 REFINING  
FIREMINISTRY

Constitution & Bylaws

//Revised April 2019//

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# OFFICERS AND BOARD OF DIRECTORS AT PRESENT

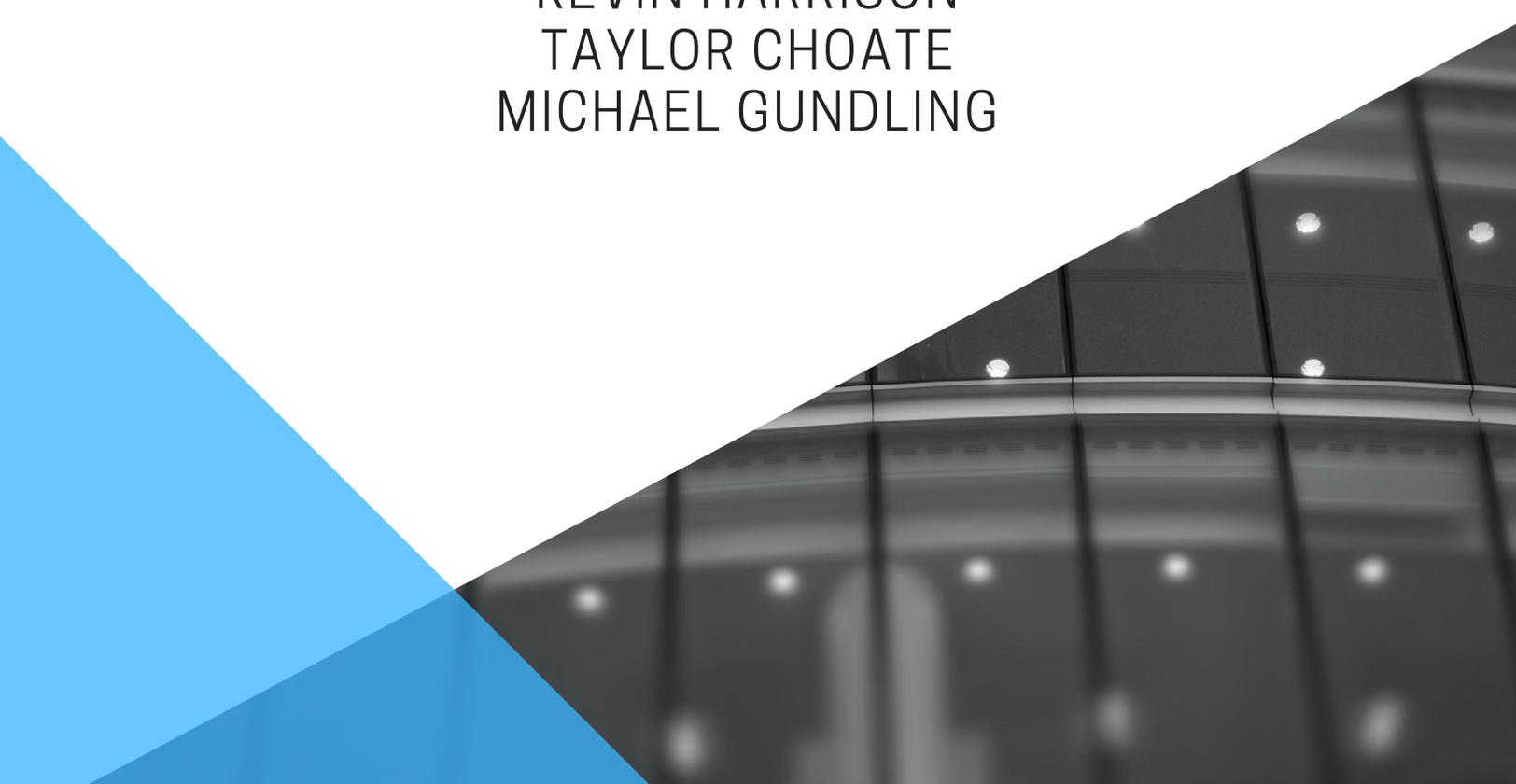
DEVIN PETERSON  
**PRESIDENT**

MICHELLE PETERSON-KRAUSE  
**SECRETARY**

DEVIN PETERSON  
**TREASURER**

## **BOARD OF DIRECTORS**

KEVIN HARRISON  
TAYLOR CHOATE  
MICHAEL GUNDLING



# **Constitution and Bylaws of Refining Fire Ministry, Inc.**

## **PREAMBLE**

Refining Fire Ministry serves to further the Gospel of Jesus the Word of God. The message is both challenging and encouraging. In message and activity, Refining Fire Ministry is to develop churches, auxiliary ministries, and individuals to better achieve their goals and mission.

## **ARTICLE I. FORMATION**

Refining Fire Ministry, INC is a 501(c)(3) Religious Non-Profit Organization, organized under the laws of the State of Illinois. This organization serves to further the Gospel of Jesus Christ, the Word of God. This organization is governed by a Board of Directors.

## **ARTICLE II. PREROGATIVES**

### **Section 1. Governing**

The organization shall govern itself with a Board of Directors. This right shall include such matters as selecting officers and other employees; financial compensation, housing, insurance, and all benefit amenities, etc. shall be decided by the Board of Directors.

### **Section 2. Acquire and Dispose**

In connection therewith, or incidental thereto, this organization shall have the right to purchase or acquire, by gift, bequest or otherwise, either directly or as trustee and to own, hold in trust, use sell, convey, mortgage, lease, or otherwise dispose of any real estate or chattels as may be necessary for the furtherance of the purposes, and to exercise all other powers conferred upon it by its charter or by applicable nonprofit corporation law of the state; all in accordance with its bylaws as the same may be hereafter amended.

## **ARTICLE II. CORPORATE PURPOSE**

### **Section 1. Non Profit Purpose**

This corporation is organized 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 federal tax code.

## **Section 2. Specific-Purpose**

Refining Fire Ministry, Inc. serves as an institution for equipping, educating, and resources individuals and organizations in matters pertaining to the Christian faith.

# **ARTICLE III. MEMBERSHIP**

## **Section 1. Eligibility for Membership**

Application for voting membership shall be open to any individual nominated by a current member of the Refining Fire Ministry, Inc board of directors that supports the purpose statement in Article II, Section 2. All Membership shall be granted upon a majority vote of the board.

## **Section 2. Annual Dues**

The amount required for annual dues shall ultimately be left to the discretion of each individual member. However, the annual sum should be no less than \$12.00 (pledged monthly at an amount no less than \$1.00). Continued membership is contingent upon being up-to-date on membership dues.

