

Dedication

First of all, we give all thanks to our heavenly Father, who without Him we could not exist. Special recognition must always be given to those who helped us become the leaders to establish this ministry. We're grateful to our parents, Linwood and Viola Conwell Hoggard and Thomas and Virgie Goode Dortch who instilled in us godly and moral values. We're thankful for our former pastors (Rev. Chester A. Hart and O.M. Marshburn of Cofield and Rocky Mount, North Carolina) who were our Pastors in our adolescent years. As we started our family in Richmond Virginia area, we were under the leadership of Willie and Willie Pearl Weatherspoon (Redeem COGIC), Alfred L. and Iris Meeks Nicholson (Gates of Faith COGIC), and finally Sylvester and Louise P. Battle Jr. (Word Spirit and Life Ministries, COGIC). Special thanks also must be given to Pastors Nelson and Lillian Castro (Iglesia Arca De Salvacio'n) who ordained us as pastors.

We, the beneficiaries of all of their faithfulness, prayers, and love most humbly offer thanks to God for their hands of direction that have been instrumental in causing us to establish this ministry.



Words From Our Pastors



Greetings Fellow Laborers in Christ,

Let us say how grateful we are that you have decided to make RockFaith International Ministries, Inc your church home of choice. Our hopes and prayers are that you will feel right at home and begin to foster and develop in the specific area of ministry and calling for your life. Please know, that as your Pastors, we are here to assist you in that development to the best of our abilities by the help of God and the leading of the Holy Spirit.

RockFaith IMI, was birthed out of the desire to help grow and develop the body of believers in Christ. A critical part of your growth will come through our Word Studies (II Tim 2:15) and our Prayer Sessions (Luke 18:1). We encourage you to be strong in these areas of your ministry development.

We, as your Pastors, are committed to serve you as a huge part of our servitude to God. We look forward to watching you grow and develop, and we are in prayer with you every step of the way. May God ever bless you to stay the course that you have started for the Kingdom of God.

Senior Pastor, Rev. Gullie Hoggard
Co-Pastor, Janice L. Hoggard

*****RockFaith IMI Mission Statement*****

To reach those of various ethnic, social, and economical backgrounds, and disciple them through the Word of God, on how to live a victorious Life in Christ Jesus

*****RockFaith International Ministries Vision*****

To connect souls to God by way of the Cross of Christ

*****RockFaith IMI Core Values*****

Transparency

Integrity

Courtesy

RockFaith International Ministry, Inc History

Rockfaith International Ministries, Inc. (RFIMI) was founded by Gullie and Janice Hoggard. The initial Sunday Service was performed in their home on August 7, 2016. Prior to establishing RFIMI in September ,2016, the Hoggard's had served in various leadership capacities and faithfully in other ministries for 37 years. RFIMI places a strong emphasis on living a holistic lifestyle by utilizing the simplicity of the gospel to empower all. We encourage our congregation to get involved with the community through our:

**** Prison Outreach Ministry**

**** Various community outreach programs**

**** Supporting community schools with snacks, supplies and book bags**

**** Helping others in whatever capacities we can as a Ministry.**

With strong belief in the importance of Christian education, Gullie and Janice continues their studies through various courses and seminars. Our Senior Pastor, Gullie Hoggard has attained his MS Degree in Biology. They both have also attended courses related to Basic Ministry foundation via classes at Faith Landmark Ministries. Through the grace of God, Gullie and Janice Hoggard and RockFaith International Ministries, continue to impact the world by teaching and expounding on the Word of God through Word Study on Wednesday nights and Connect Classes on Sunday mornings. With the vision of "connecting souls to God by the way of the Cross of Christ", the Hoggard's use the Word of God to offer practical insight and hope to people facing the challenges of the world today. Below are a few milestones since the inception of RockFaith IMI:

- Both Pastors were ordained to ministry August 22, 2016, by Pastor Nelson and Lillian Castro, from Arca De Salvacio'n Ministry. They both received their official license from the Chesterfield Courts on Sept 6, 2016, while simultaneously attending some basic foundational classes offered by Faith Landmark Ministries.
- On Sept 12, 2016, RFIMI became an established ministry, and was assigned an EIN number, recognized by the IRS on October 28, 2016, thereafter, established a Ministry banking account on October 29, 2016.
- A Grand Opening Celebration of the Ministry was held at the Chester YMCA on Saturday, February 4, 2017.
- An official opening of our doors for service was on Sunday, February 5, 2017, where we held our services each Sunday until leaving the Chester YMCA to move into a virtual environment due to COVID 19 pandemic.
- Our first member to join the ministry on our first Sunday of service was Dorothy Tenney.
- We became an established 501(c)3 Nonprofit Organization as of January 22,2021.

