Christian is able to live a godly life.

We believe that we are what the Bible says that we are. We believe that we have what the Bible says we have. We believe that we can do what the Bible says we can do.

We boldly confess that we believe in the Holy Spirit, in the holy Christian Church, in the communion of saints, in the forgiveness of sins, in the resurrection of the body and in life everlasting.

We believe in one Lord, one faith, one baptism, one God and Father of all, who is above all, and through all, and in us all.

And we believe that through Christ all things are possible, because greater is He that is in us, than he that is in the world.

And in that belief, in that conviction, we step forward, putting feet to our faith.

## **ARTICLE V-Membership**

### **Section 1. Admission of Members**

Persons may be received into membership by any of the following methods, subject in each case to the approval of the COPE Youth Ministry Leadership and the Clothing of Power Eternal Church Governing Board:

#### **Section 1.0.1 *By Baptism***

Any young person between the ages of five (5) years and twenty-one (21) years who confess Jesus Christ as Savior and Lord and who is in essential agreement with the doctrine and practice of this church may be received into the fellowship of the congregation of the COPE Youth Ministry following his/her baptism by immersion.

#### **Section 1.0.2. *By Letter***

Any young person between the ages of five (5) years and twenty-one (21) years who is in substantial accord with the doctrine and practice of this church may be received by letter of recommendation from any other church.

### **Section 1.0.3. *By Experience***

Any young believer between the ages of five (5) years and twenty-one (21) years of worthy character who has formerly been a member of another church and who, for a sufficient reason, cannot present a letter from that church but who is in substantial accord with the faith and practice of this church may be received upon statement of her/his Christian experience.

### **Section 1.0.4. *By Restoration***

Any young person between the ages of five (5) years and twenty-one (21) years who has lost his/her membership for any reason may be restored to membership upon recommendation of the Clothing of Power Eternal Church Governing Board and vote of the COPE Youth Ministry Leadership.

## **Section 2. *Dismissal of Members***

Any young person between the ages of five (5) years and twenty-one (21) may be dismissed from membership by any of the following methods:

### **Section 2.0.1. *By Death.***

### **Section 2.0.2. *By Letter***

With the full acknowledge and agreement of a parent/legal guardian of any minor member, that member in good standing may receive a letter of dismissal and recommendation to any other church, following the recommendation of the Clothing of Power Eternal Church Governing Board and vote of the COPE Youth Ministry Leadership. The name of the church to which member is being transferred shall be named in the request and the letter shall be sent to the Youth Pastor or Youth Ministry/Group Secretary/clerk of that church. Such letter shall be valid for only six months after its date, unless renewed, and this restriction shall be stated in the letter.

### **Section 2.0.3. *By Exclusion***

Should any member become an offense to the ministry, the church and to its good name by reason of un-Christian conduct, or by persistent breach of her/his covenant vows, the church may terminate his/her membership. Only after due notice to member (if a minor, member's parent/legal guardian) and a hearing before the Clothing of Power Eternal Church Governing Board, and after faithful efforts have been made to bring about repentance and amendment should such action be taken.

### **Section 2.0.4. *By Suspension, or Erasure***

The COPE Youth Ministry Leadership should prepare annually, a list of members who have for a period of two or more years failed to participate in the public worship, the educational

programs, trips and the like without valid reasons. If they are convinced that such persons cannot be reclaimed, they shall present to the COPE Youth Ministry Leadership a recommendation that the names of these delinquent members be erased from the membership roll. Upon such action being taken by the COPE Youth Ministry Leadership, said members shall thereafter cease to be members of this ministry.

## **ARTICLE VI--The Youth Minister or Chair and Officers**

The officers of this ministry/organization shall be: Youth Minister/Chair (in the instance that the position of Youth Minister is vacant, a lay person may be elected and the office shall be called "Chair"), Vice-Chair, Secretary and Communications Officer, Treasurer, no more than three (3) Youth Leaders, and one (1) Youth Membership Liaison.

### **Section 1. Nomination of Officers**

The Vice-Chair shall chair the Youth Ministry Leadership Nominating Committee. The YML Nominating Committee shall consist of three (3) or five (5) persons, including the YM Minister/Chair. The YML Nominating Committee Chair shall appoint the members in consultation with the YM Minister/Chair and with the approval of the COPE Governing Board at its July or August meeting.

Any name to be submitted for Youth Ministry Leadership office must be given in writing to the Chair of the Youth Ministry Nominating Committee before the 9:00 a.m. COPE Governing Board meeting in July. Names of the nominees shall be presented to the COPE Governing Board at that July meeting and the Youth Membership Liaison nominees shall additionally be published in the *The Gospel*, in the Sunday bulletin and posted on the Church bulletin board at least one (1) month prior to the election date (October) and shall be voted upon by the Youth Ministry Membership at the Youth Ministry Membership Body General Meeting no later than the August monthly Youth Ministry Membership Body General Meeting.

Additional nominations may be made from the floor at the General Meeting, provided such nominees have consented to serve.

