

HAITIAN MINISTRY  
THEOPHILE CHURCH IN  
CHRIST, INC.

*Bylaws*



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BY HMTCC  
Making a Difference in Reaching the World with the  
Gospel of Jesus Christ

# Haitian Ministry Theophile Church in Christ, Inc.: Bylaws

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## **Making a Difference in Reaching the World with the Gospel of Jesus Christ**

Whatever we touch, we leave footprints. If we touch other people's lives, we leave our identity in them. Life is good when we are happy, but it is even better when others are happy because of us. Be faithful by touching the hearts of others. Be an inspiration for them. Nothing in nature lives for itself.

*And Jesus came up and spoke to them, saying, "All authority has been given to me in heaven and on earth. Go therefore and make disciples of all the nations, baptizing them in the name of the Father and the Son and the Holy Spirit, teaching them to observe all that I commanded you; and lo, I am with you always, even to the end of the age."*

*Matthew 28:18-20*



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# GENERAL PURPOSE FOR THE ADOPTION OF THIS MANUAL

*To inform the membership and affiliates of HMTCC, Inc., of the general standard, principles and constitution, as well as a general standard for our Bylaws in order for them to conduct themselves in their respective ministries and membership within the Mission.*

All HMTCC, Inc., churches as a unified body should have knowledge of the Mission beliefs, structure and ministry Bylaws. This will enable each individual to be accountable to Christ, to one another, and to all authorities.

The Constitution and its Bylaws are made:

- 1). To preserve and secure the principles of our faith.
- 2). To preserve the liberties of each and every individual member and every church within HMTCC.
- 3). To provide freedom of action of independence, primarily as a religious body.
- 4). To provide order in handling internal affairs and in dealing with external bodies, including the governance of our Institution, which is solely the responsibility of our members and their boards, and not that of any outside means, group, counsel, or other authority.



# PHILOSOPHICAL VIEWS

1. Theophile is a Haitian-centered mission founded by Haitians, funded by Haitians, and led by Haitians.
2. We are self-financed through our members in the United States and Haiti.
3. We depend on the faithfulness of God, the honesty of the leaders, and the goodwill of our members and leaders.
4. We encourage spiritual growth, personal responsibility, and collective efforts.
5. All Theophilian churches must strive to be self-sufficient for the advancement of the Church and help our brothers and sisters in Haiti.
6. All our churches must have their own priorities, plans, and goals. All plans, projects, or goals must be prepared by church leadership and approved by the Pastor of the church prior to involving the Executive Committee of the Mission.
7. If a church is working towards a goal and does not have sufficient resources, the church must inform the Executive Committee to discuss priorities, plans, and goals. The Executive

Committee will work with the church leadership to find enough resources to complete the projects/goals.

8. Theophile Church does not accept donors who make demands that are against our values/faith.

9. Theophile is a volunteer-based Mission and all of its members work pro-bono. This Mission, however, understands that some positions deserve a salary based on the possibility of the local church.

10. Theophile has a Theo-democratic system. All spiritual matters must be solved by the spiritual leaders of HMTCC local churches with the Bible at hand, and all administrative matters shall be voted on by a majority of appropriate members.

11. Based on the Theodemocratic system, all spiritual matters that come to Headquarters shall be handled by the Pastoral Board of HMTCC, which is comprised of all HMTCC head pastors, ordained pastors from the Executive Committee of the Organization and the Board of Directors. All administrative matters will be voted on by both the Executive Committee and the Board of Directors.

# MISSION STATEMENT

*Haitian Ministry Theophile Church In Christ, Inc., which is comprised of Haitian pastors and ministers from different denominations, religious organizations, is committed to unite our Haitian brothers and sisters throughout the United States, Haiti, and the world, and to empower them, provide Christian education, training opportunities and counseling. Haitian Ministry Theophile seeks to evangelize the unsaved, to equip the saved, and to foster justice and peace in our communities by advocating accountability and responsibility of our leaders, churches, and all institutions.*



# BYLAWS

## — CHAPTER ONE —







# BYLAWS

## CHAPTER ONE

### ARTICLE I

1a. The name of the corporation shall be: Haitian Ministry Theophile Church in Christ (HMTCC).

1b. The corporation shall have a seal.



1c. The year HMTCC was incorporated: October 1985 with initial Bylaws governing the HMTCC of Atlanta.

1d. The Headquarters of HMTCC shall be: 930 Custer Avenue, Atlanta, GA 30316, unless otherwise decided by Headquarters.

1e. The year HMTCC was incorporated was October 1985 with initial Bylaws governing the HMTCC of Atlanta. The 1985 Bylaws were amended in 2011 with a new chapter governing

HMTCC churches, and another amendment in 2019 on both chapters to provide a stronger foundation, and a clearer system of functioning for all HMTCC churches.

1f. Only the Executive Committee and Board of Directors of HMTCC, Inc., with a majority vote can amend these Bylaws. Suggestions and recommendations by any leader or church regarding any part of these Bylaws must be made in writing to HMTCC headquarters for processing.

## ARTICLE II

### PURPOSE

The founding President (Rev. Dr. Roland Joseph) was given a vision by the Lord to organize the Haitian Ministry Theophile Church in Christ in 1980 to: evangelize the unsaved, equip the saved, and to provide Christian education, training opportunities, and support for our communities.

## ARTICLE III

### MEMBERSHIP/PASTORS

3a. The Haitian Ministry Theophile Church in Christ shall be comprised of various clergymen from Christian denominations believing in the same biblical doctrines and dogmas. Every HMTCC pastor shall complete a membership form. The Haitian Ministry Theophile Church in Christ shall own all properties carrying its name and shall be able to undertake action, issue, or decree on its members and/or churches.

3b. No member/pastor of HMTCC shall demand special compensation for work performed while pastoring an HMTCC church. No demand can be made in the name of HMTCC unless authorized by Headquarters.

## ARTICLE IV

### QUALIFICATION FOR MEMBERSHIP

4a.1. All HMTCC Pastors must complete an application for approval (no exceptions).

4a.2. All Senior Pastors must be licensed by HMTCC as per requirement for functioning within HMTCC. Licensing for Senior Pastors must be renewed yearly.

4a.3. The Board of Directors/Executive Committee shall process the candidacy of all applicants, verify their credentials such as: school records, ministerial license/ordination, marital status, and number of children.

4a.4. New pastors joining HMTCC shall provide two (2) letters of reference, preferably from a previous church; provide copies of diploma, ministerial license/ordination; and undergo an interview with members of Headquarters.

4a.5. All HMTCC Pastors must be willing to be relocated, and/or appointed to a specific ministry within the church or as otherwise indicated.