## **Section 3. Rights of Members**

Each member shall be eligible to appoint one voting representative to cast the member's vote in association elections.

## **Section 4. Resignation and Termination**

Any member may resign by filing a written resignation with the secretary. A member can have their membership terminated by a majority vote of the membership.

## **Section 5. Non-voting Membership**

The board shall have the authority to establish and define non-voting categories of membership.

## **ARTICLE III. MEETINGS MEMBERS**

### **Section 1. Regular Meetings**

Regular meetings of the members shall be held quarterly, at a time and place designated by the chair.

### **Section 2. Annual Meetings**

An annual meeting of the members shall take place on a specific date, time, and location of which will be designated by the chair. At the annual meeting, the members shall elect directors and officers, receive reports on the activities of the association, and determine the direction of the association for the coming year.

### **Section 3. Special Meetings**

Special meetings may be called by the chair, the Executive Committee, or a simple majority of the board of directors. A petition signed by five percent (5%) of voting members may also call a special meeting.

A special "electronic" meeting shall be called wherein a quorum will be met, but the non-present members will have the option to place their vote by way of a "docket" outlined on a secure web portal. Such a meeting will be held when the Executive Committee deems it to be necessary.

### **Section 4 Notice of Meetings**

Digital notice of each meeting shall be given to each voting member, by e-mail, not less than two weeks prior to the meeting.

### **Section 5. Quorum**

A quorum for a meeting of the members shall consist of at least twenty percent (20)% of the active membership.

### **Section 6. Voting**

Voting shall be carried out by one of the following venues:

- Traditional. Those present at the meeting shall cast their vote vocally.
- Electronically. The members of the Board of Directors will place their vote via a secure web portal outlining a "docket" of decision points needing to be decided before the next regular meeting.

## **ARTICLE V. BOARD OF DIRECTORS**

### **Section 1. General Powers**

The affairs of the Corporation shall be managed by its Board of Directors. The Board of Directors shall have control of and be responsible for the management of the affairs and property of the Corporation.

### **Section 2. Number, Tenure, Requirements, and Qualifications**

The number of Directors shall be fixed from time-to-time by the directors, including the following officers: the President, the Secretary, and the Treasurer. (More than one position may be occupied by the same member, simultaneously).

The members of the board of directors shall, upon election, immediately enter upon the performance of their duties and shall continue in office until their successors shall be duly elected and qualified. All members of the board of directors and auxiliary Committees must be approved by a majority vote of the members present and voting. No vote on new members of the board of directors, or auxiliary Committees, shall be held unless a quorum of the board of directors is present as provided in section 6 of this article.

Each member of the board of directors shall attend at least three (3) quarterly meetings of the board per year either by physical presence or by way of telecommunication.

### **Section 3. Quarterly Meetings**

An annual meeting of the Board of Directors shall be held at a time and day in a month of each calendar quarter and at a location designated by the Chairman of the Board of Directors. The Board of Directors may provide by resolution the time and place, for the holding of quarterly meetings of the Board. Notice of these meetings shall be sent to all members of the Board of Directors no less than ten (10) days, prior to the meeting date.

### **Section 4. Special Meetings**

Special meetings of the Board of Directors may be called by or at the request of the President or any two members of the Board of Directors. The person or persons authorized to call special meetings of the Board of Directors may fix any location, as the place for holding any special meeting of the Board called by them.

## **Section 5. Notice**

Notice of any special meeting of the Board of Directors shall be given at least two (2) days in advance of the meeting by telephone, facsimile or electronic methods or by written notice. Any Director may waive notice of any meeting. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at nor the purpose of, any regular meeting of the Board of Directors need be specified in the notice or waiver of notice of such meeting unless specifically required by law or by these by-laws.

## **Section 6. Quorum**

The presence, in person or by way of telecommunication, of a majority of current members of the Board of Directors shall be necessary at any meeting to constitute a quorum to transact business, but a lesser number shall have the power to adjourn to a specified later date without notice. The act of a majority of the members of the Board of Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors unless the act of a greater number is required by law or by these by-laws.

## **Section 7. Forfeiture**

Any member of the Board of Directors who fails to fulfill any of his or her requirements as set forth in Section 2 of this Article shall automatically forfeit his or her seat on the Board. The Secretary shall notify the Director in writing that his or her seat has been declared vacant, and the Board of Directors may forthwith immediately proceed to fill the vacancy. Members of the Board of Directors who are removed for failure to meet any or all of the requirements of Section 2 of this Article are not entitled to vote at the annual meeting and are not entitled to the procedure outlined in Section 14 of this Article in these by-laws.

## **Section 8. Vacancies**

Whenever any vacancy occurs in the Board of Directors, it shall be filled without undue delay by a unanimous vote of the remaining members of the Board of Directors at a regular meeting. Vacancies may be created and filled according to specific methods approved by the Board of Directors.

## **Section 9. Compensation**

- Members of the Board of Directors shall not receive any compensation for their services as Directors.
- At this current time, the Officers shall not receive any compensation for their services, until a time that the Board of Directors decides to make an amendment.

## **Section 10. Informal Action by Directors**

Any action required by law to be taken at a meeting of the Directors, or any action which may be taken at a meeting of Directors, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by two-thirds (2/3) of all of the Directors following notice of the intended action to all members of the Board of Directors.

## **Section 11. Confidentiality**

Directors shall not discuss or disclose information about the Corporation or its activities to any person or entity unless such information is already a matter of public knowledge, such person or entity has a need to know, or the disclosure of such information is in furtherance of the Corporations' purposes, or can reasonably be expected to benefit the Corporation. Directors shall use discretion and good business judgment in discussing the affairs of the Corporation with third parties. Without limiting the foregoing, Directors may discuss upcoming fundraisers and the purposes and functions of the Corporation, including but not limited to accounts on deposit in financial institutions.

Each Director shall execute a confidentiality agreement consistent herewith upon being voted onto and accepting appointment to the Board of Directors. (See Appendix I. Sec. 1 for official "Confidentiality Policy.")

## **Section 12. Advisory Council**

An advisory council may be created whose members shall be elected by the members of the Board of Directors annually but who shall have no duties, voting privileges, nor obligations for attendance at regular meetings of the board. Advisory council members may attend said meetings at the invitation of the Board of Directors, which will be initiated by a majority vote of the directors. Delegated powers and authority for decision making may be authorized by the board of directors, but are not to exceed the scope set forth therein. Such delegation shall be thoroughly outlined in the respective section of Appendix III, when applicable. Members of the advisory council shall possess the desire to serve the community and support the work of the organization by providing expertise and professional knowledge. Members of the advisory council shall comply with the confidentiality policy set forth herein and shall sign a confidentiality agreement consistent therewith upon being voted onto and accepting appointment to the Auxiliary Committee. A full list of these advisory committees can be found in Appendix III.

