

**Church**  
**Constitution of**  
**Manuel White**  
**Chapel**

## **Preamble**

So that things may be done decently and in order in accordance with the accepted tenets of other churches of like precious faith, and that we may more readily help each other in our Christian service, we declare and establish this constitution to which we voluntarily submit ourselves.

## **Article I** ***Name and Purpose***

### **Section 1 - Name**

This congregation of believers shall be known as the Manuel White Chapel.

### **Section 2 - Purpose**

**(A)** This congregation is organized as a church exclusively for charitable, religious, and educational purposes within the meaning of Section 94 of Act 592 a corresponding provision of any future Republic of Ghana Revenue Law), including but not limited to, for such purposes, the establishing and maintaining of religious worship, the building, maintaining and operating of churches, parsonages, schools, chapels, radio stations, television stations, rescue missions, print shops, nursing homes, and cemeteries, and any other ministries that the Church may be led of God to establish.

**(B)** The Church shall also ordain and license men to the Gospel ministry; evangelize the unsaved by the proclaiming of the Gospel of Lord Jesus Christ; educate believers in a manner consistent with the requirements of Holy Scripture, both in Sunday and weekday schools of Christian education; maintain missionary activities in Ghana and any foreign country; and engage in any other ministry that the Church may decide, from time to time, to pursue in obedience to the will of God.

**Article II**  
***Statement of Faith and Covenant***

**Section 1 - Statement of Faith**

(A) **The Holy Scriptures** - We believe the Holy Scriptures of the Old and New

Testaments were written by men who were supernaturally inspired by God. What they wrote is truth without any mixture of error and is therefore the only complete and final revelation of the will of God to mankind. We believe the King James Version to be the Holy Bible, the preserved Word of God in the English language. We do not mean that the English language translators were inspired as they translated. However, because what they translated is an accurate and faithful translation of the inspired Hebrew and Greek texts, the King James Version is therefore the preserved Word of God in the English language. We believe the Masoretic Hebrew text and the Textus Receptus Koine Greek text to be the preserved Word of God in the Hebrew and Koine Greek languages. (Matthew 24:35, 2 Peter 1:19-21, 2 Timothy 3:16-17, Psalm 12:6-7, 119:160)

**(B) Dispensationalism** - We believe that the Scriptures interpreted in their natural, literal sense reveal divinely determined dispensations, or rules of life, which define man's responsibilities in successive ages. These dispensations demonstrate God's grace through time, and are divinely ordered stewardships by which God directs man according to His purpose. Three of these dispensations the age of Law, the age of the Church, and the age of the Kingdom are subjects of detailed revelation in Scripture. (Genesis 1:28; 1 Corinthians 9:17; 2 Corinthians 3:9-18; Galatians 3:13-25; Ephesians 1:10, 3:21; Colossians 1:25-27; Revelation 20:26)

**(C) The Godhead** - We believe in one Triune God, eternally existing in three persons Father, Son, and Holy Spirit -- each coeternal in being, coequal in nature, coequal in power and glory, and having the same attributes and perfections. (Matthew 3:16-17, 28:19; Mark 1:9-11; John 14: 10-11, 26, 15:26; 2 Corinthians 13:14; 1 Timothy 3:16; 1 John 5:7)

**(D) The Person and Work of Christ**

(1) We believe that the Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be God, having been conceived by the Holy Spirit and born of the virgin Mary, in order that He might reveal God and redeem sinful men. (Isaiah 7:14, 9:6; Matthew 1:23; Luke 1:35; John 1:12, 14; 2 Corinthians 5:19-21; Galatians 4:45; Philippians 2:58; 1 Timothy 3:16)

(2) We believe that the Lord Jesus Christ accomplished our redemption through his death on the cross as a representative, vicarious, substitutionary sacrifice; and, that our justification is made sure by His literal, physical resurrection from the dead. (Acts 2:18-36; Romans 3:24-25; Ephesians 1:7; 1 Peter 1:35, 2:21-25)

(3) We believe that the Lord Jesus Christ ascended to Heaven, and is now exalted at the right hand of God, where, as our High Priest, He fulfills the ministry of Representative, Intercessor, and Advocate. (Acts 1:9-10; Romans 8:34; Hebrews 4:15 7:25, 9:24; 1 John 2:1-2)

**(E) The Person and Work of the Holy Spirit**

(1) We believe that the Holy Spirit is the third person of the Trinity who convicts the world of sin, of righteousness, and of judgment; and, that He is the Supernatural Agent in regeneration, baptizing all believers into the body of Christ, indwelling and sealing them unto the day of redemption. (John 16:8-11; Romans 8:9; 1 Corinthians 12:12-14; 2 Corinthians 3:6; Ephesians 1:13-14)

