



FAITHWALK COMMUNITY OF THE MID-SOUTH, Inc.

BY-LAWS

The contents herein constitute the By-Laws for the FaithWalk Fourth-Day ministry known as the FaithWalk Community of the Mid-South. FaithWalk Community of the Mid-South was the first Community established under the FaithWalk ministry and its documents the first to be created for the governance of a local FaithWalk Community. This and its subordinate documents are the sole property of the FaithWalk ministry and, as such, may not be copied or otherwise used or distributed without the expressed written permission of the FaithWalk Communities, Inc., Board of Directors. Local FaithWalk Communities using these documents as guides should adjust the experience, logistics, and campground guidelines stated herein to suit the maturity of those Communities.

FaithWalk information and contacts may be found on the FaithWalk web site at www.FaithWalkMidSouth.org.

REVISION STATUS PAGE

Revision – 0616 (Proposed)



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Rev #	Affected Page(s)	Change Description, Affected Paragraph(s), and Who Requested Change	Revision Date
0707	Entire Document	Revision -00 extensively revised. No prior revision-tracking document in place. Constitution and By-Laws and Policy and Procedures Documents merged with Weekend Manual to form a Master Document. Weekend Manual renamed to Team Manual and original Weekend Manual agenda content removed, renamed to "Servant Schedule," and made into a separate document. Extensive rewrite for clarification, consolidation, and incorporation of current operating policies. Revision format changed to reflect month and year of revision for ease of tracking.	July '07
0608	All Documents except Constitution & By-Laws	Updated to reflect findings and comments from FWs 23 through 30. Updates extensive and not marked. Restructured Team Manual to include Weekend Schedule, elaborating on some area duties. Added Team member personal conduct admonitions and explanation of intention. Users need to read through these documents <i>in their entirety</i> in order to understand and adjust to the changes and new format.	Jun '08
1212	Entire Document	Replaced previous Constitution and By-Laws with the Dec. 2012 version. Updated manual to reflect specific needs of both The Grove and Rose of Sharon without changing the intent and flow of the Weekend.	Dec '12
0616	Constitution & By-Laws	Replaced previous Constitution and By-Laws with new combined By-Laws with the June 2016 version. Updated By-Laws to reflect all committee groups. Removed "Constitution &" from title.	Jun '16

We believe the Bible to be the infallible word of God. These documents, however, are not. If, while using these By-Laws, Policies and Procedures, Team Manual, and / or the Weekend



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Schedules, you observe typos, inconsistencies, or errors, or you wish to make a suggested change to any of these documents for the improvement of the FaithWalk experience, contact the Secretary of the FaithWalk Secretariat with your comments.

These By-Laws and its subordinate documents are intended to provide guidance to the membership of the local FaithWalk Community. Application of these guidelines is to be administered with a servant's heart; therefore, it may sometimes be more prudent to interpret the intent of an instruction, rather than the strict letter of an instruction, where its application will be in the best interest and benefit of an individual, the Team, or the FaithWalk Community. Final interpretation must be approved by the Secretariat prior to the Weekend.

May God grant His wisdom and guidance to this ministry.

SPECIAL ADMONITION

WHILE FAITHWALK DOES NOT AND WILL NOT TRY TO CONVEY AN IMAGE OF SECRECY, THERE ARE CERTAIN EVENTS ON THE WEEKEND WE PREFER NOT TO DIVULGE SO THAT THE BELIEVER CAN EXPERIENCE THE FULL EFFECT OF THE EVENT (E.G., SERENADE). MEMBERS OF THIS COMMUNITY SHALL NOT POST ANY ARTICLE, IMAGES, DESCRIPTION, OR VERBIAGE REGARDING THESE EVENTS ONLINE OR ON ANY PUBLIC SOCIAL MEDIA.

NOTE: When "his / her," "he / she," or "him / her" are used in this and related documents, use the appropriate gender for the occasion; i.e., if being used on a men's Walk, use the male gender; for ladies, use the female gender.



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NAME AND PRINCIPLE OFFICE

The name of this Corporation shall be FaithWalk Community of the Mid-South, Inc. (encompassing the Tri-State perimeter of the greater Memphis, Tennessee, area), hereinafter referred to as “the Community” or “FWMS”, and is granted the right to exist as such by the 4th Day ministry known as FaithWalk Communities, Inc. (“FWCI”). The corporate office shall be maintained at 3755 North Germantown Road, Bartlett, Tennessee 38133-2811. The Secretariat shall have full authority to change the principal office to another location; upon which, proper notification shall be given to affected regulatory authorities, FaithWalk promotional materials, FWCI, and any existing FaithWalk Communities.

SECTION ONE: DEFINITIONS

1. **“Act”** shall mean the Tennessee Nonprofit Corporation Act, per T.C.A. § 48-51-101 et seq. and all amendments thereto.
2. **Active Member:** When determining whether someone is an active member, no numerical parameters are given; however, consideration should be given to a member’s involvement in FaithWalk activities (e.g., Gatherings, Weekend Team service or application to serve, Believer send-offs, Serenades, Candlelights, Closings, etc.) and to the extent of their involvement.
3. **Believer:** Anyone who has not previously attended a 4th Day ministry Weekend and who is registered to attend or who is attending a FaithWalk Weekend for the first time.
4. **Board of Directors:** The FWCI leadership body charged with administration of the overall FaithWalk Community.
5. **By-Laws:** This document, created as the governing foundation for the Corporation known as FWMS. May be amended from time to time, as described herein, to adapt to necessary changes affecting the FWMS Corporation.
6. **Charter:** The Charter of the FWMS, as filed with the Tennessee Secretary of State as the same. May be amended from time to time.
7. **Community:** 1) The collective membership of a local area of FaithWalk members [local Community]. 2) The cumulative sum of all local FaithWalk Communities, regardless of geographical location, which encompasses all members of the 4th Day ministry known as FaithWalk.
8. **Community Delegate:** An individual appointed by the FWMS Secretariat to represent the voting wishes of the Community at scheduled or called meetings of the FWCI Board. For purposes of establishing Community Delegates, individuals are considered members of the FaithWalk Community nearest their home address.
9. **Corporation:** FaithWalk Community of the Mid-South, Inc.
10. **FaithWalk:** FaithWalk is a Christian, Faith-based organization providing a discipleship awareness ministry conducted by lay people and volunteer Pastors from a variety of local Christian churches and denominations. FaithWalk is based on the scriptural beliefs of the **Southern** Baptist denomination; however, the FaithWalk ministry is offered to all Christian believers, regardless of denomination. It was founded to increase a Christian’s awareness of his / her walk with God and to encourage the Believer to become more involved with his / her family, church, and Community, discipling them to grow in their faith while encouraging others to do the same. When referring to this ministry, the term “FaithWalk” shall be written as a single word, using capitals F and W.
11. **FaithWalk Community of the Mid-South:** The FaithWalk Community of the Mid-South (FWMS) is the local FaithWalk ministry based in Bartlett, TN, as administered by the FWMS Secretariat.
12. **FaithWalk Communities, Inc. (FWCI):** The Board of Directors elected or appointed by Community Delegates.
13. **FaithWalk Essentials:** FaithWalk essentials are the core aspects to which all local FaithWalk Communities abide. “Essentials” incorporates the three phases of what the FaithWalk movement is chartered to oversee: Pre-Weekend, Weekend, and 4th day.
14. **Governing Documents:** These include local Community By-Laws, Policies and Procedures, and the Weekend Team Manual. These are subject to amendment and approval by the local Community, as defined herein.
15. **Local Community:** The local Community is the group of FaithWalk members within a defined region. Each local Community shall be subject to the guidelines set forth by FWCI.
16. **Pastor:** An ordained or licensed male minister responsible for pastoral duties of a FaithWalk Weekend, a Secretariat, or a defined body or activity of FaithWalk individuals.
17. **Policies and Procedures:** A document, subordinate to these By-Laws, which elaborates on the make-up, policies, operations, and governance of the local Community.
18. **Secretariat:** The leadership elected and appointed by a local Community to govern that local Community. (Herein may also be referred to as the “Board”)
19. **Senior Leadership:** As used, herein, refers to service in a FaithWalk Weekend position as Lay Leader, Asst Lay Leader, Head Servant, Asst Head Servant(s), Head Pastor, Asst Pastor(s), Worship Leader(s), or Secretariat Representative.



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20. **Weekend:** Also known as a “Walk,” is the 3-day period – usually Thursday evening through Sunday afternoon – during which the FaithWalk ministry is conducted. When referring to this activity, the words “Weekend” and “Walk” are capitalized. The close combination of two or more Weekends (e.g., one each men’s and women’s) within a few days or weeks of each other shall constitute a FaithWalk “Season.” Generally, there will be at least two FaithWalk seasons a year – Spring and Fall, though conducting a Walk or Season at other times of the year (e.g., Summer) is permitted.
21. **Weekend Team Manual:** A document, subordinate to these By-Laws and their Policies and Procedures, that details the events and responsibilities leading up to, during, and after a FaithWalk Weekend.

SECTION TWO: FAITHWALK STRUCTURE

The local FaithWalk Community is governed by the Secretariat, a body of local Community members elected and / or appointed to their positions. The Secretariat is established within the guidelines and parameters of these FWMS By-Laws, which are subordinate to the By-Laws of the FWCI. These FWMS By-Laws establish that the administration of FWMS extends as follows, unless otherwise noted and determined by FWCI.

1. This local Community is established as an autonomous entity responsible for administering the FaithWalk ministry in its local region according to the guidelines and intent of the FaithWalk ministry, as defined and administered by FWCI.
2. In becoming a part of the FaithWalk ministry, this local Community agrees to abide by all Essentials, rules, statutes, and decisions defined or determined by the FWCI By-Laws.

