

## **CONSTITUTION**

To provide Christian fellowship for those of like precious faith, irrespective of social position or worldly possessions; to establish and maintain a place where the Bible, the Word of God, is taught in all its fullness; to worship the one true God; for the propagation of the gospel of Jesus Christ both at home and in foreign lands; and so that the one far from God may be filled with life in Christ, this fellowship shall be governed by the following constitution and Bylaws:

### **PREAMBLE**

Recognizing that God has called His people to meet, worship, and serve together in structured ways which the New Testament refers to as local churches, and that it is God's desire that all things be done decently and in order (1 Corinthians. 14:40), we, the members of Skypointe Church, have set forth the following Bylaws as a basis for that structure and order.

Our paradigm for function is like that of a growing family. While we recognize that Bylaws are necessary for proper order, we also affirm that the attitudes of love, honor, and respect are the true foundation for any healthy group of people who seek to fulfill God's purpose.

### **STATEMENT OF PURPOSE**

Skypointe exists "to help people find God, and their God given purpose in life."

Skypointe Church is a contemporary expression of the New Testament Church. Our desire is to imitate, experience, and live out the reality of Christ's presence in the way the 'Acts' church did.

Scripture paints a picture of a church committed to five primary purposes: worship, fellowship, discipleship, evangelism, and service.

These purposes are drawn from the two directives given by Jesus Himself, the Great Commandment (Mark 12:28- 34) and the Great Commission (Matthew 28:18-20).

It is our stated objective to call people (both at home and in foreign lands) to become fully devoted followers of Jesus Christ.

### **NAME**

The name of this organization is Skypointe Church of the Assemblies of God, of the County of New Castle, in the State of Delaware.

## PREROGATIVES

The Skypointe Church family shall have the right to govern itself and conduct its own affairs according to the standards of the New Testament and the values of healthy family function. Our objective, as an organization, is to follow Jesus in a unified and effective way.

These rights for self-governance shall include such matters as the calling of a Pastor, selection of a Board, discipline of members, and the conduct of all its services, ministries, and initiatives.

It shall also have the right to purchase, acquire by gift, own, use, sell, mortgage, lease, or dispose of any real estate and/or property as may be necessary for the furtherance of its purposes.

Skypointe is organized exclusively for charitable, religious, and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

## STATEMENT OF FUNDAMENTAL TRUTHS

WE BELIEVE...**The Scriptures are Inspired by God** and declare His design and plan for mankind. (2 Timothy 3:15-17, 1 Thessalonians 2:13)

WE BELIEVE...**There is only One True God**—revealed in three persons...Father, Son, and Holy Spirit (commonly known as the Trinity). (Deuteronomy 6:4, Matthew 28:19)

WE BELIEVE...**In the Deity of the Lord Jesus Christ**. As God's son Jesus was both human and divine. (Matthew 1:23, Luke 1:31)

WE BELIEVE...though originally good, **Man Willingly Fell to Sin**—ushering evil and death, both physical and spiritual, into the world. (Genesis 1:26,27; Romans 5:12-19)

WE BELIEVE...**Every Person Can Have Restored Fellowship with God Through 'Salvation'** (trusting Christ, through faith and repentance, to be our personal Savior). (Luke 24:47, Titus 2:11)

WE BELIEVE...and practice two ordinances—(1) **Water Baptism by Immersion** after repenting of one's sins and receiving Christ's gift of salvation, and (2) **Holy Communion** (the Lord's Supper) as a symbolic remembrance of Christ's suffering and death for our salvation. (Mark 16:16, Romans 6:4)

WE BELIEVE...**the Baptism in the Holy Spirit is a Special Experience Following Salvation** that empowers believers for witnessing and effective service, just as it did in New Testament times. (Luke 24:49, 1 Corinthians 12:1-31)

WE BELIEVE... **The Initial Physical Evidence of the Baptism in the Holy Spirit is 'Speaking in Tongues,'** as experienced on the Day of Pentecost and referenced throughout Acts and the Epistles. (Acts 2:4, 1 Corinthians 12:4-10, 1 Corinthians 12:28)

WE BELIEVE...**Sanctification Initially Occurs at Salvation** and is not only a declaration that a believer is holy, but also a progressive lifelong process of separating from evil as believers continually draw closer to God and become more Christ like. (Romans 12:1,2; Hebrews 13:12)

WE BELIEVE...**The Church has a Mission** to seek and save all who are lost in sin. We believe 'the Church' is the Body of Christ and consists of the people who, throughout time, have accepted God's offer of redemption (regardless of religious denomination) through the sacrificial death of His son Jesus Christ. (Ephesians 1:22,23; Hebrews 12:23)

WE BELIEVE...**A Divinely Called and Scripturally Ordained Leadership Ministry Serves the Church.** The Bible teaches that each of us under leadership must commit ourselves to reach others for Christ, to worship Him with other believers, to build up or edify the body of believers—the Church and to Meet human need with ministries of love and compassion. (Mark 16:15-20, John 4:23,24, Ephesians 4:11-16, Psalms 112:9)

WE BELIEVE...**Divine Healing of the Sick is a Privilege for Christians Today** and is provided for in Christ's atonement (His sacrificial death on the cross for our sins). (Isaiah 53:4,5; James 5:14-16)

