

# DOVE Christian Fellowship International

## BYLAWS

### Article I: Apostolic Council

#### Functions

- 1-1A. The Apostolic Council shall be responsible for the overall vision, direction, focus, administration and finance of DOVE Christian Fellowship International as a movement hereafter referred to as DCFI. The Council determines vision statements, mission statements, basic values and guiding principles for DCFI.
- 1-1B. The Apostolic Council shall be given leadership by the International Director (ID). The ID shall be both the CEO/PVC (Chief Executive Officer / Primary Vision Carrier). The ID is not required to be President/Chairman of the board.
- 1-1C. The Apostolic Council shall be the legal board of the corporation.
- 1-1D. The members serving on this council shall be synonymous with Trustee or Director.

#### Appointments

- 1-2A. The ID shall be called by God, qualified (I Tim. 3:1-7 and Titus 1:5-9) and willing to fulfill this leadership responsibility. The ID shall be recognized and recommended by both the Apostolic Council and the recognized spiritual advisors. The Apostolic Council shall not appoint an individual as ID unless there is unanimous agreement with the Apostolic Council and recommendation by the recognized spiritual advisors.
- 1-2B. Apostolic Council members shall be called by God, qualified by scripture (I Timothy 3:1-7 and Titus 1:5-9) and willing to fulfill this leadership responsibility.
- 1-2C. Apostolic Council members are discerned through fasting and prayer, then nominated by the ID and the existing Apostolic Council.
- 1-2D. The ID shall install new members as set forth in 1-4B and 1-4C as required due to vacancies.
- 1-2E. The Apostolic Council shall consist of five to twelve members, which includes the ID.
- 1-2F. The ID and each member of the Apostolic Council shall be active members of a cell group and involved in the life of their respective local DCFI partner church.

#### Voting Membership

- 1-3A. The voting membership of the corporation shall consist of the Apostolic Council and the chairperson of the Stewardship Team.

#### Non-Voting Membership

- 1-4A. The nonvoting membership of the corporation shall consist of all the Apostolic Council designates (those individuals that the Apostolic Council has given authority to give spiritual oversight to churches and ministries), senior elders of DCFI partner churches, heads of Board Directed Ministries under DCFI, the DCFI Apostolic Company (those licensed or ordained through DCFI), all DCFI staff and the remainder of the Stewardship Team.

#### Specific Duties

- 1-5A. Appoint persons to serve on the Stewardship Team.
- 1-5B. Hire and supervise an Administrator with specific duties and responsibilities.
- 1-5C. Hire and supervise a Mission Director with specific duties and responsibilities.
- 1-5D. Oversee and encourage church planting.
- 1-5E. Appoint and supervise specific committees or directors; e.g., worship, children, youth, singles, as needed to resource the vision of DCFI.
- 1-5F. Adopt into the DCFI family churches according to the procedures established in this *DCFI Handbook*.
- 1-5G. Affirm, appoint, discipline and remove senior elders and elders in each partner church as outlined in this *DCFI Handbook*.
- 1-5H. Recognize, appoint, protect spiritually and provide accountability to the fivefold trans-local ministers.
- 1-5I. Train and nurture leaders.
- 1-5J. Provide oversight and spiritual protection to senior elders.
- 1-5K. Provide assistance during times of crisis in a partner church or DCFI related ministry.
- 1-5L. Provide for licensing and ordination credentials.
- 1-5M. Approve annual and all modified DCFI budgets.
- 1-5N. See that needed communications related to the above duties are forwarded to the Stewardship Team for administrative and financial processing.
- 1-5O. Appoint new councils both nationally and internationally as required for future growth.
- 1-5P. Additional duties may be added at the discretion of the Apostolic Council.