### **Section 13. Parliamentary Procedure**

Any question concerning parliamentary procedure at meetings shall be determined by the President by reference to Robert's Rules of Order.

### **Section 14. Removal.**

Any member of the Board of Directors, member of the advisory councils, or members of the auxiliary committees may be removed with or without cause, at any time, by unanimous vote of the members of the remaining board of directors if in their judgment the best interest of the Corporation would be served thereby. Each member of the Board of Directors must receive written notice of the proposed removal at least ten (10) days in advance of the proposed action. An officer who has been removed as a member of the Board of Directors shall automatically be removed from office.

Members of the Board of Directors who are removed for failure to meet the minimum requirements in Section 2 of this Article in these by-laws automatically forfeit their positions on the Board pursuant to Section 7 of this Article, and are not entitled to the removal procedure outlined in Section 14 of this Article.

## **ARTICLE VI. OFFICERS**

The officers of this Board shall be the President, Secretary, and Treasurer. All officers must have the status of active members of the Board.

### **Section 1. President**

The President shall preside at all meetings of the membership. The President shall have the following duties:

- a. He/She shall preside at all meetings of the Executive Committee.
- b. He/She shall have general and active management of the business of the organization.
- c. He/She shall see that all orders and resolutions of the directors are promptly enforced.
- d. He/She shall have general superintendence and direction of all other officers of this corporation and see that their duties are properly performed.

e. He/She shall submit a report of the operations of the program for the fiscal year to the Board of Directors and members at their annual meetings, and from time to time, shall report to the Board all matters that may affect this program.

f. He/She shall be Ex-officio member of all standing committees and shall have the power and duties usually vested in the office of the President.

## **Section 2. Secretary**

The Secretary shall attend all meetings of the Board of Director and of the Executive Committee, and all meetings of members, and assisted by staff will act as a clerk thereof.

The Secretary's duties shall consist of:

a. He/She shall record all votes and minutes of all proceedings in a book to be kept for that purpose. He/She in concert with the President shall make the arrangements for all meetings of the Board, including the annual meeting of the organization.

b. Assisted by a staff member, he/she shall send notices of all meetings to the members of the Board of Directors and shall take reservations for the meetings.

c. He/She shall perform all official correspondence from the Board as may be prescribed by the Board or the President.

## **Section 3. Treasurer**

The Treasures duties shall be:

a. He/She shall submit for the Board of Directors approval of all expenditures of funds and all proposed capital expenditures raised by the officers.

b. He/She shall present a complete and accurate report of the finances raised by this Board of Directors at each meeting of the members, or at any other time upon request to the Board.

c. He/She shall have the right of inspection of the funds resting with the organization including budgets and subsequent audit reports.

d. It shall be the duty of the Treasurer to assist in direct audits of the funds of the program according to funding source guidelines and generally accepted accounting principles.

e. He/She shall perform such other duties as may be prescribed by the Board of Directors or the President under whose supervision he/she shall be.

### **Section 5. Election of Officers**

The Nominating Committee shall submit at the meeting prior to the annual meeting the names of those persons for the respective offices of the Board. Nominations shall also be received from the floor after the report of the Nominating Committee. The election shall be held at any meeting that the Board of Directors deems appropriate.

Officers of the Executive Committee shall be eligible to remain in their respective offices until which time as they choose to end their tenure, or the remaining members call for their resignation by a majority vote.

### **Section 6. Removal of Officer**

The Board of Directors, with the concurrence of a majority vote of the members voting at the meeting, may remove any officer of the Board of Directors and elect a successor for the unexpired term.

No officer of the Board of Directors shall be expelled without an opportunity to be heard, and notice of such motion of expulsion shall be given to the member in writing twenty (20) days prior to the meeting at which motion shall be presented, setting forth the reasons of the Board for such expulsion.

### **Section 7. Vacancies**

The Board of Directors shall also be responsible for nominating persons to fill vacancies which occur between annual meetings, including those of officers.

Nominations shall be sent in writing to members of the Board of Directors at least two (2) weeks prior to the next meeting at which the election will be held. The persons so elected shall hold membership or office for the unexpired term in respect of which such vacancy occurred.

## **ARTICLE VII. COMMITTEES**

### **Section 1. Committee Formation**

The board may create committees as needed, such as fundraising, housing, public relations, data collection, etc. The board chair appoints all committee chairs.

### **Section 2. Executive Committee**

The three officers serve as the members of the Executive Committee. Except for the power to amend the Articles of Incorporation and Bylaws, the Executive Committee shall have all the powers and authority of the board of directors in the intervals between meetings of the board of directors and is subject to the direction and control of the full board.

### **Section 3. Finance Committee**

The Treasurer is the chair of the Finance Committee, which includes the other board members. The Finance Committee is responsible for developing and reviewing fiscal procedures, fundraising plans, and the annual budget with staff and other board members. The board must approve the budget, and all expenditures must be within the budget, or approval must be gained by compliance with the "Expenditure Policy," outlined in Appendix I, Section 3. Any major change in the budget must be approved by the board of directors. The fiscal year shall be the calendar year. Annual reports are required to be submitted to the board showing income, expenditures, and pending income. The financial records of the organization are public information and shall be made available to the membership, board members, and the public.

### **Section 4. Auxiliary Committee**

The Board of Directors may establish, for any purpose, an auxiliary committee. The Board of Directors shall delegate certain powers and authorities to the members of the auxiliary committee, as they deem them necessary for the committee to appropriately fulfill their function. The committee's decision making authority shall not exceed the scope that the Board of Directors has delegated. The Board of Directors maintains the right to usurp all authority in the event that they deem it necessary. A list of auxiliary committees, and specific details pertaining therein, can be found in Appendix IV.

## **ARTICLE VII. CORPORATE STAFF**

### **Section 1: Executive Director**

The Board of Directors shall have the authority to hire an Executive Director who shall serve at the will of the Board, at a time when the board deems it appropriate. The Executive Director shall have immediate and overall supervision of the operations of the Corporation, and shall direct the day-to-day business of the Corporation, maintain the properties of the Corporation, hire, discharge, and determine the salaries and other compensation of all staff members under the Executive Director's supervision, and perform such additional duties as may be directed by the Executive Committee or the Board of Directors. No officer, Executive Committee member or member of the Board of Directors may individually instruct the Executive Director or any other employee. The Executive Director shall make such reports at the Board and Executive Committee meetings as shall be required by the President or the Board. The Executive Director shall be an ad-hoc member of all committees.