- Out of the ministry was birthed our prayer conference call, “Precious Moments of Prayer”, which was initially called “Sweet Hour of Prayer” and was implemented in September of 2017.
- As we continued to thrive in a virtual environment, additional ministries were also implemented such as:
 - The “gotomeeting” app, Facebook Live, and YouTube became our main media sources.
 - RockFaithimi.org website created January 10, 2019.
 - RockFaith’s Newsletter: SolidRock first issue November 2018.
 - The Simplicity of God’s Word-Women’s Word Study, which was started June 20, 2020.
 - Men of Valor, Enlightenment and Strength (MOVES) -Men’s Ministry, which was implemented Tuesday, July 21, 2021.
 - Youth on the Move for Christ-Youth Department was established February 23, 2021.
 - RockFit Healthy Lifestyle Ministries was established May 29, 2022.
- We performed our first baptism(virtual), Valerie Travers, on Sunday, January 9, 2022.
- We ordained our first Associate Minister, Sherri Harris, on February 6, 2022.

God has done some amazing things for RockFaith IMI, and we believe there is so much more He wants to do as we remain faithful to the cause of Kingdom work.

Matthew 6:33 “But seek ye first the Kingdom of God, and His righteousness, and all of these things shall be added unto you.”

We thank God for His many blessings, and all of the glory, honor and praise goes to Him.

Articles

ARTICLE I: NAME

SECTION 1: NAME

The name of this church shall be RockFaith International Ministries, Inc., established September 12, 2016, 501(c)3 certified January 22, 2021. Our church, RockFaith International Ministries, Inc., is named for and built upon spiritual principles centered on and founded within the context of two main scriptures which are: Psalm 18:2 and Galatians 3:28.

ARTICLE II: CHARACTER

SECTION I: PURPOSE

The purpose of this congregation is to give evidence to that faith and fellowship to which God has called His people. We shall seek to fulfill this calling through faithful worship services, a program of Christian nurture, proclamation of the Gospel by word and deed, and ministering to human needs in the name of our Lord Jesus Christ.

SECTION 2: POLITY

This church is an autonomous (independent and self-governing) body.

SECTION 3: AFFIRMATION OF OUR FAITH

We affirm our faith in the Holy Bible.

We believe the Holy Bible to be the inspired and only written Word of God. I Peter 1:20-21:
II Timothy 3:16-17

We affirm our faith in God.

We believe there is one God eternally existent in three persons, God the Father, God the Son and God the Holy Spirit. Isaiah 43:1-11; Matthew 28:19 and John 1:1

We affirm our faith in the Blessed Hope and the mission of hope that Jesus always offers.

We believe in the Blessed Hope, which is the rapture of His church, which includes RockFaith International Ministries, Inc. Acts 1:11; Titus 2:13 and I Thess. 4:16-17

We affirm our faith in Repentance and Salvation.

We believe that the only means of being cleansed from sin is through repentance and faith in the precious blood of Jesus Christ.

We believe that the regeneration by the Holy Ghost is absolutely essential for personal salvation Romans 10:8-13; Matthew 19:28 and Titus 3:5

We affirm our faith in Jesus Christ.

We believe the redemptive work of Christ on the cross provides both healing and salvation (Physically and Spiritually) in answer to believing in prayer. Isaiah 53: 1-5 and II Chronicles 7:14

We affirm our faith in the Holy Ghost.

We believe that the baptism of the Holy Ghost, according to Act 2:4, is the promised gift to believers who ask for it. Acts 2:38-39

We affirm our faith in Sanctification.