NOTE: *Members of the Secretariat are charged with reading and becoming well versed in the duties of their positions by becoming familiar with the structure, content, and intent of all FWMS documents within two calendar months of assuming their posts. This is so they can effectively and equitably administer the responsibilities of their charter.*

3. FaithWalk is an adult Weekend, offered to all Christian denominations, that aims to concentrate closely on the person of Jesus Christ and His teachings. While FaithWalk focuses on basic Christian beliefs, it is best described as a structured approach to a spiritual encounter with Christ. Many who have attended a Walk experience a deeper, more meaningful relationship with Christ as they sense His love in a dynamic way and are encouraged to help one another live and grow in the Christian life and to become more active in their local church and community. The Weekend consists of chapel services, worship, talks, and quiet times. The 12 speakers are comprised of lay people and pastors. Pastors are involved with the training and oversee the spiritual well-being of the participants. Pastors were responsible for producing the training materials and presentations used in conducting this training, ensuring its consistency with the biblical beliefs of the Southern Baptist denomination. Speakers / Lay people are qualified by undergoing a minimum number of training hours prior to the Walk, as prescribed herein, on the material used to conduct the Walk prior to the start of each Walk on which they serve.
4. This Community shall be organized exclusively for religious purposes within the meaning of section 501(c)(3) of the Internal Revenue code. In order to accomplish its purpose, the Corporation is granted the following responsibilities.
 - A. The responsibility to take, receive, hold, administer, and dispose of all lands, tenements, rents, annuities, franchises, inherited properties, moneys, securities, income, and property, real and personal of any kind, which at any time or times heretofore have been or which at any time and from time to time may hereafter be given, granted, bargained, sold, released, devised, bequeathed, conveyed, transferred, assigned, set over, or delivered by any person or persons, corporations, associations, trustees, foundations, or other forms of organizations, to this Corporation or its predecessors, or to their use or to them or any of them for the support of any work, activity, purpose, project, or interest of the Corporation or its predecessors, in which property of any kind this Corporation or its predecessors have or are intended to have any legal or equitable interest, present, or future, vested or contingent.
 - B. The responsibility to form, incorporate, terminate, or dissolve entities to carry out any of its purposes, and to manage, supervise, administer, direct, and maintain such entities.
 - C. The responsibility to exercise all the responsibilities conferred by law upon corporations not for profit, to the extent such powers are not in conflict with the purposes of the Corporation.

SECTION THREE: THE COMMUNITY

1. FaithWalk Community of the Mid-South, Inc., is a nonprofit corporation organized and operated exclusively for religious, charitable, and educational purposes and is not associated nor administered by any one church organization, denomination, or group. Specifically, the purpose of this Community is to glorify God through the Lord, Jesus Christ, by developing Christian Leaders and urging them to demonstrate the love and grace they have experienced by serving Him in the local church in which the Lord has called them to serve. Our organization has designed and developed this program in order to further these purposes. Our program is entitled “FaithWalk.”



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2. The requirement for membership in this Community shall be that one has participated in a FaithWalk Weekend sponsored by this Community. Persons who have completed a Walk to Emmaus, Tres Dias, Discipleship Walk, Cursillo, Great Banquet, Chrysalis, Kairos, or other recognized “4th Day” Weekend may become members of the FaithWalk Community by participating in the activities of this Community. If questions about a person’s eligibility for membership arise, the Secretariat shall be consulted and shall decide his / her status in writing to the requesting individual.

SECTION FOUR: THE SECRETARIAT

Secretariat is the title given to the governing body of the local FaithWalk Community. The term “Secretariat” has no association, real or inferred, with any recognized denomination, organization, or governing body which may also confer or utilize the title of Secretariat. The Secretariat is to oversee this local FaithWalk Community by serving, guiding, governing, and encouraging its strength and growth. To effectively do so, members of the Secretariat shall thoroughly familiarize themselves with these By-Laws and administer its policies within this local Community. They shall also thoroughly familiarize themselves with the Policies and Procedures and the Weekend Team Manual of this local Community and, likewise, administer these policies equitably within this local Community. Organization of the Local Community shall be as follows.

1. Secretariat (Herein may also be referred to as the “Board”)

The Secretariat shall consist of nine voting members, all of whom shall be active members in good standing within the FaithWalk Community and who meet the qualifications stated herein. A tenth member is added as Chairperson of the CrossRoads Committee with no voting rights. Members of the Secretariat shall receive no compensation.

2. The local Community Secretariat consists of the following positions.

- Chairperson (Affirmed)
- Vice-Chairperson (Elected)
- Secretary (Elected)
- Treasurer (Elected)
- Community Pastor (Elected)
- Weekend Committee Chairperson (Appointed)
- 4th Day Committee Chairperson (Appointed)
- Communications Chairperson (Appointed)
- Pre-Weekend Committee Chairperson (Appointed)
- CrossRoads Committee Chairperson (Appointed)

NOTE 1: Members of the Secretariat are given equal authority, and there shall be no hierarchy or chain of command other than that specifically described herein. The Chairperson’s position is that of a moderator, coordinator, and facilitator, responsible for the duties prescribed herein and, as such, has no other command authority over any other member of the Secretariat. Each voting member votes on all decisions where a quorum is achieved. A quorum is defined herein. Each member’s vote shall carry equal weight and each member shall be afforded rights and privileges equal to each other. The Pastor is responsible for the spiritual guidance of this Community and, as such, should limit his input on the operational aspects of this Community within that spiritual context, unless specifically called upon for input.

3. The purpose of the Secretariat
 - A. Identify the needs of this local Community.
 - B. Establish policy and / or take action necessary to meet those identified needs.
 - C. Plan and administer FaithWalk Weekends in accordance with policies and protocol established for this Community.
 - D. Ensure compliance to the FaithWalk Essentials and governing documents during Weekends and all other activities conducted by or in accordance to the guidelines of this Community.
 - E. Ensure the integrity of the FaithWalk Team Manual and Servant Schedules and hold the Lay Leader of each Walk accountable for the safekeeping of all FaithWalk documents and properties used by or loaned to Team members.
 - F. Communicate and administer policies and actions to this Community.
 - G. Oversee official communications to this Community and the planning and scheduling of the Pre-Weekend, Weekend, 4th day support activities, along with activities designed to help others in need within the capabilities of this ministry.
 - H. Communicate with and support FWCI and other FaithWalk Communities, as defined in the FWCI By-Laws.
 - I. Assist and support FWCI with the start of new FaithWalk Communities, as requested and where practical. Requests to start new Communities received by this local Community shall be directed to FWCI for response in order to provide a uniform and consistent approach to these requests and not to burden local Communities with this responsibility.
 - J. Be responsible for the overall policy and direction of this Corporation, as prescribed by the Policies and Procedures of this local Community, subject to any limitations of the Charter, these By-Laws, and the Act.
4. The Chairperson of the Secretariat, or Vice-Chairperson, shall preside over all Secretariat meetings.
5. Qualifications for members of the FWMS Secretariat



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Note: In addition to the qualifications defined below, the Secretariat must also possess the skills as outlined herein. (Local Communities using these By-Laws as a template should modify these service requirements to suit their Community, within the bounds established by the FWCI By-Laws. If so used, qualifications defined below must be modified to suit the maturity of the using Community.)

Note: The Vice-Chairperson will work in conjunction with the Chairperson and will assume the Chairperson's position after eighteen months serving as Vice-Chairperson; therefore, qualifications for Vice-Chairperson are the same as those of Chairperson. This is noted in the event either position is vacated before elections.

- A. Chairperson and Vice-Chairperson must have served on six or more different positions on FaithWalk Teams at least six months prior to being nominated and must have exhibited the humility, discretionary, and leadership traits necessary to serve as Chairperson or Vice-Chairperson. At least one prior service in senior leadership, as defined above and with exclusion of the Worship Leader, is also required.
- B. Secretary and Treasurer must have served on five or more different positions on FaithWalk Teams at least six months prior to being nominated and must have exhibited the position-specific discretionary and leadership skills necessary to serve as Secretary and Treasurer. Prior service in a Weekend Area Lead position should be a strong consideration.
- C. Community Pastor must be an ordained or licensed male and must have served on four or more FaithWalk Teams with at least one service as Head Pastor or Assistant Head Pastor at least six months prior to being appointed. While the service requirements are less than the other officers, it is important to consider the individual's professional training, ministerial experience, and standing within the local Community. That individual must be an active member of the FaithWalk Community and must have exhibited the humility, discretionary, and leadership traits necessary to serve in this capacity. The term "Pastor" refers to the role assumed on a Weekend or at a FaithWalk activity and not a vocational title. As defined, it is not necessary that this ordained individual formally hold or have held the position of Pastor of a congregation, but may hold or have held other positions, such as Minister of Music, Youth Pastor, Chaplain, or similar title.

NOTICE: FaithWalk is a Christian ministry founded and operated on the teachings of our Lord, Jesus Christ. As such, any and all references to the male or female gender shall apply as defined by the Holy Bible.

- D. Committee Chairpersons must have served on five or more different positions on FaithWalk Teams at least six months prior to being appointed and must have exhibited the discretionary and leadership skills necessary to serve in these positions. At least one prior service as a Weekend Area Lead is also required.
 - E. CrossRoads Committee Chairperson: CrossRoads (CR, defined herein) is the youth ministry of a local Community. The CR Chairperson shall have reached his / her 21st birthday at the time of his / her appointment and shall have served on five or more different positions on FaithWalk and / or CR Teams, at least one of which shall have been in a senior leadership position. The CR Chairperson is a non-voting position appointed by the Secretariat.
 - F. All candidates for Secretariat positions shall be active members within the local FaithWalk ministry.
 - G. All candidates must be willing and generally available to attend all meetings and functions of the Secretariat. [Note: For new Communities using these By-Laws as a template you must determine your ability to properly follow the qualifications prescribed above for Secretariat position qualifications and amend these requirements, accordingly.]
6. Positions and makeup of the Secretariat

- A. Chairperson – The Chairperson shall chair all meetings, unless his / her absence is unavoidable, and shall serve as the Chief Operating Officer.

The Chairperson is responsible for preparing an agenda for any scheduled or called meetings, soliciting input from each participating member, and addressing any actions or activities from previous meetings and those which may arise between meetings. Agendas should be distributed to Secretariat members at least one week before a regularly scheduled meeting in order to provide members an opportunity to prepare for the meeting.

The Chairperson's function is to facilitate, not dictate. Goals and agendas for the Secretariat are determined by consensus after being presented by an individual. The Chairperson facilitates discussion, offers his / her opinions, and oversees voting and / or closure of an issue and is not to rule by intimidation or mandate. There are nine different persons on the Secretariat, each having equal authority and equal voting rights.

The Chairperson is responsible for ensuring meetings remain focused, that extemporaneous discussion or distractions don't divert from the purpose or flow of the meetings, and that minutes are taken and approved for each meeting. In doing so, the Chairperson shall also ensure that the length of the meetings respects the Secretariat members' voluntary time and travel sacrifices.

It is suggested that the Chairperson call an extended meeting each spring / summer (generally on a Saturday). The following shall be considered at this extended meeting or a regular monthly meeting, set aside for this purpose. It is



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advised that the meeting include both outgoing and incoming Secretariat officers, to afford new officers the opportunity to be brought up to speed on current Secretariat business and planning.