## Terms-Vacancies

- 1-6A. Apostolic Council members, including the ID, shall be willing to serve long term with regular evaluations as per this DCFI *Handbook*.
- 1-6B. In years when evaluations are not performed, the ID and each Apostolic Council member shall mutually discern the call of God on the Apostolic Council member's life to serve another year.
- 1-6C. Evaluations shall be conducted by the ID and an appointed evaluation team every 2-3 years. This team shall be appointed by the Apostolic Council Non-Voting Membership
- 1-4A. The nonvoting membership of the corporation shall consist of all the Apostolic Council designates (those individuals that the Apostolic Council has given authority to give spiritual oversight to churches and ministries), senior elders of DCFI partner churches, heads of Board Directed Ministries under DCFI, the DCFI Apostolic Company (those licensed or ordained through DCFI), all DCFI staff and the remainder of the Stewardship Team.

## Specific Duties

- 1-5A. Appoint persons to serve on the Stewardship Team.
- 1-5B. Hire and supervise an Administrator with specific duties and responsibilities.
- 1-5C. Hire and supervise a Mission Director with specific duties and responsibilities.
- 1-5D. Oversee and encourage church planting.
- 1-5E. Appoint and supervise specific committees or directors; e.g., worship, children, youth, singles, as needed to resource the vision of DCFI.
- 1-5F. Adopt into the DCFI family churches according to the procedures established in this DCFI *Handbook*.
- 1-5G. Affirm, appoint, discipline and remove senior elders and elders in each partner church as outlined in this DCFI *Handbook*.
- 1-5H. Recognize, appoint, protect spiritually and provide accountability to the fivefold trans- local ministers.
- 1-5I. Train and nurture leaders.
- 1-5J. Provide oversight and spiritual protection to senior elders.
- 1-5K. Provide assistance during times of crisis in a partner church or DCFI related ministry.
- 1-5L. Provide for licensing and ordination credentials.
- 1-5M. Approve annual and all modified DCFI budgets.
- 1-5N. See that needed communications related to the above duties are forwarded to the Stewardship Team for administrative and financial processing.
- 1-5O. Appoint new councils both nationally and internationally as required for future growth.
- 1-5P. Additional duties may be added at the discretion of the Apostolic Council.

## Terms-Vacancies

- 1-6A. Apostolic Council members, including the ID, shall be willing to serve long term with regular evaluations as per this DCFI *Handbook*.
- 1-6B. In years when evaluations are not performed, the ID and each Apostolic Council member shall mutually discern the call of God on the Apostolic Council member's life to serve another year.
- 1-6C. Evaluations shall be conducted by the ID and an appointed evaluation team every 2-3 years. This team shall be appointed by the Apostolic Council consisting of some persons outside of themselves. The written report shall be given to the ID and the person being evaluated.
- 1-6D. The ID shall be evaluated by this same team every 2 to 3 years with a full report given to the ID and the recognized spiritual advisors and a summary report given to the Apostolic Council.
- 1-6E. Evaluations are for the purpose of growth of the members. In the event of a report that one's service is unsatisfactory or that one is no longer suited for the position, the Apostolic Council and ID shall review the specified deficiencies with the member. The Apostolic Council and the ID shall determine whether it would be best for the member to relinquish their position or continue as a member and work to improve the specified deficiencies.
- 1-6F. In addition to the evaluations, at any time the ID and other Apostolic Council members may vote to suspend or remove the member if deemed to be in the best interest of the organization. The member shall be given notice and the opportunity to be heard before removal. The recognized spiritual advisors shall be included in the process of suspension or removal. If required, discipline shall be invoked in accordance with the written "Guidelines for Discipline and Restoration" outlined in this DCFI *Handbook*.
- 1-6G. In the event of the necessity of termination of the responsibility of the ID due to moral failure (I Tim 3:2, Eph. 5:11, I Tim 5:20, I Cor. 5:11-13), irreconcilable disputes (Titus 3:10 & 11, III John 9-11, Mat 18:15-17), disorderly conduct (I Cor 5:11, II Thes. 3:6 & 14, III John 9-11, Matt 18:15-17), apostasy (Titus 1:9-11, Titus 3:10 & 11, Romans 16:17, I Tim 1:18-20, II Tim 2:16-18), or other good cause, the recognized spiritual advisors will give leadership to this process along with the other Apostolic Council members. The Apostolic Council, with counsel from the recognized spiritual advisors will suspend the ID pending a thorough review and

application of the written “Guidelines for Discipline and Restoration of Fallen Leaders.” The Apostolic Council, with counsel from the recognized spiritual advisors will appoint an acting ID immediately, who will serve until restoration or a replacement is discerned. Termination shall occur only upon the vote of two-thirds of Apostolic Council and two-thirds of the recognized spiritual advisors, each of whom shall certify in writing 1) the member or advisor has diligently sought the direction of the Holy Spirit, 2) there is good cause for the termination, 3) termination is in the best interest of DCFI. This determination shall not be subject to review by any court or other tribunal (I Cor. 6).

