

Bylaws

[YOUR MINISTRY NAME] — Governance and Operating Rules

INSTRUCTIONS: Bylaws govern how your ministry makes decisions and operates day to day. Complete every gold field. Keep these bylaws with your founding documents and update them if your governance changes.

NAME AND ORGANIZATION

The name of this organization is [YOUR MINISTRY NAME], a 508(c)(1)(a) religious organization organized in the State of [YOUR STATE].

PURPOSE

This ministry exists to [YOUR MISSION STATEMENT]. All activities of this ministry shall be conducted in furtherance of this religious and charitable purpose.

LEADERSHIP STRUCTURE

This ministry shall be led by [DESCRIBE YOUR LEADERSHIP – e.g. a Minister and two Elders / a Trustee and Advisory Council / a founding Pastor].

The Minister / Trustee shall be [YOUR NAME] until such time as a successor is appointed.

Leadership decisions shall be made by [e.g. unanimous agreement / majority vote of elders / ministerial authority].

MEETINGS

This ministry shall hold regular gatherings [e.g. weekly / bi-weekly / monthly] at [LOCATION OR FORMAT – e.g. the farmstead, online, rotating homes].

All gatherings shall be documented with date, location, attendance, and summary of activity.

Leadership meetings shall be held [e.g. quarterly / as needed] and documented in meeting minutes.

FINANCES

All ministry income, including tithes, offerings, and donations, shall be deposited into the ministry's dedicated bank account.

Ministry funds shall never be commingled with personal funds.

The authorized signatories on the ministry account are [NAME(S) OF AUTHORIZED SIGNATORIES].

All expenses shall be documented with receipts and recorded in the ministry ledger.

The housing allowance for qualifying ministers shall be designated annually by written resolution of the leadership prior to the start of each calendar year.

RECORDS

This ministry shall maintain the following records:

- Founding documents (Charter or Declaration of Trust, Statement of Faith, Bylaws)
- Meeting minutes for all leadership meetings
- Attendance records for all gatherings
- Financial records including all income and expenses
- Annual housing allowance resolutions
- EIN confirmation letter

Records shall be retained for a minimum of seven years.

AMENDMENTS

These Bylaws may be amended by [e.g. agreement of the Minister and Elders / written resolution of leadership] with written documentation of the change and the date it takes effect.

DISSOLUTION

Upon dissolution of this ministry, all remaining assets after payment of debts shall be transferred to [ANOTHER RELIGIOUS OR CHARITABLE ORGANIZATION] in furtherance of similar religious purposes.

Adopted by the founding leadership of this ministry:

Date Adopted	Location
_____	_____

Minister / Trustee

Date:

Signature: _____

Printed Name: _____

Elder / Witness

Date:

Signature: _____

Printed Name: _____

Elder / Witness

Date:

Signature: _____

Printed Name: _____