- 1) The Secretariat shall determine the number and seasons of FaithWalk Weekends to be held during the upcoming calendar year. Planning shall be made based on participation and growth trends and the average number of Believer applicants for recent Weekends. The number and seasons of Weekends may be amended at any time, thereafter, based on registrations and campground availability, to accommodate any unforeseen events or changes in Believer applications. The Secretariat must be especially sensitive to leaving Believers on a waiting list for extended periods, so as not to discourage these individuals.

When addressing the number of Walks to schedule, the Secretariat must consider both historical and current participation trends, along with the number of persons currently registered to attend as Believers. Unless there is a cancellation fee stipulated by the campground that may factor into the decision, it is easier to schedule a Weekend a year in advance than to find a convenient date only months in advance. This will also determine time lines on which to base Lay Leader and subsequent Team selections. Also, the Secretariat is strongly encouraged to consider holding at least one each men's and ladies' Walks during summer months, as many educators and senior college students cannot attend Weekends held during their school year, and many working professionals find it easier to take vacation during the summer months due to fiscal and family responsibilities.

- 2) The Secretariat shall determine and reserve the facility (aka, campground) at which the Weekends will be held as soon as the Weekend seasons are determined. This is to ensure that facilities will be available and reserved for each Walk, that campground pricing is locked in for the reservations, and that sufficient time is allotted for selection of and planning by the Lay Leader of those Walks. The Chairperson or a designee contacts the campground within two weeks of the scheduling decision to formalize reservations and to determine the specifics, liability, and obligations that facility's insurance has and how its coverage would apply to members while in use for or by a FaithWalk function. It is highly encouraged that the Secretariat 1) obtain a written statement of coverage from the campground and / or, 2) if necessary, obtain a supplementary policy or rider to the campground's policy to be in effect during FaithWalk operations at that campground. Applicable documentation should be forwarded to and retained by the Secretariat's Secretary.
- 3) The Secretariat shall review and discuss its current and proposed fiscal policy, financial status, issues related to Weekend expenses and fee adjustments, upcoming events, applicability of current FWMS documents and policies, Gatherings, and any other business appropriate to the administration and planning of the local Community. See "Meetings, Decisions, and Voting of the Secretariat" below.

The Chairperson is responsible for submitting a proposed, documented, line-item budget for this position to the Treasurer by December 1st of each year.

- B. Vice-Chairperson – The Vice-Chairperson shall chair and serve as Moderator for meetings in the absence of the Chairperson and shall perform duties assigned to him / her by the Chairperson, as detailed herein. In the event a Weekend must be added or amended, the Vice-Chair, or a designee, shall be responsible for contacting the campground for this adjustment within one week of the addition or amendment becoming known. As soon as arrangements with the campground are made, the Vice-Chair or designee shall notify the Secretariat and action items put into place to notify all affected by the change.

The Vice-Chairperson, or designee, is responsible for disposition of undelivered Agape letters and Agape returned from a Weekend, as determined by the general consensus of the Secretariat during a post-Weekend meeting or at a time designated by the Secretariat.

The Vice-Chairperson, or designee, is responsible for obtaining the Weekend crosses for the Weekend Head Servant. The Vice-Chairperson is responsible for submitting a proposed, documented, line-item budget for this position to the Treasurer by December 1st of each year.

To facilitate IRS tax accountability, the Vice-Chairperson, working with the Treasurer, shall consolidate and review, annually, inventory lists of all major items owned by FWMS received by the Treasurer from the Committee Chairs by February 1st of each year. The Vice-Chair shall generate a spreadsheet showing items and quantities owned, items missing or unaccounted for, general condition of each item, and estimated repair or replacement costs of each. Major items include, but are not limited to, golf carts, banners, media equipment, etc.

- C. Secretary – The Secretary shall take minutes of any business meetings of the Secretariat, local Community events where business is conducted, and Gatherings of the local Community where business is conducted, and maintain a list of attendance at all Secretariat business meetings. Copies of minutes from meetings shall be completed and forwarded to the Secretariat members within one week after the event. Members are responsible for submitting any comments or corrections to the Secretary within one week of receipt and the corrected minutes shall be voted on at the next meeting as approved or approved-with-changes by a simple majority of the Secretariat present.



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The Secretary also retains or delegates controlled retention of the original master files of all FWMS Community documents (e.g., By-Laws, Policies and Procedures, Team Manuals, official business records, etc.) and ensures the FWCI Secretary has a copy of the most current FWMS governing documents.

The Secretary is responsible for submitting a proposed, documented, line-item budget for this position to the Treasurer by December 1st of each year.

- D. **Treasurer** – The Treasurer shall receive and disperse the funds of this local Community. The Treasurer shall maintain a written and / or electronic income and expense statement for the Secretariat. An itemized financial statement shall be presented to the Community at the first Business Meeting Gathering after it becomes available. A copy of the approved budget will be made available, upon written request, to any local Community member at any practical time for review.

Using annual December budget submittals from the listed Secretariat members, the Treasurer shall oversee collecting, drawing up, and presenting a proposed line-item budget for the following fiscal year to the Secretariat by March 31st of each year. Discussion, revision (if applicable), and adoption of the proposed budget for the upcoming fiscal year shall be completed by May 31st. The budget must be approved by a 2/3's majority (6) of all Secretariat members and each approving member shall sign the adopted budget. Proxy or absentee vote is not permitted. A copy of the budget shall be presented at the June Gathering.

The Treasurer shall ensure that no monies are spent without prior formal or general approval of the Secretariat. Any purchases in amounts of \$250.00 or above shall require the signature of the Treasurer and one other current Secretariat member and, when issued or at the next scheduled meeting, shall be made known to the remainder of the Board members by the Treasurer.

The Treasurer shall select and maintain the following sub-committees.

- **Regulatory.** This committee oversees the incoming and outgoing of funds for this local Community from a perspective of ensuring that policies, parameters, records, reports, and postings are documented and adhered to according to the Community's 501(c)(3) registration.

Fund Raising. This committee develops and carries out short and long-term programs whose goal it is to raise operational funds for this Community, within the jurisdiction of this Community's 501(c)(3) registration. Funds received shall be for furthering the cause of this ministry and shall not be disbursed to any member of the FaithWalk Community unless otherwise authorized herein and documented by the secretariat. **NOTICE:** FaithWalk funds belong to the local Community, as a whole; therefore, their use outside of this local

Community shall be determined only with local Community agreement. No donation of funds to another cause, local Community, individual, or like recipient shall be paid by FWMS without first presenting the donation proposal to the local Community for a vote. Examples of outside donations include, but are not limited to, the following, per 501(c)(3) regulations.

- Support for another local Community, in coordination with FWCI, until such time the Community has established their own bank account.
- Support for an approved local or national charitable cause within the allowance of 501(c)(3) and FWCI.
- Support for an individual or family within the Community.
- Purchase of transferrable properties for express use of this FWMS Community.

If the Secretariat wishes to dispense local Community funds to any Community or activity outside of the local Community, a notice shall be posted to the local Community membership via email and a called business meeting scheduled to vote on the proposal no sooner than two weeks following said notice. Voting shall not be handled via email or like means, but may be determined in a special called meeting or during another FW function (e.g., Serenade practice or Gathering) which must be announced and made public at least two weeks prior to said meeting. Those present shall constitute a quorum of the Community. The proposed donation is again presented to those attending, discussion is held, and a vote is taken. A simple majority of those present determine the outcome. Absentee votes are not accepted. The Secretary takes minutes of this meeting, and the results are conveyed to the Community via email within five days of the vote. Reimbursement of unauthorized funds expended by Team members for or of a FWMS Walk shall not be allowed.

Each of the nine standing members of the Secretariat shall be allocated funds to be used for expenses incurred by each recipient in their area(s) of responsibility, and strictly for application to FaithWalk activities, not for personal expense reimbursement. Each recipient will sign a voucher affirming his / her receipt of these funds – whether by cash, check, or debit card – and each recipient shall be accountable for the disbursement of the funds under his / her control by returning receipts for all FaithWalk purchases made by these funds. After review, any FaithWalk purchases for which receipts are not produced or which the majority of the Secretariat deems inappropriate for FaithWalk use, shall be the



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responsibility of the recipient, who shall repay the balance of the unaccounted for amounts to the Treasurer within 30 days of its accounting. Any recipient failing to do so shall have any remaining monies returned to the Treasurer and shall receive no further funds from the Treasurer until such time as the unaccounted for balance is paid in full, nor shall he / she be allowed to participate in any FaithWalk Weekends until said balance is reimbursed.

The Treasurer is responsible for submitting a proposed, documented, line-item budget for this position by December 1st of each year. See, also, IRS tax accountability, under Vice-Chairperson's responsibilities.

NOTE: Having obtained non-profit status under 26 U.S.C. 501(c)(3), it shall be the responsibility of the Chairman, the Vice Chair, and the Treasurer to complete and submit all tax returns, annual reports, or other required documents (e.g. 1099-MISC, W-9, personal property tax, etc.) to Federal, State, and Local governments by required deadlines.

- E. Local Community Pastor (See Section Four for Pastor qualifications.) – The local Community Pastor is responsible for the spiritual strength and well-being of the local Community. The Secretariat and local Community look to the Pastor for guidance in and interpretation of spiritual matters, especially with regards to the effect policy decisions may have on the spiritual focus of FaithWalk. The Pastor has final authority on all matters relating to individual and group spiritual counseling and in the service of Communion. The Pastor also has oversight for Chapel and Communion services at local Community Gatherings and special functions. The Pastor may provide input, feedback, and opinion during meetings of the Secretariat, but has no authority in operations other than those of his position. The Pastor is to provide spiritual support and counsel to the Secretariat. Only male ordained or licensed ministers may serve in a Pastoral capacity for FWMS.

Approximately two weeks prior to a local FaithWalk Weekend, the Pastor makes arrangements for a sufficient number of male ordained individuals to attend the Serenade practice and Closing ceremonies to serve Communion. During the Serenade practice, the Pastor or his qualified designee will provide for a short – about three to five minutes – devotional and then lead in the Communion service, but must be mindful of the time and finish all activities at least 15 minutes before time to line up for departure to Serenade, and to allow sufficient time for practice and bathroom breaks. The Community Pastor is responsible for submitting a proposed, documented, line-item budget for this position to the Treasurer by December 1st of each year.

- F. Committee Chairpersons – Chairpersons of each standing committee are appointed by unanimous vote of the Secretariat members and shall be voting members of the Secretariat. (Standing Committees include Pre-Weekend, Weekend, 4th Day, Communications, and CrossRoads. CR Chairperson is a non-voting member whose responsibilities are detailed elsewhere in this document.). Other duties prescribed to these positions are detailed later in this document. Incoming Committee Chairpersons shall be in place by July 1st of the year he / she assumes office. Notification to the Community of Committee Chairperson appointments shall occur by July 1st.