## Officers

- 1-7A. The Apostolic Council shall meet annually during the month of March or April. At that meeting, the Apostolic Council shall elect officers for a one-year term. In the event that an officer position becomes vacant for any reason, the Apostolic Council may call for a special election to fill the unexpired term of the position, which is vacant. All officers of DCFI shall be members of the Apostolic Council.
- 1-7B. Chairman: The chairman shall in general be responsible to supervise and control all of the business affairs of the corporation. The chairman shall preside at all business meetings of the Apostolic Council. The chairman may sign, with the secretary or any other proper officer of the corporation authorized by the Apostolic Council, any deeds, mortgages, bonds, contracts, or other instruments which the Council has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Apostolic Council or by these bylaws or by statute to some other officer or agent of the corporation; and in general he shall perform all duties incident to the office of chairman and such other duties as may be prescribed by the Apostolic Council from time to time. The chairman shall not hold any other officer position while serving as chairman.
- 1-7C. Vice Chairman: In the absence of the chairman or in the event of his inability or refusal to act, the vice chairman shall perform the duties of the chairman, and when so acting, shall have all powers of and be subject to all the restrictions upon the chairman. Any vice chairman shall perform such other duties as from time to time may be assigned to him by the chairman or by the Apostolic Council. The vice chairman may simultaneously hold the office of treasurer or secretary while holding the office of vice chairman. However, if due to the chairman’s inability or refusal to act, the chairman is removed from office, then the vice chairman shall assume the position of chairman until a special election is convened by the Apostolic Council. If the vice chairman has assumed the position of chairman, then vice chairman must relinquish any other officer positions.
- 1-7D. Treasurer: The treasurer shall automatically be a member of the Stewardship Team. If required by the Apostolic Council, the treasurer shall give a bond for the faithful discharge of his duties in such sum and with such surety or sureties as the Apostolic Council shall determine. The treasurer shall have charge and custody of and be responsible for all funds and securities of the corporation; receive and give receipts for moneys due and payable to the corporation from any source whatsoever, and deposit all such moneys in the name of the corporation in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of these bylaws; and in general he shall perform all the duties incident to the office of treasurer and such other duties as from time to time may be assigned to the treasurer by the chairman or by the Apostolic Council.
- 1-7E. Secretary: The secretary shall keep the minutes of the meetings of the Apostolic Council in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of these bylaws or as required by law; be custodian of the corporate records and of the seal of the corporation and see that the seal of the corporation is affixed to all documents, the execution of which on behalf of the corporation under its seal is duly authorized in accordance with the provisions of these bylaws and in general perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to the secretary by the chairman or by the Apostolic Council.

## Meetings

- 1-8A. The Apostolic Council shall meet annually during the month of March or April. The Apostolic Council shall publish the minutes of the annual meeting. A basic purpose of the annual meeting is to reconfirm all Apostolic Council members and all other appointees. The Apostolic Council shall meet regularly as determined by the ID. Special meetings may be called with sufficient notice as possible under the circumstances, which will permit the members to participate. Members may participate in a meeting by means of conference telephone or similar communications equipment by which all persons participating in the meeting can hear each other. A special meeting of the Apostolic Council may be requested to the ID by two (2) members of the Apostolic Council. If the ID refuses, the members of the Apostolic Council shall request assistance by the recognized spiritual advisors. A representative from the Administration Department shall attend (exofficio) Apostolic Council business meetings as requested to facilitate good decision-making and effective administration.
- 1-8B. The place of the Apostolic Council meetings shall be at the DCFI Office in Pennsylvania, USA or any other place as may be chosen and announced in writing.

