



SAMPLE MINISTRY BYLAWS

ChurchWest Insurance Services strives to provide informative and helpful risk management resources to your ministry.

Inside, you will find a sample Ministry Bylaws document by Brotherhood Mutual Insurance Company. This resource is intended to guide your ministry in how it operates as an organization.

PLEASE NOTE: Ministries should make it a point to evaluate their bylaws at least every three to five years. It is recommended to have an attorney review the proposed changes before they're finalized.

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SAMPLE MINISTRY BYLAWS

This sample bylaws document should be reviewed and approved by your local attorney prior to use to ensure the document complies with the applicable laws of your state. Additional notes for your ministry to consider as it drafts its own bylaws document with the assistance of a local attorney are provided in italics below.

PREAMBLE (OPTIONAL):

Some ministries elect to include a Preamble section in their bylaws documents that establishes that they are a place of worship and identifies the leadership body electing to adopt the bylaws. Below is some sample language your ministry may consider.

This organization was established as a place for the worship of our Heavenly Father and [list other narrowly tailored reasons for the establishment of your organization.]

The [insert ministry leadership body responsible for approving the bylaws] hereby adopts the following bylaws of church order and agree for Ministry to be governed by them.

ARTICLE 1: MINISTRY NAME

The name of this organization is [insert ministry's name], a domestic [insert type of organization such as nonprofit corporation] organized under the laws of the State of [insert state] (hereinafter referred to as "Ministry").

ARTICLE 2: PRINCIPAL OFFICE AND REGISTERED AGENT

The principal office and the registered office of Ministry shall be located at [insert address], and the name of the registered agent of Ministry at such address is [insert name of registered agent]. Ministry may change the location of the principal or registered office, or the designated registered agent, by the board of directors [or board of elders/trustees/deacons, whichever is applicable] in accordance with the provisions of the [insert name of applicable state nonprofit corporations law]. Ministry may also have offices at such other locations within and without the state of [State Name] as the board of directors [or board of elders/trustees/deacons, whichever is applicable] may determine Ministry may require.

ARTICLE 3: STATEMENT OF PURPOSE

Insert your Ministry's religious purpose statement in this section. Below is a sample purpose statement.

Ministry exists to support and equip Christ's followers, to reach the lost, to serve those in need, and to display the love of Christ to others, both individually and as a body of believers. Everything that Ministry does is founded upon the Truth set forth in the Bible, which is living, and active, and sharper than any two-edged sword (Hebrews 4:12). Because these beliefs serve as the bedrock of our ministry (Matthew 7:24), everyone involved in our ministry is expected to act in a manner that promotes and supports these beliefs.

ARTICLE 4: STATEMENT OF FAITH

[Note: Some ministries include their full belief statements in all governing and operational documents, such as ministry bylaws. However, other ministries choose to only include the ministry's core doctrinal beliefs (e.g., the Bible, the Trinity, the Church, sin, salvation, etc.) in the governing documents and then address topics like marriage or gender identify in operational documents. One advantage of the second approach is that governing documents can be more challenging to amend than operational documents. Ministries may want to avoid amending their bylaws every time new issues arise at the ministry that may warrant a specific statement being added.]

Ministry is a non-profit religious organization composed of a community of believers who have joined together to meet the spiritual needs of the greater community. Our organization promotes behavior consistent with the Holy Scriptures. Consequently, when you become a member, employee, leader, or representative of Ministry, you freely and willingly agree to the *statement of faith/standards of behavior* outlined below. The *statement/standards* included are not exhaustive; rather, they provide a guideline of beliefs and conduct we believe is in accordance with Biblical standards. As members, employees, leaders, or representatives of Ministry, it is imperative that our actions are above reproach in all things. Consequently, the following *statement of faith/standards of conduct* shall apply to all members, employees, leaders, and representatives of Ministry. Violations of the *statement of faith/standard of conduct* are regarded as a serious breach of integrity and could result in discipline, up to and including removal from Ministry.

[Insert Ministry's statement of faith/standards of conduct and/or belief-based decisions into your bylaws document here. Be sure to include applicable references to Scripture.]

ARTICLE 5: MINISTRY BOARD OF DIRECTORS (OR TRUSTEES, ELDERS, OR DEACONS)

SECTION 1. GENERAL POWERS. The corporate powers and business affairs of Ministry shall be managed by its board of *[directors/trustees/elders/deacons]*.