The Executive Director may be hired at any meeting of the Board of Directors by a majority vote and shall serve until removed by the Board of Directors upon a majority vote of the members present at any meeting of the Board Directors. Such removal may be with or without cause. Nothing herein shall confer any compensation or other rights on any Executive Director, who shall remain an employee terminable at will, as provided in this Section.

## **ARTICLE IX. Conflict of Interest and Compensation.**

### **Section 1. Purpose**

The purpose of the conflict of interest policy is to protect this tax-exempt organization's (Organization) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

### **Section 2. Definitions**

**Interested Person.** Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

**Financial Interest.** A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
- A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.
- Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

### **Section 3. Procedures**

- **Duty to Disclose.** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
- **Determining Whether a Conflict of Interest Exists.** After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.
- **Procedures for Addressing the Conflict of Interest.**
- An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- If a more advantageous transaction or arrangement is not reasonably possible under the circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is

fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

- Violations of the Conflicts of Interest Policy:
  1. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
  2. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

#### **Section 4. Records of Proceedings**

- The minutes of the governing board and all committees with board delegated powers shall contain:
- The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

#### **Section 5. Compensation**

- A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

## **Section 6. Annual Statements**

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- Has received a copy of the conflicts of interest policy,
- Has read and understands the policy, Has agreed to comply with the policy, and
- Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

## **Section 7. Periodic Reviews**

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

## **Section 8. Use of Outside Experts**

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

# **ARTICLE X. INDEMNIFICATION**

## **Section 1. General**

To the full extent authorized under the laws of the State of Illinois, the corporation shall indemnify any director, officer, employee, or agent, or former member, director, officer, employee, or agent of the corporation, or any person who may have served at the corporation's request as a director or officer of another corporation (each of the foregoing members, directors, officers, employees, agents, and persons is referred to in this Article individually as an "indemnitee"), against expenses actually and necessarily incurred by such indemnitee in connection with the defense of any action, suit, or proceeding in which that indemnitee is made a party by reason of being or having been such member, director, officer, employee, or agent, except in relation to matters as to which that Indemnitee shall have been adjudged in such action, suit, or proceeding to be liable for negligence or misconduct in the performance of a

duty. The foregoing indemnification shall not be deemed exclusive of any other rights to which an indemnitee may be entitled under any bylaw, agreement, resolution of the Board of Directors, or otherwise.

### **Section 2. Expenses**

Expenses (including reasonable attorneys' fees) incurred in defending a civil or criminal action, suit, or proceeding may be paid by the corporation in advance of the final disposition of such action, suit, or proceeding, if authorized by the Board of Directors, upon receipt of an undertaking by or on behalf of the indemnitee to repay such amount if it shall ultimately be determined that such indemnitee is not entitled to be indemnified hereunder.

### **Section 3. Insurance**

The corporation may purchase and maintain insurance on behalf of any person who is or was a member, director, officer, employee, or agent against any liability asserted against such person and incurred by such person in any such capacity or arising out of such person's status as such, whether or not the corporation would have the power or obligation to indemnify such person against such liability under this Article.

## **ARTICLE X. BOOKKEEPING**

The corporation shall keep complete books and records of account and minutes of the proceedings of the Board of Directors.

## **ARTICLE XI. AMENDMENTS**

### **Section 1. Articles of Incorporation**

The Articles may be amended in any manner at any regular or special meeting of the Board of Directors, provided that specific written notice of the proposed amendment of the Articles setting forth the proposed amendment or a summary of the changes to be affected thereby shall be given to each director at least three days in advance of such a meeting if delivered personally, by facsimile, or by e-mail or at least five days if delivered by mail. As required by the Articles, any amendment to Article III or Article VI of the Articles shall require the affirmative vote of all directors then in office. All other amendments of the Articles shall require the affirmative vote of an absolute majority of directors then in office.

### **Section 2. Bylaws**

The Board of Directors may amend these Bylaws by majority vote at any regular or special meeting. Written notice setting forth the proposed amendment or summary of the changes to be affected thereby shall be given to each director within the time and the manner provided for the giving of notice of meetings of directors.

## **Section 1. Appendices**

The Board of Directors may amend these appendices by majority vote at any regular or special meeting. Written notice setting forth the proposed amendment or summary of the changes to be affected thereby shall be given to each director within the time and the manner provided for the giving of notice of meetings of directors.

## **APPENDIX I. Policies**

### **Section 1: Confidentiality**

All information concerning the staff, volunteers, financial data, and business records of Refining Fire Ministry, INC is confidential. "Confidential" means that you are free to talk about Refining Fire Ministry, INC and about your program and your position, but no information may be released without appropriate authorization. This is a basic component of organizational ethics. The board of directors, officers, the staff, and volunteers rely on conformity to this rule of confidentiality. Refining Fire Ministry, INC expects you to respect and maintain all organizational information as confidential. General information, policy statements or statistical material that is not identified with Copyright © Refining Fire Ministry, INC, is not classified as confidential. Organizational members are responsible for maintaining the confidentiality of information relating to other members and volunteers. Failure to maintain confidentiality may result in termination of your position, or other corrective action. This policy is intended to protect you as well as Refining Fire Ministry, INC because in extreme cases, violations of this policy also may result in personal liability. Confidentiality is the preservation of privileged information. By necessity, personal and private information is disclosed in a professional working relationship. Part of what you learn is necessary to provide services to the organization; other information is shared within the development of a helping, trusting relationship. Therefore, most information gained through an assignment is confidential in terms of the law, and disclosure could make you legally liable. Disclosure could also damage your relationship. Before you begin your assignment as a member/volunteer, you should be aware of the laws and penalties for breaching confidentiality. Although the agency is liable for your acts within the scope of your duty, giving information to an unauthorized person could result in the agency's refusal to support you in the event of legal action. Violation of the state statutes regarding confidentiality of records is punishable upon conviction by fines or by imprisonment or by both.

## Section 2: Social Media

### Subsection 2.1: Policy Brief & Purpose

Our social media organization policy provides a framework for using social media. Social media is a place where people exchange information, opinions and experiences to learn, develop and have fun. Whether employees are handling an organizational project or use one of their own, they should remain productive. This policy provides practical advice to avoid issues that might arise by careless use of social media in the workplace.

### Subsection 2.2: Policy elements

“Social media” refers to a variety of online communities like blogs, social networks, chat rooms and forums. This policy covers all of them.

We consider two different elements: using personal social media at work and representing our company through social media.