WE BELIEVE...in **The Blessed Hope—When Jesus Raptures His Church Prior to His Return to Earth** (the second coming). At this future moment in time all believers who have died will rise from their graves and will meet the Lord in the air, and Christians who are alive will be caught up with them, to be with the Lord forever. (1 Thessalonians 4:16,17; 1 Corinthians 15:51,52)

WE BELIEVE...in **The Millennial Reign of Christ** when Jesus returns with His saints at His second coming and begins His benevolent rule over earth for 1,000 years. This millennial reign will bring the salvation of national Israel and the establishment of universal peace. (Zechariah 14:5; Revelation 1:7)

WE BELIEVE...**A Final Judgment Will Take Place** for those who have rejected Christ. They will be judged for their sin and consigned to eternal punishment in a punishing lake of fire. (Matthew 25:46; Revelation 21:8)

WE BELIEVE...and look forward to the perfect **New Heavens and a New Earth** that Christ is preparing for all people, of all time, who have accepted Him. We will live and dwell with Him there forever following His millennial reign on Earth. 'And so shall we forever be with the Lord!' (2 Peter 3:13; Revelation 22)

As we are affiliated with national Assemblies of God (USA), for complete and full statement of fundamental truths and our position on social issues/policies please visit [ag.org](http://ag.org)

### **AFFILIATION**

Skypointe shall voluntarily enter into full cooperative fellowship with assemblies of the faith in the Pennsylvania – Delaware District Council (PennDel), the General Council of the Assemblies of God, with headquarters at Springfield Missouri; and shall share in the privileges and assume the responsibilities enjoined by that affiliation. Skypointe also reserves the right to network with other organizations of “like mind” as it deems beneficial.

### **EARNINGS**

No part of the net earnings of Skypointe shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. Payment of reasonable compensation shall be defined and clarified in the by-laws.

No substantial part of the activities of Skypointe shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted by an organization exempt from Federal Revenue Code, or corresponding section of any future federal tax code.

Funds will be raised both online and during the Sunday experiences. All funds are to enter a general account and be disbursed by the Office Administrator (or person functioning in this role) for the timely payment of bills, salaries and other liabilities as they are incurred.

## **DISSOLUTION**

Upon the dissolution of the organization, any remaining assets (after all liabilities have been satisfied) shall be granted to Pennsylvania – Delaware District Council of the Assemblies of God.

## **MEMBERSHIP**

Membership is viewed as a personal acknowledgement to Skypointe that the vision and purpose (stated previously) has been realized, accepted, and a commitment is made going forward to deliberately act on this vision. There shall be two levels of membership, which will be in keeping with our hope to help every Christian know and feel that they belong at Skypointe. Level #1 will be referred to as a “Member in Fellowship”. Level #2 will be referred to as a “Member in Leadership”.

### **Level #1: A Member in Fellowship**

#### **Terms of Admission**

Members in Fellowship must be age 16 or older.

There must be a personal declaration of Jesus Christ as the Son of God, acceptance that Jesus is Lord and Savior, and repentance of sin.

To become a Member in Fellowship, someone must attend and complete our Christian Foundation and Christian Family classes.

There must be public display of acceptance of Jesus Christ and repentance of sin through baptism by immersion in water.

Members in Fellowship are expected to participate in service at Sunday morning experiences and in the community.

Members in Fellowship are expected to consistently attend church services.

Members in Fellowship are expected to begin returning a portion of the wealth that God has provided to the local and foreign ministry and missions Skypointe.

Members in Fellowship are committed to continue growing in their understanding of Biblical conduct in an ongoing effort to become more like Christ each day.

The Executive Leadership Team may, from time to time, adopt and amend the application procedures and qualification for membership in the Church.

## **Level #2: A Member in Leadership**

All Members in Leadership are held to the same minimum standard as a Member in Fellowship. In addition to those standards already mentioned above, the following expectations have been added for the Leader. This body of members shall serve as the guiding group of leaders who shall have voting privileges when decisions must be made at church business meetings. Only members in leadership shall have the opportunity to cast votes at the annual business meeting or any other dully called meeting of the leadership.

Consistent and regular attendance for the majority of Sundays in any given year is our hope and expectation for our leaders.

Returning of a portion of the wealth that God has provided represented by the tithe or 10% of one's income and offerings as they are able (i.e. missionary support).

Personal conduct consistent with Biblical Christian behavior and principles.

At any time tithing and attendance records may be referenced to ensure that the Member in Leadership is remaining disciplined.

All Members in Leadership must sign the Skypointe Church Leadership Covenant as outlined in the bylaws.

All Staff and Ministry Directors must sign the Skypointe Leadership Covenant.

The Executive Leadership Team may, from time to time, adopt and amend the application procedures and qualification for membership in the Church.

## **CHURCH LEADERSHIP & GOVERNANCE**

### **Lead Pastor**

#### **Roles**

Shall serve as the visionary leader of the church, casting the vision to the church.

Shall serve as Chairman of the ELT.

Shall serve as the primary preacher/teacher of Sunday messages.

Shall serve as the primary manager of church staff.

