



CONSTITUTION & BYLAWS

**Victory Chapel United Pentecostal
Church, Inc.**

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CONSTITUTION & BYLAWS OF

Victory Chapel United Pentecostal Church, Inc.

Preamble

In order to establish our work on a more efficient and permanent basis, we, the members of **Victory Chapel United Pentecostal Church, Inc.** affirm our belief that God's church should be scrupulously set in order, and that the church should be organized efficiently and handle its business affairs properly.

Purpose

The main purpose of this constitution and bylaws is to provide rules to govern the assembly, according to the scriptures, so that we may advance in the will of God. (See I Corinthians 12:28; Titus 1:5.)

This corporation is organized and operated exclusively for religious purposes within the meaning of Section 501(c)(3), Internal Revenue Code.

Date of Incorporation, 501(c)(3) Registration, Affiliation

Victory Chapel United Pentecostal Church, Inc. received its official Certificate of Formation as a Domestic Nonprofit Corporation from the State of Texas on July 25, 2018. The incorporator was Paul Records (305 Rocking M Rd, Unit 2, Kyle TX, 78640).

Victory Chapel United Pentecostal Church, Inc. was registered as a 501(c)(3) organization with the U.S. Internal Revenue Service dated on March 17, 2020.

Victory Chapel United Pentecostal Church, Inc. is affiliated with the United Pentecostal Church International.

Fundamental Doctrines

We believe the Bible to be inspired of God, the infallible Word of God. "All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness" (II Timothy 3:16). The Bible is the only God-given authority which man possesses; therefore, all doctrine, faith, hope, and all instruction for the church must be based upon, and harmonize with, the Bible. It is to be read and studied by all men everywhere and can only be clearly understood by those who are anointed by the Holy Spirit (I John 2:27). "No prophecy of the scripture is of any private interpretation. For the prophecy came not in old time by the will of man: but holy men of God spake as they were moved by the Holy Ghost" (II Peter 1:20-21).

Godly living should characterize the life of every child of the Lord, and we should live according to the pattern and example given in the Word of God.

The basic and fundamental doctrine shall be the Bible standard of full salvation, which is repentance, baptism in water by immersion in the name of the Lord Jesus Christ for the remission of sins, and the baptism of the Holy Ghost with the initial sign of speaking with other tongues as the Spirit gives utterance.

We shall endeavor to keep the unity of the Spirit until we all come into the unity of the faith, at the same time admonishing all brethren that they shall not contend for their different views to the disunity of the body.

We believe in the one ever-living, eternal God: infinite in power, holy in nature, attributes and purpose; and possessing absolute, indivisible deity. This one true God has revealed Himself as Father in creation; through His Son, in redemption upon the cross; and as the Holy Spirit which lives within every believer (I Corinthians 8:6; Ephesians 4:6; II Corinthians 5:19; Joel 2:28).

ARTICLE 1 The Assembly

Section 1. *Name.*

1. The official name of this assembly shall be **Victory Chapel United Pentecostal Church, Inc.** For the sake of brevity, it shall be commonly known as **Victory Chapel.**

Section 2. *Purpose.*

1. To establish and maintain a place of worship.
2. To unite people of like faith in the bonds of brotherly love and fellowship (Hebrews 13:1).
3. To worship God in spirit and in truth and to receive spiritual teaching (John 4:24; Ephesians 4:11-15).
4. To point the lost to the way of life by proclaiming at home and abroad the message of salvation, exhorting believers to be filled with the Holy Spirit (John 1:29; Luke 11:13; Acts 1:8; 2:28).
5. To provide guidelines for Christian conduct, based on the Word of God (Titus 2).

ARTICLE 2 Membership

Section 1. *Eligibility.*

1. Anyone who believes and obeys the Apostolic doctrine as set forth in the Word of God and outlined in our *Articles of Faith* is eligible for membership.

Section 2. *Obligations.*

Each member of the assembly must accept the following obligations:

1. To continue to believe and obey the Apostolic doctrine as set forth in our stated *Fundamental Doctrines* and the *Articles of Faith of the UPCI*.
2. To conduct oneself everywhere in a manner becoming a Christian.
3. To endeavor to manifest a spirit of brotherly love and fellowship toward all of God's people.
4. To attend worship services faithfully (Hebrews 10:25).
5. To faithfully support the work of the assembly with prayer, tithes, and offerings as God enables (Malachi 3:10; I Corinthians 16:2).
6. To maintain family and personal devotions.
7. To follow the Biblical mandate to maintain a separation from the world (II Corinthians 6:17) in the matters of lifestyle and appearance. Careful consideration must be given to maintaining modesty and the distinction between the sexes in apparel (Deuteronomy 22:5) and hairstyles (I Corinthians 11).
8. To abide by the bylaws of this assembly (Hebrews 13:17).

Section 3. Admission.

1. Anyone who is eligible and who accepts the foregoing obligations may become a member of the assembly.
2. No member of another UPCI assembly shall be received as a member of this assembly without communication of transfer from his/her pastor.