## Quorum

- 1-9A. In order for the Apostolic Council to conduct any business, a quorum shall be present in person or by electronic means.

- 1-9B. A quorum shall be 50% of all members of the Apostolic Council.
- 1-9C. Members of the Apostolic Council may, in writing, express their opinion or vote on any issue when absent from their respective meetings. All written votes shall be signed and dated by the member and presented to the secretary of the Apostolic Council prior to the meeting. Signed and dated faxes are acceptable. Members may participate in a meeting by means of conference telephone or similar communications equipment by which all persons participating in the meeting can hear each other.

### Budgets and Support

- 1-10A. All Annual DCFI Budgets, original and modified, prepared by the Stewardship Team and DCFI administration shall be made final upon approval by the Apostolic Council.
- 1-10B. The Apostolic Council may present, as the Holy Spirit directs, new projects for the Stewardship Team to facilitate on an ongoing basis.
- 1-10C. Support, if any, for Apostolic Council members shall be defined in the annual DCFI budget.
- 1-10D. Support for Apostolic Council members may come from multiple sources.
- 1-10E. The Apostolic Council shall present in writing to the Stewardship Team by August 1st of each year, a full description of vision and direction for the upcoming year. A joint August or September meeting of the Apostolic Council and the Stewardship Team shall be held for the purposes of further communication concerning the formulation of the annual DCFI budget. The Stewardship Team then has until December 15th to present the annual DCFI budget to the Apostolic Council for approval.

### Article II: Recognized Spiritual Advisors

- 2-1A. A group of three to five recognized spiritual advisors from outside the body of DCFI shall serve as a link to the body of Christ at large.
- 2-1B. This group, individually or as a whole, shall provide advice, counsel, and accountability to the ID and members of the Apostolic Council
- 2-1C. In cases of moral failure (I Tim 3:2, Eph 5:11, I Tim 5:20, I Cor 5:11-13), irreconcilable disputes (Titus 3:10 & 11, III John 9-11, Mat 18:15-17), disorderly conduct (I Cor 5:11, II Thess 3:6 & 14, III John 9-11, Mat 18:15-17), or apostasy (Titus 1:9-11, Titus 3:10 & 11, Romans 16:17, I Tim 1:18-20, II Tim 2:16-18), on the part of the ID or a member of the Apostolic Council, two or more recognized spiritual advisors, as a team, will work closely with the Apostolic Council as described in Article 1-6F and 1-6G.
- 2-1D. In cases of unresolved conflict for both the ID and the Apostolic Council, two or more recognized spiritual advisors, as a team, will serve as outside mediators, facilitating the resolution of disputes.
- 2-1E. Recognized spiritual advisors shall be appointed upon unanimous decision of the Apostolic Council with input from existing recognized spiritual advisors.
- 2-1F. Biannually, the Apostolic Council and each spiritual advisor will mutually discern the call of God for the advisor to continue serving in this capacity. Advisors may serve continuously as long as there is mutual agreement and support for the vision of DCFI. Either the Apostolic Council or the recognized spiritual advisors may at any time initiate a release from service for a specified period of time or permanently.

### Article III: Stewardship Team

#### Function

- 3-1A. The Stewardship Team shall be comprised of persons appointed by the Apostolic Council from a list of nominees supplied by partner church elders and Board Directed Ministries or Apostolic Council. To serve on this group, the person shall be an active member of a partner church.
- 3-1B. The Stewardship Team shall have a minimum of three members.
- 3-1C. Individuals nominated to this group shall be people who have the ability to assist in fulfilling the legal and financial policies of DCFI and its operations, according to the vision and purpose of the Apostolic Council.
- 3-1D. The Stewardship Team shall facilitate the vision, direction and purposes of the Apostolic Council in a legal and prudent manner.
- 3-1E. This Team shall establish and maintain support guidelines for all supported staff of DCFI except for those within partner churches and Board Directed Ministries.
- 3-1F. This team shall manage the annual and/or modified DCFI budget.