(2) We believe that He is the Divine Teacher who assists believers to understand and appropriate the Scriptures and that it is the privilege and duty of all the saved to be filled with the Spirit. (John 14:26; Ephesians 1:17-18, 5:18; 1 John 2:20, 27)

(3) We believe that God is sovereign in the bestowal of spiritual gifts to every believer. God uniquely uses evangelists, pastors, and teachers to equip believers in the assembly in order that they can do the work of the ministry. (Romans 12:3-8; 1 Corinthians 12:4-11, 28; Ephesians 4:7-12)

(4) We believe that the sign gifts of the Holy Spirit, such as speaking in tongues and the gift of healing were temporary. We believe that speaking in tongues was never the common or necessary sign of the baptism or filling of the Holy Spirit. The ultimate deliverance of the body from sickness or death awaits the consummation of our salvation in the resurrection, though God frequently chooses to answer prayers of believers for physical healing. (1 Corinthians 12:29-31, 14:21-22; 2 Corinthians 12:12; Hebrews 2:3-4)

**(F) The Condition of Man** - We believe that the first man was created in the image and likeness of God, in innocence and without sin. However in Adam's sin the human race fell, inherited a sinful nature and became alienated from God. Therefore every man is a sinner by both nature and imputation and is thereby justly condemned to eternal damnation without defense or excuse, and man, of himself, is incapable of remedying his sinful condition by his own means. (Genesis 1:26-27; 3:1-24; Romans 3:10-18, 23; 5:12, 19; Ephesians 2:1-3; Titus 3:5)

**(G) Salvation** - We believe that salvation is the gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ, whose precious blood was shed on Calvary for the forgiveness of our sins. (John 1:12; Romans 5:8, 6:23, 10:9-10, 13; Ephesians 1:7, 2:8-10; 1 Peter 1:18-19)

**(H) The Eternal Security and Assurance of Believers**

(1) We believe that all the redeemed, once saved, are kept by God's power and are thus secure in Christ forever. (John 6:37-40, 10:27-30; Romans 8:1, 38-39; 1 Corinthians 1:48; 1 Peter 1:45)

(2) We believe that it is the privilege of believers to rejoice in the assurance of their salvation through the testimony of God's Word, which, however, clearly forbids the use of Christian liberty as an occasion to the flesh. (Romans 13:13-14; 1 Corinthians 6:19-20; Galatians 5:13; Titus

2:1115; 1 Peter 2:16)

**(I) The Church**

(1) We believe that the local church, which is the body and the espoused bride of Christ, is solely made up of bornagain persons. (1Corinthians 12:1214; 2 Corinthians 11:2; Ephesians 1:2223, 5:2527; 1 Timothy 3:16)

(2) We believe that the establishment and continuance of local churches is clearly taught and defined in the New Testament Scriptures. (Acts 14:27; 20:17, 2832; 1 Timothy 3:113; Titus 1:511)

(3) We believe in the autonomy of the local church free of any external authority or control. (Acts 13:14, 15:1931, 20:28; Romans 16:1, 4; 1Corinthians 3:9, 16, 5:47, 13; 1 Peter 5:14)

(4) We recognize water baptism and the Lord's Supper as the Scriptural ordinances for the Church in this age. (Matthew 28:1920; Acts 2:41, 8:36-38; 1Corinthians 11:2326)

**(J) Separation** – We believe that all the saved should live in such a manner as not to bring reproach upon their Savior and Lord. God commands his people to separate from all religious apostasy, all worldly and sinful pleasures, practices, and associations. (Leviticus 19:28; Romans 12:1-2; 14:13; 1 Corinthians 6:19-20; 2 Corinthians 6:14-18; 2 Timothy 3:1-5; 1 John 2:15-17; 2 John 9-11)

**(K) The Second Advent of Christ** - We believe in that "blessed hope," the personal, imminent return of Christ Who will rapture His Church prior to the sevenyear tribulation period. At the end of the Tribulation Christ will personally and visibly return, with His saints, to establish His earthly Messianic Kingdom, which was promised to the Nation of Israel. (Psalms 89:34; Daniel 2:3145; Zechariah 14:4, 11; 1Thessalonians 1:10; 4:1318; Titus 2:13; Revelation 3:10, 19:1116, 20:16)

**(L) The Eternal State**

(1) We believe in the bodily resurrection of all men, the saved to eternal life, and the unsaved to judgment and everlasting punishment. (Matthew 25:46; John 5:2829, 11:2526; Revelation 20:513)

(2) We believe that the souls of the redeemed are, at death, absent from the body and present with the Lord, where in conscious bliss they await the first resurrection, when spirit, soul, and body are reunited to be glorified forever with the Lord. (Luke 23:43; 2 Corinthians 5:8; Phil 1:23, 3:21; 1 Thessalonians 4:1617; Rev. 20:46)