SECTION 2. NUMBER OF [DIRECTORS/TRUSTEES/ELDERS/DEACONS]/QUALIFICATIONS. The number of *[directors/trustees/elders/deacons]* of Ministry will be *[insert number of directors/trustees/elders/deacons or range]*. Each *[director/trustee/elder/deacon]* shall hold office until the next annual *[director/trustee/elder/deacon]* meeting or for the term for which he or she is elected and until his or her successor shall have been elected and qualified. The number of *[directors/trustees/elders/deacons]* may be increased or decreased from time to time by amendments to these bylaws, but no decrease shall have the effect of shortening the term of any incumbent director.

SECTION 3. ANNUAL MEETING. There will be an annual ministry *[director/trustee/elder/deacon]* meeting, at which time the election of officers will take place and the officer reports will be presented, among other business. This meeting shall be held during the *[insert timeframe such as first quarter, second quarter, etc.]* of each year. The time and place of the annual meeting will be announced by the pastor to the congregation during worship services on each of the two Sundays immediately preceding the date of the annual meeting. If the election of *[directors/trustees/elders/deacons]* is not held at the annual meeting, the board of *[directors/trustees/elders/deacons]* shall hold a special *[director/trustee/elder/deacon]* meeting for the election of

[directors/trustees/elders/deacons]. The failure to hold the annual meeting at the designated time shall not affect the validity of any ministry action.

The usual order of business for the annual business meeting of Ministry shall be as follows:

Insert Ministry's standard annual agenda which may include items such as: opening prayer, ratification of ministry actions for prior year, review and approval of previous minutes, treasurer's report, committee reports, pastor's report, new business, election of officers, other business, adjournment, etc.

SECTION 4. SPECIAL MEETING. Special *[director/trustee/elder/deacon]* meetings may be called by the president *[Note: some ministries replace the president position with the senior pastor]*, by the board of *[directors/trustees/elders/deacons]*, or *[insert anyone else who may call a special director meeting at your Ministry such as a certain percentage of active voting members]*. No business other than that specified in the notice of meeting will be transacted at any special meeting of Ministry.

SECTION 5. PLACE OF MEETING. The board of *[directors/trustees/elders/deacons]* may designate any place it chooses as the place of meeting for any annual meeting or for any special *[director/trustee/elder/deacon]* meeting. A waiver of notice signed by all *[directors/trustees/elders/deacons]* entitled to vote at a meeting may designate any place for the holding of such meeting. If no designation is made, the place of meeting shall be the principal office of Ministry in the State of *[insert Ministry's domicile state]*.

SECTION 6. NOTICE OF MEETING. *[Your ministry should state its requirements for providing notice of meetings as required by applicable law in your jurisdiction.]*

SECTION 7. MEETING OF [DIRECTORS/TRUSTEES/ELDERS/DEACONS]. If all of the *[directors/trustees/elders/deacons]* shall meet at any time and place, and consent to the holding of a meeting, such meeting shall be valid without call or notice, and at such meeting any ministry action may be taken.

SECTION 8. ADDRESS OF RECORD. The address of any *[director/trustee/elder/deacon]* appearing upon the records of Ministry shall be deemed to be the latest address of the *[director/trustee/elder/deacon]* that has been furnished in writing to Ministry.

SECTION 9. VOTING REQUIREMENTS AND PROCEDURES. *[Your ministry should detail its procedure for voting here. Some ministries follow the parliamentary procedures as set forth in the current edition of Robert's Rules of Order Revised while also keeping in line with Christian principles.]*

SECTION 10. QUORUM. A *[insert percentage]* of the *[directors/trustees/elders/deacons]* present at a *[director/trustee/elder/deacon]* meeting shall constitute a quorum. *[Insert your ministry's policy as to what business may be conducted if there is or is not a quorum].*

SECTION 11. PROXIES. *[Include this policy only if you want to allow proxies.]* At all *[director/trustee/elder/deacon]* meetings, a *[director/trustee/elder/deacon]* may vote by proxy appointed by a proxy appointment form signed by the *[director/trustee/elder/deacon]* or by the *[director/trustee/elder/deacon]'s* authorized attorney-in-fact. Such proxy shall be filed with Ministry secretary Ministry or other officer or agent authorized to tabulate votes before or at the time of the meeting. No proxy shall be valid after ____ months from the date of its execution, unless a longer time is expressly provided therein.