### **Section 2. Term of Office**

**Section 2.0.1. The Youth Minister or Chair** shall serve a two-year term. S/he shall be eligible for reelection with his/her consent and the discretion of the COPE Governing Board Nominating Committee.

**Section 2.0.2.** All other officers shall be elected for a term of two (2) years, with officers eligible for re-election for one (1) additional term except that the Treasurer may be re-elected for more than one (1) additional term.

### **Section 3. Duties, Responsibilities and Code of Conduct of Officers**

**Section 3.0.1. Youth Minister/Chair.**-- The Youth Minister/Chair shall be the leader of the COPE Youth Ministry in all of its activities. The YM Minister (not a lay Chair) and shall preach the gospel, administer the ordinances, have charge of the stated services of public worship, and direct the spiritual welfare of the ministry. The Youth Minister/Chair shall be a member of the Clothing of Power Eternal Church Governing Boards and shall be the head of the COPE Youth Ministry Leadership Board. S/he shall be elected by the church upon recommendation of the search committee/Ministerial Board or Pastor.

The Youth Minister/Chair shall preside at and represent the interests of the Youth Ministry, hereafter referred to as YM, at all Clothing of Power Eternal Church, hereafter referred to as COPE, Board Meetings and as well as all YM Leadership and General Meetings and be responsible for the duties and leadership as stated in the Purpose of the Organization. The YM Minister/Chair will be empowered to appoint a last minute substitute should s/he be unable to attend.

The YM Minister/Chair shall have full power and authority to appoint persons to represent the YM and/or spearhead, organize or run programs, activities, and/or workshops as deemed necessary.

The YM Minister/Chair shall supervise execution of the budget. Expenditures not provided in the budget may be made by the YM Minister/Chair with the approval of the Youth Ministry Leaders (YMLs) before payment by the COPE Treasurer. Under unusual circumstances, the YM Minister/Chair may be authorized to grant payments up to One Hundred Dollars (\$100.00).

The YM Minister/Chair, in consultation with the Nominating Committee and with the approval of the Board, shall fill all vacancies for unexpired terms of officers except that of the position of YM Minister/Chair.

The Youth Minister/Chair if s/he is married shall conduct her/his self in a manner in accordance with the teachings of the Lord Jesus Christ as noted in the Holy Bible as it pertains to married persons and leaders. The married Youth Minister/Chair shall be removed from office and stripped of her/his duties and responsibilities if s/he is found to have fallen to sexual immorality, divorce, remarriage or any other offences as numerated in the Clothing of Power Eternal Church's bylaws of which a copy has been provided. The single unmarried Youth Minister/Chair shall be removed from office and stripped of her/his duties and responsibilities if s/he is found to have fallen to sexual immorality (fornication), unwed pregnancy, or any of the other offences as numerated in the Clothing of Power Eternal Church's bylaws of which a copy has been provided.

**Section 3.0.2. Youth Ministry Vice-Chair-** The YM Vice-Chair shall assist the YM Minister/Chair in long-range planning. In the absence or incapacity of the YM Minister/Chair, s/he shall perform the duties of the YM Minister/Chair as needed. The YM Vice-Chair shall chair the YM Nominating Committee.

The married Youth Ministry Vice-Chair shall be removed from office and stripped of her/his duties and responsibilities if s/he is found to have fallen to sexual immorality, divorce, remarriage or any other offences as numerated in the Clothing of Power Eternal Church's bylaws of which a copy has been provided. The single unmarried Youth Ministry Vice-Chair shall be removed from office and stripped of her/his duties and responsibilities if s/he is found to have fallen to sexual immorality (fornication), unwed pregnancy, or any of the other offences as

numerated in the Clothing of Power Eternal Church's bylaws of which a copy has been provided.

**Section 3.0.3. Youth Ministry Secretary and Communications Officer** - The YM Sec & Com Officer shall take minutes and maintain records of all YM Leadership and General Meetings of the YM. The Secretary shall provide the minutes of monthly meetings to the YMLs no less than two (2) weeks prior to the following monthly meeting. The Secretary shall also notify the YMLs and the Church Secretary of future meetings of the YM Leadership for notification in the weekly Sunday Announcements. His/Her records shall be preserved for historical purposes both in electronic form (CD or floppy) as well as in hardcopy form.

The YM Sec & Com Officer shall disseminate notices, maintain awareness in *COPE presents... The Gospel* and Sunday Bulletins, and assist the YM Leadership and membership body in the promotion of the activities of the YM. She shall also manage correspondence on behalf of the YM.

The married Youth Ministry Secretary and Communications Officer shall be removed from office and stripped of her/his duties and responsibilities if s/he is found to have fallen to sexual immorality, divorce, remarriage or any other offences as numerated in the Clothing of Power Eternal Church's bylaws of which a copy has been provided. The single unmarried Youth Ministry Secretary and Communications Officer shall be removed from office and stripped of her/his duties and responsibilities if s/he is found to have fallen to sexual immorality (fornication), unwed pregnancy, or any of the other offences as numerated in the Clothing of Power Eternal Church's bylaws of which a copy has been provided.