(3) We believe that the souls of the unbelievers remain, after death, in conscious punishment and torment until the second resurrection, when with soul and body reunited they shall appear at the Great White Throne Judgment, and shall be cast into the Lake of Fire, not to be annihilated,

but to suffer everlasting conscious punishment and torment. (Matthew 25:41-16; Mark 9:43-48; Luke 16:19-26; 2 Thessalonians 1:7-9; Jude 6-7; Revelation 20:11-15)

**(M) The Personality of Satan** - We believe that Satan is a fallen Cherub, the author of sin, the tempter of all humanity and the accuser of believers; that he is the open and declared enemy of God and man; and, that he shall be eternally punished in the Lake of Fire. (Job 1:6-7; Isaiah 14:12-17; Ezekiel 28:11-19; Matthew 4:21-25; Luke 4:1-13; 1 Thessalonians 3:5; Revelation 20:10)

**(N) Creation** - We believe that God created the universe in six literal, 24-hour periods. We reject evolution, the Day-Age Theory, and Theistic Evolution as unscriptural theories of origin. (Genesis 1:1-5; Exodus 20:11)

**(O) Civil Government** - We believe that God has ordained and created all authority consisting of three basic institutions: (1) the home; (2) the Church; and (3) the state. Every person is subject to these authorities, but all (including the authorities themselves) are answerable to God and governed by His Word. God has given each institution specific Biblical responsibilities and balanced those responsibilities with the understanding that no institution has the right to infringe upon the other. The home, the Church, and the state are equal and sovereign in their respective Biblically assigned spheres of responsibility under God. (Romans 13:1-7; Ephesians 5:22-24; Hebrews 13:17; 1 Peter 2:13-14)

**(P) Human Sexuality**

(1) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man and one woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of the intimacy that God has reserved for marriage. We also believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Genesis 2:24; Genesis 19:5, 13; Genesis 26:8-9; Leviticus 18:1-30; Deuteronomy 22:5; Romans 1:26-29; 1 Corinthians 5:1; 6:9; 1 Thessalonians 4:1-8; Hebrews 13:4)

(2) We believe that the only Scriptural marriage is the joining of one man and one woman. Since fornication and adultery are grounds for the discipline of a church member (Article III, Section 4) unrepentant individuals practicing these sins can not be considered for church membership. (Genesis 2:24; Romans 7:2; 1 Corinthians 7:10; Ephesians 5:22-23)

(3) We believe that in order to preserve the function and integrity of the local church as a body of believers, and to provide a Biblical role model to the church members and the community, it is imperative that all persons employed by the church in any capacity, or who serve as volunteers, abide by and agree to this Statement on Human Sexuality and conduct themselves accordingly. (1 Corinthians 12:12-14; 2 Corinthians 11:2; Ephesians 1:22-23, 5:25-27; 1 Timothy 3:15)

**(Q) Family Relationships**

- (1) We believe that men and women are spiritually equal in position before God but that God has ordained distinct and separate spiritual functions for man and woman in the home and the church. The husband is to be the leader of the home, and men are to be leaders (pastors and deacons) of the church. Accordingly, only men are eligible for licensure and ordination by the church. (Galatians 3:28; Colossians 3:18; 1 Timothy 2:8-15; 3:4-5, 12)
- (2) We believe that God has ordained the family as the foundational institution of human society. The husband is to love his wife as Christ loves the church. The wife is to submit herself to the Scriptural leadership of her husband as the church submits to the headship of Christ. Children are a heritage from the Lord. Parents are responsible for teaching their children spiritual and moral values and leading them, through consistent lifestyle example and appropriate discipline, including Scriptural corporal correction. (Genesis 1:26-28; Exodus 20:12; Deuteronomy 6:4-9; Psalms 127:3-5; Proverbs 19:18; 22:15; 23:13-14; Mark 10:6-12; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; Hebrews 13:4; 1 Peter 3:1-7)

**(R) Divorce and Remarriage** - We believe that God forbids divorce and intends marriage to last until one of the spouses dies. Divorce and remarriage is regarded as adultery except on the grounds of fornication. Although divorced and remarried persons or divorced persons may hold positions of service in the Church and be greatly used of God for Christian service, they may not be considered for the offices of pastor or deacon. (Malachi 2:14-17; Matthew 19:31-32; Romans 7:13; 1 Timothy 3:2, 12; Titus 1:6)

**(S) Abortion** - We believe that human life begins at conception and that the unborn child is a living human being. Abortion constitutes the unjustified, unexcused taking of unborn human life. Abortion is murder. We reject any teaching that abortions of pregnancies due to rape, incest, birth defects, gender selection, birth or population control, or the mental well-being of the mother are acceptable. (Job 3:16; Psalms 51:15, 139:14-16; Isaiah 44:24; 49:1, 5; Jeremiah 1:5, 20:15-18; Luke 1:44)