Special note regarding Secretariat Committees

Committee and Secretariat members cannot effectively administer their duties by themselves and should solicit the help of others in the Community. This not only reduces the load on the officers, but gives others in the Community an opportunity to serve. Solicit volunteers during Gatherings, Serenades, and email inquiries, asking members to either volunteer to serve on a committee of their choice or simply to sign up to serve on any of the committees. The 4th Day Committee Chair is responsible for initiating this effort and collecting and distributing names and contact information of those who volunteer. Choosing an effective team will make the job much easier and will give others a chance to enhance and expand their FaithWalk experience.

- G. The Secretariat may appoint an Ad Hoc Committee for the purpose of addressing short-term assignments relating to local Community business. The Ad Hoc Committee is a temporary, non-voting committee appointed for a specific task. Once the task assigned to this committee is completed, the Committee shall be dissolved.
- H. Lay Leaders of upcoming Walks are expected to attend the meetings of the Secretariat, after accepting appointment as Lay Leader, if and as requested by the Secretariat, to present leadership team candidates and discuss issues and questions the Lay Leader or Secretariat may have regarding his / her upcoming Walk. Lay Leaders shall have a voice, but not a vote, in these meetings of the Secretariat. Lay Leader(s) will be excused after discussion regarding his / her upcoming Walk has been completed.
- I. Aside from the FWMS Pastor, Secretariat members may be male or female; however, the makeup of the members of the Secretariat shall include at least three men and three ladies. This is to encourage diversification and to facilitate Secretariat representation on men's and women's FaithWalk Weekends.

7. Terms of Office

- A. Statement regarding terms of service for the Secretariat Chairperson: It is felt that electing a FaithWalk member to the position of Chairperson of this Community could place undue burden on that individual, the Secretariat, and the Community; therefore, after having served as Vice-Chairperson for eighteen months of his / her term, the current Vice-Chairperson will move into the Chairperson's position for the remaining eighteen months, and a new Vice-Chairperson



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elected. In effect, there will be no election to the position of Chairperson. This must be clearly understood by the nominee prior to his / her accepting nomination for Vice-Chairperson and takes into account the following.

- 1) The assuming Vice-Chair will be elevated from his / her current Vice-Chair position to assume the Chair's position, which will make the transition and understanding of the Chairperson's responsibilities smoother, and the Chairperson moves into an Emeritus status.
- 2) The assuming Vice-Chair will already be familiar with the protocol of the Secretariat's meetings and agendas.
- 3) The assuming Vice-Chair will already be familiar with the interactions and decisions made to support FWCI and its efforts to support new and existing local Communities.
- 4) The assuming Vice-Chair will already be familiar with any activities, concerns, action items, and like issues that have been or need to be addressed; whereas, a newly elected Chair would not. This helps ensure a smooth continuance of any outstanding topics facing the new Secretariat members and reduces or eliminates the need for an unseasoned Chair to be brought up to speed on these issues.

B. All other Secretariat members shall serve two-year terms and, except for the Pastor, may not succeed themselves in their current position. The term of the Community Pastor is not governed under the terms of the members of the Secretariat. He shall be the only member of the Secretariat who may succeed himself and may only be replaced by a two-thirds vote of the Secretariat or upon his resignation. Nominations, elections, and appointments shall be held each year for vacating Secretariat positions, as detailed below.

C. To facilitate transition of new Board members, Secretariat service shall be on a staggered, rotational basis, as follows.

- 1) Every eighteen months, a new Vice-Chairperson is elected. The current Vice-Chairperson assumes the position of the departing Chairperson. In so doing, that individual will have served three years on the Secretariat; first as Vice-Chair, then as Chair.
- 2) On even years, a new Secretariat Secretary is elected. New Chairpersons for the Weekend and 4th Day Committees shall be appointed by the secretariat.
- 3) On odd years, a new Secretariat Treasurer is elected. New Chairpersons for the Pre-Weekend and Communications, Committees shall be appointed by the secretariat.

D. Terms of office as voting members of the Secretariat shall begin on July 1st of the year the officers are elected / appointed and end on June 30th of the last year of their service. Thereafter, members of the outgoing Secretariat shall serve or be available for counsel up to six months as non-voting members emeritus to provide guidance and training to the newly placed Secretariat members. This emeritus service shall end on January 1st and actual participation during that time will be determined by the need for guidance in each position and only requires the outgoing Secretariat member to attend Secretariat meetings when called.

* Because the Chair and Vice-Chairperson serve eighteen-month terms, their terms shall begin on either January 1st or July 1st and end on either June 30th or December 31st.

E. Members of the same family of any relationship shall never serve on the FaithWalk Secretariat, to include the CrossRoads Committee, and FWCI Board at the same time.

8. Nomination of Secretariat Positions

Note: Except for the Pastor, persons who have previously served on the Secretariat must not serve on that Secretariat for a period of one service year before they can be nominated for or appointed to the same or another Secretariat position.

Note: When the eighteen-month term for Vice Chairperson begins in January instead of July, see paragraph P, below.

- A. An Ad Hoc Nominating Committee appointed by the Secretariat shall oversee the nomination and election of members for elected positions normally scheduled to rotate off of the Secretariat. This committee shall be appointed by majority vote of the Secretariat and announced, by name, to the local Community by email by February 14th. This Nominating Committee shall be made up of seven members appointed from the general membership of this local Community and shall constitute a diverse representation of gender, church membership, and experience within the local Community.
- B. The Nominating Committee shall consist of active members who have served on at least five recent FaithWalks prior to accepting this responsibility. At least one past Secretariat member shall be included as one of the Nominating Committee members in order to take advantage of his / her insight and experience on the Secretariat.
- C. Once appointed, this committee is not subordinate to the Secretariat and is governed only by the guidelines presented in these By-Laws.
- D. By February 14th, the Communications Chair shall provide the Nominating Committee a list of potential candidates for elected positions and those candidates' specific FaithWalk Weekend service experience, an assessment of their activities and support within FaithWalk as an active member, a copy of their position's duties as a member of the Secretariat, and a copy of guidelines from these By-Laws governing nomination protocol, candidate qualification and



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notification requirements, and nominee elections guidelines. The Candidates list shall include all local Community members who meet the position qualifications stated in Section Four, above.

- E. The Nominating Committee members shall appoint a Chairperson by or at their first meeting and shall meet as required to review the qualification and selection requirements for the vacating elected positions.
- F. The Committee Chairman shall advise the rest of the committee members that they are to filter the list of candidates against the qualifications from Section Four, based on the following criteria.
 - 1) The candidate shall have exhibited the personal humility and demeanor required to assume the duties required of the position. This determination shall be based on objective experiences and observations.
 - 2) The candidate shall have exhibited the drive, devotion, and dedication to the FaithWalk ministry that will be required of him / her to fulfill the demands of time, emotion, discernment, cooperation, leadership, humility, and servanthood that will be required of the position and the willingness to do so for the duration of the term.
 - 3) The candidate shall have exhibited the ability to work well with others. This includes, as determined by the Committee, the ability to rationally and without bias discuss issues, abide by and enforce Community policies, have the time and ability it will take to carry out the specified duties of the position – without distraction – for which he / she is being considered, set aside personal preferences in order to make decisions based on the better good of FaithWalk, and abide by and support majority rule on decisions with which he / she may not agree.
 - 4) The candidate shall be an *active* participant in local Community activities; i.e., an active member, as described in Definitions, above. This is to illustrate to the Nominating Committee that the candidate has been and continues to be willing to support the FaithWalk ministry in ways other than serving on a Team.
 - 5) The candidate shall be able to regularly attend Secretariat meetings, without distraction, so that he / she can focus on the meeting agenda.
 - 6) So as to defer any suspicion of bias or preference for a nominee, the Nominating Committee shall not seek the approval of the Secretariat for any nominations. After deciding on the nominees, the Committee is to submit a list of their nominations through the Communications Chairperson straight to the Community, according to the policies set forth, herein. However, as a matter of courtesy, the Committee may provide a list of those who have been nominated to the Secretariat before advising the Community, with the understanding that the Secretariat does *not* have veto rights for any candidate.

NOTE: The Committee should consider a candidate's personal training and qualifications, in addition to criteria stated above. Examples: A candidate for Treasurer who meets the above requirements but has no experience or background in bookkeeping, finance, or a related field may not be the best candidate. A candidate for Weekend Chair who has a background or experience in logistics may prove to be the stronger nominee for that position. While lack of personal training or qualifications should not be a limiting factor, they should be considered.

- G. Meeting agendas will focus on discussion and selection of a candidate and alternate for each elected position being vacated. [Identifying an alternate choice, at this time, is to expedite the selection process, should the first choice decline the nomination. First and alternate choices in no way indicate preference or that one candidate is any better than the other.] It is recommended that nominees be interviewed by the committee in order to get a sense of the nominee's heart, humility, willingness to serve, demeanor in a meeting environment, leadership abilities, and other factors that will allow the committee to make an informed decision. Alternates are not notified unless necessary.
- H. The Nominating Committee contacts the first nominee for each position and provides a copy of the position, term, and emeritus requirements to the nominees. Nominees are provided up to one week to review and pray over these requirements so they will have a clearer understanding of their commitment before responding to the invitation. If the first nominee is not led to accept the offer, the process is repeated for the alternate nominee.
- I. Should neither the first or alternate nominee accept a nomination, the Nominating Committee shall reconvene and repeat the candidate review and selection process, applying lessons learned from the previous nominations. [Every effort shall be made to ensure that the candidate has the experience and possesses the maturity and leadership capacity to effectively administer the duties for which he or she is being considered.] If a second attempt at nominations still does not produce a qualified candidate, the nominating committee shall call an emergency meeting with the Secretariat – whose attendees shall constitute a quorum – and, among them, determine the best course of action to take, up to and including slightly reducing some qualification requirements in order to obtain a suitable candidate. *However, at no time are the nominations to "settle for whoever will take the position"!*
- J. By April 1st, the Nominating Committee shall submit their selections for officers to the local Community by mail and / or email, along with a "resume" of that Candidate's FaithWalk and other 4th Day experience, to include number of Walks worked, positions served, active participation in Community activities, and any other pertinent information or service, with the exception of the candidates' home church, denomination, and contact information. At the same time, instructions shall be provided to the Community on how to submit "write-in" nominations for vacating posts. Write-in



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nominations may be submitted by any member of this local Community, but must be submitted to the committee by May 15th, must be made in writing (or email), and must be signed and dated by the member making the nomination.

