

Southeast Church Extension

Constitution

Preamble: Whereas, in the Word of God, a pattern is set forth for the fulfillment of the Great Commission through the biblically based ministry of local churches; and whereas, there will always be communities and people groups throughout the Southeastern United States of America in need of healthy, reproductive, Bible preaching, autonomous churches; and whereas, the establishment of such churches is often beyond the capabilities of most existing local churches; “Southeast Church Extension” is hereby organized, on **April 24, 2014**, as an active participant in the work of planting such churches, and in endeavoring to invite, to equip and to assist existing churches to do the same.

Article I: Name

The name of this organization shall be “Southeast Church Extension Incorporated”.

Article II: Purpose

The purposes of this organization are to facilitate the planting of new churches, to assist struggling churches and to provide ministry training for churches, pastors and men preparing for ministry. In every case, the aim of this organization is to oversee the planting and development of IFCA International churches until they are able to function with sufficient stability and in a manner by which the Great Commission may be increasingly fulfilled through the consistent, faithful preaching of the Gospel of Jesus Christ. This endeavor shall be carried out with the intent that the men and churches planted and assisted by this organization shall remain member of IFCA International.

Article III: Government

Section 1: The Board of Directors

- a. The government of this organization shall be vested in the Board of Directors.
- b. The Board of Directors shall provide accountability and oversight to the Executive Director.
- c. The Board of Directors shall consist of a maximum of 6 Directors. The actual number (up to six) from year to year shall be determined and appointed by the Board of Directors in accord with its assessment of the number needed to efficiently accomplish its work. Initially, Provisional Directors shall be appointed by the Executive Director and will serve for one year. They shall appoint a constituted Board of Directors. The Provisional Board of Directors shall cease to exist when at least two Directors have been appointed for full terms.
- d. All members of the Board of Directors must either be current members of IFCA International and actively involved in a Regional within the geographical area served by this organization or, in the case of lay-members (those not involved in vocational Christian service), active members of an IFCA International church within the geographical area served by this organization. The number of lay-members shall not exceed one third of the total number of Directors.
- e. Directors shall serve terms of four years. Commencement and expiration of terms shall coincide with the fiscal year and expiration of terms shall be staggered to allow for continuity from year to year.
- f. Directors shall be permitted to serve successive terms if appointed to them by the Board of Directors.
- g. Board of Director appointments shall be made at the Annual Meeting.
- h. In the event that a Director is unable to serve his full term, the Board of Directors has the option of appointing, at any time, a replacement to serve the remainder of that unfinished term.

Section 2: Officers

a. The Board of Directors shall, subsequent to the appointment of Directors at each Annual Meeting, elect from its number the following officers: Chairman, First and Second Vice-Chairmen, Secretary, and Treasurer. Those elected to those offices shall begin their one year terms on the first day of the fiscal year following their election.

b. Officers shall perform the duties usually associated with their respective offices, including the following:

1. The Chairman shall preside at all meetings of the Board of Directors. He shall sign with the Executive Director official documents as deemed appropriate, and shall provide ready counsel and advice to the Executive Director of the organization. He shall be a member ex-officio of all committees.

2. The Vice-Chairmen shall be designated as First and Second, and shall serve in that order in the absence of the President. When so serving, the Vice-Chairman shall assume all the duties of the Chairman.

3. The Secretary shall keep an accurate record of all meetings and shall be responsible to provide official copies of those records for storage, with all other official documents, at this organization's principal office or at such other place as the Board of Directors may determine. He shall maintain custodial possession of any official documents that have, for any reason, been removed from their place of permanent storage until such documents have been returned to their place of permanent storage. No official organizational document shall pass from the Secretary's possession without the sanction of the Board of Directors and the securing and filing of a proper receipt for that document. The Secretary shall give reasonable notice of every meeting to all members, and shall properly notify all workers and Mission Plants of actions that concern them as instructed by the Board of Directors.

4. The Treasurer shall oversee the banking of all funds received by the organization, and keep a complete account of all receipts and disbursements. He shall ensure that an official receipt for each contribution is issued, shall pay promptly to each worker the amount designated for him, and shall obtain and file a proper receipt for each such payment. He shall make a monthly written report to all members of the Board of Directors. SCE shall submit its books for an independent annual review, or more often as directed by the board.