We believe in the sanctifying power of the Holy Ghost, by whose indwelling, the Christian is enabled to live a Holy and separated life in this present world. **AMEN**

SECTION 4: CHURCH COVENANT

As we trust, we have been brought by divine grace to embrace the Lord Jesus Christ and by the influence of His Spirit to give ourselves up to Him, so we do most solemnly covenant with each other, that God enabling us, we will walk together in brotherly love;

That we will exercise a Christian care and watchfulness over each other, and faithfully warn, rebuke, and admonish one another as the case shall require; and in all things we will seek and guard the honor and the true function of the church;

We will share in each other's joys, and endeavor with tenderness and sympathy, to bear each other's burdens and sorrows;

That we will earnestly endeavor to bring up such as are, or may be, under our care, in the nurture and admonition of the Lord;

That we will seek divine aid to enable us to walk circumspectly and watchfully in the world, denying ungodliness and every worldly lust;

That we will endeavor by example and effort to win souls to Christ, and through life, amidst evil report and good report seek to live to the glory of Him who has called us out of darkness into His marvelous light.

SECTION 5: STATEMENT OF FAITH

RockFaith International Ministries, Inc. is a Christian church established to reach individuals of various ethnic, social and economic backgrounds and equip them through discipleship on how to live a victorious life in Christ. In order to provide a Holy place/sanctuary for all people to be partakers of God's Word to advance The Kingdom of God as Kingdom Builders within our communities, we must always endeavor to:

- Worship God The Father, God The Son and God The Holy Spirit according to Bible scripture I John 5:7 in Spirit and in Truth, John 4:24.
- Study God's Word according to II Timothy 2:15 and Proclaim the Gospel to the unbelieving world, and to build up by equipping the fellow Born-Again Christians in sound doctrine. To learn how to live as godly people, Titus 2:11-12, and evangelize the world, Ephesians 4:12.
- Prayer is essential and significant to our purpose as part of RockFaith International Ministries, Inc.
- RockFaith International Ministries, Inc., devotes itself to the apostles' "teaching and to the fellowship, to the breaking of bread and to prayer". According to Acts 2:42, the purposes/activities of the church should be 1) teaching biblical doctrine, 2) providing a place of fellowship for believers, 3) observing the Lord's Supper and 4) praying.
- Our church, RockFaith International Ministries, Inc. is named for and built upon spiritual principles centered on and founded within the context of two main scriptures which are: Psalm 18:2 (KJV). "The Lord is my rock, and my fortress, and my deliverer; my God, my strength, in whom I will trust: my buckler, and the horn of my salvation, and my high tower." Hebrews 11:1 (NIV), " Now faith is confidence in what we hope for and assurance about what we do not see. "
- This is Rock (solid) Faith coupled with us knowing with confidence, hope and assurance who we are as a church and whose we are; we will always fulfill our purpose as commanded by God's Word.

ARTICLE III: CHURCH MEMBERSHIP

SECTION 1: ADMISSION OF MEMBERS

Membership is extended by the “Right Hand of Fellowship” following the consultation with the Steering Committee. Each person must complete classes after receiving the “Right Hand of Fellowship.” Membership is initiated by:

- A. **Christian Experience** - A person may be received by Christian experience which include, but not limited to affirmation of their faith, which lines up with RockFaith IMI and time served in past Christian Ministries in which no letter is available.
- B. **Letter** – A person may be received, by letter, from his or her Christian church. If the former church does not return a letter, the person then shall be admitted by Christian experience.
- C. **Watch Care** – Members of another Christian church may be received into Watch Care membership of this church.
- D. **Non-Christian Experience** – A person may be received by non-Christian experience in hope of committing to embracing Jesus Christ as their Lord and Savior and put Him first in their life.

SECTION 2: DUTIES OF ACTIVE MEMBERS

Members are expected to be faithful in all duties essential to Christian life. Members shall be considered active, and in good and regular standing when they are committed to:

- A. A belief in the Affirmation of our Faith (Article II Section 3).
- B. Regular attendance at worship services, Word Study of this church (Hebrew 10:25 and II Timothy 2:15) and active participation in one or more ministries or committees of this church (II Corinthians 12:27-31).
- C. Consistent financial support of this church’s Ministry with tithes (10% of earnings) and free will offerings (Malachi 3:8-12 and Matthew 23:23).
- D. Regular devotions and home Word Study (Mark 1:35 and II Timothy 2:15).
- E. Being a positive witness for Christ at all times (Roman 10:13-17).
- F. Spiritual support of the Pastors and Leadership (Ephesians 5:21 and I Timothy 5:17-19).
- G. Attendance and participation in church business meeting

- H. Submission to church leadership/authority and each other (Matthew 18:15-20 and I John).
- I. Discouraged from borrowing or lending to other members unless lead strongly by the Holy Spirit.