SECTION 12. NONDIRECTORS [If applicable]. In some situations, nondirectors may be permitted to attend a ministry board meeting if authorized by the majority of the [directors/trustees/elders/deacons] in writing prior to the meeting.

SECTION 13. VOTES BY CONSENT IN WRITING. Any action required or permitted to be taken at a [director/trustee/elder/deacon] meeting may be taken without a meeting if the action is taken by all [directors/trustees/elders/deacons] entitled to vote on the action as evidenced by one (1) or more written consents describing the action taken signed by all the [directors/trustees/elders/deacons] entitled to vote on the action, and delivered to Ministry for inclusion in the minutes or filing with the ministry's business records.

SECTION 14. VACANCIES. Any vacancy occurring on the board of [directors/trustees/elders/deacons] caused by resignation, death, or other incapacity, or increase in the number of [directors/trustees/elders/deacons] may be filled by a majority vote of the remaining members of the board, even if the [directors/trustees/elders/deacons] remaining in office constitute fewer than a quorum of the board, until the next annual or special meeting of the [directors/trustees/elders/deacons] or, at the discretion of the board of [directors/trustees/elders/deacons], such vacancy may be filled by vote of the [directors/trustees/elders/deacons] at a special meeting called for the purpose. [Directors/Trustees/Elders/Deacons] shall be notified of any increase in the numbers of [directors/trustees/elders/deacons] and the name, address, principal occupation and other pertinent information about any [director/trustee/elder/deacon] elected by the board of [directors/trustees/elders/deacons] to fill any vacancy. Such notice shall be given in the next mailing sent to the [directors/trustees/elders/deacons] following any such increase or election, or both, as the case may be.

SECTION 15. REMOVAL OF [DIRECTORS/TRUSTEES/ELDERS/DEACONS]. Any [director/trustee/elder/deacon] may be removed either with or without cause at a special meeting of the [directors/trustees/elders/deacons] called expressly for that purpose. Removal shall be accomplished if the number of votes cast to remove the [director/trustee/elder/deacon] exceeds the number of votes not to remove the [director/trustee/elder/deacon]. If a [director/trustee/elder/deacon] is elected by a voting group of [directors/trustees/elders/deacons], only the [directors/trustees/elders/deacons] of that voting group may participate in the vote to remove that [director/trustee/elder/deacon].

[Note: Below are optional provisions based on your ministry's specific governing board structure. Some ministries have deacon and trustee positions in addition to the board of directors. Some have deacons/trustees in lieu of a board of directors. Select which option is applicable to your ministry.]

SECTION 16. DEACONS [OPTIONAL]. Ministry may appoint deacons from time to time who shall be persons of mature Christian faith and knowledge. The responsibilities of deacons will include *[insert responsibilities narrowly tailored to your ministry.]* Deacons shall be at least ____ years old and shall have been members of Ministry for at least ____ year(s). Deacons shall currently support Ministry with their tithes and offerings, regularly attend church services, and support Ministry's mission and purpose.

SECTION 17. TRUSTEES [OPTIONAL]. Ministry may appoint *[insert number]* trustees (who may also be deacons or officers of Ministry) for a *[insert number]* year term of service. The trustees' responsibilities include *[insert responsibilities narrowly tailored to your ministry.]* Trustees must be active voting members of Ministry.

ARTICLE 6: OFFICERS

SECTION 1. NUMBER. The board of *[directors/trustees/elders/deacons]* will have at minimum the following officer positions: *[insert officer positions that your Ministry chooses to have such as chairman or president (with some ministries this person is the senior pastor), vice-president, treasurer, secretary, etc. Be sure your officer requirements comply with applicable state law.]* The board of *[directors/trustees/elders/deacons]* may, by resolution, create additional officer positions, all of which shall be elected by the board of *[directors/trustees/elders/deacons]*.

SECTION 2. APPOINTMENT, TENURE, and VACANCIES. The officers of Ministry to be appointed by the board of *[directors/trustees/elders/deacons]* shall be appointed annually by the board of *[directors/trustees/elders/deacons]* at the annual meeting of the board of *[directors/trustees/elders/deacons]*. If the appointment of officers shall not be held at such meeting, such appointment shall be held as soon thereafter as possible. Vacancies may be filled or new offices created and filled at any meeting of the board of *[directors/trustees/elders/deacons]*. Each officer shall hold office until the officer's successor shall have been duly appointed and shall have qualified or until the officer's death or until the officer shall resign or shall have been removed in the manner hereinafter provided.