4a.6. All HMTCC Pastors must have a good reputation within both their congregation and community.

4a.7. All HMTCC Senior Pastors must demonstrate, prior to being appointed, the ability to manage their households well: morally, spiritually, and financially.

4a.8. All HMTCC Pastors shall be fully aware and in agreement with the philosophy and mission of the Haitian Ministry Theophile Church before acceptance (see HMTCC philosophy).

4a.9. All HMTCC Pastors must be able to teach the Word of God and participate in continuing education offered by the Mission or as otherwise indicated.

4a.10. All HMTCC Senior Pastors shall receive a yearly evaluation by Headquarters, in order to continue their ministries. Lack of productivity, non-compliance and/or unbecoming behavior may result in suspension and/or removal from senior position.

4a.11. Upon the request of a church to affiliate with HMTCC, the President along with the Executive Committee shall initiate the process through a variety of phone calls and meetings addressing HMTCC's vision, mission, values, and Bylaws. New churches shall be allowed to fellowship within HMTCC for a period of one-year in order to become familiar with our mission, rules and constitution prior to finalization of membership. At the end of the one-year period, the church's name will change to HMTCC and all assets shall be transferred to HMTCC, Inc.

## ARTICLE V

### HMTCC BOARD OF DIRECTORS

5a. The Board of Directors shall have a minimum of five (5) members and a maximum of nine (9) members. The members of this committee shall be appointed by the Chairman and approved by the rest of the body based on gifts, talents, abilities, and administrative/leadership experiences. Each board member shall serve for a maximum of 15 years based on productivity, with yearly evaluations.

5b. The Chairman will preside over the Board of Directors and oversee all HMTCC activities. In the event any vote ends in a tie, board members of this committee, including the Chairman, shall vote on decisions. All decisions brought to a vote shall be assessed/reviewed with the Executive Committee prior to execution.

5c. The Board of Directors shall oversee all HMTCC affairs, including but not limited to the finances of HMTCC of Atlanta and all other HMTCC churches. This committee shall be responsible to work with other financial advisors, including the executives and treasurers of all HMTCC churches, to help prepare budgets, balance all books, and assist all HMTCC churches in preparing their annual budget and special purchases, etc.

5d. The Chairman of this board shall evaluate the work of all board members yearly and shall make a determination whether to keep or remove any members deemed unproductive and/or unavailable for their position.

5e. All members that comprise this committee shall come from HMTCC executives and the Executive Committees of HMTCC of Atlanta.

5f. The Board of Directors shall oversee all legal matters and business transactions of all HMTCC churches as required by law, including 501(c)(3) and state incorporation renewals.

5g. The Board of Directors shall oversee all current plans of action, and short- and long-term projects/goals of all HMTCC churches.

5h. The Board of Directors shall meet regularly to assess current dynamics, progress, and concerns, and formulate ideas/projects to benefit all HMTCC churches. This committee along with the Executive Committee shall discuss/review all ideas/plans/projects from any HMTCC church prior to execution.

#### 5i. DISTRIBUTION OF TASKS

Each Board member shall be responsible for a specific task and perform that task faithfully. An Executive Committee member shall assist members of this committee for proper execution, coherency, and congruency of HMTCC businesses.

1. Board member shall work closely with the Executive Committee to oversee all legal documents of all HMTCC churches, including yearly incorporation documents, all HMTCC assets, and 501c(3) statuses of all churches. This member will work with the necessary members to help consolidate all current assets of HMTCC.

2. Board member shall oversee all the finances of all HMTCC churches. This member will work closely with the treasury department of HMTCC of Atlanta, and all HMTCC churches, and assist in modernizing all recordkeeping.
3. Board member shall work closely with the secretarial department of HMTCC of Atlanta and HMTCC churches in order to maintain proper documentations, including the handling of quarterly reports for accurate membership, etc.
4. Board member shall work closely with the President, supervise all activities in Haiti and report all discussed matters to the Board of Directors.
5. A seasoned pastor (preferably former presidents of HMTCC) shall be responsible for directly overseeing all head pastors in order to provide direct pastoral support and guidance pertaining to all spiritual and/or administrative matters.
6. Board member shall oversee HMTCC yearly or bi-yearly mission trips to Haiti and will assist all HMTCC churches to remain proactive in evangelism and mission.
7. Board member shall handle all leadership empowerment activities for churches, including scheduling yearly HMTCC pastoral summits and discussing HMTCC vision, mission, policies, doctrines, ministries, etc.
8. Board members shall handle community outreach and development, including promotion of all HMTCC social and spiritual activities.

9. All activities by all board members shall be overseen by the Chairman of the Board of Directors along with President.

## ARTICLE VI

### EXECUTIVE COMMITTEE

6a. The Executive Committee shall consist of the following officers: President, Vice President, Secretary, Assistant-Secretary, Treasurer, Assistant Treasurer, and three (3) Advisors.

6b. All businesses of the Haitian Ministry Theophile Church shall be managed by the Executive Committee and presided over by the President and/or in his absence the Vice President. The Board of Directors oversees all activities of HMTCC's Executive Committee (see organizational chart). Upon the death, resignation and/or removal of the President, the Vice President shall automatically take over the presidency.

6c. The President of HMTCC shall be a licensed and ordained minister with prior pastoral experience, and shall preside over all meetings by virtue of the office. The President shall be responsible to lead general annual assembly and/or otherwise expressed. The President shall give an annual report of all progress, needs, and concerns of HMTCC, and appoint ministers for the sub-committee.

6d. In the event of the absence, death, resignation, end of terms, and/or removal for unbecoming behaviors, the Board of Directors along with the Executive Committee shall appoint the Vice President for the remaining term. The Vice President automatically becomes Acting President with all rights, privileges,



and powers to carry out the vision and mission of HMTCC. The Vice President of HMTCC shall be a licensed and ordained minister with the same prerequisite as the President.

6e. The Executive Committee shall have full control over the affairs and businesses of HMTCC according to its delegated power (see organizational chart). Decisions concerning the affairs of HMTCC churches shall be voted on by the executive members and in the case of a tie, the President shall break the tie. Decisions voted by the Executive Committee shall be presented to the Directive Committee before execution and vice-versa.

6f. Any vacancy in the Executive Committee shall be filled by the President. The President shall appoint members to the Executive Committee to fill any vacancy, and appointments must be ratified by the Executive Committee prior to being presented to the Board of Directors. The appointed member may receive approval to finish the term and/or be part of HMTCC Executive Committee permanently.