**(T) Euthanasia** – We believe that the direct taking of an innocent human life is a moral evil, regardless of the intention. Life is a gift of God and must be respected from conception until natural death. Thus we believe that an act or omission which, of itself or by intention, causes death in order to eliminate suffering constitutes a murder contrary to the will of God. Discontinuing medical procedures that are extraordinary or disproportionate to the expected outcome can be a legitimate refusal of over-zealous treatment. (Exodus 20:13, 23:7; Matthew 5:21; Acts 17:28)

**(U) Love** – We believe that we should demonstrate love for others, not only toward fellow believers, but also toward those who are not believers, those who oppose us, and those that engage in sinful actions. We are to deal with those



that oppose us graciously, gently, patiently, and humbly. God forbids the stirring up of strife, the taking of revenge, or the threat or the use of violence as a means of resolving personal conflict or obtaining personal justice. Although God commands us to abhor sinful actions, we are to love and pray for any person who engages in such sinful actions. (Leviticus 19:18; Matthew 5:44-48; Luke 6:31; John 13:34-35; Romans 12:9-10, 17-21; 13:8-10; Philippians 2:2-4; 2 Timothy 2:24-26; Titus 3:2; 1 John 3:17-18)

**(V) Lawsuits Between Believers** - We believe that Christians are prohibited from bringing civil lawsuits against other Christians or the Church to resolve personal disputes. We believe the Church possesses all the resources necessary to resolve personal disputes between members. We do believe, however, that a Christian may seek compensation for injuries from another Christian's insurance company as long as the claim is pursued without malice or slander. (1 Corinthians 6:18; Ephesians 4:31-32)

**(S) Missions** - We believe that God has given the Church a Great Commission to proclaim the Gospel to all nations so that there might be a great multitude from every nation, tribe, ethnic group, and language group who believe on the Lord Jesus Christ. As ambassadors of Christ we must use all available means to go to the foreign nations and not wait for them to come to us. (Matthew 28:19-20; Mark 16:15; John 20:21; Acts 1:8; 2 Corinthians 5:20; Revelation 22:17)

**(U) Giving** - We believe that every Christian, as a steward of that portion of God's wealth entrusted to him, is obligated to support his local church financially. We believe that God has established the tithe as a basis for giving but that every Christian should also give other offerings sacrificially and cheerfully to the support of the Church, the relief of those in need, and the spread of the Gospel. We believe that a Christian relinquishes all right to direct the use of the tithe or offering once the gift has been made. (Genesis 14:20; Proverbs 3:9-10; Acts 4:34-37; 1 Corinthians 16:2; Galatians 6:6; Ephesians 4:28; 1 Timothy 5:17-18; 1 John 3:17)

## **Section 2 Authority of the Statement of Faith**

The Statement of Faith does not exhaust the extent of our faith. The Bible itself is the sole and final source of all that we believe. We do believe, however, that the foregoing Statement of Faith accurately represents the teaching of the Bible, and therefore, is binding upon all members.

## **Section 3 Covenant**

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Savior, and on profession of our faith, having been baptized in the name of our Father, and of the Son, and of the Holy Ghost, we do now, in the presence of God, the angels, and this assembly, most solemnly and joyfully enter into covenant with one another, as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this Church in knowledge, holiness and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline and doctrines; to give it a sacred preeminence of all institutions of human origin; to contribute cheerfully and regularly to the support of the ministry, the expenses of the Church, the relief of the poor, and the spread of the Gospel through all nations.

We also engage to maintain family and private devotions; to religiously educate our children; to seek the salvation of our kindred, acquaintances, and all others; to walk circumspectly in the world; to be just in our dealings, faithful to our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from worldly amusement such as movie attendance, gambling, rock music, and dancing; to be free from all oathbound secret societies and partnerships with unbelievers; to abstain from the sale or use of tobacco in any form, narcotic drug, or intoxicating drink as a beverage; and to be zealous in our efforts to advance the kingdom of our Savior.

We further engage to watch over one another in brotherly love; to remember each other in prayer; to aid each other in sickness and distress; to cultivate Christian sympathy in feeling and courtesy of speech; to be slow to take offense, but always ready for reconciliation without delay.

We moreover engage that when we remove from this place, we will as soon as possible, unite with some other Church where we can carry out the spirit of this covenant and the principles of God's Word.