Shall appoint all members of the ELT in cooperation with existing ELT members and ELT selection committee.

Recognize and enlist apostolic, prophetic, evangelistic, pastoral and teaching ministries, along with ELT members, and additional staff members, as he deems biblical and necessary for the healthy spiritual development of the Body of believers.

The Lead Pastor may work with the Members in Leadership and ELT to serve the spiritual needs of the congregation. Additionally, the Lead Pastor may hire/release staff, develop projects, create small groups, programs, or other ministries according to his convictions and biblical understanding.

**Board of Overseers** (apostolic elders) is to protect the church through counsel, prayer and, if required, the discipline of the Lead Pastor.

#### Qualifications

The Board of Overseers shall consist of no less than three and no more than five members. Members of the Board of Overseers must be Ordained Ministers with ten years of proven ministry experience the majority being credentialed with the Assemblies of God.

They must also be:

- (1) In a mentoring or accountability relationship with the current Lead Pastor.
- (2) Committed to the vision and long-term success of Skypointe Church.
- (3) Recognized as an Ephesians 4:11-12 Ministry Gift to the church.



### Duties of the Board of Overseers

The Board of Overseers serves as an external source of support, wisdom, ministry, and encouragement to the Lead Pastor and overall leadership of Skypointe Church.

They may be asked to serve in the following ways:

- (1) Provide personal mentoring and encouragement to the Lead Pastor.
- (2) Speak into the life of Skypointe Church through preaching, consultations, and prayerful input.
- (3) Provide a place of coaching and mediation regarding conflicts that are unresolved in the Church (specifically in regards when the Lead Pastor is concerned).
- (4) Work with the Search Team to identify a candidate to recommend as Lead Pastor during a time of vacancy and transition.
- (5) Stand in support of the Skypointe Church family during moments of crisis and need.

### Terms and Removal of the Board of Overseers

- (a) The Board of Overseers shall be selected by the Lead Pastor and affirmed by the ELT. They will serve in that capacity indefinitely and without term limitation. Each Overseer shall serve one year at a time and the relationship shall be reviewed annually.
- (b) At any time, a member of the Board of Overseers can be removed by recommendation of the Lead Pastor and the affirmation of a majority of the ELT.

### **Executive Leadership Team (ELT)**

At Skypointe we believe that there are those within the church that possess a rare gift of leadership. Possession of the gift of leadership coupled with a proven willingness to whole-heartedly use this gift to serve the Lord qualifies the people needed to lead Skypointe. Therefore, up to eight people who display the highest level of leadership values and the drive required to properly use them will serve with the Lead Pastor on the Executive Leadership Team. ELT personnel shall also meet the qualifications given in 1 Timothy 3 and Titus 1.

All people on the ELT will have at a minimum the qualifications described for the Members in Leadership. In addition, those on the ELT must tithe and attendance is expected to be more frequent than that of other Members in Leadership. At any time tithing and attendance records may be referenced to ensure the ELT are remaining disciplined.



Men and women may serve on the ELT.

The ELT exists to assist the Lead Pastor in accomplishing what he has been called to do.

**Roles**

Serve as primary care group for the Lead Pastor. This will include insuring that the Lead Pastor is remaining healthy in all respects (mind, body, and soul), and will empower the Lead Pastor to that effect.

Serve as guidance for the Lead Pastor as he casts vision for the future of the church.

Hold the Lead Pastor accountable for the performance and function of the church.

Guide in making financial decisions within the church including but not limited to: determining increases of annual salary of the Lead Pastor, approving the annual budget, holding the Lead Pastor accountable for financial decisions made by the church, ultimately determining the church's financial viability.

Select/Release the Senior Pastor (as described in By-laws.)

The ELT will always be comprised of the Lead Pastor and no fewer than two additional teammates and no greater than 8 additional teammates. At all times, the entire team shall consist of an odd number of teammates in order to avoid a stalemate in decision-making.

The initial ELT will be appointed by the Lead Pastor and affirmed by the Members in Leadership. Following the initial ELT, the following will guide the process for adding members to the ELT...

**Manner of Election:** ELT members shall be recommended by the Selection Committee and affirmed by a majority of the Members in Leadership at a duly called Team Meeting.

**Term of Office:** The term of office for a ELT Member shall be two years with a maximum of two consecutive terms. After two consecutive terms have been served a one year resting period from active ELT service is required before an individual can be considered for active ELT service again.

**Removal:** In the event that a ELT Member is not fulfilling the duties of his office, is not being effective, or is acting in a way that is immoral, unethical, or divisive, recommendation can be made by the Lead Pastor for his removal from office. Such

action shall be ratified by a majority of the ELT. Any steps of removal must follow the attitude and principles of Matthew 18:15-20

### **Meetings:**

Meetings of the ELT are to take place at least once per quarter. Times are to be mutually agreed upon by the ELT.

Quorum: A majority of the ELT shall constitute a quorum for the transaction or business at any meeting. The act of a majority of the ELT shall be the act of the ELT. In the absence of a quorum at any meeting, a meeting of the ELT present may adjourn the meeting without further notice until a quorum shall be established.