**Section 3.0.4. Youth Ministry Treasurer** - The YM Treasurer, with the assistance of the YM Chair and Vice-Chair and COPE Treasurer, shall prepare an Annual Budget to be approved by the YM Leadership and COPE Governing Board.

The YM Treasurer shall provide a quarterly financial report to the YM Leadership for inclusion in the minutes of the meeting. S/he shall present an Annual Financial Report at the COPE Governing Board Meeting.

The treasurer shall direct such disbursements as are appropriately authorized. The YM Minister/Chair shall appoint one (1) or two (2) persons to review the financial records at the close of each fiscal year (October 31).

The married Youth Ministry Treasurer shall be removed from office and stripped of her/his duties and responsibilities if s/he is found to have fallen to sexual immorality, divorce, remarriage or any other offences as numerated in the Clothing of Power Eternal Church's bylaws of which a copy has been provided. The single unmarried Youth Ministry Treasurer shall be removed from office and stripped of her/his duties and responsibilities if s/he is found to have fallen to sexual immorality (fornication), unwed pregnancy, or any of the other offences as numerated in the Clothing of Power Eternal Church's bylaws of which a copy has been provided.

#### **Section 3.0.4.1. CHURCH FINANCES**

##### Section 3.0.4.2. Accounting Procedures

A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the Youth Minister/Chair, YM Treasurer, and Church Treasurer.

#### Section 3.0.4.3. Fiscal Year

The YM fiscal year shall run October 1 through September 30 in accordance with Clothing of Power Eternal Church's fiscal year.

**Section 3.0.5. Youth Ministry Leader** - The YM Leader will

**Section 3.0.6. Youth Membership Liaison** -

### **ARTICLE VII - Youth Ministry Leadership Board Membership**

The membership of Clothing of Power Eternal Church Youth Ministry Leadership Board shall be as follows: all elected officers and YM Minister/Chair appointed leaders as needed.

The Youth Ministry Leadership Board shall conduct the business of the Clothing of Power Eternal Church Youth Ministry and report relevant information, e.g., programs, trips, activities, changes in bylaws/code of conduct and the like to the Youth Ministry Membership at monthly Youth Ministry Membership Body General Meetings. Those matters which require a vote by the membership body, such as: election of liaison, trip choices, activities and the like will presented at one meeting and voted upon by the Membership body during the following monthly YM Membership Body General Meeting. All voting must be by secret ballot.

#### **Youth Ministry Leadership Board Meetings**

The Youth Ministry Leadership Board shall meet once a month as present board members agree and shall designate. No fewer than twelve (12) such meetings shall be held annually unless otherwise determined by a majority vote of the Youth Ministry Leadership Board. Members of the Youth Ministry Leadership Board are expected to attend all Youth Ministry Leadership Board meetings. In case of a necessary absence, the member shall notify the Youth Ministry Minister/Chair as well as the Youth Ministry Leadership Secretary and Communications Officer.

**ARTICLE VIII - Removal of Officers.** Subject to the rights and responsibilities enumerated in the COPE YM bylaws as well as those of the Clothing of Power Eternal Church's bylaw, if any officer are found in violation, they may be removed by the COPE YM Minister/Chair and/or by the Clothing of Power Eternal Church Pastor, at any regular or special meeting of the Church and/or ministry board.

**ARTICLE IX - Resignation of Officers.** Please be aware that all officers are elected for a term of two years and accepting the office is a tacit agreement to carry out the duties of said office for the length of the term. Though discourage, any officer may resign at any time by giving written notice to the COPE YM Leadership. Any resignation will take effect at the date of the receipt of that notice or at any later time specified in that notice, and, unless otherwise specified in that notice, the acceptance of the resignation will not be necessary to make it effective. Any resignation is without prejudice to the rights, if any, of the Ministry under any contract to which the officer is party.

**ARTICLE X - Vacancies in Offices.** A vacancy in any office because of death, resignation, removal, disqualification, or any other cause will be filled only in the manner prescribed in these Bylaws for regular election or appointment to that office.

**ARTICLE XI - AMENDMENTS**

These Articles may be amended upon the recommendation of the Youth Ministry Leadership Board at the November or December Leadership Board Meeting by a majority vote of the officers present, provided notice of the proposed amendment has been made available to the Youth Ministry Leadership one (1) month in advance of the meeting.

**ARTICLE XII**

*Roberts Rules of Order*, latest edition, shall govern all deliberations of the organization, when not inconsistent with the organization's bylaws. Robert's Rules of Order, Revised, is the authority for parliamentary rules of procedure for all meetings of the ministry. Christ's spirit of love shall be the ultimate authority. Robert's Rules of Order, Revised, may be suspended by the Youth Ministry/Chair in order to maintain a spirit of harmony within the church.

Approved MM DD, YYYY.

Approved MM DD, YYYY. Article V, Duties of Officers, President

Approved MM DD, YYYY. Article V, Duties of Officers