## **Article III** ***Membership***

### **Section 1 Qualifications for Membership**

Upon a majority vote of the members present at any Church service or meeting, membership shall be extended to all who have had and whose lives evidence a genuine experience of regeneration through faith in and acceptance of the Lord Jesus Christ as personal Savior; who renounce sin; who endeavor to live a consecrated life wholly unto the Lord; who fully subscribe to the Statement of Faith contained herein; and upon compliance with any one of the following conditions:

- (A)** By baptism (immersion) as a true believer in Christ Jesus as personal Savior;
  
- (B)** By letter of transfer from another Bible believing church of like faith and practice, or other written statement of good standing from the prior church if the applicant has been baptized by immersion subsequent to a profession of faith;
  
- (C)** By testimony of faith, having been baptized by immersion;

(D) By restoration, if having been removed from membership, upon majority vote of the congregation after confession is made publicly before the Church membership of the sin or sins involved, and satisfactorily evidencing repentance to the Pastor (or the Board of Deacons if the office of the Pastor is vacant).

## **Section 2 Duties of a Member**

On becoming a member of this Church, in addition to the covenant contained in Article II, Section 3, each one further covenants to love, honor, and esteem the Pastor; to pray for him; and to recognize his authority in spiritual affairs of the Church; to cherish a brotherly love for all members of the Church; to support the Church in prayer, tithes, offerings and with other financial support as the Lord enables; and in accordance with Biblical commands to support through a lifestyle walk affirmation of the beliefs and practices of the Church.

## **Section 3 Privileges of Membership**

This congregation functions, not as a pure democracy, but as a body under the Headship of the Lord Jesus Christ and the direction of the Pastor as the undershepherd with the counsel of the Board of Deacons. Membership in this Church does not afford those individuals with any property, contract, or civil rights based on principles of democratic government. Determinations of the internal affairs of this Church are ecclesiastical matters and shall be determined exclusively by the Church's own rules and procedures. The Pastor shall oversee and/or conduct all aspects of this Church. The Board of Deacons shall give counsel and assistance to the Pastor as requested by him. The membership of the Church has certain limited areas of exercising a vote. Members may not vote to initiate any Church action, but rather the vote of a member is to confirm and ratify the direction of the Church as determined by the Pastor.

## **Section 4 Discipline of a Member**

(A) There shall be a Discipline Committee consisting of the Pastor and the Board of Deacons. These men shall have sole authority in determining heretical deviations from the Statement of Faith and violations of the Church Covenant. If the Pastor or a deacon is the subject of a disciplinary matter, he shall not sit as a member of the Discipline Committee. He shall be entitled to the same steps as other Church members and be subject to the same discipline.

(B) Members are expected to demonstrate special loyalty and concern for one another. When a member becomes aware of an offense of such magnitude that it hinders spiritual growth and testimony, he is to go alone to the offending party and seek to restore his brother. Before he goes, he should examine himself. When he goes, he should go with a spirit of humility and have a goal of restoration.

(C) If reconciliation is not reached, a second member, either a deacon or the Pastor is to accompany the one seeking to resolve the matter. This second step should also be preceded by self-examination, and exercised in a spirit of humility with the goal of restoration.

(D) If the matter is still unresolved after the steps outlined in subsections (B) and (C) have been taken, the Discipline Committee as the Church representatives biblically responsible for putting down murmuring, shall hear the matter. If the matter is not resolved during the hearing before the Discipline Committee, the Committee shall recommend to the members of the Church that they, after self-examination, make an effort personally to go to the offending member and seek that member's restoration.

(E) If the matter is still unresolved after steps outlined in subsections (B), (C) and (D) have been taken, such members who refuse to repent and be restored are to be removed from the membership of the Church upon a majority vote of the membership present at meeting called for the purpose of considering disciplinary action.

(F) No matter may be heard by the Discipline Committee or the Church unless the steps outlined in subsections (B) and (C) have been taken, except in the case of a public offense.

(G) If an unrepentant offending party is removed from the Church membership, all contact with him from that point forward must be for the sake of restoration (except family members).

#### **Section 5 Transfer of Membership**

Members, not under the disciplining process of Section 4, may request that letters of transfer be sent to another church.

#### **Section 6 Termination of Membership**

(A) The membership of any individual member shall be automatically terminated without notice if the member in question has not attended a regular worship service of the Church in the preceding six months. Upon good cause being shown to the Pastor, this provision for termination may be waived in the case of any individual member at the discretion of the Pastor.

(B) No member of this church may hold membership in another church. If any member unites with another church, that person is automatically terminated without notice from membership in this Church.

(C) A member may resign at any time, but no letter of transfer or written statement of good standing will be issued upon such resignation, except at the discretion of the Pastor.

## **ARTICLE IV** **OFFICERS**

#### **Section 1 Church Officers**

The Church officers are Pastor (see Article V, Section 1), deacon (see Article V, Section 2), minister of records (see Article V, Section 3), minister of finance (see Article V, Section 4), minister of Sunday School (see Article V, Section 5), and minister of hospitality (see Article V, Section 6). One person may hold two or more offices except that of the Pastor. The Pastor, from time to time as he deems appropriate, may appoint other Church officers, subject to confirmation vote of the Church membership.