### **Annual Business Meeting**

Once annually a church gathering will take place for the following purposes:

- (A) To receive an update of the progress of the vision of the church.
- (B) To affirm officers to the ELT.
- (C) To receive a financial report of the church.
- (D) To carry out any new business of the church.

Quorum: 50% of the Members in Leadership shall constitute a quorum for the transaction or business at the meeting. The act of a majority of the Members in Leadership shall be the act of the Church. In the absence of a quorum at any meeting, a meeting of the Members in Leadership present may adjourn the meeting without further notice until a quorum shall be established.

### **Church Staff**

Church staff shall refer to all people who receive monetary compensation of any amount from Skypointe.

### **Hiring/Releasing**

Lead Pastor will continually determine the need for church staff and will select/release accordingly with the assistance of the ELT.

Qualifications of Skypointe staff and their spouses will be no less than the previous qualifications shown for Members in Leadership.

All prospective staff will be screened and hired for positions based on how well they are perceived to fill the job description after interview(s) by Lead Pastor and others, as he deems suitable.

Staff positions are “at will” and not contractual. Upon review of current needs, staff may be released at any time without any severance or other form of compensation. Skypointe will attempt to show as much sensitivity in this matter as possible but will ultimately terminate the employment as deemed best for the health and longevity of the church. In the case of actions deemed immoral, against Skypointe’s beliefs or against the Bible/Word of God, dismissal will be immediate.

### **ELT Selection Committee**

ELT Members shall be recommended by the ELT Selection Committee in cooperation with the Lead Pastor and current ELT.

**Qualifications:** The ELT Selection Committee shall consist of the ELT, the Lead Pastor, and two current Members in Leadership selected by the Lead Pastor. The Lead Pastor shall chair this team and its function.

**Responsibility:** The responsibility of the ELT Selection Committee is to review the Members in Leadership list for all qualified candidates. The Selection Team shall consider the following qualifications for ELT Members in their recommendation:

1. Active in small group leadership and/or ministry.
2. Positive attitude. Ability to keep confidence.
3. Active in tithing and giving.
4. Meets the Biblical characteristics of I Timothy 3, Titus 1, and Acts 6.
5. Current signer of Leadership Covenant.
6. Provides some dedeed competency of expertise to assist the church in its function (the most important expertise being demonstrated wise family leadership as defined in I Timothy 3).

### **FINANCIAL**

The fiscal year will be January 1<sup>st</sup> to December 31<sup>st</sup> each year.

The Lead Pastor and the Pastoral Staff will collaboratively work together to create annual budgets in October each year, then submit to the ELT for approval in November.

The ELT has the decision making power as it relates to church finances.

The non-staff ELT members will consult with at least one of the Board of Overseers to review the salary of the Lead Pastor.

Each year a statement to the church will be given regarding the financial health of the church as well as the upcoming budget. This message may be given directly during the weekly message, during an alternative meeting, recorded and distributed in various ways through the use of media or any other way deemed fit by the Lead Pastor.

## **INDEMNIFICATION**

### **Insurance**

Skypointe will purchase and maintain liability insurance on behalf of any and all persons who are or were a director, officer, leader, employee, ELT or Members in Leadership of Skypointe (while serving in their capacity as such). Such insurance will be purchased for the purpose of protecting such persons from covered loss resulting in liability asserted against the above individuals in connection with their activities on behalf of Skypointe.

### **Indemnification Requests**

Should any director, officer, leader, employee, ELT or Members in Leadership of Skypointe incur any liability as a result of their affiliation with or service to Skypointe that is not covered by Skypointe insurance policy, and should such liability result in any out-of-pocket cost to such individual, then such individual may request indemnification from Skypointe. The granting of full or partial indemnification shall be at the discretion of the governing board of Skypointe as set forth in Section 3 herein.

### **Indemnification Decisions**

In relation to any indemnification request that is made pursuant to Section 2 herein, if an individual who is not currently serving on the ELT at Skypointe makes such request, then the indemnification decision (whether to indemnify the requesting individual, and the dollar amount of such indemnification) will be made by the ELT. Such decision of the governing board will be final. If a person who is currently serving on the ELT is making the indemnification request, then the indemnification decision (whether to indemnify the requesting party, and the dollar amount of such indemnification,) will be made by the remaining disinterested members of the governing board. A decision on the indemnification request by a majority of disinterested members of the ELT will be final.

## **Confidentiality of Church Records**

Only the ELT shall have the right to inspect the church records as to; (i) the disciplining of any Members in Leadership, (ii) the hiring or releasing of any staff,

(iii) the need or problems of any Members in Leadership or staff, (iv) the financial contributions of any Members in Leadership, or (v) any other records which the ELT may determine to be kept confidential in the best interests of Skypointe.

**Amendments to Constitution**

Amendments may be made by a 2/3 majority vote of the Members in Leadership of Skypointe Church who are present and voting at a duly called regular or special Team meeting where a 50% quorum is present.



## **BY-LAWS**

### **Purpose**

The purpose of these by-laws is to provide mutually agreed upon guidance for the operational matters of Skypointe Church, Inc. Hereafter to be referred to as “Skypointe.”

### **Members-**

#### **Members in Fellowship Privileges**

Away from Skypointe, each Member in Fellowship shall live a life dedicated to becoming more Christ-like every day.