6g. The Executive Committee members shall make regular visits to all HMTCC churches throughout the USA and Haiti along with a member of the Board of Directors as often as possible to provide: spiritual support, educational assistance, and promotional support concerning the affairs of HMTCC as a whole. The Executive Committee shall assist directive members in executing all affairs of HMTCC.

6h. Executive members shall be appointed for a minimum of three (3) years, renewable up to nine (9) years based on performance (see article 3a.10).

6i. The Executive Committee shall perform an internal audit of all affiliated HMTCC churches from time to time to help maintain proper records for state and/or federal regulations, as well as maintaining proper management of all HMTCC affairs.

6j. Only the Executive Committee and the Board of Directors, along with the Head Pastor of the church can ordain a functional leader as a pastor. Only HMTCC headquarters can relocate, replace and/or terminate a Head Pastor from their function.

6k. The Board of Directors and the Executive Committee can and shall formulate projects that will benefit HMTCC.

6l. The Executive Committee shall watch over the affairs of all HMTCC churches and schools in the United States and in Haiti.

6m. The Executive Committee shall have quarterly self-assessments/evaluations to allow for the openness, honesty, and accountability of each member.

6n. Three consecutive unexcused absences of any board member will result in that member becoming inactive and could result in removal or suspension from the Board by the President.

6o. It is the responsibility of all officers to protect the confidentiality of HMTCC and to maintain the integrity of this organization at all times. Any board member found to be leaking/sharing information to non-board members and/or talking negatively about a fellow member shall be reprimanded and/or removed from his/her function.

## ARTICLE VII

### MEETINGS

7a. The annual membership meeting of HMTCC shall be held on the last Saturday of June during our convention week of each and every year.

7b. The annual convention shall take place at 930 Custer Avenue SE in Atlanta, GA, unless otherwise indicated by the President.

7c. HMTCC churches within the USA can request that an annual convention be celebrated in their respective city. Requests shall be made to the Executive Committee at least one year prior. Upon approval, said church will be responsible to host all churches within HMTCC. A portion of the offering collected during convention week shall stay with said church and the other portion given to HMTCC.

7d. A meeting is official only when a majority of five (5) board members are present. Decisions voted and approved during an official meeting are final. No official meeting can be conducted with less than five (5) members.

7e. It is the responsibility of all executive members to contact (call or email) the Secretary to report his/her absence in order for it to be excused. Three consecutive unexcused absences will result in that member becoming inactive and/or being removed from the Executive Committee by the President. The member will receive a phone call from the President and a written letter of such decision will be sent to the member's home address.

7f. The President can call a special meeting when he deems it necessary for the best interest of HMTCC. Other board members can call a special meeting upon the approval of the President. The Secretary shall send notice via email of such meeting to all board members at least seven (7) days before the special meeting. The notice shall state the reasons that such meeting has been called, the business to be discussed, and who called the meeting. No other business but that specified in the notice may be transacted at the special meeting.

## ARTICLE VIII

### OFFICERS

8a. The officers of HMTCC Executive shall be as follows:

- President
- Vice President
- Secretary
- Assistant Secretary
- Treasurer
- Assistant Treasurer
- Three (3) Advisors

### DESCRIPTION OF OFFICER'S DUTIES

8a.1. Upon the death, inability to perform his duties, or resignation of the President and/or his removal for unbecoming behavior, the Board of Directors along with the Executive Committee shall appoint the Vice President to take over the presidency. If the Vice President declines the responsibility, the outgoing President (after completing his term) shall be able to

make recommendations to the Board of Directors by selecting another qualified executive member for the office.

8a.2. The President shall preside over all membership meetings, by virtue of the office as Chairperson of the Executive Committee. The President and all Executive Committee members must be present at every annual meeting. The President must give an annual report of work done for the previous year and plans for the upcoming year. Upon the absence of the President, the Vice President shall take charge of such responsibility.

8a.3. The Vice President shall assist the President and be present in all that he does. In the event of the absence of the President or inability to exercise his office, the Vice President shall perform the duties of the presidency with all the rights, privileges and powers and shall carry out the vision that had been set forth.

8a.4. The Secretary shall handle every correspondence and other requests by the President. The Secretary shall keep an accurate membership list, keep accurate information/dates/events, give a brief report of the previous meeting minutes, and work closely with the Treasurer and the President to keep accurate records of HMTCC. The Secretary shall be responsible for maintaining an accurate record of all correspondence and financial transactions.

8a.5. The Treasurer shall have the care and custody of all monies belonging to the Haitian Ministry Theophile Church in Christ. The Treasury Department shall have two (2) members and/or other helpers such as an accountant. Treasurers shall not spend

any money without the approval of the President/Executive Committee. Treasurers shall receive/collect money from churches and shall render a written account of the finances of the committee during our monthly meeting, and/or when asked by the President, the Executive Committee, or the Board of Directors. Treasurers shall prepare a quarterly budget to allow proper flow of execution. The Board of Directors shall provide adequate funds every six (6) months for scheduled expenses and/or the differences for such expenses if the collected 10% is insufficient.

## ARTICLE IX

### DUES

9a. The dues that the Haitian Ministry Theophile Church in Christ shall receive from its affiliate churches shall be 10% of the churches monthly income (tithe and offering). The monthly dues and financial report must be sent to Headquarters by the first week of each and every month.

9b. All Theophile churches shall comply with Article 8a, quarterly reports, and all other required information set forth in these Bylaws. All HMTCC churches shall send their quarterly report to Headquarters by the end of the quarter.

## ARTICLE X

### CHURCHES

10a. All HMTCC affiliated churches must do an annual inventory of all assets and money, and forward the report to Headquarters at the end of each and every year.

10b. HMTCC believes that marriage is a sacred ordinance established by God in the beginning and shall be between one man and one woman. No HMTCC church or official shall perform a marriage ceremony between two men or two women, including those with any history of sex reassignment surgeries. (See our statement of faith.)

10c. HMTCC does not ordain female pastors. HMTCC churches are not allowed to ordain anyone as Pastor unless approved by Headquarters.

10d. The Head Pastor(s) of every Theophile church shall be present in every annual meeting during our yearly convention.

10e. All assets and properties of all Theophile churches shall be under the name of HMTCC. No asset of any church shall be under the name of a pastor or a person.

10f. The Head Pastor of HMTCC churches along with pastors of the Executive Committee and Board of Directors shall oversee all lessons, review all contents and approve all Sunday school books before publication to HMTCC churches. A separate booklet shall be made available for the youth and children in English.

10g. All Theophile churches shall use the same certificates for marriage, baptism, temple presentation, etc. The appropriate personnel identified by Headquarters shall prepare such materials.