## **Section 2 Designation of Corporate Officers**

As an accommodation to legal relationships outside the Church the Pastor shall serve as president of the corporation; the minister of records shall serve as the secretary of the corporation; the minister of finances shall serve as treasurer of the corporation; and the chairman of the board of deacons shall serve as the vice president of the corporation.

## **Section 3 Eligibility for Continuance in Office**

(A) All Church officers shall affirm their agreement with the Statement of Faith (as set forth in Article II) annually in the presence of each other.

(B) All Church officers must be approved initially and thereafter annually by the Pastor in order for them to commence or continue in their offices.

(C) Only Church members are eligible for election or appointment to any Church office or position.

## **Section 4 Terms of Office**

The length of terms of office shall be as follows:

(A) The relationship between the Pastor and the Church shall be permanent unless dissolved at the option of either party by the giving of a month's notice, or less by mutual consent. The severance of the relationship between the Pastor and the Church may be considered at any regular Church administration meeting, provided notice to that effect shall have been given from the pulpit to the Church two Sundays prior to said regular Church administration meeting. A threefourths majority of the members present and voting shall be required to decide the matter. Disciplinary removal of the Pastor from office automatically terminates his membership. A restoration to membership after disciplinary removal will be subject to requirements of Article III, Section 1(D).

(B) The term of service for all offices and positions in the Church, except the Pastor, shall be one year, at the expiration of which they may be reelected or reappointed.

(C) A vacancy occurring in any office or board, except in the case of the Pastor, may be filled at any regular Church administration meeting.

(D) All elected and appointed officers shall serve in their respective offices until their successors are duly elected or appointed.

**Section 5 Election of Officers**

The annual election of officers by the Church membership shall occur during the month of December at the annual Church administration meeting.

**Section 6 Pastoral Oversight of Officers and Staff**

(A) Subject to the approval of the Church membership and on the condition that they shall become a member of the Church upon assuming their duties, the Pastor may hire associates and assistants, to assist the Pastor in carrying out his Godgiven responsibilities.

(B) All Church staff, whether paid or volunteer, shall be under the supervision of the Pastor who has the sole authority to hire, appoint, or dismiss the same.

**ARTICLE V**  
***DUTIES OF OFFICERS***

**Section 1 The Pastor**

(A) The Pastor shall preach the Gospel regularly and shall be at liberty to preach the whole counsel of the Word of God as the Lord leads him. He shall administer the ordinances of the Church, act as moderator at all Church meetings for the transaction of Church matters, supervise the teaching ministries of the Church, and tenderly watch over the spiritual interests of the membership.

(B) The Pastor shall appoint the members of various committees at the annual Church administration meeting. He shall serve as president of the corporation. He shall publicly inform all newly elected officers of the particular function and the responsibilities of their respective offices. He shall extend the right hand of fellowship to all new members on behalf of the Church and perform such other duties as generally appertain to such a position. The Pastor shall be free to choose the means and methods by which he exercises the ministry that God has given him.

**Section 2 The Board of Deacons**

(A) The board of deacons shall assist the Pastor, in such manner as he shall request, in promoting the spiritual welfare of the Church, in conducting the religious services, and in performing all other work of the Church. They shall make provision for the observance of the ordinances of the Church. They shall, if requested by the Pastor, consider applications for Church membership. They shall, in cooperation with the Pastor, disburse the benevolence fund. They shall assist the Pastor in visitation and all other evangelistic efforts of the Church.

They shall provide pulpit supply and act as leaders for Church meetings if the Pastor is vacant. The board of deacons shall assist the Pastor in caring for the administrative needs of the Church's various ministries as requested by the Pastor.

**(B)** Immediately following the annual Church administration meeting, the board of deacons shall assemble and elect, from their own number, a chairman, who shall be the vice president of the corporation, a vice chairman, and a secretary.

**(C)** The board of deacons shall constitute the board of trustees of the corporation. The board of trustees shall exercise only the following specific powers:

(1) To purchase, hold, lease, or otherwise acquire real and personal property on behalf of the Church, and to take real and personal property by will, gift, or bequest on behalf of the Church;

(2) To sell, convey, alienate, transfer, lease, assign, exchange, or otherwise dispose of, and to mortgage, pledge, or otherwise encumber the real and personal property of the Church, to borrow money and incur indebtedness for the purpose and use of the Church; to cause to be executed, issued, and delivered for the indebtedness, in the name of the Church, promissory notes, bonds, debentures, or other evidence of indebtedness; and to secure repayment by deeds of trust, mortgages, or pledges.

(3) To exercise all powers necessary for the dissolution of the Church Corporation, if such action is mandated by a vote of the Church membership.