The Member in Fellowship shall not be liable, solely because of being a Member in Fellowship member, for the debts of Skypointe.

Model the heart of Christ to those outside the walls of Skypointe.

Members in Fellowship are recipients of all of the services, classes, and benevolence of Skypointe Church. They are beneficiaries of the commitment and faithfulness of the pastoral leadership and fellow members of the body of Christ at Skypointe Church.

Holding this membership status connects said member to the joy of being an integral part of the movement of God in the Wilmington Area and beyond.

Exist to help people find God, and their God given purpose in life.

#### **Members in Leadership Privileges**

The privileges for all Members in Leadership are the same as that of the Members in Fellowship with one exception. That exception is as follows.

Members in Leadership may offer a vote of affirmation at a duly called meeting of the Members in Leadership with regards to the selection of a new Lead Pastor, the taking on of significant debt, and the selection of new ELT members.

#### **Active Members in Leadership**

A database of active Members in Leadership will be kept electronically in a scheduling system. This database will be updated at least once per yearly quarter.

An “Active Member in Leadership” serves during weekend experiences at Skypointe Church on a regular basis.

Holding the status of “Active Member in Leadership” enables the Member in Leadership to experience the joy of being an integral part of the movement of God in the Wilmington Area and beyond.

Any congregational voting is at the discretion of the ELT. (i.e. affirmation of a new senior pastor or in the event that debt is to be incurred to purchase property)

### **Membership Removal**

If a member has not attended/served/tithed for a period of three months, (for purposes other than medical reasons, illness, unemployment, or absence from community), they shall be classified as “inactive” in the database. Inactive status will eliminate the ability to participate in membership meetings.

### **Restoration to Active Status**

A person will be restored to the membership upon returning and serving but will not be considered to be fully reinstated until 60 days of consistent activity.

### **Church Discipline**

#### Discipline of Members:

In the unfortunate situation that a member becomes unwilling to be placed under the authority of the God’s Word, the church staff shall discipline that member. In all cases of discipline, the model given to us in the New Testament is to be followed as detailed in Matthew 18:15-18, 1 Corinthians 5:1-13, 2 Corinthians 2:5-8, 2 Thessalonians 3:6-15, James 5:19-20.

We believe that God has given the leadership of the church responsibility for the care and welfare both of the overall Church body and also for the individual soul. Our desire is to provide effective shepherd-like care for both, even in moments of discipline. Discipline is redemptive, corrective, and protective in nature.

We reserve the right to exercise discipline in matters of theological or ethical/moral indiscretion as it relates to every official church function, event, or activity endorsed by SkyPointe Church, including but not limited to small group meetings, retreats, missions trips, and weekend services.

We will follow the disciplinary procedure set forth in Matthew 18:15-20.

- (1) Private personal confrontation
- (2) Mediation involving one or two members of the ELT or Pastoral Leadership Team
- (3) Removal from Membership by action of the ELT



This procedure generally consists of the following steps:

- (1) The Lead Pastor or a designated leader discusses the charges with the Member in an effort to resolve the matter privately.
- (2) If the first step does not resolve the matter, then the Member shall meet with at least two members of the Pastoral Leadership Team or ELT, in an effort to establish restoration.
- (3) If not resolved, the ELT has the power to terminate their Membership.
- (4) Written notice of the charges and opportunity to defend the charges shall be given to the Member to be disciplined at least ten days prior to the meeting with the ELT.
- (5) The decision of a majority of the voting members of the ELT present at such a meeting shall be final, and the Member shall be dismissed from membership in the Church. However, lesser disciplinary sanctions may be imposed as appropriate, depending on the circumstances of each case.

Should the person be deemed unresponsive by the church staff, the person's name shall be removed from the database and they will no longer be able to serve in any part of Skypointe.

Dismissed Members may be restored to active membership in the spirit of 2 Corinthians 2:7-8 and Galatians 6:1-2 when their attitude and lifestyle are judged to be again in accordance with the qualifications for Membership.

Only after repentance and consistent corrective actions deemed acceptable by church staff over the period of 3 months will the person be eligible to serve and be restored to the database.

#### Disciplining the Lead Pastor:

Confrontation and Discipline: The Lead Pastor is morally, theologically, and ethically accountable to the Board of Overseers and to the PennDel District Council of the Assemblies of God.

Confrontation and discipline for a Lead Pastor should follow the principles outlined in Matthew 18:15-20.

Removal: In the event that the Lead Pastor has charges brought against him, the following steps should be taken:

- (1) A member of the ELT should initiate the process of Matthew 18 and hold a one-on-one session with the Lead Pastor to confront the issue.
- (2) If there is no resolution, the ELT member should bring a second ELT member with him to hold a mediation session and attempt to resolve the issue.
- (3) If there is no resolution, the ELT member previously involved should contact

- a member of the Board of Overseers as well as the PennDel District Superintendent to assist in resolution of the matter.
- (4) If there is still no resolution, the Board of Overseers should convene a meeting of the ELT and Board of Overseers to decide upon a course of action.
  - (5) The ELT and Board of Overseers have authority to ask for the resignation of the Lead Pastor by a majority vote of the ELT in consultation with the Overseers.
  - (6) If such a request for resignation is refused, the Lead Pastor shall remain in office until the action of the ELT has been confirmed by a majority vote of the active members in leadership present at a duly called Members in Leadership meeting where a quorum of members is present.
  - (7) Such a meeting shall be presided over by a member of the Board of Overseers in consultation with the PennDel District Superintendent.