10h. All affiliation requests to HMTCC shall be made in writing and mailed to Headquarters. The Executive Committee shall

review the request and several interviews will be scheduled with the church pastor/leaders to process membership.

10i. Upon approval of the new church, all assets and the previous name shall be transferred to the Haitian Ministry Theophile Church in Christ, Inc.

10j. The Executive Committee reserves the right to approve a pastor and/or a church requesting affiliation to the Haitian Ministry Theophile Church in Christ.

10k. The annual convention of the Haitian Ministry Theophile Church in Christ in Haiti shall be resumed on the second Sunday of December of every year.

10l. Any donation received by any Theophile church and/or church leaders shall become the property of HMTCC. No pastor of any HMTCC church is allowed to take or sell assets or properties belonging to HMTCC. Only the Board of Directors with the appropriate legal authority is allowed to sell assets belonging to the Haitian Ministry Theophile Church in Christ, Inc., after approval by such committee members.

10m. The Haitian Ministry Theophile Church in Christ reserves the right to relocate a pastor from one church to another, terminate his contract, promote a pastor, replace him and/or retire him from his position.

## ARTICLE XI

### ETHICS

11a. The Executive Committee shall hear complaints and make



recommendations to the President for any member of HMTCC committing the following:

11a. 1) Unbecoming behavior.

11a. 2) Disrespect toward a fellow member and/or unruly outbursts that have been declared out of order by either the President, Executive Committee, and/or the Directive Committee.

11a. 3) Refusal to follow HMTCC Bylaws, rules, regulations, and policies.

11b. A person who brings charges against someone else may do so in writing to the President. The President will assess the charges and bring it to the Executive Committee depending on its nature and/or follow-up with an investigation.

11c. An accused person (if an executive member) will be notified of charges by the President, and he will be relieved of his position pending an investigation and final decision by the Executive Committee along with the Board of Directors.

11d. The Executive Committee, with the accuser and accused present, will hold a hearing if necessary.

11e. The decision of the Executive Committee along with the Board of Directors is final.

11f. The Executive Committee has the right to change, alter and revise this manual with the voting permission of a majority and approval by the Board of Directors.

## AMENDMENTS

Only the Executive Committee and Board of Directors of HMTCC with a majority vote may amend these Bylaws. Any suggestion and/or proposed amendments by a local church and/or pastors shall be made in writing and mailed to Headquarters for review.

---

Pastor's Name Print

---

Pastor's Signature

---

Date

---

Name of Local Church

### HEADQUARTERS

930 Custer Avenue, S.E. • Atlanta, Georgia 30316  
404-624-9432 • [www.theophilechurch.com](http://www.theophilechurch.com)

# BYLAWS

## — CHAPTER TWO —





# BYLAWS

## CHAPTER TWO

### ARTICLE I

- 1a. The name of the corporation shall be:  
Haitian Ministry Theophile Church in Christ - HMTCC
- 1b. The Corporation shall have a seal.



- 1c. The year HMTCC was incorporated:  
October 1985 with initial Bylaws governing HMTCC of  
Atlanta.
- 1d. The Headquarters of HMTCC shall be:  
930 Custer Avenue, Atlanta, GA 30316, unless otherwise  
decided by Headquarters.

1e. The year HMTCC was incorporated was October 1985 with initial Bylaws governing HMTCC of Atlanta. The 1985 Bylaws were amended in 2011 with a new chapter governing HMTCC churches, and another amendment in 2019 on both chapters to provide a stronger foundation, and a clearer system of functioning for all HMTCC churches.

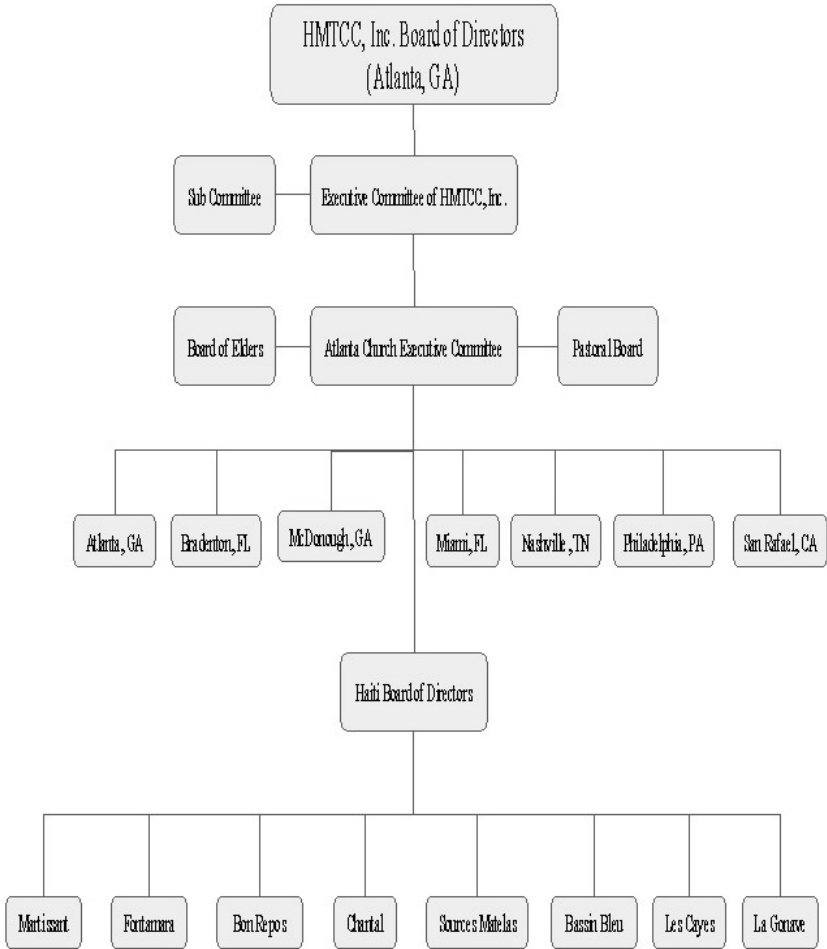
1f. Only the Executive Committee and Board of Directors of HMTCC, Inc., with a majority vote can amend these Bylaws. Suggestions and recommendations by any leader or church regarding any part of these Bylaws must be made in writing to HMTCC headquarters for processing.

1g. The Executive Committee has the right to change, alter, and revise this manual with the voting permission of a majority and approval by the Board of Directors.

## AMENDMENTS

Only the Executive Committee and Board of Directors of HMTCC with a majority vote may amend these Bylaws. Any suggestion and/or proposed amendments by a local church and/or pastors shall be made in writing and mailed to Headquarters for review.