SECTION 3: RIGHTS OF INACTIVE MEMBERS

Members who fail to support the church by regular attendance for a period of 3- 6 months without good reason (e.g., shut-in, medical) will be contacted by the Steering Committee by letter or by phone, to determine if they wish to maintain their membership at RockFaith IMI and inform them of the course of conduct they must follow to do so. If they do not wish to support RockFaith IMI, but wish to remain members, they will become Inactive Members. As Inactive Members, they cannot attend church meetings, participate in church ministries, receive any preferential access to facilities or resources afford members in good standing, nor will they be included in any statistical reports of the church. Any member on the inactive list can be restored to active status by demonstrating faithfulness through regular attendance and decision by the Pastors and Steering Committee. If they do not wish to maintain their membership, or if they cannot be contacted after repeated attempts, their membership will be terminated; however, their name will remain on the church roster with date of termination.

SECTION 4: TERMINATION OF MEMBERS

- A. **By Letter** – Upon request any active member may be granted a Letter of Separation to another Christian church. The Pastors will send this letter to the terminated member.
- B. **By Suspension** – The Pastors can terminate for any of the following:
 - Unwillingness to submit to church leadership and authority (Matthew 18:15-20 and I John).
 - Divisiveness or false teaching (Romans 16:17-18).
 - Any behavior inconsistent with that of a committed Christian as outline in Article III Section 2.

C. By Death

SECTION 5: RESTORATION OF MEMBERS

Persons whose membership has been purged from the church roll may be restored to full membership. Completion of new members classes is required.

ARTICLE IV: OFFICERS/MINISTRIES/COMMITTEES

SECTION 1: The Church officers shall be Deacons, Deaconess and Trustees. Christian leader must:

- A. Conform to spiritual requirements (I Timothy 2:1-6,3:1-13;3-22,6:3-5,6;17-19), being stable in the basics of life and grounded in the faith. All leaders must be motivated to do service and support the of order the church.
- B. Be born again believers of honest report, active witness for Jesus Christ, and exemplify Christian behavior according to Romans 12:9-21.
- C. Believe that the power of God comes only by the Holy Spirit, Acts 1:8, II Timothy I:7, and must never attempt ministry without the Holy Spirit.

SECTION 2: The Standing Ministries of the church shall be Official Board, Finance, and Legal.

SECTION 3: Other officers and standing ministries may be added as needed upon Pastors' approval. Their duties are not to conflict with or parallel any of those previously named. Committees may be appointed for other short-term projects.

SECTION 4: All Standing Ministries shall consist of at least three members. The Pastors will appoint the Chairperson, and approve the officers of each ministry prior to being published in the church announcements.

ARTICLE V: SELECTION OF OFFICERS, STANDING MINISTRIES

SECTION 1: TIME

All members of the Official Board, Finance, and Legal are our standing Ministries. All officers of these ministries shall be appointed as deem necessary.

SECTION 2: PROCEDURE

- A. All members who are willing and committed to serve on any Ministry can submit their name to the Pastors or the Official Board on or before the first Saturday of each month.
- B. The Official Board will present the submitted names to the Pastors for approval.
- C. Periodic changes in officer's role may change as deemed necessary by the Pastors.

SECTION 3: VACANCIES

Should a vacancy occur during the year, the Official Board will seek a replacement and present that member to the Pastors for approval.

ARTICLE VI: SELECTION OF PASTORS

The Pastors shall hold office until such Pastors dies, resigns. If the senior pastor dies, resigns, the co-pastor shall automatically assume the duties of the senior pastor without any action of the Official Board. If both the senior pastor and the co-pastor die, resign, the lead associate minister will be first to be considered for the Pastor's role. The church members can also submit candidates for consideration.

ARTICLE VII: CHURCH OFFICERS AND THEIR DUTIES

SECTION 1: THE PASTOR

The Pastors are the spiritual leaders and overseers of the congregation. They are responsible for providing administrative leadership for the church and for using their skills in proclamation and pastoral care in meeting the needs of persons in the church and community.

