ASSEMBLY BY - LAWS
OF THE
ASSEMBLIES OF GOD
OF
PAPUA NEW GUINEA INCORPORATED

(2012 REVISION)
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ASSEMBLIES OF GOD OF PAPUA NEW GUINEA

ASSEMBLY BY - LAWS


ARTICLE 1. MEMBERS OF THE ASSEMBLY

1.1 These are the conditions which must be fulfilled by anyone wanting to become members of the Assemblies of God of Papua New Guinea:

1.1.1 Ask Lord Jesus Christ to save them, and allow the Holy Spirit to make them into a new person (John 1:12-13; 3:3-8; 1 Peter 1:18 – 25).

1.1.2 The leaders of the Assembly must see his righteous life.

1.1.3 He must be baptized in water.

1.1.4 He must declare that he is willing to support the work of the Lord with his tithes and offerings (Malachi 3:10; 1 Corinthians 16:2).

1.1.5 When this man or woman wants to become a member of the Assembly, the leaders must read the Beliefs of the Assemblies of God of Papua New Guinea to him/her. That person must then testify that he/she believes these.

1.2 When the new member has fulfilled these conditions, then the Leader will announce to the other members that he/she is accepted into membership.

1.3 The Leader and Secretary must have a book in which they write the names of the members of the Assembly.

1.4 Each member of the Assembly shall have a vote in Assembly meetings if he is more than 18 years.

1.5 One out of every two members must be present for any business meeting of the Assembly.

ARTICLE 2. DUTIES OF MEMBERS

2. Members should be involved in the following duties:

2.1 Denying himself and the works of the flesh, and living in submission to the will of the Lord every day (Gal 5:19 – 21; 2 Pet 1:4 – 8; 1 Cor 6:9 – 11; Luke 9:23).

2.2 Ask god to fill him with the Holy Spirit every day (Luke 24:49; Acts 1:8; Eph 5:18).
2. 3 Endeavour to win other people to the Lord (Acts 8: 4) and pray for those who aren’t Christians yet (2 Cor 5: 18 – 19; 1 Tim 2: 1-7).
2. 4 Be subject to the leaders of the Assembly (1 Thess 5: 12 – 13; Heb 13: 17).
2. 5 Use his tithes and offerings to support the work of God (Malachi 3: 10; 1 Cor 16: 2).
2. 6 Attend all services (Heb 10: 25).
2. 7 Use Sunday to rest and for the service of God (Acts 20: 7).
2. 8 Pray every day. Family men should also have prayer with their families.
2. 9 Attend and vote at all business meetings.
2. 10 Care for the sick, those in need and trouble (James 1: 27; Matt 25: 35 – 40).
2. 11 Live in peace with all Christians. He shall not stir up trouble and must keep away from those who do (2 Thess 3: 6 – 7, 13; Romans 16: 17).
2. 12 Live a righteous life in the eyes of everyone (Heb 12: 14; Matt 5: 13 – 16; 1 Peter 2: 9, 12, 15).
2. 13 Love his enemies and pray for those who hurt him (Matt 5: 43, 45).

ARTICLE 3. DISCIPLINE OF MEMBERS WHO SIN

3. 1 If the Pastor or Church Eldership hear of a member falling into sin or not believing the Beliefs of the Assemblies of God of Papua New Guinea, then they shall judge the case. If they find it to be true, then they shall stop him from taking an active part in services and from present in Assembly Meetings until he has repented (Gal 5: 19 – 21).

3. 2 The Pastor and the Church Eldership of the Assembly must endeavour to help that person repent and love righteously.

3. 3 If this person does not repent, then the Church Eldership must remove him as a member of the Assembly until he repents. If his sin is very serious and refuses to repent, then the leaders shall gather together and ask God to punish him in order to bring him to repentance (1 Cor 5: 1 – 13).

ARTICLE 4. VARIOUS CHURCH SERVICES

4. In addition to regular Sunday services, prayer meetings, Bible Studies and Home Fellowship meetings, Assembly of God Assemblies shall hold the following services:

4. 1 Baptism in water (Matt 28:19; Acts 2: 37 – 38; Rom 6: 3, 5).

4.4 Services to pray for the sick (James 5: 14 – 15; Mark 16: 18).

4.5 Marriage and Wedding services.

4.6 Funeral services

4.7 Commissioning services

ARTICLE 5. THE PASTOR AND THE CHURCH ELDERSHIP

5.1 The Pastor is responsible for the leadership of the Assembly. His main responsibility is to the spiritual life of the members. If an Assembly has no Pastor, then the Church Eldership will appoint another person to take the responsibility of Interim Pastor until a Pastor is appointed.