#### Appointment

- 3-2A. Team members shall be recommended by their respective senior elders.
- 3-2B. No more than 1/3 of the Stewardship Team members can also be members of the Apostolic Council.
- 3-2C. A 2/3 majority of the Apostolic Council shall approve for appointment or removal of Stewardship Team members. At anytime a Stewardship Team member may be suspended or removed by the Apostolic Council if deemed to be in the best interests of the organization. The Apostolic Council shall give leadership to the process of suspension or removal in accordance with the written policy of discipline and restoration outlined in this DCFI *Handbook*. The member shall be given notice and an opportunity to be heard before removal.

## Terms

3-3A. All terms shall be for a three-year period. Team members may be reappointed to consecutive terms.

## Officers

3-4A. The Stewardship Team shall elect officers for a one-year term at their annual meeting to be held sometime between March and May yearly.

3-4B. Chairperson: The chairperson shall give leadership to all Stewardship Team meetings. The chairperson may not be a member of the Apostolic Council. The chairperson shall be accountable to the treasurer of the Apostolic Council.

3-4C. Vice Chairperson: In the absence of the chairperson, the vice chairperson shall perform the duties and hold the responsibilities of the chairperson. The vice chairperson may not be a member of the Apostolic Council.

3-4D. Recording secretary: The recording secretary shall keep the minutes of the meetings of the Stewardship Team in one or more books provided for that purpose.

3-4E. The Apostolic Council shall nominate a slate of multiple candidates for each office position from the Stewardship Team.

3-4F. The annual election of officers shall be conducted by the treasurer.

## Quorum

3-5A. In order for the Stewardship Team to conduct any business, a quorum shall be present in person or by electronic means.

3-5B. A quorum shall be 50% of all members of the Stewardship Team.

3-5C. Members of the Stewardship Team may, in writing, express their opinion or vote on any issue when absent from their respective meetings. All written votes shall be signed and dated by the member and presented to the recording secretary of the Stewardship Team prior to the meeting. Signed and dated faxes are acceptable. Members may participate in a meeting by means of conference telephone or similar communications equipment by which all persons participating in the meeting can hear each other.

## Specific Duties

3-6A. Upon determination by the Apostolic Council that a corporate entity no longer serves DCFI's vision, the Stewardship Team shall determine the manner in which DCFI's relationship to the entity is to be ended.

3-6B. All real estate and personally owned by DCFI shall be under the trusteeship of the Stewardship Team.

3-6C. Partner church and Board Directed Ministry budgets and year end statements may be reviewed by the Stewardship Team, if the partner church or Board Directed Ministry so chooses, as a source of their outside accountability.

3-6D. The Stewardship Team shall meet on a monthly basis or as often as directed by the chairperson of the Stewardship Team and notified by the recording secretary of the team, with a five day written notice except for special meetings which may be called with sufficient notice as possible under the circumstances which will permit the members to participate.

## Budgets

3-7A. The Stewardship Team with the Administration Department shall prepare and present the annual DCFI budget to the Apostolic Council for their approval by December 15th.

3-7B. The Stewardship Team shall be responsible to review the ongoing financial status of DCFI and its entities, and modify the annual DCFI budget as required to maintain a balanced budget in accordance with this DCFI *Handbook*.

## Stewardship Team Committees

3-8A. The Stewardship Team may appoint other committees or task forces deemed appropriate from time to time with specific written duties and terms. Minutes from these committees and/or task forces shall be prepared for the Stewardship Team and Apostolic Council.

## Article IV: Council Member's Liability

4-1A. No member of the Apostolic Council or Stewardship Team shall be personally liable, as such, for monetary damages for any action taken unless:

1. The member has breached or failed to perform the duties of office in good faith, in a manner reasonably believed to be in the best interest of the corporation, and with such care, including reasonable inquiry, skill and diligence, as a person of ordinary prudence would use under similar circumstances; and
2. The breach or failure to perform constitutes self-dealing, willful misconduct or recklessness.

4-1B. This provision cannot by law release a member from liability under criminal laws or for proper payment of taxes.