## **Church Leadership**

### **Lead Pastor**

#### **Selection of a Lead Pastor**

Future Lead Pastors shall be recruited and hired by the ELT in consultation with the PennDel District Superintendent. Members in Leadership will be given the opportunity to affirm this selection with a 2/3 vote present at a duly called meeting of the members.

The qualifications and salary shall be set by the ELT (by majority vote) at the time of recruiting, qualifications are to be no less than those required to be on the ELT. The salary is to be determined as objectively as possible using as many resources as necessary to ensure it is fair, reasonable and in line with the current market salary.

The Lead Pastor shall be an Ordained minister with Assemblies of God credentials, and accountable to PennDel.

#### **Lead Pastor Search Team**

In the event that the office of Lead Pastor is vacated, the ELT and two additional members of the leadership (selected by the ELT) shall serve as the official Search Team.

The Search Team will carry out the following responsibilities:

Contact the PennDel District Superintendent for recommendation and/or guidance as to available pastors, leaders, or personnel for candidacy.

Appoint an interim pastor (if that option is available) and a Temporary ELT Chairman, until a new Lead Pastor is selected.

Consult with the Board of Overseers

Interview, research and recommend any candidates for Lead Pastor.

Communicate with the entire church family regarding the progress and process of the search

### **Salary Adjustments**

Salary adjustments of the Lead Pastor and Staff are to be proposed by any member of the ELT, and are to be reviewed annually. It is to be an action item approved by a majority vote. (vote may not include that of the Lead Pastor as detailed in the by-laws.)

### **Termination**

#### Voluntary

The position of Lead Pastor may be terminated voluntarily by giving written notice to the ELT.

Following issuance of the letter of resignation, the Lead Pastor is to continue in his current position for a period no less than 30 days, unless the Lead Pastor and the ELT have worked out a mutual agreement.

#### Involuntary

Should the actions taken by the Lead Pastor deviate from God's Word or the church declines in health to a point where dissolution seems inevitable, the ELT may proceed with action to remove the Lead Pastor.

Outside counsel and concurrence from the Sectional Presbyter, the PennDel Superintendent, and Board of Overseers must first be sought prior to proceeding to remove Lead Pastor.

Such action will follow the steps previously mentioned in the Constitution and By-Laws.

In the event of egregious actions by the Lead Pastor, termination and removal shall be immediate. The resulting actions of the ELT will be to confer with the Board of Overseers, Sectional Presbyter, and the PennDel Superintendent to fill weekly experiences until a permanent replacement can be found.

## **Executive Leadership Team**

### **Composition**

A chairman, which will lead and direct action, will head the ELT during the course of the meetings. Unless delegated and mutually agreed upon by the ELT, the chairman shall be the Lead Pastor. There is no additional power given to the chairman and no additional roles beyond those previously listed, the position is in place to keep order and progress meetings in a timely manner.

The only other position on the ELT will be the Secretary. Primary role is recording and processing minutes from the meeting. All minutes are to be kept during the meeting, processed into a legible "clean" format and made accessible to all ELT within 8 calendar days following the meeting. There is no additional power given to the Secretary and no additional roles beyond those previously listed, the position is in place to keep records of the meetings and process/distribute them in a timely manner. The Secretary will be nominated by the chairman and approved by the ELT with a majority vote and will last for their entire term. If the duties of the Secretary are not adequately fulfilled; the Secretary will be replaced by majority vote.

Under no circumstance should any two ELT members be related.

### **Action**

Action on items impacting Skypointe are to be voted on at one of the quarterly meetings. A majority vote will confirm the action. A vote with less than the majority will reject the requested action. The secretary will record documentation of all actions taken during the meeting.

In the event that debt of a substantial amount must be incurred for the betterment of the church overall, and after the ETL has voted in the affirmative to incur said debt, the Members in leadership may affirm the decision by a majority vote at a duly called meeting of the members in leadership where a quorum is present.

In the event that an issue needs to be dealt with outside of the quarterly meetings, a conference call (or other form of virtual meeting) will be conducted. Actions may be voted on during these meetings and a majority vote will confirm, otherwise action is denied. The secretary will document the meeting, specifically noting who voted for which side of the action. Meeting minutes will be distributed within three calendar days. ELT will have 24 hours to respond to the minutes to dispute what their vote was noted to be, after which time the minutes will be considered accurate.