### Subsection 2.3: Guidelines for Social Media Use

We advise our employees/volunteers to:

- Ensure others know that personal account or statements don't represent our organization. Employees/volunteers shouldn't state or imply that their personal opinions and content are authorized or endorsed by our company. We advise using a disclaimer such as “opinions are my own” to avoid misunderstandings.
- Avoid sharing intellectual property like trademarks on a personal account without approval. Confidentiality policies and laws always apply. Avoid any defamatory, offensive or derogatory content.

### Subsection 2.4: Representing our Organization

Some employees/volunteers represent our company by handling corporate social media accounts or speak on our company's behalf. We expect them to act carefully and responsibly to protect our company's image and reputation. Personnel should:

- **Be respectful, polite and patient**, when engaging in conversations on our company's behalf. They should be extra careful when making declarations or promises towards customers and stakeholders.
- **Avoid speaking on matters outside their field of expertise** when possible. Everyone should be careful not to answer questions or make statements that fall under somebody else's responsibility.
- **Follow our confidentiality policy** and observe laws on copyright, trademarks, plagiarism and fair use.
- **Inform our the Executive Committee** when they're about to share any major-impact content.
- **Avoid deleting or ignoring comments** for no reason. They should listen and reply to criticism.
- **Never post discriminatory, offensive or libelous** content and commentary.

- **Correct or remove** any misleading or false content as quickly as possible

### **Subsection 2.5: Disciplinary Consequences**

We'll monitor all social media postings on our corporate account. We may have to take disciplinary action leading up to and including termination if employees do not follow this policy's guidelines. Examples of non-conformity with the employee social media policy include, but are not limited to:

- Disregarding job responsibilities and deadlines to use social media.
- Disclosing confidential information through personal or corporate accounts.
- Directing offensive comments towards other members of the online community.

### **Subsection 2.6: Procedures for Addressing Inappropriate Comments from the Public**

We consider an "Inappropriate Comment from the Public" to be any post to which our leadership deems to be as such. Examples include, but are not limited to:

- Containing vulgarity or sexual content.
- Defamatory in nature.
- Instigative or debative.
- Causing confusion among our constituents.

In such case as the leadership deems a comment to "inappropriate" whether by way of the above criteria, or by means of judgment, action shall be taken to address the concern, remove the comment, and block the user if such action be deemed necessary.

If the comment is vulgar or sexual oriented, the comment should be immediately removed, and the user blocked.

If the comment is defamatory in nature, then the post should be removed and a member of the leadership should initiate correspondence with the user in order to build a relationship for the purpose of edifying the Body of Christ. If such efforts prove to be ineffective, then the user should be blocked.

If the comment seems instigative or debative in intention, the heart of the user should initially be assumed to be one of inquiry, not malice. The post in question should first be addressed in an effort to gently provide a perspective that is in alignment with the organization's Statement of Faith (Appendix II) and core teachings. If such efforts prove ineffective to deter the user, then a member of the leadership should initiate correspondence with the user in order to build a relationship for the purpose of edifying the Body of Christ. If such efforts prove to be ineffective, then the user should be blocked.

All efforts, on the part of Refining Fire Ministry, Inc, to actively work to maintain positive relationship with social media users is voluntary and may be bypassed if the leadership deems necessary.

## **Section 2: Expenditures and Reimbursement**

### **Subsection 2.1: Expenditures**

All expenditures that are not considered in the budget must be requested for approval by the Office of the Treasurer by way of the official "Purchase Order form."

All purchases that are considered in the budget, but exceed \$50, must be approved by the Office of the Treasurer by way of the official "Purchase Order" form.

Items that are within the budget must gain approval from the Treasurer (or an appointed representative), and the director of the relevant department (if applicable).

Items that are within the budget, but exceed \$50 must gain approval from the Treasurer (or an appointed representative), the director of the relevant department (if applicable), and one sitting member of the Board of Directors.

In the event that the requestor is either an officer of the Organization, and/or a member of the Board of Directors, approval must be given by the above stated parties, plus one additional board member not including the requesting party.

### **Subsection 2.2: Reimbursements**

All reimbursements must be approved by the Office of the Treasurer by way of the official "Reimbursement Request" form.

Reimbursements must gain approval from the Treasurer (or an appointed representative), and the director of the relevant department (if applicable).

In the event that the requestor is either an Officer of the organization and/or member of the Board of Directors, approval must be given by the Treasurer (or an appointed representative), the director of the relevant department (if applicable), and two sitting member of the Board of Directors, not including the requesting party.

## **APPENDIX II. Statement of Faith**

### **Section 1. Inspired Scripture**

The Scripture, both the Old and the New Testament, are inspired of God and are the Revelation of God to man, the infallible, authoritative rule of faith and conduct (2 Timothy 3:15-17; 1 Thessalonians 2:13; 2 Peter 1:21).

## Section 2. One True God

- The one true God has revealed Himself as the eternally self-existent "I AM," the Creator of heaven and earth and the Redeemer of mankind. He has further revealed Himself as embodying the principles of relationship and association as Father, Son, and Holy Spirit. (Deuteronomy 6:4; Isaiah 43:
- The Adorable Godhead

### - Terms Defined

The terms "Trinity" and "persons" as related to the Godhead, while not found in the Scripture, are words in harmony with Scripture, whereby we may convey to others our immediate understanding of the doctrine of Christ respecting the Being of God, as distinguished from "gods many and lords many." We, therefore, may speak with propriety of the Lord our God who is One Lord, as trinity or as one Being of three persons, and still be absolutely Scriptural. (Matthew 28:19; 2 Corinthians 13:1; John 14:16-17).

### - Distinction and Relationship in the Godhead

Christ taught a distinction of Persons in the Godhead which He expressed in specific terms of relationship, as Father, Son, and Holy Spirit, but that this distinction and relationship, as to its mode is inscrutable and incomprehensible, because unexplained. (Luke 1:34; 1 Corinthians 1:24; Matthew 11:25-27; Mathew 28:19; 2 Corinthians 13:14; 1 John 1:3-4)

- Identity and Cooperative in the Godhead The Father, The Son, and the Holy Spirit are never identical as to Person; nor confused as to relation; nor divided in respect to the Godhead; nor opposed as cooperation. The Son is in the Father, and he is in the Son as to the relationship. The Son is with the Father, and the Father is with the Son, as to fellowship. The Father is not from the Son, but the Son is from the Father, as to authority. The Holy Spirit is from the Father and the Son preceding, as to nature, relationship, cooperation, and authority. Hence, neither Person in the Godhead either exists or works separately or independently of the other. (John 5:17-30; John 5:32; John 5:37; John 8:17, 18).