### **Section 3 The Minister of Records**

The minister of records shall keep a record of Church proceedings, of the membership roll, of all baptisms, of certificates of ordination, licenses and commissions as directed by the Church, and preserve all documents, papers, and letters coming into his hands during his term of office. He shall keep an account of any special events in the life of the Church which are of historical interest and shall give a report at the annual Church administration meeting of the status of the Church membership roll in the past year. The minister of records shall also serve as the secretary of the corporation.

### **Section 4 The Minister of Finance**

The minister of finances shall account for all funds contributed to the Church and shall disburse the same as ordered by the Church. He shall present a written report of itemized disbursements at the regular quarterly Church administration meetings and make a general report for the year at the annual Church administration meeting. All expenditures of the Church except miscellaneous petty cash disbursements shall be paid by check. The minister of finances shall also serve as treasurer of the corporation.

### **Section 5 The Minister of Sunday School**

The minister of Sunday school shall supervise the Sunday school. In consultation with the Pastor he shall recommend the appointment of the teachers of the Sunday school. He shall preside at the teachers' meetings, and report on the condition of the Sunday school at the annual Church administration meeting.

### **Section 6 The Minister of Hospitality**

The minister of hospitality, in cooperation with the Pastor, shall appoint a sufficient number of assistants to care for the work of ushering and extending the official hospitality of the Church to its members and visitors.

### **Section 7 Associate Pastors**

Under the direction and guidance of the Pastor, the associate pastors of the Church shall assist the Pastor in carrying out the ministries of the church.

### **Section 8 Duties of All Officers**

(A) All officers shall prepare a written report of their work for the annual Church administration meeting and shall surrender any records in their possession to the minister of records at the close of their term of office to be filed as a permanent record of the work of the Church. All records are the property of the Church and must be kept in the Church office.

(B) Any officer who neglects his duties as outlined in the constitution for a period of three months may be removed from his office at the discretion of the Pastor and another may be appointed by the Pastor to serve the unexpired term.

### **Section 9 Installation of Officers**

A public installation service in which all newly elected officers of the Church are to be dedicated to their respective offices and the ordination of newlyelected deacons shall be held at a public Church service following their election at the annual Church administration meeting.

## **ARTICLE VI** **MEETINGS**

### **Section 1 Meetings of Worship**

Unless otherwise determined by the Pastor, the Church shall meet each Sunday for public worship both morning and evening and at least once during the week for Bible study and prayer. Except when circumstances forbid it, the ordinance of the Lord's Supper shall be observed on the first Sunday evening of each month.



## **Section 2 Meetings for Church Administration**

A quarterly Church administration meeting of the Church shall be held on the first Sunday evening of each quarter, at which time the regular Church administration shall be considered. A quorum shall consist of the members present. In the September meeting, the Church shall set a date for the annual election of Church officers in December.

## **Section 3 Special Meetings**

(A) The Pastor (or deacons if the office of Pastor is vacant or the Pastor is the subject of possible disciplinary action) may call a special meeting by giving notice of such a meeting and the purpose for which it is called to the Church from the pulpit at least one Sunday and not less than one week prior to said meeting. The pulpit committee at any regular meeting of the Church may call a meeting for election of a pastor at least two weeks in advance.

(B) Bible conferences, missionary conferences, and revivals may be held as the Pastor deems beneficial.

## **Section 4 Fiscal Year**

The fiscal year of the Church shall begin January 1st and end December 31st.

# **ARTICLE VII** ***MINISTRY OF EDUCATION***

The Church believes that it is to provide the members' children with an education which is based upon and consistent with Biblical teachings. The Church believes that the home and Church are responsible before God for providing a Christian education. To this end, the Church shall engage in ministries in education in keeping with the following dictates:

(A) **Church Participation** - All educational programs or courses of instruction formulated and offered by the Church shall be primarily for the benefit of the members of the Church; however, the Pastor may permit nonChurch members to participate in Church educational programs or courses of instruction if he deems it in the best interest of the Church.

(B) **Staff Membership** - All instructors, teachers, and administrators shall be members of this Church. This provision shall not apply to visiting missionaries, evangelists, or preachers, engaged for the purpose of delivering sermons, conducting revivals, or other special meetings on a temporary basis.

(C) **Statement of Faith Accord** - All educational programs or courses of instruction shall be taught and presented in full accord with the Statement of Faith of the Church.

(D) **Unity** - All educational programs or courses of instruction shall be conducted as an integral and inseparable ministry of the Church.

**(E) Teaching** - All educational programs or courses of instruction shall be conducted consistent with the teaching of the inerrant Word of God. Any assertion or belief that conflicts with or questions a Bible truth is a pagan deception and distortion of the truth that will be disclaimed as false. It is the responsibility of every instructor or teacher to present the inerrant Word of God as the sole infallible source of knowledge and wisdom.