The Pastors are responsible but not limited to:

- A. Proclaim the gospel and lead the church in proclaiming the gospel to the church and the community.
- B. Provide administrative leadership for the total church programs.
- C. Service as Chairperson in the leadership of the Official Board with other designated leaders in the church.
- D. Lead the church in a caring ministry for persons in the church and the community. They shall visit and provide leadership for the sick, the needy, and distressed members of the church.
- E. Lead or delegate the leaderships of the congregational services.
- F. Preach at all worship services or arrange for someone else to perform this function.
- G. Serve as moderator of the church.
- H. Recommend and advise on the selection of all staff members and special committees/ministries as the church may request or they may deem advisable. The pastors and/ or the official board may appoint members of the committee /ministry.
- I. Supervise other members of the church staff according to the staff organization set forth in the Church Organizational Chart.
- J. Plan for and provide leadership in the observances of the church ordinances.
- K. Conduct funeral services and wedding ceremonies, as they deem appropriate, sharing and delegating responsibilities to others on the staff as necessary.
- L. Appoint ministries as set forth in the By Laws and other special committees as the church may request or they deem advisable. The Pastors and/or Official board may appoint personnel for these committees.
- M. Counsel with and supervise the training of Deacons and Deaconesses for their responsibilities.
- N. Council members and persons in need.
- O. Serve as ex-officio member of all church ministries and special committee.
- P. Be committed to the biblical principle of tithes and offering.

SECTION 2: THE CO-PASTOR

The Co-Pastor shall assist the Pastor in performing all levels of his pastoral and administrative duties as the situation may require. They also have the same level of responsibility and duties as specified in Section 1. The Co-Pastor must be committed to the biblical principles of tithes and offering.

SECTION 3: THE ASSOCIATE MINISTER

The Associate Minister is a church member who has been licensed to preach and who is willing to serve in assisting the pastoral duties of this church as directed by the Pastors. The Associate Minister must be committed to the biblical principles of tithes and offering.

SECTION 4: THE DEACON

- A. Organize and execute the preparations, serving, and clean-up of the Lord's Supper.
- B. To assist wherever duty calls at the directions of the pastors and the Official Board.
- C. As indicated in I Timothy 3:10, a deacon's call to service is not limited to a specific period. A qualified person who has been called to serve as a deacon at RFIMI may do so indefinitely unless, and until one of the following occurs:
 - They are no longer a member of RFIMI.
 - They are no longer called or qualified to serve as a deacon.
 - They are no longer able to serve for some other reason.
- D. To serve effectively, Deacons are expected to adhere to the following guidelines:
 - Be faithful in participation to serve as a Deacon at all scheduled and called meetings.
- E. If you are called to serve as a Deacon, you are obligated to be a "team member" and be diligent to attend meetings. Meetings will only be called to serve the church and fulfill the needs of the Deacon Ministry. Failure to attend implies a lack of commitment and respect for your fellow Deacons and the needs of the church.
- F. If you cannot attend a scheduled meeting, one of the members Deacon Coordination Team (DCT) should be notified of your absence.
- G. Be accountable to fellow Deacons in your service as a Deacon.
- H. Encourage one another in service as Deacons.
- I. Support fully the RFIMI Vision Statement, the Mission Statement, and Bylaws.

- J. When appropriate, maintain the confidentiality of matters discussed at Deacon meetings.
- K. Deacons expected to keep confidential and sensitive subjects matters within the Deacon Ministry.
- L. The Deacon must be committed to the biblical principles of tithes and offering.
- M. Support the Pastors and Official Board with your encouragement and prayers.
- N. Serve the membership as God leads you; be sensitive to the needs of others.
- O. Encourage unity within the body; be an encourager, not a discourager.
- P. Be an example to members of the body by exemplifying the qualifications of a Deacon and the heart of a servant.
- Q. Give priority to spiritual growth.

SECTION 5: THE DEACONESS

The Deaconess shall assist the Deacon in performing all levels of administrative duties as the situation may require. They also have the same level of responsibilities and duties as specified in Section 4. The Deaconess must be committed to the biblical principle of tithes and offering.