### - The Title, Lord Jesus Christ.

The appellation, "Lord Jesus Christ," is a proper name. It is never applied in the New Testament, either to the Father or to the Holy Spirit. It, therefore, belongs exclusively to the Son of God. (Romans 1:1-3; 2 John 1:3)

- The Lord Jesus Christ, God with Us

- The Lord Jesus Christ, as to His divine and eternal nature, is the proper and only Begotten of the Father, but as to His human nature, He is the proper Son of Man. He is, therefore,

acknowledged to be both God and man; who because He is God and man is "Immanuel," God with us. (Matthew 1:23; 1 John 4:2; 1 John 4:10; 1 John 4:14; Revelation 1:13; Revelation 1:17).

- The Title, Son of God

- Since The name "Immanuel" embraces both God and man in the one Person, our Lord Jesus Christ, it follows that the title, "Son of God," describes His proper deity, and the title Son of Man, His proper humanity. Therefore, the title Son of God belongs to the order of eternity, and the title Son of Man, to the order of time. (Matthew 1:21-23; 2 John 1:3; 1 John 3:8; Hebrews 7:3; Hebrews 1:1-13)

- Transgression of the Doctrine of Christ

- Wherefore, it is a transgression of the Doctrine of Christ to say that Jesus Christ derived the title, Son of God, solely for the fact of the incarnation, or because of His relation to the economy of redemption. Therefore, to deny that the Father is a real and eternal Father, and the Son is a real and eternal Son, is a denial of the distinction and relationship in the Being of God; a denial of the Father, and the Son; and the displacement of the truth that Jesus Christ is come in the flesh. (2 John 1:9; John 1:1; John 1:2; John 1:14; John 1:18; John 1:29; John 1:49; 1 John 2:22; 23; 1 John 4:1-5; Hebrews 12:2)

- Exaltation of Jesus Christ are Lord

- The Son of God, of Lord Jesus Christ, having by Himself purged our sins, sat down on the right hand of Majesty on high; angels and principalities and powers having been made subject unto Him. And having been made both Lord and Christ, He sent the Holy Spirit that we, in the name of Jesus, might bow out knees and confess Jesus Christ is Lord of the glory of God the Father until the end, when the Son shall become subject to the Father that God may be all in all. (Hebrews 1:3; 1 Peter 3:22; Acts 2:32-36; Romans 14:11; 1 Corinthians 15:24-28)

- Equal Honor to the Father and to the Son.

- Wherefore, since the Father has delivered all judgment unto the Son, it is not only the express duty of all in heaven and on earth to bow the knee, but it is an unspeakable joy in the Holy Spirit to ascribe unto the Son all the attributes of Deity, and to give Him all honor and the glory contained in all the names and titles of the Godhead except those which express relationship (see Distinction and Relationship in the Godhead, Unity of the One Being of Father, Son, and Holy Spirit, and Identity and cooperation in the Godhead) and this honor the Son even as we honor the Father. (John 5:22,23; 1 Peter 1:8; Revelation 5:6-14; Philippians 2:8,9; Revelation 7:9-10; Revelation 4:8-11).

### **Section 3: The Deity of the Lord Jesus Christ**

- The Lord Jesus Christ is the eternal Son of God. The Scriptures declare:

- His virgin birth, (Matthew 1:23; Luke 1:42; Luke 1:35)
- His sinless life, (Hebrews 7:26; 1 Peter 2:22)
- His miracles, (Acts 2:22; Acts 10:38)
- His substitutionary work on the cross, (1 Corinthians 15:3, 2 Corinthians 5:21)
- His bodily redirection from the dead, (Matthew 28:6; Luke 24:39; 1 Corinthians 15:4)

- His exaltation to the right hand of God (Acts 1:9; Acts 1:11; Acts 2:23; Philippians 2:9-11; Hebrews 1:3)

#### **Section 4: The Fall of Man**

- Man was created good and upright; for God said, "Let us make man in our own image, after our likeness." However, man by voluntary transgression fell and thereby incurred not only physical death but also spiritual death, which is separation from God. (Genesis 1:26,26; Genesis 2:17; Genesis 3:6; Romans 5:12-19).

#### **Section 5: The Salvation of Man**

- Man's only hope of redemption is through the shed blood of Jesus Christ, the Son of God.
  - Conditions to salvation. Salvation is received through repentance toward God and faith toward the Lord Jesus Christ. By the washing of regeneration and renewing of the Holy Spirit, being justified by grace through faith, man becomes heir of God, according to the hope of eternal life. (Luke 24:47; John 3:3; Romans 10:13-14; Ephesians 2:8; Titus 2:11; Titus 3:5-7).
  - The Evidence of Salvation.
- The inward evidence of salvation is the direct witness of the Spirit. (Romans 8:16)
  - The outward evidence to all men is a life of righteousness and true holiness. (Ephesians 4:24; Titus 2:12)

#### **Section 6: The Ordinances of the Church**

- Baptism in Water. The ordinance of baptism by immersion is commanded by the Scriptures. All who repent and believe on Christ as Saviour and Lord are to be baptized. Thus they declare to the world that they have died with Christ and that they also have been raised with Him to walk in newness of life. (Matthew 28:19; Mark 16:16; Acts 10:47; Romans 6:4)
  - Holy Communion
- The Lord's Supper, consisting of the elements --bread and the fruit of the vine-- is the symbol expressing our sharing the divine nature of our Lord Jesus Christ. (2 Peter 2:1-4)
  - A memorial of his suffering and death and a prophecy of his second coming (1 Corinthians 11:26)
  - Enjoyed on all believers "till he come again!"

#### **Section 7: The Baptism in The Holy Spirit**

- All believers are entitled to and should ardently expect and earnestly seek the promise of the Father, the baptism in the Holy Spirit and fire, according to the command of our Lord Jesus Christ. This was the normal experience of all in the early Christian Church. With it comes the endowment of power for life and service, the bestowment of the gifts and their uses in the work of the ministry. (Luke 24:49; Acts 1:4; Acts 1:8; 1 Corinthians 12:1-31)
- This experience is distinct and subsequent to the experience of New Birth. (Acts 8:12-17; Acts 10:44-46; Acts 11:14-16; Acts 15:7-9.
- With the baptism in the Holy Spirit come such experiences as:

- an overflowing fullness of the Spirit (John 7:37-39; Acts 4:8)
- a deepened reverence for God. (Acts 2:43; Hebrews 12:28)
- an intensified consecration to God and dedication to His work. (Acts 2:42)
- and a more active love for Christ, for His Word and for the lost. (Mark 16:20)