Bylaws: Chapter Two



## ARTICLE II

### PURPOSE

The purpose of Haitian Ministry Theophile Church in Christ, Inc., is:

- To worship and serve God and to fulfill the Great Commission of Jesus Christ as set forth in Matthew 28:19-20.
- To minister to the needs of the members and community at large as the church is able to do so.
- To do any and all things related to and in connection with our faith.
- To equip the tripartite man (body, soul, and spirit). (*1 Thessalonians 5:23*)

### ARTICLES OF FAITH

1. We believe the Holy Bible as the inspired Word of God, without any error; the all-sufficient authority in matters of faith, doctrine, and Christian living.
2. We believe in one God, eternally distinct and existing in three Persons: Father, Son, and Holy Spirit.
3. We believe that Jesus was born through the Virgin Mary (incarnation) to save and reconcile humans with the Father.



4. We believe that Jesus Christ died on the cross for our sins. He rose bodily from the dead, ascended into heaven where He sits at the right hand of the Father and is now our High Priest and Advocate.

5. We believe that man was created in the image of God but fell into sin and is therefore lost. Only through justification by the grace of God can a person receive salvation.

6. We believe that eternal salvation is the free gift of God, entirely apart from man's works, and is possessed by any and all who have faith in Jesus Christ as their personal Lord and Savior.

7. We believe that baptism is by immersion and the Lord's Supper is a memorial to His suffering and death on the cross.

8. We believe in the personal, bodily, imminent, and glorious return of the Lord Jesus Christ and that His Second Coming inspires believers for dynamic and zealous life and service for Him while waiting for His return.

9. We believe in the bodily resurrection of the dead, the everlasting blessedness of the saved in heaven, and the everlasting punishment and separation from God in hell of the unsaved.

10. We believe the church shall manage its own affairs and shall not be subject to any other religious body, government, or ethnic group except of HMTCC Headquarters.

11. We believe that marriage is a sacred ordinance established by God and shall be between one man and one woman. No

HMTCC church or officials shall perform a marriage ceremony between two men or two women, including those with any history of sex reassignment surgeries.

## ARTICLE III

### A. EXECUTIVE COMMITTEE

A.1. The Executive Committee members of the local church shall be selected by the Head Pastor and approved by the Board of Directors and Executive Committee of HMTCC. The Executive Committee of the church shall be led by the Head Pastor and be responsible to lead the church in the day-to-day activities and execution of HMTCC's vision. This committee shall be under the direct supervision of Headquarters. The Executive Committee shall resolve all issues or matters referred to it and/or by the Pastor. If deemed advisable, the Head Pastor may refer the same issue to Headquarters for finalization and/or seek the advice of the Pastoral Committee if it is a spiritual matter.

A.2. There shall be a minimum of five (5) and a maximum of nine (9) Committee members including the Head Pastor and his assistant for a period of three (3) years with a renewable option. After serving for five (5) consecutive terms, a Committee member can be transferred to another committee based on faithfulness, performance, and abilities. The Head Pastor shall complete an annual job review of each executive member. Unproductive, noncompliant, and/or defiant members can be removed from their duty upon prior warning. The Executive Committee shall be responsible to administrate the affairs of the church through-

out the year under the leadership of the Head Pastor. The Executive Committee of the church shall supervise any and all other church ministries and committees, including but not limited to: Outreach Committee, Missionary Committee, Christian Education Committee/Sunday School Committee, Youth Committee, Fundraising Committee, and Disaster Committee (the Pastoral Board is excluded).

A.3. The Head Pastor and Committee members shall encourage the congregation to maintain a good relationship with other Theophile churches and fellowship with them at least once per year, participate in church's anniversaries, and execute the decisions of HMTCC.

## ARTICLE IV

### ADVISORY COMMITTEE/BOARD OF ELDERS

B.1 Members of this committee shall be comprised of those who have served as executive members, retired pastors, or retired members of the Board of Directors from the HMTCC Headquarters.

B.2 There is no term limit for the members of this committee.

B.3 This committee shall be called upon at any time by the Executive Committee of the church for advice and assistance in handling church affairs.

B.4 This committee shall meet once per quarter to pray for the well-being of the local church and HMTCC as a whole.

## ARTICLE V

### PASTORAL COMMITTEE

V.1 A Pastoral Committee is automatically established at a local church whenever there are two (2) or more pastors at that church.

V.2 This committee shall have a Chairman and shall receive and resolve matters of spiritual significance in the church.

V.3 This committee shall include the Head Pastor of the church and evangelists and shall meet once a month to pray for the overall well-being of the church and HMTCC organization, as well as oversee and discuss the spiritual life and growth of the church.

V.4 This committee shall address and handle all spiritual issues of the church brought before it by the Head Pastor of the church.

V.5 This committee shall meet as often as possible with the evangelists of the church and other preachers to study together in order to promote cohesiveness and oneness.

## ARTICLE VI

### II. A. CHURCH OFFICERS

All church officers must be members of the church and in good standing.

## II. B. QUALIFICATION OF THE HEAD PASTOR

1. The qualifications for Pastor shall be consistent with those listed in 1 Timothy 3:1-7. His training, skills, and experiences are needed in this area of leadership (see organizational chart section 1-12). The spiritual leaders of the church and Headquarters shall finalize the qualification process.
2. All positions within HMTCC organization are voluntary, from Head Pastor to a simple officer role. In the case of transfer, a separate contract between HMTCC and the Pastor is used (see organizational Bylaws). The Board of Directors shall establish a retirement plan for the Head Pastors.
3. Any paid position in the church is determined by the Head Pastor and his committee under the supervision of HMTCC headquarters.
4. The Head Pastor of the church may be paid an annual salary based on a calculated percentage of the local church's income. Any other paid position should follow the same scrutiny.
5. A retirement plan shall be established for a Head Pastor who has faithfully served a local church for a period of 15 years or more, and after he reaches the age of 66 and a half. The local church shall be responsible for the monthly retirement payout. It is important for all pastors to be faithful in their duties, including tithing.

## II. C. RESPONSIBILITIES OF HEAD PASTOR

1. The Pastor shall function in the areas of preaching, teaching, pastoral counseling, administration, planning, and guiding the church to grow in all areas in order to fulfill its purpose and mission.
2. The Pastor shall lead the church and help other leaders of the church in performing their tasks in worship, proclamation, education, evangelism, counseling, and any additional ministerial needs.
3. The Pastor shall supervise all the financial transactions of the church. The Pastor shall not handle, deposit, or deal with any money pertaining to the church unless authorized by HMTCC Headquarters or the Church Committee in case of emergency. The Pastor cannot request money or assets from any other entity unless authorized in advance by HMTCC Headquarters.
4. The Pastor shall be the head administrator of the church.
5. The Pastor shall oversee all the affairs of the church.
6. The Pastor shall follow through with all HMTCC recommendations and report all communications to the congregation.
7. The Pastor shall counsel members with personal, ethical, or spiritual struggles or refer them to the Head Counselor of the church (if any).