SECTION 6: THE OFFICIAL BOARD

- A. This ministry shall be composed of the Pastors and selected Leaders in the ministry.
- B. This ministry shall be responsible for implementing church decisions, determining method and timeline when necessary.
- C. This ministry shall be responsible for coordination research, analyzing information, and making recommendations to the Pastors on issues affecting the entire church body.
- D. This ministry shall be responsible for monitoring all church activities ensuring agreement with the By-Laws and other church directives.
- E. This ministry shall be responsible for schedule all church meetings and ensuring that all agenda items are prepared and presented.
- F. The Associate Minister shall preside in the absence of the Pastors.
- G. This ministry's regular meeting shall be held on the 1st Saturday of each month.
- H. This ministry is responsible to schedule and facilitate semi-annual CareHolders' meetings.
- I. Members of the Official Board must be committed to the biblical principle of tithes and offerings.

SECTION 7: THE STEERING COMMITTEE

The Steering Committee at its basic function is to guide new members through the channels of becoming a part of the church. Once an individual decides to become a member, this group will receive pertinent information for each new member and their family to ensure no one will get lost as they travel on this new journey.

One of the most important parts of this process is to help guide them through the New Members Class. Member must be a participant.

If individuals decide to become a part of a Ministry, then the Steering Committee will pass this person to the Continuation Ministry to continue their growth in the Lord.

If the member does not want to participate in any committees or ministries they will remain under the Steering Committee through the guidance of the Pastors.

SECTION 8: CONTINUATION MINISTRY

Once individuals become a part of a Ministry, follow-up will continue through the heads of each Ministry group. It is understood that individuals may be a part of several Ministries. The goal is as members go out to serve and minister to others, in return they are being ministered to as well.

- A. Member must be in good standing as members of RockFaith International Ministries, Inc. Members must be committed to the biblical principle of tithes and offerings.

SECTION 9: THE CHURCH/OFFICE ADMINISTRATOR

- A. The Church/Office Administrator share the same responsibilities at this time. At a time deem necessary, the Pastors can separate the role.
- B. The Church/Office Administrator can be a salaried position and is a member of the church. The Church/Office Administrator shall be appointed to and /or removed from the position by the Pastors.
- C. The Church/Office Administrator is responsible for managing and facilitating the day-to-day operations of the church.
- D. The Church/Office Administrator is responsible for providing administrative support to the Pastors and to other church members when needed.
- E. The Church/Office Administrator must be committed to the biblical principle of tithes and offerings.

SECTION 10: THE FINANCIAL ADMINSTRATOR

- A. The Financial Administrator can be a salaried position and is a member of the church. The Financial Administrator shall be appointed to and /or removed from the position by the Pastors.
- B. The Financial Administrator shall be bonded and a notary.
- C. The Financial Administrator is responsible for tallying and depositing funds collected.
- D. The Financial Administrator is responsible for preparing, processing, generating, maintaining and reconciling financial documents.
- E. The Financial Administrator must be committed to the biblical principle of tithes and offerings.

SECTION 11: THE LEGAL ADMINISTRATOR

- A. The Legal Administrator is a non-salaried person and is a member of the church.
- B. The Legal Administrator shall be appointed to and /or removed from the position by the Pastors.
- C. The Legal Administrator shall be degreed and an experienced person.
- D. The Legal Administrator is responsible for performing accurate legal research and analysis; interpreting laws in reference to employment and tax regulations for churches.
- E. The Legal Administrator is responsible for timely and accurate filings of tax documents, updated Bylaws, and amended/restated Articles of Incorporation to the required agencies.
- F. The Legal Administrator must be committed to the biblical principle of tithes and offerings.

SECTION 12: THE MINISTER OF CHILDREN AND YOUTH

- A. The Youth Minister is to assist the Pastors in overseeing the Youth Ministry.
- B. The Youth Minister shall be appointed to and/or removed from the position by the Pastors.
- C. Provide overall leadership to RFIMI'S youth ministry through modeling and raising the value of Christ-centered lifestyle.
- D. Collaborate with all youth leaders to create and develop a strong relationship with RFIMI youth, maximizing a Christian-based impact in their lives.