### **Section 8: Sanctification**

- Sanctification is an act of separation from that which is evil, and of dedication unto God. (Romans 12:1,2; 1 Thessalonians 5:23; Hebrews 13:12)
  - The Scriptures teach a life of "holiness without which no man shall see the Lord." (Hebrews 12:14)
  - By the power of the Holy Spirit, we are able to obey the command: "Be ye holy, for I am holy." (1 Peter 1:15,16)
  - Sanctification is realized in the believer by recognizing his identification with Christ in His death and resurrection, and by the faith reckoning daily upon the fact of that union, and by offering every faculty continually to the dominion of the Holy Spirit. (Romans 6:1-11; Romans 6:13; Romans 8:1,2; Romans 8:13; Galatians 2:20; Philippians 2:12,13; 1 Peter 1:5)

### **Section 9: The Church and its Mission**

- The Church is the Body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfillment of her great commission. Each believer, born of the Spirit, is an integral part of the General Assembly and Church of the Firstborn, which are written in heaven. (Ephesians 1:22,23; Ephesians 2:22; Hebrews 12:23).
- Since God's purpose concerning man is to seek and to save that which is lost, to be worshipped by man, to build a body of believers in the image of His Son, and to demonstrate His love and compassion for all the world, the priority reason for being of the Assemblies of God as part of the Church is:
  - To be an agency of God for evangelizing the world. (Acts 1:8; Matthew 28:19,20; Mark 16:15,16).
  - To be a corporate body in which man may worship God. (1 Corinthians 12:13)
  - To be a channel of God's purpose to build a body of saints being perfected in the image of His Son. Ephesians 4:11-16; 1 Corinthians 12:28; 1 Corinthians 14:12)
  - To be a people who demonstrate God's love and compassion for all the world. (Psalms 112:9; Galatians 2:10; 6:10; James 1:27).
    - Refining Fire Ministry, Inc. Exists expressly to give continuing emphasis to this reason for being in the New Testament apostolic pattern by teaching and encouraging believers to be baptized in the Holy Spirit. This experience:
      - Enables them to evangelize in the power of the Spirit with accompanying supernatural signs. (Mark 16:15-20; Acts 4:29-31; Hebrews 2:3,4)
      - Adds a necessary dimension to worshipful relationship with God. (1 Corinthians 2:10-16; 1 Corinthians 12; 1 Corinthians 13; 1 Corinthians 14)
      - Enables them to respond to the full working of the Holy Spirit in expression of fruit and gifts and ministries as in New Testament times for the edifying of the body of Christ and care for the

poor and needy of the world. (Galatians 5:22-26; Matthew 25:37-40; Galatians 6:10; 1 Corinthians 14:12; Ephesians 4:11,12; 1 Corinthians 12:28; Colossians 1:29).

### **Section 10: The Ministry**

- A divinely called and scripturally ordained ministry has been provided by our Lord for the fourfold purpose of leading the Church in:
  - Evangelization of the world. (Mark 16:15-20)
  - Worship of God. (John 4:23,24)
  - Building a body of saints being perfected in the image of His Son. (Ephesians 4:11-16).
  - Meeting human need with ministries of love and compassion. (Psalms 112:9; Galatians 2:10; 6:10; James 1:27).

### **Section 11: Divine Healing**

- Divine healing is an integral part of the gospel. Deliverance from sickness is provided for in the atonement and is the privilege of all believers. (Isaiah 53:4,5; Matthew 8:16,17; James 5:14-16).

### **Section 12: The Blessed Hope**

- The resurrection of those who have fallen asleep in Christ and their translation together with those who are alive and remain unto the coming of the Lord is the imminent and blessed hope of the church. (1 Thessalonians 4:16,17; Romans 8:23; Titus 2:13; 1 Corinthians 15:51,52)

### **Section 13: The Final Judgment**

- There will be a final judgment in which the wicked dead will be raised and judged according to their works. Whosoever is not found written in the Book of Life, together with the devil and his angels, the beast and the false prophet will be consigned to the everlasting punishment in the lake which burneth with fire and brimstone, which is the second death. (Matthew 25:46; Mark 9:43-48; Revelation 19:20; Revelation 20:11-15; Revelation 21:8)

### **Section 14: The New Heaven and New Earth**

- We, according to His promise, look for new heavens and a new earth wherein dwelleth righteousness.” (2 Peter 3:13; Revelation 21; Revelation 22).

## **APENDEX III. Advisory Committees**

### **Section 1. Spiritual Advisory Committee (aka “Apostolic Covering”)**

### **Subsection 1.1 Prerogative**

- In accordance with Article V. Sec. 12 of the Bylaws, *“An Advisory Council may be created whose members shall be elected by the members of the Board of Directors annually but who shall have no duties, voting privileges, nor obligations for attendance at regular meetings of the Board.”*

### **Subsection 1.2. Purpose**

- The Spiritual Advisory Committee (aka “Apostolic Covering”) shall exist for the purpose of “covering, counsel, and connection.” The member of the committee shall have no specific duty outside of providing spiritual accountability for the ministry as a whole. The member will also be asked to provide feedback and guidance when deemed appropriate. With no voting privilege, the counsel provided will be voluntary and left to the discretion of the Board of Directors. Member of the committee will also be encouraged to help connect the ministry and its officials with individuals and organization to further their missional efforts.

### **Subsection 1.4. Membership**

- According to Article V. Sec. 12, *“Members of the Advisory Council shall possess the desire to serve the community and support the work of the organization by providing expertise and professional knowledge.”*
  - Candidates for nomination shall meet the following qualifications:
    - Possess at least 25 years of active ministry experience.
    - Hold, or has held, a position of authority in their perspective field.
    - Have a reputation that is upright and above reproach (a determination which shall be made at the discretion of the Board of Directors).
    - Serve in a capacity that has the potential to further the missional efforts of Refining Fire Ministry, INC.
  - Candidates shall be nominated by an active member of the Board of Directors, and shall be voted upon by the criteria set forth in Article III of the bylaws.
  - Upon election, a letter of invitation will be generated and sent to the elected member. The full installment will be contingent on a reciprocated letter of acceptance (either electronically or physically) to either the Organization's President or Secretary.
  - Membership status shall be evaluated annually by a vote of the Board of Directors.
  - Members may resign or choose to withdraw their name for reconsideration at the end of one year by sending a letter or resignation (either physically or electronically) to the organization's President or Secretary.
  - Membership status may be terminated with or without cause by a majority vote of the Board of Directors.
  - Termination may occur for reasons such as (but not limited to):
    - Breach of the organizational confidentiality policy
- Defamation of character directed at any member of the organization.