Section 4. Church Discipline.

1. Any member who fails or refuses to keep the obligations of membership may be suspended by action of the church or church board after first and second admonitions from the pastor (II Thessalonians 3:6; Titus 3:10).
2. If any member is overtaken in a fault, he shall be dealt with according to Galatians 6:1, I John 5:16-17, and James 5:19-20.
3. Any grievance between two or more members shall be dealt with according to Matthew 18:15-18.

ARTICLE 3 Officers and Other Leaders

Section 1. List of Officers.

The officers of the church shall be as follows:

1. Pastor, who serves as chairman of the church board and organizational president.
2. Associate Pastor, when deemed necessary by the pastor.
3. Financial Trustee Board members, at least three (including the pastor) and not more than five.
4. Secretary
5. Treasurer (One person may serve as secretary-treasurer.)
6. Officers shall be appointed by the pastor at the annual church business meeting and affirmed by church members. Officers may be removed, and the vacancies shall be filled in the manner provided by the bylaws. The Officers named in these articles shall serve for the ensuing year, or until the first annual meeting of the corporation, and any vacancies before then shall be filled in the manner set forth in the bylaws.

Section 2. Eligibility.

1. The pastor must have a recommendation from the district superintendent of the UPCI. The district superintendent shall not withhold a recommendation if the minister holds a current UPCI fellowship card unless there is a question concerning his conduct or qualifications. In such a case the district superintendent shall notify both this assembly and the minister of the nature of his objection.

Section 3. Pastor.

1. Any succeeding pastor must have the recommendation of the members of **Victory Chapel**, the Financial Board of Trustees, and recommendation of the district superintendent. Be it understood that the decision for a new pastor must be endorsed by a two-thirds majority vote of the members present; this by secret ballot.
2. In case of alleged mishandling of pastoral role, the reporting procedure shall be as follows: A member of the church board may report the matter in writing to the district superintendent, by certified mail with return receipt requested, and send a copy to the pastor by the same method. The district superintendent, district presbyter, and one other member of the district shall investigate the report and take any further action as they deem necessary, subject to the General Constitution and Judicial Procedure of the UPCI.
3. If the pastor resigns, he shall give the Trustee Board thirty (30) days' notice. By mutual consent, this may be shortened. In either case, the church shall pay his stipulated income for the thirty days following his notice of resignation. Furthermore, the church is immediately at liberty to start negotiations for a new pastor.
4. When the pastor gives notice of resignation, there shall be no changes in the bylaws, membership roll, or officers until *after* the election of a new pastor.
5. In case of the resignation of the pastor, the church board shall immediately notify the district superintendent of the vacancy, and under his direction, call a business meeting to choose a pastor or transact any other necessary business. The district superintendent or the district presbyter whom he may authorize shall preside over the meeting.
6. The financial remuneration of the pastor shall be determined by agreement between him and the Financial Board of Trustees. (See Luke 10:7; I Corinthians 9:7-14.)
7. The duties of the pastor shall be as follows:
 - a. To preach and teach the Word as God gives him ability.
 - b. To visit and pray for the sick.
 - c. To give advice and counsel as needed.
 - d. To be ready for every good work. (See I Thessalonians 5:14; II Timothy 4:1-2; Titus 3:1).
8. The pastor's authority shall be as follows:
 - a. He shall have the oversight and superintendence of all interests of the church and all departments of its work, both spiritual and temporal since he is responsible for the guardianship and watchful care of all who are committed to his trust. He is to feed the flock of God, serving as overseer, not by constraint but willingly, not greedy for money but eager to serve, not as lord over God's heritage, but as an example to the flock (I Peter 5:2-3).

- b. He shall be consulted regarding all business of any importance pertaining to the spiritual, moral, and material affairs of the church.
- c. He shall call for and preside over business and church board meetings and shall appoint officers and leaders.

Section 4. Associate Pastor(s).

1. Any associate pastor(s) shall be appointed by the pastor.
2. His duty shall be to assist the pastor in all matters as directed by the pastor.
3. The term of his office shall be determined by the pastor, who has the authority to terminate his services as associate pastor by giving him thirty (30) days' notice.

Section 5. Financial Board of Trustees

1. The members of the church financial board of trustees shall be appointed by the pastor and approved by the church for a term of one year.
2. The pastor shall serve as the Chairman of the trustee board.
3. With the pastor, trustee board members shall care for the affairs of the assembly and provide strategic counsel related to matters of business.
4. Requirements for Financial Trustee Board Members are as follows:
 - a. Faithful in church attendance.
 - b. Faithful in tithes and offerings.
 - c. A good-faith supporter of the growth vision as set forth by the Pastor.
 - d. A member of Victory Chapel for at least six months or an outside/objective pastor licensed with the United Pentecostal Church International.

Section 6. Secretary.

1. The secretary shall be appointed by the pastor.
2. The duties of the secretary shall be to take minutes and to preserve records of all business proceedings and all other papers belonging to the assembly.