5.2 Every three years, at the Annual Assembly Meeting, the members will endorse to appoint either 4, 6, 8, 10 or 12 members of their Assembly to be the Church Eldership. They will then work with the Pastor to assist with the running of the Assembly.

5.3 At the time of these elections, the Pastor of the Assembly must tell the people what sort of people may hold these positions. The members are to keep this in mind as they vote (1 Tim 3: 8 – 13; Acts 6: 3).

5.4 The Church Eldership must appoint one of their members to be the Secretary. If none of the eldership members are capable of this, then they may appoint one of the Assembly members to be the Secretary.

5.5 The Church Eldership must appoint one of their members to be the Treasurer. If none of the eldership members are capable of this, then they may appoint one of the Assembly members to be Treasurer.

5.6 The Pastor and Church Eldership Members only shall vote in Church Eldership meetings. When voting, decisions shall be by a simple majority vote.

5.7 The Pastor will be the Chairman of all Assembly Meetings or Church Eldership Meetings. When the Eldership or Assembly is following the procedures of Article 7.1; 7.2; 7.3 or 7.4 to discuss matters relating to the Pastor, then the Church Eldership will appoint an Eldership member to be the Chairman. This will also be the procedure when the Assembly has no Pastor. When the Assembly has no Pastor, or if requested by the Church Eldership, the District Superintendent, or a Pastor appointed by him may be the chairman.

ARTICLE 6. THE RESPONSIBILITIES OF THE CHURCH ELDERSHIP MEMBERS

6. The Church Eldership members must help the Pastor with the following:
6.1 Spreading the gospel to those who are not Christian yet.

6.2 Visiting members and the sick, and people who are not able to attend services.

6.3 Take care of the church building, the grounds and church equipment.

6.4 Take care of the people in the services.

6.5 The Pastor and the Church Elders must hold a meeting each month to guide the affairs of the Assembly. They can also hold special meetings. At that meeting they must discuss the following:

6.5.1 The overall work of the Assembly. If they see anything out of order, they must find ways to correct it. The leader of the Assembly may later inform the Assembly of any decisions they made.

6.5.2 The Treasurer is responsible to take care of the money of the Assembly. But it is the work of the Church Eldership to approve expenditure, and to make sure he does his work properly. The Chairman, the Secretary, the Treasurer and one elder to sign all papers and checks to do with the Assembly funds.

6.5.3 The Treasurer must prepare a financial statement for the Church Eldership Meetings every three months and for the Annual Assembly Meeting.

6.5.4 The Secretary must record all minutes of Church Eldership Meetings and Business Meetings of the Assembly. He must do the usual duties of a Secretary and keep all documents and correspondence safely, as well as any other duties as requested by the Church Elders.

6.5.5 The Church Eldership must appoint an Auditor to check on the financial reports that the Treasurer has prepared. He must prepare a report to show if everything in the Treasurer’s work is correct.

6.5.6 The Church Elders are to establish departments within the Assembly, such as Sunday School, Youth, Ladies Fellowship, and Royal Rangers, charity. The Church Eldership will appoint the leader of each department, and will establish the procedures for appointment of departmental committees, and operational procedures for each department. If there are problems within any department, it is the responsibility of the Church Eldership and Pastor to find a solution.

6.5.7 At their discretion, the church Elders will appoint other men and women to assist with other duties and ministries of the Assembly.

6.6 If a member of the Church Eldership fails to attend three consecutive meetings without a satisfactory reason, then that member will be removed from the Eldership, and the Eldership will appoint another person to replace that member until the next normal appointment of Church Eldership members.
ARTICLE 7. APPOINTMENT OF PASTORS

7.1 At the General Meeting of the Assembly, with the District Superintendent or his appointee as Chairman, the members shall endorse on the name or names recommended by the church Eldership as to who is to be their Pastor or Senior Pastor. This will be an endorsement without discussion. At the time of endorsing, the Chairman of the meeting will read 1 Tim. 3:1-7 and Titus 1:5-9 to the members. They are to keep these qualities in mind as they endorse. This endorsement will be by secret ballot.

7.2 Every three years, the Church Eldership will evaluate the ministry and mind of their Pastor. If everything is in order, his/her ministry with them shall continue. If on the other hand they feel that his/her ministry in that Assembly is at an end, they shall make arrangements according to the Constitution and By-Laws to terminate his ministry with them. The decision to terminate their Pastor will require three out of every four Eldership members in favour of the motion to terminate the Pastor. If the required majority is not obtained, then the Pastor shall continue his ministry with them. Their decision will be announced to the congregation at a meeting especially convened for this purpose. This decision will be announced to the congregation, and there will be no discussion of this announcement.