SECTION 3. REMOVAL. Any officer may be removed by a majority vote of the board of *[directors/trustees/elders/deacons]* whenever in its judgment the best interests of Ministry will be served thereby. Appointment of an officer or agent shall not create contract rights.

SECTION 4. OFFICER POSITIONS AND DUTIES. *In this section include the responsibilities and authority of each officer position that your ministry chooses to have. Below are some officer positions and duties commonly appointed by ministries.*

- A) **Chairman/President/Pastor [choose one].** *List all of the duties that this position is responsible for. For example, a Pastor may be responsible for being the spiritual overseer of Ministry and board of [directors/trustees/elders/deacons] and shall direct the board of [director/trustee/elder/deacon]'s meetings. List all other duties of the Pastor such as any committees the Pastor is in charge of.*
- B) **Secretary.** *List all of the duties for the secretary position such as the secretary will keep and maintain the official minutes of Ministry's board meetings and special business meetings, will maintain records of Ministry's membership, will maintain Ministry's legal and organizational documents, will assist ministry in filing of Ministry's required corporation reports as required by law, and will perform other clerical duties as assigned by the board.*
- C) **Treasurer.** *List all of the duties for the treasurer position such as will be entrusted with maintaining the finances of Ministry (with supervision of the church board), will maintain detailed records of ministry finances including receipts and disbursements, will present a report at each board meeting as well as an annual report to the board each year, will assist Ministry with acquiring and maintaining tax exemptions available to religious organizations under state and federal law, will assist ministry with coordinating distribution of donor receipts each year,*

and will be the official custodian of ministry financial records, among other financial related duties assigned by Ministry.

ARTICLE 7: MINISTRY WORKERS

[Some ministries include a section in their bylaws regarding ministry positions such as senior pastor and ministry staff members, volunteers, and deacons. You may consider including this information narrowly tailored for your ministry in this section.]

ARTICLE 8: MINISTRY COMMITTEES

The board of *[directors/trustees/elders/deacons]* may from time to time, by resolution adopted by a majority of all *[directors/trustees/elders/deacons]* in office when the action is taken, designate from among its members special committees, and may confer certain powers on such committees as the board of *[directors/trustees/elders/deacons]* may determine as necessary. The board of *[directors/trustees/elders/deacons]* may revoke such powers and terminate the existence of such committees except as otherwise provided by law. *[If your ministry has special committees it already has in place or knows it will create, you may include information about those committees and their function in this section.]*

ARTICLE 9: MEMBERSHIP

SECTION 1: MEMBERSHIP QUALIFICATIONS. *[Provide your ministry's qualifications for membership here. For example, "The membership of this church shall be composed of believers in the Lord Jesus Christ and who offer evidence, by their confession and their conduct, that they are living in accord with Ministry's Constitution and Bylaws, and are actively pursuing and continuing in a vital fellowship with the Lord Jesus Christ."]*

SECTION 2: PROCEDURES. *[Provide your ministry's application procedures for membership here. Some ministries require church members to sign a Church Membership Agreement as part of the membership process to communicate your ministry's statement of faith and sincerely held religious beliefs to prospective members and to document their understanding and agreement to those beliefs. Such an agreement can be helpful in relation to church discipline or if conflict arises with a member.]*

SECTION 3: MEMBERSHIP RESPONSIBILITIES. *[Provide the responsibilities required of your members in this section.]*

SECTION 4: VOTING: *[Include a voting section if your members are entitled to vote on certain ministry matters such as matters discussed at an annual business meeting. Explain what those matters are and the voting process.]*

A. Qualifying of Voters. *Include your ministry's rules on which members qualify to vote on ministry matters such as all active voting members who are present and who are 18 years of age or older.*

B. Transfer Members. *Discuss whether transfer members will have voting privileges and when.*

C. Members Under Discipline. *No member under discipline will be entitled to a vote until the discipline process is completed.*

D. Quorum. *[Insert your ministry's requirements for a quorum for members to be able to vote on a matter.]*

E. Membership List. The board of *[directors/trustees/elders/deacons]* will review the list of ministry voting members at least annually, at the regularly scheduled meeting of the board immediately preceding the annual business meeting, and compile a current list of active voting members of Ministry to present at the annual meeting.