8. The Pastor shall perform the ecclesial acts of marriage and burial.
9. The Pastor shall visit the sick, aged, imprisoned, widowed, and others in need.
10. The Pastor shall administer the sacraments according to Christ's ordinance.
11. The Head Pastor shall select deacons and bring them to the Pastoral Committee for examination and approval. The Head Pastor (or selected Pastor) shall train all deacons and lay members to serve during communion.
12. The Head Pastor shall give pastoral support, guidance, and training to the lay leaders, equipping them to fulfill the ministry to which they are called.
13. The Head Pastor shall oversee the educational programs of the church and encourage the use of HMTCC documents and media.
14. The Pastor shall lead the congregation in the fulfillment of its mission locally and in the mission field.

#### TERMS OF SERVICE

1. The appointed Pastor shall serve the church legally for a period of one (1) year with a renewable option and shall be evaluated yearly by HMTCC headquarters to continue his ministry.

2. There shall be a written mutual contract and legal/agreement made between the Pastor and HMTCC headquarters.
3. No man shall be selected, ordained, and promoted to pastordship unless authorized by HMTCC Headquarters.
4. The appointed Pastor may be replaced by HMTCC headquarters based on lack of performance and/or for any other reason deemed by Headquarters.

## VACANCY

Upon the vacancy of the Head Pastor, the executive of the church along with Headquarters shall meet to evaluate and select the next Head Pastor, whether the vacancy is temporary or permanent.

### II. C. ASSISTANT PASTOR(S)

The Assistant Pastor shall assist the Head Pastor in his ministry. The Assistant Pastor cannot initiate or undertake any decision pertaining to church administration or otherwise unless authorized by the Head Pastor. The same job descriptions attributed to the Head Pastor shall be valid for the Assistant Pastor (see Article IV. 2C.)

## ARTICLE VII

### II. D. YOUTH PASTOR

1. The Youth Pastor of the church shall be selected and/or appointed by the Head Pastor upon prior approval of the



Pastoral Committee, the Executive Committees of the church, and that of HMTCC headquarters. The requirements for Youth Pastor shall be the same as any other pastor.

2. The Youth Pastor shall be at least 21 years old and in good standing with the church.

3. The Youth Pastor shall be responsible to oversee the Youth Department as well as administer, manage, and supervise all youth activities including that of the Children's Ministry.

4. The Youth Pastor shall work with and supervise the Youth Director and Committee including youth planning and activities.

5. The Youth Pastor shall work closely with the Head Pastor of the church and be supervised by him. It is recommended that the Youth Pastor be part of the Executive Committee of the church in order to allow effective planning, church growth, prospective, and continuity.

## ARTICLE VIII

### III. A. CHURCH STAFF

#### A. Secretary Department

A.1. The Secretary Department shall record and preserve the minutes of all church meetings and the church committee meetings.

A.2. The Secretary Department shall record the names of new members as they present themselves for membership and give such information to the Pastor.

A.3. The Secretary Department shall record and preserve the minutes and data of all financial meetings.

A.4. The Secretary Department shall handle the outgoing and incoming correspondence of the church when requested by the Pastor or the Church Committee.

A.5. The Assistant Secretary shall assist the Secretary in all activities and shall be a member of the Executive Committee. In the absence of the Secretary, the Assistant Secretary shall fully perform the duties of the Secretary.

A.6. In case the Secretary's position becomes vacant, the Assistant Secretary shall immediately replace him/her and legally perform the Secretary's duties.

## B. The Financial Department

B.1. The church Financial Officer shall be selected by the Head Pastor and approved by both the Executive and Directive Committees. The church Treasurer shall be in good standing with the church and is the custodian of all moneys of the church and shall disburse moneys only by check or as otherwise authorized by the Head Pastor. The Treasurer and the Assistant Treasurer shall not have any familial bond to each other or the Head Pastor.

B.2. The Treasurer must be qualified for the office, be in the field of finance or receive proper training, and must properly supervise offerings, tithes, and gifts.

B.3. The Treasurer must record all monies coming in and going out, and must keep records of envelopes and designated contributions.

B.4. The Treasurer must budget for planned activities and expenses, and invest wisely for church expansion and growth under the direct supervision of the Head Pastor and the committees.

B.5. The Treasurer must consistently pay all bills on time and send all other corresponding payments as authorized.

B.6. The Treasurer must provide monthly reports to the church boards and congregation as well as provide a monthly financial report to the Organization along with the 10% offering.

B.7. The Treasurer must furnish the church Secretary a monthly statement for proper recording.

B.8. The Treasurer cannot spend any money or sign any checks except for the above, without the approval of the Executive Committee.

B.9. The accounts and finances of the church shall be audited twice per year by the Executive/Directive Committees of the church and once per year by the organization's Executive Committee.

B.10. In case of emergency, the Treasurer shall contact at least one board member including the Head Pastor before making any withdrawals or transactions.

### C. Assistant Treasurer

C.1. The Assistant Treasurer shall assist the Treasurer in all tasks and shall be a member of the Executive Committee. In the absence of the Treasurer, he/she shall fully perform the duties of the Treasurer. The Assistant Treasurer shall be qualified for the office.

C.2. In case the Treasurer's position becomes vacant, the Assistant Treasurer shall immediately replace him/her and fully and legally perform the Treasurer's duties.

## ARTICLE IX

### III. B. DEACONS

1. There shall be at least five (5) Deacons for the first 100 members and two (2) for each additional 50. Deacons shall be selected by the Head Pastor with the approval of the Pastoral Board of the church to serve as long as they are physically and mentally able to do so.

2. Qualifications:

a. Deacons must meet the qualifications listed in 1 Timothy 3:8-13 for the purpose of church needs.

b. Deacons shall demonstrate an exemplary testimony in his/her family and community. He/she must be a committed Christian and promoter of the church programs, and ministries.

### III. C. VACANCY WITHIN DEACON BOARD

c. The Head Pastor shall select or add an additional Deacon to fill the vacancy. (See III. B. Deacons “1.”)

d. Ordination:

1. Selection and ordination of Deacons shall be done according to the Scriptures. The Head Pastor and the Pastoral Board shall finalize all candidates.