- K. Should any write-in nominations be submitted, the committee shall post, to the Community, the addition of the write-ins to the ballot, along with the proposed position for the write-in and the above resume of FaithWalk or other 4th Day experience. This notification shall be done by email by May 22nd.
- L. At the June Gathering, the nominations shall be presented, again, to the local Community members in attendance for an election vote. Members in attendance shall constitute a quorum. The Nominating Committee Chair or a designated member of the committee shall oversee voting. Members of the Secretariat shall not administer this voting session.
 - 1) Prior to the Gathering, the Committee shall create a ballot sheet listing each nominee, and any write-in nominees, along with their nominated position. Voting shall be conducted as one ballot. Before the vote, ballots shall be handed out to each voting member present and the process explained before proceeding with the vote. Voting shall be among the first agenda items for that Gathering to allow time to tally and announce the results.
 - 2) When instructed, members shall vote either “for” or “against” each nominee. Discussion shall not be allowed.
 - 3) Ballots are received and tallied by the Nominating Committee. The Committee shall announce the results before the Gathering is adjourned. All ballots shall be destroyed by the Nominating Committee immediately after the Gathering. No members shall be allowed to review the ballots after the vote. Only vote results shall be disclosed.
 - 4) Absentee or proxy voting is not allowed. The Secretariat’s Secretary shall record the number of members present and each nominee’s voting results. Results are “Elected” or “Not Elected.”
- M. Affirmation of election shall be by a 75% or greater majority of voting members for each candidate.
- N. Should a candidate not receive a 75% majority vote, the position remains vacant and the Nominating Committee will meet with the Secretariat, within two weeks after the Gathering, to determine alternatives and how to proceed, including new nominations and a special, called meeting to vote for the new nominee(s).
- O. The Nominating Committee shall serve until all vacating elected positions are filled at June / December gathering, nominations shall be presented.

**** Notice to outgoing Secretariat members!** As soon as your successor has been affirmed by the Community, begin transferring any knowledge, contacts, insight, planning, open items, documents, and relevant electronic and hardcopy information about your position to your successor. That information must be objective! Conveying negative opinions, comments, or complaints does not present a Christ-like attitude and begins your successor’s term with unwarranted negative and biased feelings. Keep your information to just the facts! Some examples of what to pass on include, but are not limited to, the following.

- 1) Possible budget needs or considerations for this position.
 - 2) Committee member names, status of your activities, and any areas or subcommittees you may oversee.
 - 3) Pending vacancies in any subcommittees you may oversee and what those persons have been doing who need someone to take his / her place.
 - 4) Any pending business or decisions that need to be addressed.
 - 5) Any recent decisions that may have a carry-over effect on this position.
 - 6) Any pending shortcomings or needs that should be addressed concerning supplies, planning, personnel, etc.
- P. The following dates will apply only to the Vice-Chairperson nomination and selection.
 - 1) Dates for the Nominating Committee selection shall be February 14th and August 14th.
 - 2) Nomination Committee shall submit the nomination to the Community by April 1st and October 1st.
 - 3) Write-in nominations shall be submitted by May 15th and November 15th.
 - 4) Posting of write-ins shall be completed by May 22nd and November 22nd.

9. Meetings, Decisions, and Voting of the Secretariat

- A. The Secretariat shall try to meet at least monthly at a time and place determined by the Secretariat members.
- B. Quorum. A quorum of Secretariat members for conducting business shall be defined as five voting members of the Secretariat, one of whom shall be the Chairperson or Vice-Chairperson. Unless otherwise noted herein, decisions of the Secretariat shall be decided by a two-thirds majority vote of a quorum. Unless otherwise noted, members of the Secretariat must be present to vote and there shall be no voting by proxy or absentee vote.
- C. Confidentiality. Votes conducted by the Secretariat shall be made public, where appropriate, or upon written request from any member of this local Community; however, only the vote results shall be disclosed. No individual’s name shall be disclosed outside of the voting records of the Secretariat. Any details beyond voting results shall be restricted to generalities of discussions leading up to the vote and, then, only to the extent it answers the inquiry. No individual



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or group of individuals in the discussion shall be named, alluded to, or otherwise indicated so that names are divulged. Penalty for violation of this confidentially shall be discussed openly with the alleged violator during a regular or called meeting for which there was at least ten days' notice given, such that he or she is privy to all points of the allegations, discussion, and resultant decision. See "Grounds for Removal," later in this document.

10. Responsibilities of the Secretariat

The Secretariat shall have oversight of the general management and administration of the Community, as allowed under the laws of the State of Tennessee governing such corporations or under the certificate of incorporation and these By-Laws.

11. Resignation and Removal

- A. Any member of the Secretariat may resign at any time upon written or verbal notice to any member of the Secretariat. The resignation of any member of the Secretariat shall take effect immediately upon receipt of notice thereof or at such later time as shall be specified in such notice, and, unless otherwise specified therein, the acceptance of such resignation by the Secretariat shall not be necessary to make it effective. The event shall be recorded by the Secretary.
- B. In the event that a voting member of the Secretariat can no longer fulfill his / her responsibilities as a result of health, death, dereliction of duty, gross negligence, failure to comply with spiritual morals, or any other valid, verifiable reason, then said member can be removed by the affirmative vote of six members of the entire Secretariat at any regular meeting or at a special meeting called for that purpose.
- C. Grounds for Removal. Upon the alleged occurrence of any of the grounds for removal, noted herein, the Secretariat shall convene a meeting and, using Matthew 18:15-17 as a basis for the meeting, present the allegations to the individual. The Secretariat's Pastor shall Chair this and any related discussion or meeting. Where applicable, the Pastor shall attempt to counsel the individual, one-on-one, with the principle purpose of spiritual discernment of the facts and the individual's heart on the matter. *Whether or not the individual remains on the Secretariat is secondary to his / her spiritual well-being.* A decision to forgive, caution, counsel, or remove the individual and / or any other related action(s) shall be made by and on a timetable determined by the Secretariat. Minutes of any meeting(s), other than pastoral counseling, shall be taken. Individual or small group discussions and decisions are paramount to gossip and shall not be allowed. On the affirmative vote of six members of the Secretariat, any voting Secretariat member may be removed from office at any time for the following grounds.
 - 1) Determination by a two-thirds majority of the remaining Secretariat members that subject Secretariat member is unwilling to fulfill any positional obligation, as specified in these By-Laws, for whatever reason.
 - 2) Determination by a two-thirds majority of the remaining Secretariat members that subject Secretariat member is incapable of fulfilling his / her duties.
 - 3) Determination by a two-thirds majority of the remaining Secretariat members that subject Secretariat member has assumed a policy, attitude, demeanor, or personal practice that counters the ministry of FaithWalk or that has adversely affected or influenced, or could adversely affect or influence, the faith or witness of or to another.
 - 4) Note: Should the alleged offender be the Community Pastor, the remaining Secretariat shall request a senior and experienced Pastor from among the FWMS Community to oversee these proceedings. If none is available or willing, the Secretariat shall consult with the FWCI Board for resolution.
- D. If an individual is found responsible for an infraction of stated or implied rules of this ministry and expresses sincere regrets and requests forgiveness, that individual shall be forgiven (2 Corinthians 2:5-8). If the individual violates a rule and shows a pattern of doing so, the Pastor shall initiate Grounds for Removal proceedings, stated above.
- E. Notice of Removal. Should it be determined that the individual will be removed from the Secretariat and on the affirmative vote of at least six members of the Secretariat to do so, the affected Secretariat member shall be removed from the Secretariat upon giving said affected Secretariat member written notice of such removal. Effectivity may be immediate or up to 30 days, as determined by the Secretariat. The notice shall state terms of removal, the grounds for the removal, and decision of the Secretariat majority; a copy of the notice, events, and decision(s) will be retained by the Secretary. No names, only titles, shall be noted in any records of the event.
 - 1) The affected member shall immediately surrender any FaithWalk properties currently in his / her possession.
 - 2) The affected member will be recorded as having served in the affected position and, unless extenuating circumstances are determined by the sitting Secretariat to warrant otherwise, shall not be considered for future election or appointment to any position on the current or future Secretariat.
 - 3) Upon removal, the remaining Secretariat members shall initiate replacement procedures, as stated herein.
 - 4) Upon removal, the ranking Secretariat member shall carefully and without malice or innuendo notify the local Community that the individual is no longer a member of the Secretariat, citing no reason or circumstances.
 - 5) All proceedings, documentation, and records regarding removal of a Secretariat member shall remain confidential for those involved and shall not be discussed outside of those persons, except as noted to the FWCI, below.



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- 6) Upon removal of a Secretariat member, the ranking Secretariat member shall notify the FWCI Board of their decision and forward a written description of the verifiable circumstances leading up to the dismissal, discussions, and decisions made during the determination process, and a copy of the dismissal notice and any other relevant documentation.

12. Vacancies

- A. Vacancy shall be defined as a member of the Secretariat no longer available to fulfill the duties of his / her position.
- B. In the event of a vacancy on the Secretariat, the remaining members of the Secretariat shall appoint an active member of the Community – who meets the requirements set forth above – to fill the vacancy. Except for the position of Chairperson, if the filling of a position's vacancy occurs less than six months before the end of that position's regular term of office, the person appointed shall be eligible to be placed in nomination for that position's upcoming term.
- C. In the event the vacancy is that of the Chairperson, the Vice-Chairperson shall assume the role of Chairperson and the Vice-Chairperson's position filled, as defined in the previous paragraph. The nominated Vice-Chairperson replacement shall understand his / her commitment as defined in Terms of Office, previously defined, before accepting the appointment.
- D. Note to the Secretariat: Filling a vacated Secretariat position should not be taken lightly, especially the roles of Chairperson and Vice-Chairperson. Members of the Secretariat shall use their best judgement in this process, beginning and ending with prayer for discernment. Because of the variables and dynamics that could occur in this process, particularly with replacing a Chairperson, no further instructions are given on the matter and all decisions made on a majority-rule of the remaining Secretariat members.