### Financial Guidelines for the ELT

Debt Restrictions: Before the ELT may authorize the church to borrow money or incur a lease obligation, the following conditions must be met:

- (1) Minimum 20 percent down. Should the ELT choose to borrow money to facilitate the growth and/or work of the church, they must first accumulate 20% of the total price for the project as a down payment. Two variables apply when determining whether sufficient funds have been accumulated. One, amounts previously expended on the project to be financed from the proceeds of such indebtedness will be deemed accumulated. And two, amounts previously expended as principle reduction on payments above minimum required payments on preexisting loans during the 12 months prior to incurring additional debt will be deemed accumulated and credited toward the 20%. If a creative and beneficial financing option presents itself, the 20% down payment restriction may be avoided, as long as the 35 percent payment ceiling restriction is still met, as specified in this section.
- (2) Maximum 35 percent payment ceiling. The combined totals of all monthly debt service and lease payments, following the incurring of the indebtedness or lease obligation under consideration, will not exceed 35% of average monthly undesignated income. The percentage shall be based on, but not be limited to, tithes, offerings, investment income and unrestricted gifts of the church.
- (3) Lease to purchase allowance. If indebtedness is being secured to build a structure that will relieve the church of its need for a leased facility to be vacated when the new building is completed, then the current lease commitment need not be calculated into the 35% expenditure limitation for 18 months. Thus, the church is allowed 18 months for both construction and lease payments that combined, exceed the 35 percent limit, but only if compelling assurance is evidenced that by the end of the 18-month period reasonable relief can be expected from the burden of the lease payment.
- (4) Income projections. The church may not set budgets, meet conditions for borrowing or make any financial commitments based on upward projections of income.
- (5) Future New Church Plant Exception. (In the expected event that Skypointe Church will one day start new churches the following will apply.) If the new church has less than 12 months financial history and wishes to borrow less than \$250,000, that decision may be based on the most current 3 months of financial history. Even in this situation, the 20 percent down and 35 percent debt service ceilings must be met.

## **Termination**

### **Voluntary**

The position of an ELT member may be terminated voluntarily by giving written notice to the ELT.

Following issuance of the letter of resignation, the teammate is released from duty.

### **Involuntary**

Should it be brought to the attention of an ELT member that another ELT member has deviated from the Word of God, the Lead Pastor is to be contacted immediately. If there are legal implications as indicated in the by-laws, those actions are to be followed. For all others, the Lead Pastor is to perform due diligence as he deems necessary and directly confront the ELT member with the situation. Should there be validity to the claim, the Lead Pastor may call for an assembly of the ELT, either in person or as a conference call as he sees fit, to proceed with action to remove a ELT member.

At the “emergency” meeting of the ELT, a majority vote of the ELT (excluding the vote of the member in question) is required for termination. Upon a majority vote by the ELT, the Leadership member is removed. The ELT shall then proceed as detailed in the Constitution and replace the ELT member within 1 month of the vacancy.

## **Church Ministry Staff**

Staff is defined as any person within Skypointe who receives monetary compensation for their service. Full-time and part-time staff will all be held to the same standards and are all expected to place themselves under the authority of God and hold themselves to a high level of excellence.

Responsibilities (All exceptions to items listed below are strictly made by the Lead Pastor)

All ministry staff members are expected to attend and be involved in the ministry of the weekend experiences.

All ministry staff are expected to tithe 10% of their income and give offerings as the Lord enables them. At any time, tithing records may be referenced to ensure that all staff are staying disciplined with their tithing.

All ministry staff must fulfill or be actively working to fulfill the requirements in their job description.

Submit to the leadership of the Lead Pastor.

All church staff, ministry leaders, and ELT members will undergo a criminal background check.

Failure to meet these expectations will force the Lead Pastor to evaluate whether the staff member has disqualified themselves from their position. The Lead Pastor shall then proceed as detailed in the By-laws.

### **Management of Staff**

Management of staff, including addition and removal, is the role of the Lead Pastor as he feels is required and as advised to him by his staff, ELT, and other resources he relies on.

All staff are to be continually evaluated based on performance and collaboration with other staff. A formal evaluation is to be given by the Lead Pastor (or by others as he delegates) no less than once per year. This evaluation is to be used as the basis for all merit raises, bonuses and other forms of compensation. These evaluations may be referenced by the ELT at any time.

A mutual evaluation between the Lead Pastor and ELT will also take place once annually prior to salary review.

As with staff salaries, staff salary adjustments are at the discretion of the Lead Pastor. The Lead Pastor is to use as much objective information as possible in making his decision, using any materials and advisors as he deems fit in order to make his decision. Total changes in compensation are considered when creating annual budgets with the ELT.

### **Addition of Staff**

Should the Lead Pastor feel the need to add staff, it should be communicated to the ELT prior to recruiting, selection or hiring of the personnel. If it is not timely to bring this up at the next ELT Meeting, the Lead Pastor is to communicate his intent to hire and distribute to the ELT prior to hiring new staff personnel. The information provided to the ELT is to include reason for need and estimated salary.

Staff salaries are to be based off of current market salaries and are to be fair and reasonable. Ultimately the Lead Pastor will set salaries based on information provided to him from his chosen advisor(s) and selected compensation resources.



## **Removal of Staff**

Should the Lead Pastor feel the need to remove/release current staff, it should be communicated to the ELT prior to the release. If it is not timely to bring this up at the next ELT Meeting the Lead Pastor is to communicate his intent to remove staff to the ELT prior to removal of the staff. The information provided to the ELT is to include reason for the need to release, estimated date of release, and the need or expectation of hiring a replacement.