- Relational
- Phase Transitions
- Failure to continue to meet the standards forth herein

#### **Subsection 1.4. Expectations**

- According to Article V. Sec. 12, *“Members of the Advisory Council shall comply with the confidentiality policy set forth herein and shall sign a confidentiality agreement consistent therewith upon being voted onto and accepting appointment to the Advisory Council.”*
- Members will be expected to maintain a reasonable level of accessibility to members of the Board of Directors and Officers.
- Specific procedures of correspondence shall be set forth by the member and shall be observed and honored by the members of the Board of Directors and Officers.

#### **Subsection 1.5. Benefits**

- Active members will be listed among the “Apostolic Covering” section of the website and other appropriate media and publications.
- Members will receive a monthly report from the organization’s President with relevant information.

### **Section 2 Pastoral Advisement Committee**

#### **Subsection 2.1. Prerogative**

- In accordance with Article V. Sec. 12 of the Bylaws, *“An Advisory Council may be created whose members shall be elected by the members of the Board of Directors annually but who shall have no duties, voting privileges, nor obligations for attendance at regular meetings of the Board.”*

#### **Subsection 2.2. Purpose**

- The Pastoral Advisement Committee shall exist for the purpose of market research and practical application consultation. The member of the committee shall have no specific duty outside of providing insight into the current climate of parish ministry. The member will also be asked to provide feedback and guidance when deemed appropriate. With no voting privilege, the counsel provided will be voluntary and left to the discretion of the Board of Directors. Members of the committee will also be encouraged to help connect the ministry and its officials with individuals and organization to further their missional efforts.

#### **Subsection 23. Membership**

- According to Article V. Sec. 12, *“Members of the Advisory Council shall possess the desire to serve the community and support the work of the organization by providing expertise and professional knowledge.”*
- Candidates for nomination shall meet the following qualifications:
  - Possess at least 10 years of active ministry experience.

- Hold a senior level position or, at the minimum, a role of decision-making authority.
  - Have a reputation that is upright and above reproach (a determination which shall be made at the discretion of the Board of Directors).
  - Serve in a capacity that has the potential to further the missional efforts of Refining Fire Ministry, INC.
- 
- Candidates shall be nominated by an active member of the Board of Directors, and shall be voted upon by the criteria set forth in Article III of the bylaws.
  - Upon election, a letter of invitation will be generated and sent to the elected member. The full installment will be contingent on a reciprocated letter of acceptance (either electronically or physically) to either the Organization's President or Secretary.
  - Membership status shall be evaluated annually by a vote of the Board of Directors.
  - Members may resign or choose to withdraw their name for reconsideration at the end of one year by sending a letter or resignation (either physically or electronically) to the organization's President or Secretary.
  - Membership status may be terminated with or without cause by a majority vote of the Board of Directors.
  - Termination may occur for reasons such as (but not limited to):
    - Breach of the organizational confidentiality policy
    - Defamation of character directed at any member of the organization.
    - Phase Transitions
    - Failure to continue to meet the standards of qualification set forth herein.

#### **Subsection 2.4. Expectations**

- According to Article V. Sec. 12, *“Members of the Advisory Council shall comply with the confidentiality policy set forth herein and shall sign a confidentiality agreement consistent therewith upon being voted onto and accepting appointment to the Advisory Council.”*
- Members will be expected to maintain a reasonable level of accessibility to members of the Board of Directors and Officers.
- Specific procedures of correspondence shall be set forth by the member and shall be observed and honored by the members of the Board of Directors and Officers.

#### **Subsection 2.5. Benefits**

- Members will have an active role in guiding the development of resources focused on prayer and spiritual advancement.
- Members will receive a monthly report from the organization's President with relevant information.

### **Section 3. Theological Formation Committee**

#### **Section 3.1. Prerogative**

- In accordance with Article V. Sec. 12 of the Bylaws, *“An Advisory Council may be created whose members shall be elected by the members of the Board of Directors annually but who shall have no duties, voting privileges, nor obligations for attendance at regular meetings of the Board.”*

### **Section 3.2. Purpose**

- The Theological Formation Committee shall exist for the purpose of assisting the ministry in responding to issues of doctrine and religious experience in a way befitting the orthodox tradition of Christian faith through a consistent exegesis of Scripture and critical, yet complementary approach to theologizing. The member of the committee shall have no specific duty outside of providing theological perspective. The member will also be asked to provide feedback and guidance when deemed appropriate. With no voting privilege, the counsel provided will be voluntary and left to the discretion of the Board of Directors. Member of the committee will also be encouraged to help connect the ministry and its officials with individuals and organization to further their missional efforts.

### **Section 3.3. Membership**

- According to Article V. Sec. 12, *“Members of the Advisory Council shall possess the desire to serve the community and support the work of the organization by providing expertise and professional knowledge.”*
- Candidates for nomination shall meet the following qualifications:
  - Possess at least 10 years of active ministry experience.
  - Posses, at a minimum, a graduate-level theological education from a reputable institution of higher learning.
  - Hold, or has held, a position of authority in their perspective field.
  - Have a reputation that is upright and above reproach (a determination which shall be made at the discretion of the Board of Directors).
  - Serve in a capacity that has the potential to further the missional efforts of Refining Fire Ministry, INC.
- Candidates shall be nominated by an active member of the Board of Directors, and shall be voted upon by the criteria set forth in Article III of the bylaws.
- Upon election, a letter of invitation will be generated and sent to the elected member. The full installment will be contingent on a reciprocated letter of acceptance (either electronically or physically) to either the Organization's President or Secretary.
- Membership status shall be evaluated annually by a vote of the Board of Directors.
- Members may resign or choose to withdraw their name for reconsideration at the end of one year by sending a letter or resignation (either physically or electronically) to the organization's President or Secretary.
- Membership status may be terminated with or without cause by a majority vote of the Board of Directors.
- Termination may occur for reasons such as (but not limited to):
  - Breach of the organizational confidentiality policy

- Defamation of character directed at any member of the organization.
- Phase Transitions
- Failure to continue to meet the standards of qualification set forth herein.

#### **Section 3.4. Expectations**

- According to Article V. Sec. 12, "*Members of the Advisory Council shall comply with the confidentiality policy set forth herein and shall sign a confidentiality agreement consistent therewith upon being voted onto and accepting appointment to the Advisory Council.*"
- Members will be expected to maintain a reasonable level of accessibility to members of the Board of Directors and Officers.
- Specific procedures of correspondence shall be set forth by the member and shall be observed and honored by the members of the Board of Directors and Officers.

#### **Section 3.5. Benefits**

- Members will have the opportunity to shape and form a theological perspective that safeguards and explores the possibilities for an upcoming generations.
- Members will receive a monthly report from the organization's President with relevant information.