Section 7. Treasurer.

1. The Secretary-Treasurer may be one (1) or two (2) persons and shall be appointed by the pastor for a term of one (1) year.
2. The duties of the secretary shall be as follows: to take minutes and to preserve records of business proceedings and all other papers belonging to the assembly.
3. The duties of the treasurer shall be as follows: to receive and care for all funds of the assembly and make all disbursements; to keep an accurate record of all such transactions; and to hold the books open for inspection by the members of the assembly.
4. The assembly may call for monthly, quarterly, or annual reports from the treasurer, and may audit the books once each year.
5. All bills should be paid by check or endorsed church credit card.

Section 8. Other Leaders.

The pastor may appoint other leaders as he deems necessary to assist him and to serve at his discretion.

Section 9. *Dismissal of Officers and Leaders.*

Any officer or leader may be removed from office by the pastor for manifesting a lack of interest or failing to fulfill their services/responsibilities a reasonable amount of time.

ARTICLE 4 Property

Section 1. *Purchase of Real Property.* If at any time the assembly desires to purchase real property, the pastor and trustee board shall investigate and consider the matter and present their views to the assembly. The assembly must approve of the purchase of real property.

Section 2. *Title.* Title to all church property shall be in the name of the assembly.

Section 3. *Dissolution.* If the assembly ceases to function as a church, all such assets be assigned to another religious, nonprofit organization and the disposition of these assets be reviewed and approved by the District Board.

ARTICLE 5 Business Meetings

Section 1. *Annual Meeting.* A business meeting shall be held at least once a year. The pastor shall present reports at this meeting and minutes for the most recent meeting.

Section 2. *Notice.* A business meeting of the church must be announced publicly in at least three regularly scheduled services, the first announcement being at least ten days before the meeting date.

Section 3. *Deciding Vote.* A deciding vote shall be the majority vote of the members present and voting at a business meeting.

Section 4. *Voting requirements.* Only full members who are sixteen years of age or older are entitled to vote.

ARTICLE 6 Amendments

Section 1. *Addition of New Amendments.* Amendments may be added to these bylaws by a two-thirds (2/3) majority vote of the Financial Board of Trustees at a regularly scheduled meeting.

Section 2. Amendments must be in harmony with the General Constitution of the UPCI and be founded upon Biblical precedent.

FOUNDING OFFICERS

On August 1, 2018 the initial officers of **Victory Chapel United Pentecostal Church, Inc.** adopted the foregoing Constitution & Bylaws by unanimous vote:

Initial Officers

- Paul Records (Pastor & Founding President)
- Rodney Shaw (Acting Secretary)
- Alli Records (Assistant Secretary)

Because the organization began as a new church plant under the oversight of Rodney Shaw (Pastor of New Life Austin), the above officers served as a board of directors until the first annual business meeting. These officers signed and authorized the foregoing Constitution & Bylaws on August 1, 2018.

CURRENT OFFICERS

The above list of founding officers was revised in the form of a Financial Board of Trustees at the first annual business meeting held on September 6, 2020. The following Trustee Board members were appointed by the pastor according to the requirements of **Article 3, Section 5.4** and approved by majority vote of members present and voting:

Current Officers

- Paul Records (Pastor/Chairman)
- Eric Mock (Trustee Board Secretary)
- Rev. Donnie Huslage (Trustee Board Member)



**LIST OF
ADDITIONAL AMENDMENTS
AS SET FORTH BY**

**Victory Chapel United Pentecostal
Church, Inc.**

ADDITIONAL AMENDMENT #1

HOUSING ALLOWANCE RESOLUTION

The following resolution was duly adopted by the Financial Board of Trustees of Victory Chapel United Pentecostal Church at a regularly scheduled meeting held on **September 18, 2020** a quorum being present:

The chairperson informed the meeting that under the tax law, a minister of the gospel is allowed to exclude from gross income: a housing allowance paid to him or her as part of his or her compensation, to the extent used by him or her to rent or provide a home and to the extent such allowance does not exceed the fair rental value of the home, including furnishings and appurtenances such as a garage, plus the cost of utilities.

Whereas **Pastor Paul Records** meets the credentialing and employment requirements of this tax law;

NOW THEREFORE BE IT RESOLVED:

1. An amount determined by said minister, up to 100% of minister's compensation, received after the date of this resolution, is hereby designated as a rental/housing allowance and remains in effect for all future years unless amended or rescinded.
2. The compensation to which this rental/housing allowance applies shall be the compensation resulting from all service of such ordained or licensed minister from employment by Victory Chapel United Pentecostal Church, which employed the minister to perform services related to the ministry.

FINANCIAL TRUSTEE BOARD MEMBERS PRESENT AND AFFIRMING OF THIS RESOLUTION:

- Paul Records (Pastor/Chairman)
- Eric Mock (Trustee Board Secretary)
- Donnie Huslage (Trustee Board Member)