7.3 Before the Assembly Meeting to endorse on the appointment of a Pastor, the Church Eldership in consultation with the District, Provincial, Regional and National Executive Councils to consider the men or women who would be capable of being their pastor and shall inform the members of the names of men or women they will be appointed as the Pastor. When these names are being discussed, the Church Eldership in consultation with the respective levels of Superintendents will appoint the sort of person that the Bible says should hold this position (1 Tim. 3:1-7; 1 Tim. 4:1-5; 1 Peter 5:1-5; Acts 6:2; Titus 1:5-9). They are to keep these qualities in mind as they select the person or persons for the Assembly to endorse on.

7.4 Before the Church Eldership Meeting, the members may suggest the name of men or women they would like to become Pastor. The Elders will consider these names with the names they have suggested. If they feel that these people are able to become their Pastor, then they may include these names with the one they have suggested. If they feel these names are unsuitable then they will not include their names.

7.5 If a Pastor wishes to resign from an Assembly, he must inform the Church Elders three months before he wishes to leave. If he wishes to leave sooner, then the Church Elders can consider it. If the Pastor and Church Elders agree, then he may leave quickly. If not, then he must stay until the three months are up.

7.6 If the Church Elders decide to change their Pastor, then they must give him three months notice. If they would like to have him leave sooner, then the Pastor can consider it. If the Pastor and the Church Elders agree, then he may leave quickly. If not, then he will stay until the three months are up.

7.7 If the Pastor is accused of some moral fault or behaviour not fitting to one of God’s servants then the Church Elders shall report the matter to the District Superintendent who is responsible to investigate the matter. If he is found guilty, he will be discipline according to the
constitution. Under these circumstances, the Assembly will not be bound to their contract with the Pastor.

ARTICLE 8. DUTIES OF A PASTOR

8.1 He shall be a good shepherd of his Assembly. He shall not worry about money, and is to be gentle to the Christians. His good behaviour will be an example to his flock (1 Peter 5: 1- 4; John 10: 11 – 13).

8.2 He must read his Bible and pray much so that he will be able to preach well at each service and visit the congregation. (Acts 6: 4; 1 Tim. 4: 13 – 16; 2 Tim. 4: 2).

8.3 The following things must result from his ministry:
   - People must be saved
   - People must be baptized in the Holy Spirit
   - People must become strong Christians

8.4 His life must be righteous in the eyes of all men (2 Cor. 6: 3 – 4; Titus 2: 11 – 12)

ARTICLE 9. ASSISTANT PASTOR

9.1 APPOINTMENT OF ASSISTANT PASTOR

When a Local Congregation wants to have an Assistant Pastor, the Senior Pastor and the Church Elders can nominate names from which to select the Assistant Pastor.

The Senior Pastor and the Church Elders will then appoint the Assistant Pastor (The Pastor shall be a member, and the Acting Chairman of the Church Eldership in the absent of the Senior Pastor).

9.2 MINISTRY REVIEW OF ASSISTANT PASTOR

9.2.1 Every three years, the Church Elders (including the Senior Pastor) will evaluate the ministry and mind of the Assistant Pastor. If everything is in order, then his ministry with them shall continue. If on the other hand they feel that his ministry in that Assembly is at end, they shall talk with him and inform him of their decision to release him.

9.2.2 If they decide to release him, then they must give him three months notice. If it is inadvisable for him to remain with them for those three months, then they shall give him three months pay and release him at that time.

9.2.3 If the Assistant Pastor wishes to leave a Congregation, he must notify the Church Elders three (3) months in advance. If he wishes to leave before that time, then the Church Elders will make the decision. If the Church Elders and the Assistant Pastor are in agreement then he may leave sooner. If not, then he will have to remain with them until the end of the three months.
9.3 MINISTRY DISCIPLINE OR RESOLVING CONFLICTS

If there is word that an Assistant Pastor has done something that is not right for a servant of God, the Church Elders or the Senior Pastor must notify the District Superintendent so that he can come to work with the Senior Pastor to resolve the problem. If the two of them find that the accusation are true, they must follow the Constitution to correct him/her. If this happens, then the Congregation can terminate their agreement with this Pastor if they so desire.