**(F) Christian Walk** - All administrators, instructors, and teachers shall continue or adopt a lifestyle consistent with the precepts which they teach, whether in or out of the classroom.

## **ARTICLE VIII** **UNAUTHORIZED EXPENDITURES**

Any expenditures in excess of \$200 and not authorized in the regular annual budget must be authorized by the Pastor (or the Board of Deacons if the office of Pastor is vacant).

## **ARTICLE IX** **ORDINATION**

### **Section 1 Ordination Qualifications**

Any member of this Church or its mission church, who gives evidence of a genuine call of God into the work of the ministry and possesses the qualifications stated 1 Timothy 3:17 and Titus 1:69, may be ordained as a minister of the Gospel.

### **Section 2 Ordination Procedure**

**(A)** Upon a conference with the Pastor and after the Pastor has approved the candidate for ordination, the Pastor shall call a council to examine and pass of the qualification of the candidate. The ordination council shall consist of ordained ministers of like faith invited to participate in the examination of the candidate.

**(B)** If the council finds the candidate worthy of ordination, the ordination council may ordain the candidate on behalf of the Church.

**(C)** The Pastor and the chairman of the deacons shall arrange for the ordination service

# **ARTICLE X TAXEXEMPT PROVISIONS**

## **Section 1 Private Inurement**

No part of the net earnings of the Church shall inure to the benefit of or be distributable to its members, trustees, and officers, or other private persons, except that the Church shall be authorized and empowered to pay reasonable compensation for the services rendered and to make payments and distributions in furtherance of the purposes set forth in Article I, Section 2 hereof.

## **Section 2 Political Involvement**

No substantial part of the activities of the Church shall be the carrying of propaganda or otherwise attempting to influence legislation. The Church 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.

## **Section 3 Dissolution**

Upon the dissolution of the Church, the Trustees shall, after paying or making provision for payment of all the liabilities of the Church, dispose of all of the assets of the Church to such organization or organizations organized and operated exclusively for religious purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) or the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), as the Trustees shall determine. Assets may be distributed only to organizations that agree with the Church's Statement of Faith.

## **Section 4 Racial Nondiscrimination**

The Church shall have a racially nondiscriminatory policy and therefore shall not discriminate against members, applicants, students, and others on the basis of race, color, or national or ethnic origin.

**ARTICLE XI DESIGNATED CONTRIBUTION**

From time to time the Church, in the exercise of its religious, educational, and charitable purposes, may establish various funds to accomplish specific goals. Contributors may suggest uses for their contributions but all suggestions shall be deemed advisory rather than mandatory in nature. All contributions made to specific funds or otherwise designated shall remain subject to the exclusive control and discretion of the Pastor and the Board of Deacons. No fiduciary obligation shall be created by any designated contribution made to the Church other than to use the contribution for the general furtherance of any of the purposes stated in Article I, Section 2.

## **ARTICLE XII** **AMENDMENTS**

This Constitution may be revised or amended by a majority vote of the members present and voting, at any regular Church business meeting, provided that said revision or amendment has been submitted in writing and announced from the pulpit fourteen (14) days before the vote is taken.

## **ADOPTION**

This Constitution was adopted by a two-thirds majority vote of the members present and voting at a duly called meeting of the Church in which a quorum was present.

This Constitution and by-laws supersedes any other constitutions and/or bylaws of Manuel White Chapel.

**January 15, 2012**  
Minister of Records  
Mrs. Christian  
Tetteh

## ***CHURCH BYLAWS***

**Number 1** - Each member of the Church shall be entitled to vote on all matters except those pertaining to the disciplining of members, the purchase or sale of real property, and the dismissal or calling of a Pastor, in which matters, only members at least sixteen years of age shall be entitled to vote.

**Number 2** - All Church administration meetings shall be opened and closed with prayer for divine guidance and blessing.

**Number 3** - All appointments for public worship and Bible study and the arrangements thereof including time and place and the use of the property belonging to the Church for purposes other than the stated appointments shall be under the control of the Pastor.

**Number 4** - The date of the annual Church administration meeting shall be determined at the regular Church ministry affairs meeting in September of each year.

**Number 5** - All literature used in the Church shall be in complete agreement with the Statement of Faith.

**Number 6** - The following order shall be observed at the regular Church administration meetings:

- (a) Devotions and Prayer
- (b) Reading of Minutes
- (c) Reception of Members
- (d) Dismissal of Members
- (e) Report of Officers
- (f) Reports of Standing Committees
- (g) Reports of Special Committees
- (h) Unfinished Matters
- (i) Election of Officers
- (j) New Matters
- (k) Adjournment
- (l) Benediction

**Number 7** - These bylaws may be altered, suspended, or amended at a regular Church administration meeting by a majority vote of the members present and voting.