SECTION 5: TERMINATION. *[Include your ministry's termination of membership policy here.]*

SECTION 6: OTHER. *[Your ministry may have other policies related to membership such as transfer of memberships from other Christian churches, member meetings, etc. that you may want to include in this section.]*

ARTICLE 10: FINANCIAL AFFAIRS

SECTION 1. CONTRACTS. The board of *[directors/trustees/elders/deacons]* may authorize any officer(s) or agent(s) to enter into any contract or execute and deliver any instrument in the same name of and on behalf of Ministry, and such authority may be general or confined to specific instances.

SECTION 2. LOANS. No loans shall be contracted on behalf of Ministry and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the board of *[directors/trustees/elders/deacons]*. Such authority may be general or confined to specific instances.

SECTION 3. CHECKS, DRAFTS, ETC. All checks, drafts or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of Ministry shall be signed by such officer(s) or agent(s) of Ministry and in such manner as shall from time to time be determined by resolution of the board of *[directors/trustees/elders/deacons]*.

SECTION 4. DEPOSITS. All funds of Ministry not otherwise employed shall be deposited from time to time to the credit of Ministry in such banks, trust companies or other depositories as the board of *[directors/trustees/elders/deacons]* may select.

SECTION 5. INVESTMENTS. Ministry by its board of *[directors/trustees/elders/deacons]* shall have the right to invest and reinvest any funds Ministry holds.

SECTION 6. FISCAL YEAR. The fiscal year of Ministry shall begin on the first day of _____ and end on the _____ day of _____ in each year.

SECTION 7. HANDLING OF OFFERINGS. All of Ministry's offerings will be collected and counted by at least two authorized persons who will complete and sign offering receipts forms, with one copy going to the treasurer and the other to the *[insert title applicable at your ministry such as senior pastor, treasurer, etc.]*. Once counted, the offerings will immediately be placed into the church vault until the funds can be deposited in the bank. Ministry will designate authorized individuals who will take the offerings from the church building to deposit in the bank. A record shall be kept of all receipts, deposits, and disbursements of Ministry.

ARTICLE 11: INDEMNIFICATION AND INSURANCE

SECTION 1. INSURANCE. Ministry will purchase and maintain liability insurance on behalf of any and all persons who are or were a director, officer, leader, employee, committee member or volunteer of Ministry (while serving in their capacity as such). Such insurance will be purchased for the purpose of protecting such persons from covered loss resulting in liability asserted against the above individuals in connection with their activities on behalf of Ministry.

SECTION 2. INDEMNIFICATION REQUESTS. Should any director, officer, leader, employee, committee member or volunteer of Ministry incur any liability as a result of their affiliation with or service to Ministry that is not covered by Ministry's insurance policy, and should such liability result in any out-of-pocket cost to such individual, then such individual may request indemnification from Ministry if the individual was acting on behalf of Ministry in good faith and within the scope of authority designated to the individual by Ministry. The granting of full or partial indemnification shall be at the discretion of the governing board of Ministry as set forth in Section 3 herein.

SECTION 3. INDEMNIFICATION DECISIONS. In relation to any indemnification request that is made pursuant to Section 2 herein, if such request is made by an individual who is not currently serving on the governing board of Ministry, then the indemnification decision (whether to indemnify the requesting individual, and the dollar amount of such indemnification), will be made by the governing board. Such decision of the governing board will be final. If the indemnification request is being made by a person who is currently serving on the governing board, then the indemnification decision (whether to indemnify the requesting party, and the dollar amount of such indemnification), will be made by the remaining disinterested members of the governing board. A decision on the indemnification request by a majority of disinterested members of the board of [directors/trustees/elders/deacons] will be final.

ARTICLE 12: EXAMINATION OF MINISTRY CORPORATE RECORDS

A director shall have the right to inspect corporate records of Ministry, upon written demand given at least five (5) business days before the date on which the director wishes to inspect the documents. *[Ministry may choose to also include a list of the types of corporate documents it may allow to be inspected.]*

ARTICLE 13: AMENDMENTS

These bylaws may be amended or repealed and new bylaws may be adopted at any meeting of the board of [directors/trustees/elders/deacons] of Ministry by a *[Choose one: majority vote or two-thirds vote or ____ percentage vote]* of the [directors/trustees/elders/deacons] present at the meeting.

ARTICLE 14: CONFLICT OF INTEREST

Ministry expects its board members, directors, officers, trustees, deacons, representatives, volunteers, or other agents acting on behalf of Ministry ("Representatives") to conduct Ministry business to ultimately achieve the highest ethical standards of conduct, to comply with all applicable laws, and to conform with Biblical principles. Ministry Representatives are expected to put Ministry's interests ahead of their own personal interests as they carry out their responsibilities on behalf of Ministry, and they have a duty to recognize, disclose, and avoid

conflicts of interest. Representatives are prohibited from using their position with Ministry for any type of private gain or to obtain benefits for themselves or members of their family.

Potential conflict of interest occurs when a Representative's outside interests (i.e. financial, business, personal, or relational interests) interfere with Ministry's interests or the Representative's work-related duties. For example, a conflict of interest may occur when a Representative is in a position to influence a decision that may result in a personal gain for the Representative or the Representative's family member as a result of Ministry's business dealings. Areas in which conflicts may arise between Representatives and Ministry, may include, but are not limited to, the following transactions with third parties:

- Transactions involving supplying goods and services to Ministry;
- Transactions involving real estate or property leases to or with Ministry;
- Transactions involving donors or others supporting the organization;
- Transactions that pay royalties or monetary awards to Representatives for products or services provided to Ministry; or
- Transactions involving other organizations that affect the operations of Ministry.

Below are a few hypothetical situations that would create a conflict of interest.

Example: *As a board member, Mary learns about a great real estate opportunity made available to the ministry. Before the board has a chance to discuss the opportunity and vote on it, Mary purchases the real estate herself and resells it at a profit.*

Example: *Noah owns a local roofing business and also serves as a board member of ABC Ministry. ABC Ministry needs a new roof for its building. Noah's company has submitted a bid for the roof replacement. Noah has a conflict of interest because he owes loyalty to both his business and ABC Ministry. In order to avoid a breach of his duty to ABC Ministry, he likely needs to disclose the conflict and abstain from the board's decision-making process.*

If a Representative becomes aware of any potential conflict of interest or ethical concern regarding the Representative's position with Ministry or another Representative's position with Ministry, the Representative must promptly complete a conflict of interest disclosure form and submit it to Ministry's conflicts administrator. Representatives serving Ministry as board members, [directors/trustees/elders/deacons], officers, or trustees shall complete an annual conflict of interest disclosure form each year and submit it to the conflict's administrator.

ARTICLE 15. GOVERNING LAW

These bylaws shall be construed and interpreted in accordance with the laws of the state of [insert state].

ARTICLE 16. DISPUTE RESOLUTION

[Ministry should decide what dispute resolution procedures it wants to administer at the church. Below is a sample provision.]

The Scriptures call Christians to resolve their disputes outside of civil courts (1 Corinthians 6:1-8). Accordingly, all disputes which may arise between any member of Ministry and Ministry itself, or between any member of

Ministry and any pastor, officer, director, employee, volunteer, or other worker of Ministry, shall be resolved by binding arbitration as provided below if initial efforts to mediate or conciliate the dispute have failed. Any dispute as mentioned above shall be settled by biblically based mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation. Judgment upon any arbitration decision may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of these bylaws and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision.

The arbitration process is not a substitute for any disciplinary process that may be set forth in Ministry's governing or operational documents (such as constitution or bylaws), and shall in no way affect the authority of Ministry to investigate issues of misconduct or administer discipline as appropriate.

If a dispute may result in an award of monetary damages, then use of this arbitration procedure is conditioned on acceptance of the procedure by the liability insurer of Ministry, and the insurance carrier's agreement to honor any arbitration awarded against Ministry up to any applicable policy limits.

ARTICLE 17: DISSOLUTION

[Your ministry may want to include a dissolution provision in your ministry's bylaws that is in compliance with applicable law, especially section 501(c)(3) of the Internal Revenue Code. A sample dissolution provision that may help your Ministry accomplish this (with the assistance of a local attorney) may include the following: "Upon the dissolution of Ministry, 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 government, for a public purpose."]

[Insert signatures as required by applicable state law.]