- E. Provide counseling and spiritual direction to the youth on an individual basis with the guidance of the Pastors.
- F. Maintain contact with RFIMI youth and parents, keeping them abreast of ongoing activities, ministry strategies, and plans that encourage partnership and involvement.
- G. Plan and prepare in advance for all youth services and activities in order to accomplish RFIMI'S stated purpose and mission for the youth by using Bible -based principles.
- H. The Youth Minister must be committed to the biblical principle of tithes and offerings.

SECTION 13: THE CARD ADMINISTRATOR

- A. The Card Administrator is a member of the church. The Card Administrator shall be appointed to and /or removed from the position by the Pastors.
- B. The Card Administrator is responsible for purchasing and mailing appropriate cards to the membership.
- C. The Card Administrator must be committed to the biblical principle of tithes and offerings.

ARTICLE VIII: OTHER CHURCH MINISTRIES AND SPECIAL COMMITTEES

SECTION 1: EXISTING AND NEW

Necessary Ministries and Special Committees, and their duties for the work of the church, shall be reviewed and referred by the Official Board for disposition. The goals and objectives of the ministries and committees shall be presented to Pastors for approval.

SECTION 2: REPORTING

Minutes of all ministry/committee meeting shall be recorded, and a copy from each meeting shall be sent to the Church Administrator for permanent filing.

SECTION 3: REMOVAL FROM OFFICE/SERVICE

- A. Any member, for a period of six (6) months, who fails to faithfully perform their duties, or to notify the Chairperson of that ministry or the Pastors of their inability to serve, may be removed from office/service. The church may, for good and just cause, remove any member from office/service after careful consideration and upon recommendation by the Official Board.
- B. Upon recommendation by Pastors and the Official Board of the church, the church may promote to EMERITUS status any member who by reason of age or infirmities is unable to render active service.

ARTICLE IX: WORSHIP AND MEETINGS

SECTION 1: For worship and church meetings, the Pastors, in conjunction with the Official Board may adjust worship and meeting schedules when deemed necessary. Members will be notified of any schedule adjustments by the Pastors during worship services, church meetings and /or church announcements.

- A. Worship services shall be held each Sunday morning and at other times as deemed necessary by the Pastors. The Communion shall be observed on the first (1st) Sunday of each month or at such other times as determined by the Pastors, and in the absence of the Pastors under the direction of the Associated Minister.
- B. Precious Moments of Prayer ministry shall be held every Tuesday and Thursday mornings and other times as deemed necessary by the Pastors.
- C. Men of Valor Enlightenment and Strength (MOVES) fellowship will be held first (1st) and third (3rd) Tuesday of each month or at such other times as determined by the Pastors.
- D. Youth Word Study shall be held every second (2nd) and fourth (4th) Tuesday of each month or at such other times as determined by the Pastors.

- E. Adult Word Study shall be held each Wednesday and other times as deemed necessary by the Pastors.
- F. Simplicity of God's Word for Women shall be held every second (2nd) and fourth (4th) Saturday or at such other time as determined by the Pastors.

SECTION 2: The regular church business meeting shall be held semi-annually (March and October) with the date of meeting to be determine by Pastors and Official Board.

ARTICLE X: CHURCH FUNDS

SECTION 1: RECEIPT OF CHURCH FUNDS

The Finance Committee will be responsible for receiving and counting of all church funds. No other persons may be present during the counting of church funds without approval of the Pastors and Official Board.

SECTION 2: DISBURSEMENT OF CHURCH FUNDS

- A. The Financial Administrator shall receive all approved requisitions and process them in accordance with applicable procedures. The Financial Administrator shall write no check before requisitions have been approved by the Finance Ministry and /or the Official Board.
- B. Each check processed shall require signature of two (2) of the following: A Pastor and the Finance Administrator.

ARTICLE XI: CHURCH YEAR

The fiscal year of the church shall be the calendar year.

ARTICLE XII: AMENDMENT

This handbook may be amended at any time with the approval of the Pastors and Official Board.

ARTICLE XIII: MINISTRIES

- A. RockFaith International Ministries Inc. offers a diversification of ministries. We encourage you to become committed in service to one or more ministries of your choice.
- B. Each ministry shall choose a chairperson, vice-chairperson, secretary and Chaplin as approved by the Pastors and Official Board.
- C. Ministry members must be committed to the biblical principle of tithes and offerings.