9.3.1 CORRECTIONS OF PROBLEMS IN PASTORAL TEAM

Congregational team ministry is a very good way to progress in the work of the Lord. But this type of ministry also has the potential of having problems from time to time.

If there are problems between Pastors on a congregational ministry team, then the District Superintendent can meet with the Pastors and the Church Elders, and resolve the situation. The Senior Pastor, the Church Elders or the Assistant Pastor is able to write a letter to the District Superintendent to ask him to take this initiative. But copies of this letter must be sent to the Church Elders, the Senior Pastor and the Assistant Pastor.

ARTICLE 10. LAY LEADERS IN THE ASSEMBLY

10.1 APPOINTMENT OF LAY LEADERS IN THE ASSEMBLY

Lay leaders in the Assembly are people who serve in such positions as Elders, Deacons, department leaders and other leadership positions that the church needs. They shall be appointed at the Assembly Meeting as provided in ARTICLE 11. 6. At other times the Pastor and the Elders may appoint lay leaders to other new leadership positions within the church as the need arises, as long as the Constitution and it’s By – Laws do not prevent them.

10.2 LIFE OF LAY LEADERS IN THE ASSEMBLY

It is expected that lay leaders appointment to leadership positions in the church will live as an example to other Christians, and as a picture to the community. As such they must live a life that is blameless (Titus 1: 6), self controlled (Titus 2:2, 5, 6), an example of good behaviour (Titus 2: 7) and letting the light of God’s righteousness shine from them for the glory of God (Matt 5: 16).

10.3 DISCIPLINE OF LAY LEADERS IN THE ASSEMBLY

When discipline is necessary, there are two main goals. The first is to maintain righteous standards in the church, and the second is to see the offender restored to right relationship in God again.

For that reason if a lay leader is accused of some moral fault or behaviour not fitting for a lay leader in the Assembly, then the Church Elders are responsible to investigate the matter. If that person is found guilty, then the Church Elders has several responsibilities:
1. They shall try to help that person change his or her behavior.

2. If the problem is serious, they have the authority to remove the lay leader from his/her position if they feel this is necessary. If they do this, they are free to appoint another person to take that position if they want to.

3. If removed from a position, that person will be eligible for appointment to that position again sometime after the problem is completely resolved.

4. When eligible for appointment, this appointment will take place in the normal way and at the normal time. (Refer 10. 1 above)

5. If there is some ongoing problem that needs further help, the Elders may request the District Superintendent, or a Pastor appointed by him, to assist them in resolving the problem.

6. If the person has some other positions within assemblies of God, outside the local church, the Church Elders will inform the authorities supervising that position of the problem. At their discretion, they may recommend a change of status in that position.

ARTICLE 11. THE ASSEMBLY MEETING (Annual General Meeting)

11.1 Each assembly must conduct an Assembly Meeting (or Annual General Meeting) each year, at the time appointed by the Church Elders. If they follow the time suggested in the Church Calendar, then their agenda items will have time to get to the various Conferences.

11.2 For the four Sundays before the Assembly Meeting, the Church Elders shall announce the date set for the meeting.

11.3 At the beginning of the meeting, the Secretary must compile a list of congregation members who are allowed to be in that meeting. All other people attending that meeting shall be observers only.

11.4 If a member is absent from service without good reason for the three months prior to the Assembly meeting, then he will not have a say in that meeting.

11.5 At the Assembly Meeting, the following reports shall be presented:
   Pastor’s report
   Treasurer’s report
   Church Board’s report
   Departmental report

11.6 At each Assembly Meeting, the members must endorse people for the following positions:

1. Church Elders for the three years
2. Deacons as they wish
3. Elders as they wish
4. Department Leaders
5. Other men and women to hold positions as needed

ARTICLE 12. CHANGING THE ASSEMBLY LAWS

12.1 If a local Assembly wishes to change some parts of the Assembly Laws to make it better for their situation, they shall first submit their suggested changes in writing to the National Executive Council. The Council shall examine these changes, and if they feel they are still in line with the main point of these laws, they can authorize those changes. However, these endorsed changes will only apply to that Assembly. If on the other hand they feel that the proposed changes are too radical, then they will be disallowed.

12.2 The National Executive Council may change the basic Assembly Laws. If an Assembly, or Pastor or District or Region wishes to have the basic Assembly Laws changed, they shall submit their suggestions to the secretary of the National Executive Council as an agenda item for the National Executive Council. If the National Executive Council change a part of this laws, but an Assembly, or Pastor or District or region are not happy with the change, then they may make it a remit for the National Conference.
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