2. The Head Pastor then shall assemble the Executive Committee of the church and the Board of Directors, along with the Pastoral Board, including the candidates, to finalize ordination.

e. Duties:

1. Ordained Deacons shall elect a Chairman in their midst for proper coordination, communication, and function of the Deacon Board.

2. The Deacons shall assist the Head Pastor in ministering to the members according to the Head Pastor, especially in the administration of church ordinances such as the Lord’s Supper.

3. In case of a vacancy, the Head Pastor shall select another person to fill the vacancy with the approval of the Pastoral Committee.

4. The Head Pastor of the church shall be responsible for nominating a candidate to serve in various positions (unless provided otherwise in these Bylaws) vacated by expiration of term of office, by death, by resignation, or by removal.

## ARTICLE X

### IV. A. MEMBERSHIP TO LOCAL CHURCH

A.1. Membership shall be comprised of all those who have confessed Christ publicly, received water baptism, and agreed to comply with doctrinal, dogmatic beliefs in Scriptures and these Bylaws as herein set forth.

A.2. Anyone desiring to become a member of any Theophile church shall first fill out an application for processing and approval. If transferring, the individual shall bring a recommendation letter from his/her previous church and/or make the fact known to his/her Pastor. A phone call shall be made to the applicant's Pastor as part of the investigative process. If the desired member is an identified Pastor, the Head Pastor of the church shall contact Headquarters for proper processing once membership is finalized. New converts must be baptized to become members of the church.

A.3. Applicants who meet membership requirements shall be admitted to a class in order to learn the doctrinal faith and church policies for a period of one to three months. Upon completion, the new member shall be received publicly during any of the regular Sunday morning services. Their names shall be added to the church roster.

A.4. Each member must take his/her responsibility to fulfill his/her duty to his/her church according to the Bible. Members must fully support their church: spiritually, financially, intellectually, physically, etc.

A.5. In times of strained relationships, members are to take the role of peacemaker in compliance with the Scriptural injunction that there are no divisions in the Body of Christ. If there is cause for dissatisfaction, the matter shall be called to the attention of the Head Pastor.

A.6. Discipline shall be exercised if necessary and shall be implemented by the Head Pastor along with the Pastoral Board in accordance with biblical principles.

A.7. By joining this church, all members agree that these methods shall provide the sole remedy for any dispute arising among brothers and sisters. It is recommended that church members resolve all differences within the church context, not through civil court.

A.8. Members who participate in weekly services and invest their time, money, energy, expertise, etc., shall be considered and registered as an active member. Active members shall receive the full benefit of all services offered by the church, including but not limited to: wedding ceremony, funeral, temple presentation, etc.

A.9. All HMTCC churches shall have a membership list containing all members who previously joined the church. A list of active members and a list of inactive members shall also be kept for processing.

A.10. Members who are not faithful, according to Article IV #8, including not attending weekly services for more than two (2) weeks, not due to sickness or employment, shall be contacted by the Head Pastor and/or otherwise delegated. After six (6) weeks of continued absence, the member shall be called in for a meeting with the Pastoral Committee to discuss the matter before considering said member “inactive.” After three (3) months of being inactive, said member shall be contacted by the Head Pastor and will be supervised closely. If the member rejects the exhortations of the Pastor and Pastoral Committee and refuses to attend church regularly for a period totaling six (6) months, a final meeting will take place with the member, followed by a certified letter indicating removal from the membership list two (2) weeks after letter is sent. Identification card should be returned within 30 days of receipt of certified letter. The Head Pastor will work with church secretaries to monitor members’ regularity. The church has no obligation towards “inactive members” or “non-members.” No Theophile church is allowed to perform marriage ceremonies, infant presentations, funerals, and other ministerial services for “inactive members” or “non-members” unless authorized by HMTCC headquarters.

A.11. If a member or believer gets pregnant out of wedlock, the church’s spiritual leaders shall address the matter with the member/believer by providing proper discipline and a plan for restoration.

A.12. In case of a wedding ceremony for a pregnant member/believer, the Head Pastor along with the Pastoral Board shall reconvene to explore the proper way to address the issue and/or to marry the couple.



#### IV. B. DISCIPLINE

B.1. The purpose of discipline is to maintain a pure church and a Godly testimony according to Scriptures. The purpose of discipline shall be to restore an erring member, and shall be carried out in all meekness, humility, and love. If an erring member refuses to accept lesser discipline, he or she may be excluded from fellowship of the church. Any member or leader who has been found guilty of unbecoming behavior, including but not limited to: violence towards a spouse, rape, and abuse of any kind shall receive proper discipline, not excluding legal ramifications.

B.2. The Head Pastor along with the Pastoral Board, and if necessary HMTCC headquarters, shall initiate matters requiring investigation and/or discipline. Members should always seek reconciliation and restoration of fellowship. If an offender refuses reconciliation, then the procedures of Matthew 18 shall be followed.

#### IV. C. DISCIPLINE OF THE HEAD PASTOR

C.1. If the Head Pastor is involved in any unbecoming behavior, the local church's Executive Committee shall notify HMTCC headquarters in order to initiate an investigation. HMTCC headquarters and/or the Pastoral Board of the church shall administer any discipline upon investigation findings. The Head Pastor's office shall be automatically declared vacant upon conviction and another Pastor shall be appointed by Headquarters, preferably the Assistant Pastor.

C.2. Any leader under investigation shall be deemed inactive from his/her position until the investigation is finalized and shall not participate nor vote, including members of his immediate family.

#### V. D. REMOVAL FROM OFFICE

D.1. Any person such as pastor, evangelist, board member, deacons, and/or group leader charged with unbecoming behaviors, gossip, and sharing of church confidential information with others or outsiders, being divisive, or failing to perform his/her duties shall be examined by the Head Pastor, HMTCC headquarters, and the Pastoral Board for appropriate actions. In the case of the Head Pastor of the church, HMTCC headquarters shall address the matter exclusively.

### ARTICLE XI

#### V. A. MUSIC DIRECTOR

1. The church shall have a Music Director that will organize and supervise the Music Ministry of the church.

2. The Music Director shall

- a. Appoint committee members.
- b. Lead, schedule, and prepare all staff meetings.
- c. Prepare music for worship services along with worship leaders.
- d. Write/arrange music for morning and evening worship services.
- e. Provide the Head Pastor with a list of qualified

- and trained worship leaders for scheduling.
- f. Schedule musicians, group rotation for Sunday morning and evening performance
- g. Work with choir leaders and assist with choir performances.