13. Community Access to the Secretariat

- A. Any member of the local Community may request an audience with the Secretariat at any time.
- B. Request must be made in writing or via email to the Chairperson and is retained as part of the Secretary's files.
- C. The Chairperson shall advise the Requester of receipt of the request within 24 hours of its receipt.
- D. Request must state the reason (topic) for and objective of the requested meeting.
- E. If the request will involve more than an audience between the individual Requester and the Secretariat, the Requester should list an approximate number of additional participants attending; e.g., the Requester and the number of Community members who will also attend. This will allow the Chairperson to make any necessary agenda and accommodation arrangements and gather any documents and copies that may be needed for the discussion.
- F. Upon receipt of the request, the Chairperson shall advise the other Secretariat members and schedule a meeting date with the Requester based upon the urgency and content of the topic or request. Meeting protocol shall be as described in "Quorum," above. Unless urgent, the meeting shall be held before the end of the next month following receipt of the request (e.g., if request received in April, meeting must be held by end of May).
- G. When scheduled, the Chairperson shall communicate the time, date, location, and topic of the meeting to all parties.
- H. Minutes shall be taken of the meeting and will become part of the Secretary's files.
- I. Minutes of any scheduled, called, or special meeting of the Secretariat at which any business is conducted shall be the responsibility of the Secretary or a designee. These minutes may be viewed by any member of this local Community or FWCI, upon ten days' prior written notice by the Requester to the Secretary. When a request is received, a copy of the requested minutes is made and names on the copy redacted so as to be illegible, then the redacted document is photocopied and the photocopy presented to the Requester and used at the meeting. The purpose of this process is to protect the names of those introducing or voting on business issues.

SECTION FIVE: ESSENTIALS AND WEEKEND PROGRESSION

The term "Essentials" incorporates the three phases of what the FaithWalk movement is chartered to oversee: Pre-Weekend, Weekend, and 4th day.

1. FaithWalk is a Christian ministry.

- A. It is for Christian Believers, not seekers.
- B. The ultimate objective of the ministry is to strengthen evangelical Christian Believers – regardless of denomination – and by so doing, strengthen their churches.
- C. FaithWalk is not intended to serve only one denomination. FaithWalk is to be a blessing to all Christians.
- D. The Christian beliefs held by the FaithWalk Community shall include the following:
 - 1) A commitment to honoring Jesus Christ as the risen Son of God through worship, prayer, and obedience to God's Word through the power of the Holy Spirit.



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- 2) A commitment to pursuing vital Christian relationships with other individuals, understanding that they need brothers and sisters in the faith to help them remain obedient.
 - 3) A commitment to practicing spiritual, moral, ethical, and sexual purity.
 - 4) A commitment to building strong marriages and families through love, protection, and Biblical values.
 - 5) A commitment to supporting the mission of his / her church by honoring and praying for the Pastor and staff, and by the active giving of time and resources.
 - 6) A commitment to reaching beyond any racial and denominational boundaries to demonstrate Biblical unity.
 - 7) A commitment to influencing his / her world; being obedient to the Great Commandment (Mark 12:30-31) and the Great Commission (Matthew 28:19-20).
- E. FaithWalk is a lay-led ministry; lay-led meaning that it is not administered by ordained persons. However, the active participation of pastors is essential and encouraged. Pastors are also encouraged to serve in Weekend Servant roles, as well, to further their experience of this ministry and to build synergy with lay persons on the Walk.
2. FaithWalk is a non-profit ministry that pursues sound fiscal policies.
 3. FaithWalk is not a church or denomination and will not assume the role of one. FaithWalk encourages Christians to serve and lead in their own churches and considers this a requirement for those who serve in leadership positions within the Christian community.
 4. See Appendix A: FaithWalk Essentials in FWCI By-law0073 .

Pre-Weekend

1. "Believer" is the term used to denote a person professing a saving knowledge of Jesus Christ and is registered to attend or who is attending a FaithWalk Weekend for the first time. As such, the Believer should meet or desire the following attributes.
 - A. Desire a closer walk with Christ as Savior and Lord.
 - B. Be at least twenty-one years old. However, if the local Secretariat, using its best judgment, finds that there are special circumstances for a younger individual, they may suspend this rule. If suspended, the Believer shall be at least eighteen years old before the Weekend and have a documented personal referral from a minister or church adult in a position of leadership (e.g., Deacon, Pastor, or Sunday School teacher).
Special circumstances include, but are not limited to, a person who has shown wisdom or experience level beyond his years, a person who may be leaving the area and will be unable to attend a FaithWalk or CrossRoads Weekend for an extended period of time (e.g., missionary or military deployment).
 - C. Has not previously attended a FaithWalk, CrossRoads, or other similar 4th day Weekend ministry as a Believer.
 - D. Shall realize that all applications are accepted on a first-come, first-served basis. Applications are considered accepted only if the application is received by the Registrar along with the proper fee deposit or full payment.
2. The Team Member should commit to the following.
 - A. Pray for guidance in the performance of his / her assigned duties.
 - B. Resign him / herself to the role of a Servant to the Believers and fellow Team members.
 - C. Attend required training meetings and meet all Team fee requirements.
 - D. Pray for the Team and Believers who will attend the Weekend.

The Weekend

1. The FaithWalk Weekend shall be an intensive three-day program lasting approximately seventy-two continuous hours.
2. It is not a revival, sensitivity training, group therapy, a course in doctrine, or a retreat. It is designed and structured to be an opportunity for the professing Christian to encounter God and examine His will for one's life.
3. It is not a charismatic experience, nor is it designed to strengthen the charismatic movement.
4. All Pastors serving on the men's and women's FWMS Weekends shall be licensed and / or ordained male ministers.
5. Men and women shall attend separate Weekends, with the exception of male pastors who serve on women's Weekends and the exception that CrossRoads is a coed youth Weekend.
6. The Lay Leader shall be responsible for all aspects of the Weekend under and subject to the authority of the local Secretariat. The Lay Leader is chosen by the Secretariat at least five months prior to his or her Weekend. (Lay Leader selection and responsibilities are listed in the FWMS Policies and Procedures Manual.)



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7. The FaithWalk Team and Believers shall live and work in a sequestered setting for the entire Weekend.
8. Weekend Pastors may not give any of the ten lay talks, and laypersons may not give the two pastoral talks (#9 and #11).
9. The schedule of the FaithWalk Weekend is outlined in a tight time format, and every effort should be made to maintain this schedule. A Secretariat Representative shall attend each Weekend as the official representative of the Secretariat and shall have a very good understanding of the FWMS governing documents. This Secretariat Representative shall have the authority to override or remove the Lay Leader in the event either the Weekend manual or schedule is not followed as written. The Secretariat Representative must be present in the Conference Room and Chapel for all scheduled activities. (Secretariat Representative selection and responsibilities are listed in the FWMS Policies and Procedures Manual.)
10. During the Weekend, the Chapel services, table discussions, talks, Agape, Crucifixion Chapel, Dying Moments, Serenade, Candlelight service, letters, times of Communion, and Closing service, as described in the FaithWalk Team Manual and Servant Schedules, shall not be deviated from without Secretariat approval and simple majority vote prior to the Walk. For any planning consideration, the requester must submit the request in writing to the Board at least four weeks prior to the Walk.
11. The environment of the Weekend is to be a demonstration of love and grace, not manipulation or coercion (example, no Believer is forced to stay on the Walk and may leave at any time, nor is he / she required to share his / her thoughts or feelings). Team members shall make a commitment at the time of their commissioning that they fully understand that their primary role is to serve the Believers in a Christ-like manner, and at no time shall they be a party to any practical jokes, pranks, or stunts that would cause embarrassment to a Team member, one of the Believers, or host facility staff member.
12. Special Notes About Baptism and Communion

FaithWalk is neither a church nor is its ministry intended to supplement or supplant the ordinances of any church or denomination. Two key examples are the ordinances of Baptism and Communion.

- A. Baptism: Though FaithWalk is for those who already profess a saving knowledge of Christ, some have attended to whom God has revealed that they had not truly experienced that saving knowledge and grace. This may lead them to salvation or rededication and a feeling that they need to be baptized or re-baptized, while still at the campground. FaithWalk's position on this is that the Weekend Pastor should counsel with that individual and encourage him to rejoice in that decision, return to his church and share the decision with his pastor and church family, and be baptized through his local church. **In short, baptizing at a FaithWalk event is highly discouraged.** There are three key reasons for this position. First, a decision of this magnitude should be shared with friends and family, but they cannot be at the campground. Second, FaithWalk states that we are not a church or substitute for a church and we don't want to give that impression to anyone. If we begin baptizing, it may appear to threaten some church pastors and lay people who, in turn, may withdraw any current or future FaithWalk support. Third, baptisms held outside of some churches may not be recognized by that church or denomination, meaning the individual's baptism may not be recognized by the individual's home church or denomination.
- B. Communion: FaithWalk practices open communion: The invitation to share the body and cup of Christ with all who profess a saving knowledge of Christ. However, some may support the practice of 'closed communion'; communion allowed only to those who are members of a particular church, denomination, or congregation. Should a person choose not to practice open communion at a FaithWalk event, FaithWalk members are to respect that person's choice. While the person should still be part of the event at which communion is being served, he will be treated respectfully for his beliefs. And although communion is usually observed openly – "come when you're ready" – communion served during Crucifixion Chapel is personal, as the Pastors bring the bread and cup to the Team and Believers. If there are any on the Walk who practice closed communion, the Weekend Pastor should simply instruct that individual, quietly and respectfully *before* Crucifixion Chapel, to politely decline, when approached to take the bread or cup. At no time is the individual to be ridiculed, badgered, or embarrassed for his beliefs on the ordinance.

The 4th Day

1. The term "4th Day" symbolizes the days of Christian pilgrimage that follow the three-day FaithWalk experience. FaithWalk is a unique opportunity to reflect on one's journey of faith and to make a deeper commitment to Christ. One of the primary reasons for the FaithWalk ministry is to encourage the Believer to be a more faithful disciple of Jesus and a more active member of his or her local church; thus, the 4th Day is central to the FaithWalk experience as it strives to extend each individual's daily walk beyond their Weekend and into life in the world.
2. In living out their 4th Days, members of this Community are encouraged to become a part of an active accountability group in which they may continue their spiritual growth and commitment with the help and encouragement of other Community members and fellow Christians.



SECTION SIX: WEEKEND TEAMS

The following are rules and policies governing the requirements, selection, and service of Weekend Team members.