Section 3: Executive Staff

a. All members of the Executive Staff of this organization must be members of IFCA International and shall be appointed by the Board of Directors.

b. The Board of Directors shall determine the scope of responsibilities, specific duties, and extent of authority and lines of accountability for the Executive Director. He shall have the power to transact the business and conduct the work of the organization within the framework of the Constitution and By-Laws, and the policies and directives established by the Board of Directors.

c. The Executive Director shall, subject to review by the Board of Directors, determine the scope of responsibilities, specific duties, extent of authority and lines of accountability for any other Executive Staff members.

d. The Executive Director shall have the power to delegate, to individuals or committees, the authority to act on his behalf, and at his behest, in the transaction of business and the performance of actions related to the business and work of this organization. The performance of such actions or the exercise of such authority, however, shall be at all times subject to the supervision and control of the Executive Director, and such delegation shall in no way divest the Executive Director of his responsibilities.

e. Of those who comprise the Executive Staff, only the Executive Director shall be an ex-officio member of the Board of Directors, and that without vote.

Article IV: Meetings

Section 1: Regular meetings of the Board of Directors shall consist of an Annual Meeting and at least one additional business meeting, at such times as shall be designated by the Board of Directors.

Special meetings may be called at any time at the discretion of the Chairman of the Board. A reasonable notice of all meetings shall be given each member by the Secretary or the one designated by him prior to the date of all meetings.

Section 2: A quorum shall consist of two-thirds of current Board members.

Article V: Committees, Workers, and Mission Plants

Section 1: Committees

a. Standing and Special Committees: The Board of Directors has the authority to establish and appoint any Standing and Special Committees as required for the effective operation of this organization. Special committees shall continue in existence until they are discharged or until their work is completed and proper report is made to, and received by, the Board of Directors.

b. Advisory and Select Committees: The Executive Director shall be empowered to establish and appoint Advisory and Select committees as he deems appropriate to assist him in the exercise of his responsibilities.

Section 2: Workers

a. All missionaries and Christian workers serving under the auspices of this organization shall be under the supervision and direction of the Executive Director or, in the absence of such, the Board of Directors.

b. Such workers shall be designated by such official titles as will best serve the interest of the organization.

c. A written covenant between this organization and any worker shall be entered into, defining and outlining the responsibilities of both the organization and the individual. This covenant shall also include the terms and conditions of the work to be pursued in the particular field or area of responsibility for which that worker shall be accountable.

Section 3: Mission Plants

A written statement of relevant policies shall be provided to each Mission Plant overseen by this organization. In addition a written covenant between this organization and any Mission Plant shall be entered into defining and outlining the responsibilities of both the organization and the Mission Plant including the terms and conditions upon which the financial and other assistance of this organization shall be granted.

Article VI: Doctrinal Statement

The doctrinal position of this organization is the same as that of IFCA International (IFCA International publication: **We Believe**). This doctrinal statement 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

this statement accurately represents the teaching of the Bible, and it is binding upon all members of this organization. Matters of doctrine not addressed in the doctrinal statement of IFCA International shall be decided by this organization's Board of Directors as such issues arise.

Article VII: Finances and Fiscal Year

The fiscal year shall be set by the Board of Directors.

The work of this organization shall be financed by the voluntary contributions of individuals, churches and other organizations. An official financial statement shall be prepared each year and made available to all contributors upon request.

Article VIII: Amendments

This constitution may be amended by a three-fourths majority of the members present at a regularly called meeting, provided that such amendment is discussed at the meeting immediately prior to the meeting in which it is voted upon.

The By-laws of this organization may be amended by a majority of the members present at a regularly called meeting, provided that notice is made and received by each Director concerning the proposed amendment at least thirty days prior to the meeting.

Article IX: Conflict Management

In the event of irresolvable conflict within the Board of Directors, a mandatory appeal to the IFCA International Executive Director shall be made for counsel and help in effecting resolution to that conflict.

Article X: Dissolution Clause

In the event of dissolution, liquidation, or abandonment of this organization:

All property, real or personal, after payment of all legal obligations, will be distributed to the IFCA International or to such religious organizations or non-profit corporations as may be designated by the Board of Directors. Such religious organizations or non-profit corporations must be as similar as possible to this organization in their doctrinal position and their objectives.

None of the property, real or personal, shall inure to the benefit of any private individual.

Southeast Church Extension

By-Laws

Article I: The Executive Director

Section 1: Oversight – The Executive Director is to have the general oversight of this organization. This responsibility includes, but is not limited to:

Management of the day to day operations.