## V. B. GROUP OFFICERS

1. All current and future group leaders (ex: women/men/youth leaders) or committee members shall take part in a monthly leadership training program. No one shall become a candidate for a leadership position unless authorized by the Head Pastor and such candidate must have been attending leadership classes regularly.

## V. C. GROUP LEADER

a. Group leaders shall be selected by the Head Pastor and serve by developing, coordinating, and administering an effective and comprehensive ministry to the people of the church. He/she shall provide proper leadership to and supervision of members and volunteers involved in the ministry.

b. He/she shall oversee the planning, coordination, and implementation of the group programs and activities.

c. He/she shall establish goals and objectives by prioritizing related programs, planning, budgeting, delegating tasks, and evaluating progress quarterly.

d. He/she shall give a report of the state of the group at the church's annual meeting and/or when requested by the Head Pastor.

## V. D. CHILDREN'S CHURCH

1. The Children's Church Director shall be selected by the Head Pastor of the church and approved by the Pastoral Board. He/she shall be trained and equipped in order to serve the children of the church to help with personal growth, worship experiences, and teaching.
2. A Children's Church Director shall be appointed by the Head Pastor of the church and approved by the Pastoral Committee.
3. He/she shall be a member in good standing in the church.
4. The Children's Church Director shall select other appropriate staff members approved by the Youth and Head Pastors.
5. The Children's Church Director shall be under the direct supervision of the Youth Pastor of the Church.

## V. E. NURSERY COORDINATOR

1. The Nursery Coordinator (preferably with childcare background) shall be a church member in good standing and nominated by the Head Pastor of the church.
2. He/she shall implement and give direction to all nursery staff and activities.
3. He/she shall be under the direct supervision of the Youth Pastor.

## ARTICLE XII

### VI. A. MEDIA CENTER

1. The Media Director and Assistant Director shall be a church member in good standing.
2. The selected person shall be nominated by the Head Pastor and approved by the Executive Committee of the church.
3. He/she shall implement and give direction to the church library and media center/staff, making available resource materials for all church services, including, but not limited to: editing, printing, copying, scheduling, and message projection.
4. He/she shall work closely with Head Pastor, Music Director, sound engineer, and cameramen and be responsible to manage the website and other media related channels.

### VI. B. SUNDAY SCHOOL SUPERINTENDENT

1. The Sunday School Superintendent shall be selected by the Head Pastor and approved by the Pastoral Board. This ministry shall be organized into departments and classes as needed for effective teachings.
2. The Sunday School Superintendent shall work closely with the Head Pastor of the church and Pastoral Board. Together they shall have general supervision of the ministry, its conduct, and direction, ensuring it is consistent with the church vision.

3. The Sunday School Superintendent shall be responsible to consult with HMTCC headquarters for teaching materials. The Pastoral Board and HMTCC headquarters shall finalize all Sunday school books before distribution.

4. All Sunday school teachers shall be trained and equipped for such positions. Sunday school teachers shall receive ongoing training once per quarter to perform their duties more efficiently.

## VI. C. MISSION MINISTRY

1. The Mission Ministry shall reflect the vision and mission of HMTCC, Inc. The Head Pastor of the church shall select the leader and members for this committee. All members must be trained in the area of mission/evangelism.

2. This ministry shall be a priority for all HMTCC, Inc., churches.

3. This ministry shall have a separate account built from a percentage of the church's monthly gross, fundraisers, gifts, etc. HMTCC, Inc., churches shall have a minimum of one (1) mission trip to Haiti and a minimum of six (6) evangelism trips locally.

## ARTICLE XIII

### A. CHURCH ORDINANCES

1. Baptism

1a. A person who confesses and receives Jesus Christ as Lord and Savior by personal faith, and whose public confession and

clear indication of a personal commitment to follow Christ as Lord, shall be baptized.

1b. Baptism shall be by immersion only. (Exception will be granted with a documented medical contraindication.)

1c. Baptism services shall be officiated by the Head Pastor or an ordained minister authorized by the Head Pastor.

## 2. WASHING OF FEET

2a. This ceremony shall take place once a month or as authorized by the Head Pastor. The authorized Deacons of the church shall assist the Pastor in preparing this service.

2b. A man shall wash another man's feet.

2c. A woman shall wash another woman's feet.

2d. If there is only one man during this service, a Deaconess shall wash his feet.

2e. If there is only one woman during the service, a Deacon or any church officer authorized shall wash the woman's feet.

## 3. THE LORD'S SUPPER

3a. The Lord's Supper is recommended by Jesus Himself and reinforced by the Apostle Paul. It has been a practice of the primitive church and is a symbolic act whereby members of the church partake of the bread and wine, which commemorate the death and resurrection of our Lord Jesus Christ.

3b. The Lord's Supper shall be observed the first Sunday of the month, or as otherwise scheduled.

3c. The Head Pastor may schedule one or more additional observances of the Lord's Supper during Easter or Christmas seasons, etc.

3d. The Head Pastor and the Deacons shall be responsible for the administration of the Lord's Supper unless otherwise authorized.

3e. The Deacons shall be responsible for the physical preparations of the Lord's Supper.

3f. In the absence of the Head Pastor, a designated Pastor shall perform the Lord's Supper along with the Deacons.

## ARTICLE XIV

### A. TEMPLE PRESENTATION OF AN INFANT

1. A child born from a married couple is known as a legitimate child. Therefore, that child can be presented to the church during Sunday morning worship service.

2. As a church body, we reinforce that all members (a man and a woman) should be married before entering into any sexual activity. Nevertheless, if a child is born as a result of situations listed below, a Sunday morning worship presentation shall not occur.



- 2a) Adultery
- 2b) Unmarried parents
- 2c) Fornicating/cheating
- 2d) Non-baptized believer

In such an event, the Head Pastor along with the Pastoral Board and Executive Committee shall convene to find an alternative solution to the above section (2).

3. If two unmarried parents decide to enter into holy matrimony after the birth of their child, the church leaders shall reconvene to determine the child's presentation on Sunday morning worship service.

4. There shall be no infant presentation for inactive or non-members. However, services provided to non-members or inactive members (ex: wedding ceremony, funeral, infant presentation) shall be subject to monetary fees. HMTCC, Inc., churches are only responsible to provide services to active members.

## AMENDMENTS

Only HMTCC headquarters with a majority vote may amend these Bylaws. Any suggestion and/or proposed amendments by a local church shall be in writing and sent to the Headquarters for processing.

I hereby attest by my signature that I have read the Bylaws and agree to comply with every article thereof.

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Pastor's Name Print

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Pastor's Signature

---

Date

---

Name of Local Church

### HEADQUARTERS

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