1. Team members must have previously attended a FaithWalk or similar 4th day ministry Weekend as a Believer.
2. The Lay Leader shall be responsible for selecting his or her Weekend Team, beginning with the Team Leadership (Assistant Lay Leader, Pastor, Assistant Pastor, Head Servant, Assistant Head Servant, Worship Leader, and Secretariat Representative) and then, in consultation with the members of the Leadership Team, select Speakers, Table Leaders, Assistant Table Leaders, and Servants. If desired for training or support purposes, an additional Assistant Lay Leader, Assistant Pastor, Assistant Head Servant, and / or Assistant Worship Leader may be added; however, there should be an objective purpose and role for these added positions. The Lay Leader is to follow the progression of selection outlined in the Policies and Procedures manual, taking great care not to imply bias in those selections. Great respect is to be given to the Lay Leader in his / her Weekend Team selection. It is the Lay Leader's Weekend to lead. (Team selection requirements are defined in the Policies and Procedures Manual.)
3. The Team must meet for training, planning, and preparation prior to the Weekend. ***Team training shall be held on a schedule chosen by the leadership team, but shall include a minimum of eighteen cumulative training hours.*** Meeting dates and meeting lengths are determined by the Team's leadership, so long as the minimum required training hours are fulfilled.
4. Team members shall pay all Weekend fees as and per the schedule prescribed in the FWMS Policies and Procedures Manual. The final payment date shall be determined by the Treasurer of the Secretariat and announced in the Lay Leader's invitation to prospective Team members. Team members who do not meet this schedule and have not made prior payment arrangements may be removed from the Weekend Team.
5. The Secretariat Representative (Rep) on each Walk must be well-versed in the contents of the FWMS governing documentation and is responsible for enforcing training attendance requirements, fee payment requirements, and adherence to the requirements of the FaithWalk governing documents. If a potential Secretariat Rep is unwilling or unable to adhere to this requirement, he / she should not be considered for the position.
6. The Rep on each Walk must also be available to serve as an alternate for any vacated Table Leader or Speaker position.
7. The Weekend Servant Schedule is a separate document which details the minute-by-minute progression of the Weekend. Team members may make personal copies for their use during the Weekend and these copies do not have to be returned. Team Manuals may be taken to the campground by the Team, but must be accounted for before leaving the campground.

SECTION SEVEN: COMMITTEES

Note: It is strongly encouraged that members of the Secretariat appoint as many volunteers as practical to assist each Secretariat function. This will lighten the load for the Secretariat members and enable others an opportunity to serve the Community.

1. Pre-Weekend Committee – This Committee shall be responsible for establishing the criteria for receiving applications for Believers; reviewing, processing, and finalizing Believer applications; keeping Believers notified of all relevant details before their Walks; planning and carrying out Believer orientation; and equipping and preparing them for their Walk. This Committee shall also plan and carry out all the details of the Send-Off Dinner and transportation to the Weekend site and return transportation to the Closing service and to their final drop-off point, if necessary. This Committee shall be responsible for organizing and setting up for Serenades for the Community.
The Chair shall appoint a member of this Committee to serve as Registrar of the Community; preferably, one for men's and one for women's Weekends. Each Registrar shall handle the application for and the registration of all Believers and coordinate this information with the Treasurer concerning the payment of fees. A PO Box shall be established at a local post office for all Community-related mailings. The Secretariat's Pre-Weekend Chairperson, Treasurer, and Registrar shall be the only members with access to the PO Box. Any mailed-in correspondence shall be addressed to this PO Box.
The Registrar shall work closely with the FWMS Communication Chairperson to receive training and support for the FWMS web site applications pertaining to Believer scheduling and registrations, and to ensure consistency among Registrar protocol within FWMS and the FaithWalk Communities.
2. Weekend Committee – This Committee shall oversee details and logistics concerning the supply, preparation, dispensing, and restocking of materials, manuals, and supplies for all training meetings and Weekends. May also be asked to provide some supplies for Gatherings. Core members of this Committee must be highly experienced and well-versed in a variety of aspects of the Weekends.
3. 4th Day Committee – This Committee shall be responsible for continually promoting and encouraging the formation of Accountability Groups and projects for the Community. This Committee shall be responsible for organizing and setting up



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for Weekend Closings and Gatherings of the Community. Gatherings should be scheduled in February, June, and October; but other, similar activities and get-togethers may also be added. Community projects (may be classified as “Norman” projects) should also be established to help others in need. This committee shall also provide encouragement and a means for members to serve on Committees and other activities within the Community.

4. Communications Committee – This Committee shall compile and maintain a current electronic history of Community members with regards to individual contact information, skills, and Team experience. There shall be a member of this Committee designated as FWMS Historian, who will keep an updated photographic history of Team photos. This Committee is responsible for preparing and distributing a quarterly Community newsletter. (Any proposed articles dealing with policy shall be reviewed by the Secretariat before printing.) This Committee shall also oversee the FWMS website, Weekend photography, and communication with FWCI and other Communities, as well as the set-up, take down, maintenance and storage of all media equipment and related supplies on every Weekend and event sponsored by FWMS. The Communications Committee, or designee, maintains communication with other 4th Day Communities so that the local FaithWalk Community knows of other 4th Day Weekends and so the other Communities know of ours so we can pray for each other during respective Walks, and so that we can support each other’s Serenade and / or Candlelight activities. Once each year, the Communications Committee Chair shall offer a training session to the Registrar(s), and any others interested, on the web site and its related functions and capabilities. This training session will also be held to encourage members to make suggestions for improvements and / or clarifications of Registrar and web site operations.
5. Committee Formation – In addition to the five standing Committees of the Secretariat (see CrossRoads Committee, below), the Secretariat may create additional committees, as needed, to support on-going or short-term requirements. These may be on a full-time or ad hoc basis and shall not meet regularly with or have a vote in Secretariat business.
 - A. Full-Time Committee. A full-time committee may be established to administer and support specified areas subordinate to a voting Secretariat member (e.g., Parking, Kitchen, Security, Community Agape, etc.).
 - B. Ad-Hoc Committee. This committee may be established to administer and support a short-termed initiative. This committee reports to the designated Secretariat member and is dissolved following accomplishment of its objective. An example would be an Ad Hoc Committee to oversee a Norman Project or Fund-Raising Activity.
6. CrossRoads Committee – CrossRoads is a coed youth ministry of FaithWalk. Its purpose, function, guidelines, rights, and governance are defined in the FWMS Policies and Procedures.

SECTION EIGHT: VOTING AND CONDUCTING BUSINESS

1. Secretariat and Community business meeting protocol shall loosely be conducted in accordance with the standards set forth in the most recent addition of *Robert’s Rule of Order*. The Chair serves as moderator; the Vice Chair shall serve as Parliamentarian in matters of dispute over the interpretation of the rules of order.
2. FWMS Policies and Procedures shall be written and, upon approval, shall become subordinate to these By-laws. A Weekend Team Manual shall be written and, upon approval, shall become a subordinate of the Policies and Procedures and these By-Laws. A Weekend Servant’s Manual is written and becomes subordinate to the Weekend Team Manual. Other support documents may be added. No local Community document shall be found in conflict with the FWCI By-Laws.
3. Current members of the Secretariat, applicable committees, and current Lay Leaders shall be provided expanded access to the FWMS web site for purposes of conducting business, monitoring the database, communicating within the Community (e.g., prayer requests, announcements, and newsletters), selecting and communicating with Team members for upcoming Walks, etc. The Communications Committee Chairperson shall advise the web site administrator of incoming Lay Leaders who will need access. The web site administrator shall schedule a training session for those receiving this expanded access, as well as for Secretariat members who may need the training. Access shall be made available up to or until two weeks after that Board member or Lay Leader no longer holds his / her position; after which time, the expanded access shall be removed by the web site administrator and not reinstated without specific authorization by the Secretariat.
4. The operating (fiscal) year of this Community shall begin on January 1st and conclude on December 31st.

SECTION NINE: LIMITATIONS

Notwithstanding anything which may be to the contrary contained herein, the following limitations on the purposes and powers of the Corporation shall apply:

1. No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to, its member, directors, trustees, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth herein;



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2. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of a candidate for public office; and
3. This Corporation will not carry on any other activities not permitted to be carried on by (a) a corporation exempt from Federal income tax under Section 501(c)(3) of the Code or (b) a corporation, contributions to which are deductible under Section 170(c)(2) of the Code.

SECTION TEN: DISSOLUTION AND LIQUIDATION

Upon dissolution of the corporation, it shall be wound up and liquidated as quickly as circumstances will allow. Upon dissolution, the assets of the Corporation shall be distributed as follows.

1. To an organization organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future Federal Tax Code.
2. The Corporation's assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the Federal Government, or to a State or Local Government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas or comparable court in the county in which the principle office of the Corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine which are organized and operated exclusively for such purposes.
3. All written materials shall be returned in their entirety to FaithWalk Communities, Inc. Board of Directors.

SECTION ELEVEN: INDEMNIFICATION

To the fullest extent permitted by Tennessee law, a director or officer of the Corporation shall not be liable to the Corporation for monetary damages for breach of fiduciary duty as a director or officer. The Corporation shall indemnify, to the extent authorized or permitted by the laws of the state of Tennessee, any person or the estate of any person, made or threatened to be made, a party to an action, suit, or proceeding (whether civil, criminal, administrative, or investigative) by reason of the fact that he or she is or was a director, officer, agent, or employee of the Corporation or served any other enterprise at the request of the Corporation, provided that the individual's conduct was in good faith and that the individual reasonably believed that his or her conduct was in the best interest of the Corporation. The Corporation may pay for or reimburse the reasonable expense incurred by a director or officer entitled to indemnification who is a party to such proceeding in advance of final disposition of the proceeding if such advance payment is permissible under Tennessee law now in effect or hereafter enacted. If Tennessee law is amended after adoption of this provision to authorize corporate action further eliminating or limiting the personal liability of directors and officers, the liability of a director or officer of the Corporation shall be eliminated or limited to the full extent permitted by Tennessee law, as so amended from time to time. Any repeal or modification of this paragraph shall not adversely affect any right or protection of a director or officer of the Corporation existing at the time of such repeal or modification or with respect to the events occurring prior to such time.

SECTION TWELVE: RELATIONSHIP TO FAITHWALK COMMUNITIES, INCORPORATED

FaithWalk Communities, Incorporated, is the umbrella corporation responsible for the general administration of all local FaithWalk Communities and the FaithWalk ministry. Details of this relationship may be found in the FWCI By-Laws. To operate as a ministry of FaithWalk, a local FaithWalk Community must be recognized by FWCI. FWCI will schedule an annual meeting, each summer, to which all FaithWalk Communities may send Delegates and to which FaithWalk members are invited. Details for this Annual Meeting may be found in the FWCI By-Laws. As relates to the local Community and its involvement with this Annual Delegates Meeting, the following applies.