## **Non Ministry Staff**

Employees serving in a non-ministry role (i.e. custodian, maintenance, data entry) will not be held to the same strict standard and will only be required to fulfill their job description as outlined at the time of their employment.

## **Ministry to Minors**

The children at Skypointe are one of its greatest assets and have the potential of being the greatest impact of our church. With this importance in mind, Skypointe staff reserves the right to deny entry in entirety or locations within any of its buildings should it be felt that a person is a threat, be it real or perceived, to any children.

All people working directly with children in the children's ministry will be background checked as deemed necessary by the state of DE or Skypointe's insurance company at a minimum. Upon review, if there is any information gathered from this screening that staff feels poses a threat, whether real or perceived, the person will be denied the ability to serve in the children's ministry and could be denied access.

In the event that there is ever an episode viewed as threatening, whether real or perceived, involving an adult and a child by any person attending, serving or working at Skypointe, the child is to be secured, a staff person is to be notified and the procedure for notification mandated by the state of DE is to go into effect immediately. All people attending Skypointe, Skypointe staff, and Skypointe Members in Leadership are to always take the protection of the children seriously and when in doubt, always err on the side of caution in order to protect the children.

### **Contracts, Contracting, and Conflict of Interest**

At all times, Skypointe is to award contracts based on quality, best price, and accommodation of required schedule. At no time should work be awarded or a contract signed unless it is reviewed and approved by the Lead Pastor.

Whenever possible, no less than three proposals should be acquired and work should be selected based on price, quality, and schedule. Upon review with the Senior Pastor the best contract should be initialed by person acquiring the quote and by the concurring person. The contractor can then be notified of award.

Anyone who could be directly impacted by the awarding of a contract must not be involved with any part of the process to obtain or execute such contract.

Prior to any work being performed, a W-9 and a certificate of insurance must be issued listing "Skypointe Church Inc., all officers and employees" as additionally insured.

#### **Conflict of Interest Policy**

The purpose of the Conflict of Interest Policy is to protect the Church's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a ELT or staff of Skypointe, or might result in a possible excess benefit transaction. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

#### **Definitions**

**Interested Person** - Any ELT member or staff with powers who has a direct or indirect financial interest, as defined below, is an interested person.

**Financial Interest** - A person has a financial interest if the person has, directly or indirectly, through business, investment, or family, (a) an ownership or investment interest in any entity with which Skypointe has a transaction or arrangement; (b) a compensation arrangement with Skypointe or with any entity or individual with which Skypointe has a transaction or arrangement; or (c) potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which Skypointe is negotiating a transaction or arrangement. Compensation includes direct or indirect remuneration, as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest.

**Duty to Disclose** - In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given opportunity to disclose all material facts to the ELT.

**Determining Whether a Conflict of Interest Exists** - After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he or she shall leave the ELT meeting while the determination of a conflict of interest is discussed and voted upon. Should it be determined that there is a conflict of interest, the ELT must address it.

**Procedures for Addressing the Conflict of Interest** - An interested person may make a presentation at the ELT meeting, but after the presentation, he or she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest. After exercising due diligence, the ELT shall determine whether Skypointe can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Leadership Team shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in Skypointe's best interests, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision whether to enter into the transaction or arrangement.

**Violations of the Conflicts of Interest** - If the ELT has reasonable cause to believe a ELT member or staff has failed to disclose actual or possible conflicts of interest, it shall inform that person of the basis for such belief and afford him an opportunity to explain the alleged failure to disclose. If, after hearing the person's response and after making further investigation as warranted by the circumstances, the ELT determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

**Compensation** – No person who is directly impacted (monetarily) from a decision on compensation is ever permitted to be involved in a final vote to determine such compensation.

### **Amendments to By-laws**

Amendments may be made by a majority vote of the Members in Leadership of Skypointe Church who are present and voting at a duly called regular or special Team meeting where a 50% quorum is present.

## Skypointe Leadership Covenant

- I. I will protect the unity of Skypointe Church**  
...By supporting the vision of Skypointe Church (Acts 4:32)  
...By refusing to gossip or grumble (Ex. 16:6-8 & Eph. 4:29-32)  
...By resolving conflict through the process of Matthew 18 (verses 15-20)  
...By submitting to spiritual authority (Heb. 13:17, 1 Peter 5:2-3)
- II. I will promote the growth of Skypointe Church**  
...By praying for and inviting the unchurched (Luke 14:23)  
...By warmly welcoming those who visit (Heb. 13:1-2)  
...By developing a servants heart (Phil. 2:3-8)  
...By getting involved with a ministry suited to my gifts (Romans 12:6)
- III. I will strive for personal integrity**  
...By maintaining sexual purity (Eph. 5:3)  
...By not causing others to stumble (1 Cor. 10:32)  
...By supporting the core beliefs and values of Skypointe (Rom. 15:5-6)  
...By living a godly life (Phil. 1:27)
- IV. I will support the ministry of Skypointe Church**  
...By attending faithfully (Heb. 10:25)  
...By praying for its leadership and direction (I Tim. 2:1-5)  
...By giving tithes and offerings regularly (Mal. 3:6-10)

Full Name:

Signature:

Date: