



BYLAWS

EFFECTIVE JANUARY 1, 2024



PREAMBLE

Having been led by the Holy Spirit, and embracing the Word of God as our final authority for faith and practice, we humbly set forth this document to express how we choose to organize ourselves to be a multiplying, disciple making, community of believers dedicated to continuing the mission of Jesus and giving glory to God.

ARTICLE I.

NAME & LOCATION

This body shall be known as LifeBridge International Church. Incorporated in 2013, and trading as “Fundacion LifeBridge International Church”. On January 1, 2024 the foundation redesignated itself as “LifeBridge International Church” a non-profit legally independent church in Panama City, Panama. This body will be referred to in these bylaws as the “church” and may also be referred to in these bylaws by and may do business as “LifeBridge” or “LifeBridge Church”.

ARTICLE II.

PURPOSE & MISSION

The primary purpose of this church shall be to bring glory to God. Our mission is to make Heaven more crowded by bridging lives to Christ. We accomplish becoming more like Jesus by following Him. We actively engage in worship, biblical community, serving others and sharing the gospel of Jesus Christ with the world.

The church will pursue its religious and charitable purposes in accordance with the laws of Panama.

ARTICLE III.

AFFILIATIONS

The Church is autonomous and maintains the right to govern its own affairs, independent of other churches and/or convention control. Recognizing, however, the benefits of cooperation with others in the fulfillment of its purposes LifeBridge International Church is a member of the International Baptist Convention (IBC), headquartered in Frankfurt, Germany.

The Bible, God's word to us, is central to our relationship with God and each other. While we recognize there are some areas where committed Christians disagree (Romans 14:1-15:7; 2 Timothy 2:23-24; Titus 3:9), the Bible makes clear that certain truths are essential to the Christian faith. LifeBridge considers these to be the following:

ABOUT GOD

God is the loving Creator of all that exists, both seen and unseen. God is eternal and completely good, knowing all things, having all power and majesty. God exists as the Trinity, in three distinct persons, yet one God: Father, Son, and Holy Spirit. God passionately desires a relationship with us and continually invites us into a relationship of faith, friendship, learning, and service. (Genesis 1:1; John 14:6-9; 15:17; 16:7-15; Matthew 28:19; 2 Corinthians 13:14; 1 John 4:9-10)

ABOUT JESUS CHRIST

God expressed himself in human form through Jesus Christ, the Son of God. Jesus Christ is fully man and fully God. He is the perfect reflection of God's character and glory. Born of the Virgin Mary, He lived a sinless life and offered himself as the only perfect sacrifice for the sins of all people by dying on the cross. All who believe in Him are declared righteous because of His death. He rose physically from the dead, ascended to heaven and will return again to earth to reign forever with those who are His. (Colossians 1:13-23; 2:8-14; 1 Corinthians 15:3-8; Matthew 22:36-40; 1:18-25; John 1:1; 8:40,58; 11:33; 14:1-3; Hebrews 1:1-8; Acts 1:9-11; 10:42-43; 1 Thessalonians 4:16-17; Romans 5:8-10)

ABOUT THE HOLY SPIRIT

The Holy Spirit, sent from God to live inside all who believe in Jesus Christ, teaches, comforts, and empowers us, giving each follower diverse gifts, fostering unity, interdependence, productivity, Christ-like character, and love among Christians. The believer receives the Holy Spirit at the moment of salvation. The empowering of the Holy Spirit, the promise of the Father, is available for every Christian. (Acts 1:8; 2:4; Romans 5:5; 8; 1 Corinthians 12-14; Galatians 5:16-25; Ephesians 3:16; 4:3-4; 5:18; John 14:26; 16:7-14)

ABOUT THE BIBLE

We believe that God speaks to us in the Bible, which is completely without error. It is our privilege to seek to understand God's message and apply it responsibly to our lives. The Bible is our standard and authority in all we say and do. We believe that God inspired the authors of the Bible and are therefore completely trustworthy. The Bible is the final authority on all matters to which it speaks. We believe that God's unchangeable Biblical message ought to be presented in relevant and contemporary ways, free of religious jargon so that it is understandable to the people of our community. (Matthew 5:17-19; 2 Timothy 2:15; 3:14-17; Hebrews 4:12; 2 Peter 1:16-21; 2 Peter 3:14-18; Joshua 1:7-8; Acts 17:11; Psalms 19:7-11; 119:9-16,105)

ABOUT SALVATION

All people are created with dignity and value in the image of God, to live in a vital relationship with God. However, through our sin (failing to live by God's moral standards), we break our intended relationship with God, fall short and we experience the destructive consequences of that broken relationship, spiritually and socially, in this life and beyond. However, God sent his Son, Jesus Christ, to rescue us from those consequences and to restore our broken relationships with God and others, through Christ's death on the cross, a perfect act of redemption for each of us.

Salvation comes to people on the basis of God's grace through their faith in Jesus alone. They receive the free gift of forgiveness and are spiritually reborn through repenting of their sin and believing in Jesus Christ. Good works and a holy life, although totally unable to save anyone, is the natural product of repentant, believing people. (1 Peter 2:24; 3:18; Romans 3:9-28; 6:23; 10:9-10; John 3:16; 5:24; Ephesians 2:1-10; Titus 3:3-8; James 2:14-26)

THE CHURCH

We believe in the universal church; a living spiritual body of which Christ is the head and everyone who believes are members. We believe in the local church, consisting of believers in Jesus Christ, baptized in faith, and associated for worship, work, and fellowship. The primary purpose of this church shall be to bring glory to God. God's mission for the local church is to give the gospel of Jesus Christ to a lost world and edify its people. (Colossians 1:18, 2:19; Acts 19:32,39,41; Hebrews 12:23; Galatians 1:2, Matthew 28:19-20; Acts 2:38-47)

In addition, this church also holds to the articles of faith as expressed in the IBC Statement of Basic Beliefs as adopted by the International Baptist Convention in 2008.

ARTICLE V.

MINISTRY PARTNER [MEMBERSHIP]

In the New Testament, we find followers of Christ, identified themselves with, and committed themselves to a local body of believers. In this manner, they held each other accountable and spurred one another on to spiritual formation. A person who meets the qualifications set out below may become a ministry partner (member) of LifeBridge by signing the Ministry Partner Covenant on a yearly basis.

5.1 Qualifications

Persons who have made credible professions of faith in Jesus Christ as their personal Lord and Savior, have agreed to abide by the church's bylaws, are committed to carrying out the responsibilities (Article 5.2) and are willing to submit to the biblical authority and discipline exercised by the elders, shall be qualified as a ministry partner. The process of discipline, when necessary, is grounded in the biblical principles of correction and restoration, seeking the spiritual well-being of each ministry partner.

5.2 Responsibilities

- I. Regularly attend services to study the scriptures and worship God together with others.
- II. Faithfully serve Christ and the body through the various ministry.
- III. Give generously to financially support the work of Christ through LifeBridge.
- IV. Actively participate in group life to connect with others in Biblical community.
- V. Invite others to experience Jesus through word and action.

5.3 Rights, Privileges, and Restrictions of Ministry Partners

- I. It shall be the right of every Active Ministry Partner to:
 - a. exercise one vote on matters brought before the congregation.
 - b. have a voice at church business meetings and to address meetings of the Elders of the church.
 - c. hold positions of responsibility when all other appropriate qualifications are met.
- II. An active ministry partner will receive biblical support, pastoral care, and prayer during times of joy, challenge, or crisis. The elders will determine the extent of practical assistance needed such as financial support or counseling services.
- III. It shall be the privilege of Active ministry partner to use the facilities for weddings, funerals, and other church-related functions approved by the Elders. The church may suggest a reasonable donation to cover the extra expenses the church will incur.
- IV. The following restrictions apply to all ministry partners:
 - a. Ministry partners of this church have no property rights in any and all real estate owned by the church, nor in any personal property that has been expressly donated to the church.
 - b. A ministry partner, with a written request to the church, may inspect the prepared financial statements of the church and the minutes of church business meetings. However, a ministry partner may not, under any circumstances, inspect or copy any record relating to individual contributions to the church, the list of

names and addresses, or the accounting books and financial records of the church. The church may impose a reasonable charge, covering the costs of labor and materials.

- c. The circulating of a petition among ministry partners without having received permission from the Elders of the church shall not be allowed.

5.4 Termination

Ministry Partners in LifeBridge can be terminated in any of the following ways:

- I. by Transfer: Any ministry partner who wishes to unite with another church will give written notice to the Elders.
- II. by Resignation: Any ministry partner who desires to resign from the partnership may do so by a letter of resignation presented to the Elders; provided, however, that if a ministry partner requests to withdraw because of specific problems or disappointments with the church, the Elders shall attempt to resolve those matters so that the ministry partner may remain in the church and enjoy greater fruitfulness and personal spiritual growth. If the Board of Elders is unable to resolve those matters, it shall offer to assist the ministry partner in locating a church of like faith and practice that can respond more effectively to his gifts and needs.
- III. by Status Removal: Subject to 5.5, the Elders may remove a name from the ministry partner roll when that ministry partner's whereabouts have been unknown to the church for more than 12 months, or no reasonable explanation has been given for the ministry partner's prolonged failure to carry out the responsibilities of ministry partners, or failure to sign the Ministry Partners Covenant.
- IV. by Disciplinary Removal: When a ministry partner does not submit to discipline the Elders exercise their biblical and constitutional authority to remove that individual from active ministry partner. The rights and privileges of a ministry partner cease immediately.
- V. by Death: Membership automatically terminates at death.

5.5 Inactive Status

Persons who are temporarily or permanently unable to participate in church activities but wish to retain their affiliation with LifeBridge may be placed on "inactive" status upon request. Requests for "inactive" status will be determined and voted on by the Elders. These procedures will also be used for return from "inactive" status to "active" status. Persons on "inactive" status may not hold office or vote on church business and will not be considered a member for quorum purposes.

We understand New Testament teachings that the church is to be led by a plurality of godly leaders. It is clear that Jesus Christ is the head of the church and leaders are given authority by God to lead the body and see that the church remains on mission in a biblically healthy manner.

6.1 Congregation

The congregation, made up of the active formal ministry partners of LifeBridge International Church, is the governing body of this corporation. The Elder Board acts for the congregation in all matters not specifically reserved to the congregation in these bylaws or where the congregation has not taken specific action. The approval of the congregation must be received in matters pertaining to the hiring or dismissing of the Lead Pastor.

6.2 Elders

The elders chief responsible is for the spiritual oversight, care, and feeding of the church. As spiritual leaders of the church, they are to govern in such a way to help the church fulfill its scriptural purpose. The elders are entrusted with the governance of the church.

I. Qualifications

- a. An Elder must be a man of mature spiritual experience and understanding, capable of shepherding God's people and overseeing God's work. Each Elder must be an active member of the church and must meet the scriptural qualifications found in 1 Timothy 3:2-7 and Titus 1:6-9.

II. Selection

- a. The board of Elders should adequately represent the congregation in age, nationality, and race.
- b. Elders of the church shall carefully consider and examine each man by the scriptural qualifications.
- c. Elders of the church are men who have been ministry partners in good standing in the church and served the church in functions requiring reasonable leadership.
- d. If the majority the Elders agree the man's name will be brought before the next congregational meeting.
- e. If at least two-thirds of the congregation votes to approve the candidate the individual shall be set apart to the position of elder in a public service of the church.

III. Responsibilities

The duties of the elders shall include but not be limited to leading the Church to fulfill the purpose of the Church.

- a. Lead through example and shepherd the flock of God. The Elders will be scriptural role models for the rest of the church body to look up to and follow. The Elder Board will serve the needs of people with humility and love. (1 Peter 5:2-3)
- b. Direct and establish policies, procedures and the annual budget that impact the affairs of the church. These include but not limited to the church's finances, amendments to the bylaws, operating policies and procedures as deemed appropriate and necessary for effective operation of the church. (1 Timothy 3:5, 5:17)
- c. Watch, Teach, and Exhort. The Elder Board must keep watch of the spiritual well-being of the LifeBridge community making sure they are well taught through sound Biblical instruction. (1 Timothy 5:17; Heb. 13:17)
- d. Refute false teaching and admonish those who stir up trouble in the church. The Elders must confront those who teach what contradicts Biblical truth and admonish those who continue in a pattern of behavior that contradicts clear Biblical principles. (Acts 20:29-31; Heb. 12:15; 1 Thess. 5:12)

- e. Pray for the Church. The Elders will regularly intercede for the church, praying for the physical and spiritual well-being of the congregation and the advancement of the work of Christ. (Acts 20:28; Eph. 3:20-21)
- f. Oversee and actively participate in Ministry of LifeBridge. The Elder Board will regularly review and evaluate the direction of the church. The Elder Board and ministry leaders will together establish strategies and objectives to honor God and fulfill the mission of the church. This includes the authority to establish and dissolve ministries.
- g. Elders are involved in group life of some type at LifeBridge where there is care, encouragement, accountability and discipleship.
- h. Oversee the Lead Pastor. The Elder Board will annually appraise and review the character, work, ministry, and compensation of the Lead Pastor and the health of his family.
- i. Evaluates each ministry team leader.

IV. Terms of Service

- a. An Elder's term (other than pastoral staff serving as Elders) shall be for three (3) years, after which he is required to take one (1) year off. At the end of the year off the elder may return but must be approved by the board of elders and congregation.
- b. An elder may resign from office by giving written notice to the other elders of the church.

V. Removal

- a. An Elder may be removed by vote of the other Elders of the church for serious neglect of duties. Prior to such action, the Elders shall provide him with a written statement of the complaints against him and allow him a reasonable time to improve in the performance of his duties. If there is not satisfactory improvement, and if there is unanimous agreement among the acting Elders (without abstention), the elder will be dismissed.
- b. An Elder may be relieved of his duties immediately when charges against him of immorality or doctrinal infidelity have been thoroughly investigated and proved to the satisfaction of a majority of the Elders of the church. In such a case, the Elders will provide a written statement of the charges against him and allow opportunity for him to speak in his own defense.
- c. The Elders will use discretion in matters regarding the removal of an Elder, as much as reasonably possible, to avoid any unnecessary embarrassment and show compassion for the Elder who is dismissed. The Elders will seek to restore any broken relationships in a biblical manner. The Elders may also offer to guide the person toward another good work that better fits the person's calling and spiritual gifts.

The Lead Pastor shall be considered the Lead Elder of the church. He is responsible to lead the Elders of the church in such a way that the oversight of the church is effectively carried out together.

I. Lead Pastor Call

When the office of Lead Pastor becomes vacant, the Elders of the church shall appoint a Search Committee. The appointment of individuals to this committee shall be confirmed by a vote of the church.

The Search Committee shall thoroughly investigate and prayerfully consider all candidates. As the Holy Spirit leads, they shall present the name of one candidate at a time to the Elders. The Elders shall undertake similar prayerful consideration of the candidate. If there is unanimous agreement among the Elders of the church, the candidate will be brought before the church for consideration. A special meeting of the church shall be called for the purpose of voting by secret ballot whether to call the candidate. The Elders shall weigh the vote of the church.

If an overwhelming majority (at least two-thirds) approves the candidate, and the Elders are still unanimous in their agreement that the Holy Spirit has so led, the Elders shall extend a call on behalf of the church. Should the call be accepted, the Lead Pastor shall be installed in a public service of the church. Should the candidate not be extended a call or should the call be refused, the Search Committee shall seek out another acceptable candidate.

II. Qualifications

The Lead Pastor must be a man of mature spiritual experience and understanding, capable of shepherding God's people and overseeing God's work. He must meet the scriptural qualifications found in I Timothy 3:2-7 and Titus 1:6-9.

III. Responsibilities

The Lead Pastor shall fulfill all the responsibilities as agreed on in the Lead Pastor Job Profile.

IV. Removal

The Lead Pastor's term of office shall be indefinite. The Lead Pastor may resign his office by giving a written notice to the Elders of the church. He may be removed from office by vote of the active members of the church for serious neglect of duties. Prior to such action, the Elders shall provide him with a written statement of the complaints against him and allow him a reasonable time to improve in the performance of his duties. If there is not satisfactory improvement, the Elders shall recommend his dismissal to the active members at a special meeting of the church called for that purpose. At the special meeting, the Elders shall present the reasons for the proposed dismissal, and the pastor shall be given the opportunity to respond, as shall other members of the church. The meeting shall then be adjourned to a time not sooner than one (1) week later and not later than two (2) weeks later. At the next congregational meeting, further appropriate debate shall be allowed, and a vote taken by secret ballot. Only those persons present at the first meeting will be entitled to vote at the second meeting. A majority vote of the active members present at this meeting shall be required for his removal.

The Lead Pastor may be relieved of his duties immediately when charges against him of immorality or doctrinal infidelity have been thoroughly investigated and proved to the satisfaction of a majority of the Elders of the church. Before voting for the Lead Pastor to be relieved of his duties, the Elders shall provide a written statement of the charges against the Lead Pastor and allow opportunity for him to speak in his own defense. Termination of the Lead Pastor by the Elders shall be immediate. When such action is taken, an explanation will be made to the membership as soon as reasonably possible, considering all circumstances, at a special meeting called for that purpose.

6.4 Ministry Leaders

Ministry leaders lead the various ministries of the church.

I. Qualifications

- a. Ministry Leaders must be active Ministry Partners that fulfill all their responsibilities (Article 5.2).
- b. Ministry leaders have proven their faithfulness to the ministry and have faithfully served under others leadership.

II. Selection

- a. Ministry leaders shall be carefully considered and examined by the board of Elders. In an elders vote, if at least two-thirds approve of the candidate, the individual shall then be set apart to be a Ministry Leader in the church.

III. Responsibilities

- a. Shall fulfill all the responsibilities as agreed on in their ministry lead job profile
- b. All ministry leaders adhere to the leadership manifesto.
 - i. Create a team of capable and trustworthy people.
- c. Submit to the authority of God's word and the board of Elders.

IV. Removal

- a. A Ministry leader may be removed by vote of the other Elders of the church for serious neglect of duties. Prior to such action, the Elders shall provide him with a written statement of the complaints against him and allow him a reasonable time to improve in the performance of his duties. If there is not satisfactory improvement, and if there is unanimous agreement among the acting Elders (without abstention), the leader will be dismissed.
- b. A ministry leader may be relieved of his duties immediately when charges against them of immorality or doctrinal infidelity have been thoroughly investigated and proved to the satisfaction of a majority of the Elders of the church. In such a case, the Elders will provide a written statement of the charges against them and allow opportunity to speak in his own defense.
- c. The Elders will use discretion in matters regarding the removal of a ministry leader, as much as reasonably possible, to avoid any unnecessary embarrassment and show compassion for the leader who is dismissed. The Elders will seek to restore any broken relationships in a biblical manner. The Elders may also offer to guide the person toward another good work that better fits the person's calling and spiritual gifts.

ARTICLE VII.

TRUSTEES AND OFFICERS

I. Qualifications

- a. A trustee must be an active Ministry Partner
- b. A trustee has proven faithfulness to the church and has faithfully served under the leadership of others.
- c. A trustee has proven general understanding of legal and financial matters.

II. Composition and Functions

- a. The Board of Trustees shall include the Legal Representative, the President, the Vice-President, the Secretary, the Treasurer, an elder and one or more trustees at large.
- b. The Board of Trustees shall:
 - i. Authorize the legal representative or his designate to enter into contracts, agreements, commitments, pacts, clauses and terms of reference with national or foreign, public or private entities, to fulfill the purposes of the church.
 - ii. Arrange for an audit of the financial statements of the church annually and present to the church in a general meeting of active ministry partners the audited financial statements along with the auditor's report
 - iii. Ensure that the church and its ministry partners comply with the bylaws.
 - iv. Support the pastoral staff in the development and implementation of the church's strategic plans.
 - v. Each year prepare and submit for approval a budget for the church.
 - vi. Each year submit a report of its administration and management of church's assets.
 - vii. Oversee the legal affairs of the church.
 - viii. Create and maintain rolls of active and inactive ministry partners.
 - ix. Represent the best interests of the church and its people in any legal conflict.

III. Selection of Trustees and Officers

- a. All Trustees and all officers shall be nominated by the board of elders and elected by the church.

7.1 Legal Representative

- a. The Legal Representative shall not be a pastor.
- c. The responsibilities of the legal representative shall be defined in a separate job profile.
- d. The Legal Representative shall be an active Ministry partner.

7.2 President

- a. This office cannot be held by a pastor.
- b. The responsibilities of the president shall be defined in a separate job profile.
- c. The President shall be an active ministry partner.

7.3 Vice-President

- a. The Vice-President shall be an active ministry partner.
- b. The responsibilities of the vice president shall be defined in a separate job profile.

7.4 Secretary

- a. The Secretary shall be an active ministry partner.
- b. The responsibilities of the secretary shall be defined in a separate job profile.

7.5 Treasurer

- a. The Treasurer shall be an active ministry partner.
- b. The responsibilities of the treasurer shall be defined in a separate job profile.

7.6 Trustees at Large

- a. Trustees at large shall be active ministry partners.

ARTICLE VIII.

CHURCH BUSINESS MEETINGS

The church shall hold meetings a minimum of once per year to conduct the business of the church.

- I. Quorum: A quorum at any church business meeting shall be twenty percent (20%) of the active membership.
- II. Voting: A majority vote of the active members in attendance shall decide all matters, except: the calling of a Pastor or Elder; amending the bylaws; or purchase, sale, or mortgaging of church property, in which instance a two-thirds (2/3) majority vote is required.
- III. Business Meetings: The church will meet at least once annually to conduct business. The annual meeting will include the election of officers, as necessary, adoption of the annual budget, appropriate matters of the church, approval of committees personnel, and any other matters on which the board of elders deem it wise to have the church act.
- IV. Special Meetings: A special meeting may be called by the Elders of the church or at the written request of ten percent of the active members of the church. Notice of such a meeting and its purpose shall be announced for two Sundays prior to the meeting. Only the announced business shall be considered at any special meeting.
- V. Procedure: All business meetings of the church shall be conducted in accordance with Robert's Rules of Order.

ARTICLE IX.

CHURCH FINANCES

The church is financed through tithes, gifts, and donations of its members and friends of the church. All money received will be used for church and charitable purposes in accordance with local tax laws. No financial benefits will be given to individuals – especially volunteers that does not comply with the Generous Investments policy. This does not include reimbursement of reasonable expenses or payment under an employment contract.

To ensure financial integrity LifeBridge will hire an unbiased third-party accounting firm to do an annual audit of all finances. The annual report will highlight the finding of the audit. A full and comprehensive report is available upon request.

From time to time the church may establish various funds to accomplish specific church-related goals. Contributors may suggest uses for their contributions, but all suggestions shall be deemed advisory rather than mandatory in nature. All contributions made to specific funds or otherwise designated shall remain subject to the exclusive control and discretion of the Board of Elders. No fiduciary obligation will be created by any designated contribution made to the church other than to use the contribution for the general furtherance of the ministry of the church.

The financial year is 1 January through 31 December.

9.2 Reimbursement and Purchases Policy

About Purchases, all out-of-pocket money spent to cover expenses as they directly relate to LifeBridge International Church and its ministries as agreed on the approved annual budget.

About Reimbursements, all money spent on behalf of LifeBridge International Church or its ministries which are reimbursed upon the guidelines that follow.

About Currency, all purchases and reimbursements are processed in US Dollars at the day rate the transactions are made.

- I. The objectives of the and Reimbursements and Purchases Policy are to:
 - a. Ensure expenses are driven by the approved budget
 - b. Encourage good stewardship
 - c. Ensure a timely reimbursement of out-of-pocket expenses

II. Reimbursement Request Procedure

- a. Expenses incurred in connection with LifeBridge International Church activities will be reimbursed to the individual on the basis of actual expense incurred and accompanied by the required receipt or invoice. Everyone is expected to keep in mind the agreed ministry budget and the available funds assigned to their ministry before incurring in any out-of-pocket expenses.
- b. All expenses paid to a provider or establishment that does not provide a receipt are only subject to reimbursement should the provider/establishment provide a note detailing the expenses, service or item purchased, and the providers' name, ID, and telephone number.
- c. Whenever possible, all receipts and invoices should be made to Fundación LifeBridge International Church and the registration number which must be provided within the Republic of Panama is RUC 2519907-1-58158
- d. All receipts and/or invoices must be presented for reimbursement by the ministry team member or volunteer within one month of purchase. These can be submitted electronically for reimbursement by copying both the ministry team leader and the bookkeeper, and originals submitted at a later date.
- e. All receipts and/or invoices must be approved by the ministry leader when an expense is submitted by a volunteer when presented to the Bookkeeper for reimbursement. The ministry leader must indicate the specific line item on the budget that the reimbursement should be expensed to.
- f. LifeBridge's Bookkeeper will reply to all reimbursement requests confirming receipt and the balance on the budget line after reimbursement. Reimbursements to local bank accounts will be completed within two weeks, or as soon as possible for all approved expense reports received.
- g. No provisions are currently made for reimbursements to foreign bank accounts in which case a local check will be provided to cover the reimbursement. Direct transfer to local provider/vendor would be preferred. Cash advances up to USD\$250 will be documented on a signed document, and receipts for cash advances must be submitted within two weeks. For cash advances, request and approval by ministry team leader is required, and funds are done by checks or transfers into a local bank account.

IV. Approvals

- a. Approvals by the LifeBridge International Church's Finance Team will be required for:
 - i. All expenses exceeding USD\$500
 - ii. All expenses exceeding budgeted amount
 - iii. All cash advances over USD\$250
- b. Ministry team leaders will submit the planned purchase for approval with a brief explanation of the purpose, priority and date by which the purchase needs to be made, and the amount. Appreciated documentation could also include quotes, pictures, etc. Two quotes/pricing for purchases above USD\$500 are required.
- c. The Finance Team will respond to the Ministry Team Leader with approval/denial of the request and recommendations/alternatives as church funds allow for other considerations.

9.3 Generous Investments Policy

This policy exists to guide the decisions to be made when individuals or families within our church community are in financial need and request assistance.

- I. The need must be presented and verified. This can be done in the following ways:
 - a. Person(s) in need makes the request to the Pastor.
 - b. A need is known and then confirmed with the individual or family that in is need.
- II. Qualifications for person(s) receiving assistance:
 - a. Must have attended LifeBridge. (Can be reviewed on case-by-case basis)
 - b. Person receiving assistance must be willing to have conversation about the financial situation and meet to discuss a budget or other tool to help them for the future. A plan will be created and written out so both parties have the same understanding moving forward.
 - c. After receiving financial assistance multiple times or the agreed upon plan is not upheld, the approval group has the right to discontinue assistance. However, this must be presented to the person at the initial meeting. It is our goal to help them but also see that change is made so that they can help themselves.
- III. How and what is given:
 - a. Cash will never be handed out
 - b. Amount of money contributed, or items purchased will be at the discretion of the approval group.
 - c. Priorities
 - i. Food (groceries, not eating out)
 - ii. Medical (Doctor appointments, medicine, etc.)
 - iii. Clothing
 - iv. Utilities (Electric, water)
 - v. Education (School payment, supplies for children)
 - d. Areas where financial assistance will not be given for the following or situations caused by:
 - i. Credit card bills
 - ii. Alcohol
 - iii. Illegal drugs
- IV. Approval Group
 - a. Request must come before group of (3) people to be approved. One member of approval group must be a representative of the Finance Team and a ministry leader.
 - b. The group of people who make the decisions for LifeBridge Generous Investments.
 - c. At least 3 people containing at least one ministry leader, one member of the Finance Team, and at least one member of opposite gender.

- d. Does not include the pastor.
- e. In an instance when the recipient of funds is related or of close relation (co-worker), to a member of the approval team, the related person does not participate in final approval.
- f. A member of the approval team will communicate to Bookkeeper the decision made so funds can be distributed.

V. Giving to Organizations

- a. When LifeBridge gives to an organization it will be handled by the Outreach Ministry.
- b. LifeBridge will not only give financial support, but our people will be involved with the organization in a hands-on way.

ARTICLE X.

DISSOLUTION

“Dissolution” means the complete disbanding of the church so that it no longer functions as a congregation or as a corporate entity. Upon the dissolution of the church, its property shall be applied and distributed as follows:

- I. All liabilities and obligations of the church shall be paid and discharged or adequate provision shall be made for payment of liabilities and obligations of the church.
- II. Assets held by the church upon condition requiring return, transfer, or conveyance, which condition occurs by reason of the dissolution, shall be returned, transferred, or conveyed in accordance with such requirements.
- III. Assets received and not held upon a condition requiring return, transfer, or conveyance by reason of the dissolution, shall be transferred or conveyed: a certain percent to establish a trust for the support of individual missionaries and/or agencies then supported by the church, to be paid at the then current annual support rate until all such funds are depleted, and another certain percent to one or more domestic or foreign corporations, societies, or organizations that qualify as exempt organizations and are engaged in activities substantially similar to those of the corporation, to be accomplished pursuant to a plan adopted by the Board of Elders, with preference being given to IBC (International Baptist Convention), provided that no assets are distributed to any organization governed by a member of the Board of Elders.
- IV. Any assets not otherwise disposed of shall be disposed of by a court to such organizations the church is affiliated with.