1. While FaithWalk members may attend, the FWCI Board of Directors and Delegates from a local Community are the only members authorized to vote and conduct business with and for the FWCI and the FaithWalk ministry.
2. Delegates are elected or appointed from the membership of this local Community, as prescribed in the FWCI By-Laws. Should results of said election not be confirmed, or a Delegate withdraw from his / her position such that timing for a follow-up election or appointment is not feasible, or should a new Community not be organized in time to hold an election, the local Community's Secretariat may appoint the authorized number of Delegates to the annual meeting under the following conditions.
 - A. No person may serve as a Delegate who is a current member of a local Secretariat or CrossRoads Committee, who is related to said current member, or who is currently nominated to be a member of said Secretariat or Committee.



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- B. Delegates must be senior members of this local Community such that they represent the top 10% of this local Community's experience, diversification of experience, regular participation in activities, and leadership qualities.
3. Expenses for Delegate and member attendance are not reimbursed, unless specifically approved by vote of the local Community's membership at a local Gathering or special business meeting of the local Community held before the Annual Delegates Meeting. Further details regarding Delegates are found in the FWCI By-Laws.

SECTION THIRTEEN: AMENDMENTS

1. Governing documents of a local Community are issued under the approval of the FWCI Board. The local Community's Secretariat shall have the responsibility for maintaining, revising, and enforcing the content and intent of these By-Laws and any subordinate documents, as defined herein. Amendments may be recommended by any member of the FaithWalk Community by forwarding, in writing or by email, the proposal to any member of the Secretariat and a copy provided to the Secretary at the same time.
2. To ensure accuracy and currency of the local Community's governing documents, the local Secretariat shall establish an Ad Hoc committee of four senior members by June 1st of every odd year to review the current governing documents and, if appropriate, make suggestions for edits and updates. The Secretariat's Secretary shall oversee this Committee; however, once the Committee is established, the Secretary shall have no veto or other such authority over the Committee's proposals. This Committee is to solicit comments and suggestions for amendments from the FWMS Community. This Committee is to review all three documents as one, so as to determine the synergy and relationship with each other. This Committee is also encouraged to review the Pastors' and Lay Leader's and Weekend Team Schedules for accuracy and compatibility.
3. Amendments to the Governing Documents may be achieved by one of three methods; A) with Community approval by majority vote, B) without Community approval by vote, or C) trial period basis, as defined below.
 - A. Amendment with Community Approval by Majority Community Vote
 - 1) Community approval by majority vote shall be instituted in all cases of amendment to the By-Laws, Policies and Procedures, or Team Manual by a 2/3s majority Community quorum vote if an amendment to either of these documents is proposed that will affect the governance, flow, intent, or well-being of the FaithWalk Weekend or ministry (does not include basic typographical or structure adjustments). Some examples requiring Community vote include changes of or within area assignments (e.g., Agape, Chapel, etc.), amendments to Secretariat positions or terms, amendments that affect the growth or makeup of the Community, changes that would diminish one Community's relationship with another, changes that would affect the intent of these documents, etc.
 - 2) Amendments are first recommended to the Secretariat for consideration. If the Secretariat disagrees with any part of the proposed amendments, the requester *shall* be contacted within 60 days of the proposed amendment's receipt for further discussion to ensure his / her intent is understood.
 - 3) If the Secretariat decides by majority vote that the change has merit, the submitter is advised of this within 60 days of the proposed amendment's receipt, and a draft of the change is created as it will appear in the amended document and forwarded to the FWCI Board for review. [This action is in order to 1) maintain documentation continuity among local Communities and 2) facilitate growth in other Communities by learning from positive improvements in one Community.] The FWCI Board shall review and respond to the amendment proposal within 30 days of receipt. If the FWCI Board does not approve of the change, the FWCI Chairperson will submit that decision in writing, along with the reason(s) for the decision, to the submitting Secretariat. The Secretariat may enter into discussion with the FWCI Board, if they feel strongly enough that the proposed changes have merit; after which, a final decision will be rendered by the FWCI Board and submitted, in writing, to the requesting Secretariat.
 - 4) If the FWCI Board approves of the change, the requesting Secretariat is notified and may proceed, as follows. When the final draft has been approved by the FWCI Board and the local Secretariat, the local Community members will be notified by email of the proposed change(s) at least 30 days prior to a formal vote. (Longer periods may be necessary, depending on the scope of the changes.) The notification will include
 - a. the current verbiage,
 - b. proposed verbiage and / or change, and
 - c. any elaboration or clarification deemed necessary.
 - 5) Regarding items 4a and 4b, above, changes of significance may be better presented by not indicating specific edits made, but presenting the unmarked section or whole document for review, (with summary of 'Changes' page attached) encouraging the reader to review the entire document and be aware of the holistic effect of the proposed change.



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- 6) Members are to be directed to review and comment on the proposed change(s) and submit their comments to the Secretary, on a schedule directed by the Secretariat. The Secretary will synopsise the comments received, present this to the FWMS Secretariat, and incorporated, if approved. If Community comments require doing so, a follow-up draft may need to be submitted to FWCI, if and as determined by majority vote of the Secretariat.
- 7) Voting shall take place at a Gathering or called event of the entire local Community no sooner than 30 days after the final change notification has been distributed to the local Community for review. In announcing the called event, the Secretariat shall clearly specify that a vote will be held at the Gathering or called event for the specific purpose of affirming the amendment of the affected document(s) and explain how the vote will be carried out. If appropriate or helpful, the Secretariat may provide up to five hard copies of the proposed amendment verbiage (may not necessarily include the entire manual) for review at the Gathering / Event for members' final review or referral.

NOTE: This vote shall not be made at a called business session during another event, such as a Serenade or Closing. The Community must be allowed time to voice questions and comments and debate the proposal, and trying to conduct a vote of this magnitude in a hurried environment is not acceptable. Therefore, voting on amendments to the FaithWalk core documents shall only occur during a Gathering, as defined above, or at a Community business meeting during which ample time is set aside to discuss the proposed amendments.

- 8) At a specified time during the Gathering or called event, the senior Secretariat member present will open the floor for discussion; then, if ready, conduct the vote by show of hands. If, by prior approval, the Secretariat decides the vote should be by ballot, blank sheets or pre-printed ballots will be made available to all present. Those in attendance at the Gathering or called event will constitute a quorum of the local Community, and ballots shall be tallied and results announced immediately after the vote. Members must be present to cast their votes.
- 9) A 2/3 majority of the total votes received constitutes acceptance of the amendment. Should a 2/3 majority not be achieved, the amendment is not carried, the requester is notified in writing or by email (unless he is present for the vote), and the amendment may not be re-proposed for a period of not less than twelve calendar months from date of vote.
- 10) Results will be announced to the local Community via Community email within seven days after the vote.
- 11) Results and any updated documentation will be forwarded to the FWCI Secretary within 30 days after the vote.
- 12) The FWMS Weekend Chair will collect all known superseded copies of amended documents, destroy them, and replace them with the amended document(s) within four weeks of amendment approval. Members are strongly discouraged from keeping superseded copies.

B. Amendment Without Community Approval by Vote

- 1) Within the authority of these By-Laws, the Secretariat may make changes it feels beneficial to the local Community or operation of FaithWalk not covered under "With Local Community Approval," above. Examples include, but are not limited to, decisions to upgrade web site functions and access privileges, decisions regarding supplies and storage, changing Weekend times (not order of events) to improve the flow of the Weekend, corrections of typographic or grammatical errors, etc. Changes can only be made by 2/3 majority vote of the entire Secretariat. Absentee votes are not allowed. Approved changes shall be distributed as prescribed below.
- 2) Should a member of the Community feel the announced change should have been submitted to the Community for review, discussion, and vote, said member must express this opinion in writing to the Secretariat's Chairman (cc: Secretary) and define the rationale for that opinion. The Secretariat shall review this opinion and render a decision, in writing, to the submitting member within 45 days of receipt from submitting member. If further discussion or research will extend making the decision, the submitter will be notified and a firm date established to render the decision. Upon rendering, the decision of the Secretariat will be considered final.
- 3) Changes will be announced to the local Community via Community email within seven days after the vote.
- 4) Changes and updated documentation will be forwarded to the FWCI Secretary within 30 days after the vote.
- 5) The Weekend Chair will update or replace any current documentation, as described above.

C. Amendment on a Trial Period Basis

Certain events or circumstances may determine that full incorporation of a proposed change to FWMS documentation cannot be effectively made without first testing the change to determine its impact, as proposed. (An example of this would be amendments to address potential schedule impacts from use of a new or different Weekend campground.) Should this occur, the Secretariat is authorized to amend the documentation, as proposed, and include it as a temporary supplement, *so labeled*, to the affected documentation for a pre-determined and documented trial period. The Secretariat will

- 1) announce the duration of the trial period,



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- 2) announce to the local Community the incorporation of and reason for this proposed change,
- 3) place copies of the proposed change(s) into the affected document(s) and label the added pages to reflect that they are "Proposed Amendments" to the affected document(s),
- 4) train users (e.g., Lay Leaders, Committee Chairpersons, etc.), as appropriate, on the proposed changes, and
- 5) monitor responses to and the impact of the proposed change(s) to the affected process(s).

At the end of the trial period (which may be extended, if necessary), the Secretariat will make any adjustments to the proposal (based on feedback and lessons learned, during the trial period), advise the submitter of status of the original proposal, and take appropriate actions in accordance with Section Twelve.

- D. Accumulating Amendments. At times, incorporation of one or more approved amendments to a single document may not justify the labor and cost of reprinting documents just for that / those amendment(s). The Secretariat may decide to post a clearly titled running list of these amendments in the front of each copy of the affected document(s). These entries will include the amendment's month / year, the affected paragraph / section of the manual, change description, and the date the amendment(s) were approved. These amendments shall also be announced as such on the FWMS web site. Any posted copies will be labeled as amendments awaiting incorporation, but will not be included in the Revision Status Page until they are formally incorporated. When five amendments have accumulated to any single document *or* when the scope of any one or combination of amendments is such that incorporation is warranted, all outstanding amendments to that document are incorporated, as defined in Section Twelve, and the Revision Status page will be updated. Incorporation will follow the directions for incorporation, stated above.



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In witness, the parties below have read and approved these By-Laws as of this date: _____.

<u>Secretariat Title</u>	<u>Printed Name</u>	<u>Signature</u>
Chair	_____	_____
Vice Chair	_____	_____
Secretary	_____	_____
Treasurer	_____	_____
Community Pastor	_____	_____
Pre-Weekend Chair	_____	_____
Weekend Chair	_____	_____
4 th Day Chair	_____	_____
Communications Chair	_____	_____
CrossRoads Committee Chair	_____	_____