Supervision of all mission personnel, staff and operations.

Representation of the mission in churches, colleges, and other appropriate venues.

Instruction and care of missionary pastors and churches.

Development of vision and goals for the mission.

Attendance at all mission-related meetings.

Section 2: Accountability – The Executive Director shall be required to sign a ministry covenant with the mission. He shall be accountable to the Board of Directors. He must submit a written annual report and other reports as the Board of Directors deems appropriate.

Section 3: Networking – The Executive Director must maintain membership in IFCA International and must participate in his Regional. His attendance at The Church Extension Conference and Annual Convention of IFCA International shall be required. Participation in other conferences, seminars and training opportunities relevant to his responsibilities shall be encouraged as finances and time permit.

Section 4: Communication – The Executive Director must submit a written monthly report to each member of the Board of Directors as to the past month's activities within the mission family.

Section 5: Recruitment – Subject to the approval of the Board of Directors, the Executive Director shall recruit the personnel needed for the mission's operation and present them to the Board of Directors for appointment.

Article II: The Field Director

Section 1: Accountability – The Field Director shall be required to sign a ministry covenant with the mission. He shall be directly accountable to the Executive Director and must submit a written monthly report to him. A written annual report must be submitted to the Board of Directors.

Section 2: New Fields, Mission Plants – The Field Director shall be active: in surveying new and existing fields, and in establishing Bible classes, new churches and other mission related projects.

Section 3: Assistance – The Field Director shall assist the Executive Director in promoting the mission through regional meetings, visiting supporting churches as well as non-supporting IFCA International churches, pulpit supply, and other means.

Section 4: Ministry – The Field Director shall provide guidance, counsel, prayer, encouragement, and fellowship with and for mission personnel.

Section 5: Promotion – The Field Director shall work with the Executive Director in developing and distributing promotional material.

Section 6: Networking – The Field Director must maintain membership in IFCA International and must participate in his Regional. His attendance at The Church Extension Conference and Annual Convention of IFCA International shall be required as finances permit. Participation in other conferences, seminars and training opportunities relevant to his responsibilities shall be encouraged as finances and time permit.

Article III: The Missionary Pastor

Section 1: Oversight – The missionary pastor shall work with the Directors in establishing and developing a mission church, taking the position of pastor for the particular work where he is located. He shall be responsible for the preaching, leadership, outreach, and overall ministry of the Mission Plant.

Section 2: Finances – The missionary pastor must seek, in cooperation with the mission, to raise his personal support as set by the Board. This support shall come from interested friends and churches, as well as from the church to which he ministers.

Section 3: Networking – The missionary pastor must maintain membership in IFCA International and must participate in his Regional. He must pursue fellowship with other pastors and supporting churches, and promote the work of the mission wherever and whenever possible.

Section 4: Accountability – The missionary pastor shall be required to sign a ministry covenant with the mission. He must submit a written monthly report to his Field Director and the Executive Director, detailing the activities and current conditions of the church.

Article IV: Board of Directors

Section 1: Compatibility – The Director must display support for church planting as evidenced by a history of personal interest and/or involvement in such.

Section 2: Networking – The Director must maintain membership in IFCA International or, in the case of laymen, in an IFCA International church located within the geographical area served by this organization.

Section 3: Appointment – Appointment of Directors shall be effected after being recommended to the Board of Directors by the Executive Director. The Executive Director must consult with the Board of Directors regarding potential candidates prior to making contact with them to determine their suitability and willingness to serve.

Section 4: Involvement – The Director must attend all meetings of the Board if possible. He must maintain an up to date acquaintance with the organization's operation, policies, and personnel. He must seek to advance the work of the organization through promotion and prayer.

Section 5: Cooperation – The Director must conduct himself in a manner consistent with the best interest of the organization.

Article V: Financial Policy

All designated gifts shall be received and distributed promptly as designated. The Board of Directors must approve all funds and projects to be eligible for designated gifts. Unsolicited gifts designated to unapproved funds shall not be accepted. All undesignated gifts must be placed into the General Fund to be used for organizational operating expenses as determined by the Board of Directors. This organization shall be supported entirely by voluntary contributions.

Article VI: Mission Churches

The mission church must sign a ministry covenant with the mission, and both must abide by this covenant for its duration. Each Mission Plant will be regularly reviewed by the Board of Directors, and counsel will be given as deemed helpful for the development of the work.