

# **AGAPE CHRISTIAN FELLOWSHIP THE CONSTITUTION**

## **Preamble**

### Section 1

- Name: This assembly names itself “Agape Christian Fellowship (ACF).”

### Section 2

- Location: This assembly places itself in the College of William and Mary.

### Section 3

- Vision: We are Agape Christian Fellowship, a family empowered by the Holy Spirit learning to wholeheartedly love God, one another, and the campus with Agape. We are called to demonstrate this unconditional love of God because He loved us first and sent Christ, His Son, to die in order to redeem us from our sin. With Christ’s resurrection, we live to glorify God in thankfulness and with assurance in eternal life in Heaven.
- Mission: Matthew 22:36-40
  - “You shall love the Lord your God with all your heart and with all your soul and with all your mind. This is the great and first commandment. And a second is like it: You shall love your neighbor as yourself.”
- Values Statement: 1 Corinthians 13:4-13

## **Article 1: Organization**

### Section 1 - Membership

- No. 1: The membership of this assembly is freely open to anyone who attends the College of William and Mary.

- No.2: A member is defined as one that attends at least 3 large groups, OR 3 of the following (small groups, prayer meeting, Bible study) in a single semester.
- No. 3: Any member of this assembly has the right to participate in any events and services held by this assembly. They have the right to vote for the leadership during elections.
- No. 4: The members of this assembly have a responsibility to follow the constitution and the rules suggested by this assembly.

## Section 2 - Executive Organization

- No. 1: The executive organization for this assembly is named as “Leadership.”
- No. 2: Any decision that is required for this assembly is made by the leaders.
- No. 3: The leadership of this assembly are named as the “President”, “Praise Leader”, “Inreach Coordinator”, “Outreach Coordinator”, “Small Group Coordinator”, and “Secretary”.
- No. 4: For each leadership position, the **term** shall be based on a calendar year (spring semester to fall semester). A member may not serve for a specific position for a term longer than two years (two-year rule).
- No. 5: A **leader’s retreat** is required at least once before the term begins during winter break. This retreat is for fellowship-building, scheduling, budgeting, and vision-seeking for the next term. All leadership members have a responsibility to participate in this retreat.
  - a. The leadership of the previous term must also attend the winter leader’s retreat to help facilitate and integrate the new leadership. The former President and new President will be in charge of planning the winter leader’s retreat.
  - b. During the winter leader’s retreat, it is required that the constitution be carefully reviewed and properly understood by all leaders.

- No. 6: The **leader's meeting** by rule is called once a week by the President. The time and date can be changed or can be called more than once as needed. Throughout the meeting, leaders discuss important agendas that are needed for the assembly. Secondly, leaders should be focused on praying for the campus and caring for one another.
  - a. All members of the aforementioned leadership must attend the weekly leader's meeting (exceptions being made for emergencies).
  - b. The President prepares the agenda that will be discussed in the meeting and prepares any prayer request.
  - c. All decisions during the leader's meeting cannot be overturned by a leader or group of people unless there is a plausible and significant reason.

### Section 3 - Leadership Roles

- No. 1: The **President** represents this assembly. The president acts as the shepherd of the fellowship because he/she knows God's heart for people by continually sitting at Jesus' feet. He/she is humble, sacrificial, and loving, knowing that God demonstrated it first to follow as an example, led by the Holy Spirit who guides and encourages.
  - a. The President is responsible for leading or delegating leadership for Prayer Meetings and Bible Studies (see Ministries).
  - b. The President has final say in the decisions of the assembly and proceeds overall programs in this group.
  - c. The President schedules the meetings for the group.
    - This involves meeting with the appropriate scheduling office to secure a meeting location and times for any/all ACF gatherings.
  - d. The President plans and organizes Friday Large Groups.
  - e. The President is connected to Servants Ministry, campus organizations, churches, and other networks. He/she connects members of the fellowship to those resources. The President consults his/her resources for mentorship and guidance.
  - f. When the President must be vacant from duty, he/she must appoint someone to assume the responsibilities of the President until the President can return.
- No. 2: The **Praise Leader** understands the heart of worship and a heart

for the people he/she leads. He/she has the desire to lead others into a place of worship.

- a. The Praise Leader is responsible for the Praise Team (see Ministries).
  - b. The Praise Leader has the authority to bring in members of the praise team and to excuse them from their duty.
  - c. The Praise Leader is responsible for leading worship for large group on Fridays.
  - d. The Praise Leader organizes practices for the praise team.
  - e. The Praise Leader or the one appointed by the praise leader picks songs for worship.
  - f. When the Praise Leader must be vacant from duty, he/she must appoint someone to assume the responsibilities of the Praise Leader until the Praise Leader can return.
- No. 3: The **Inreach Coordinator** is devoted to loving every individual member and helping build unity within the fellowship. Though his/her heart should be tuned towards having all know the saving knowledge of Jesus Christ, they are relevant to this ministry by serving their fellow brothers and sisters in the fellowship.
    - a. The Inreach Coordinator is responsible for planning after large group activities and icebreakers.
    - b. The Inreach Coordinator prepares and organizes events that increase unity within the fellowship.
      - E.g.: Intramural Sports, Agape Dinners, Bigs & Littles, Birthday Surprises, Banquets, Sweatshirts, etc.
    - c. The Inreach Coordinator is responsible for the Welcoming Team (see Ministries).
    - d. The Inreach Coordinator works with the Outreach Coordinator to prepare events to reach new members.
      - E.g. Activities Fair, Freshmen Welcome, Barbeques, etc.
- No. 4: The **Outreach Coordinator** is missions oriented, the missions field being the campus, Williamsburg community, and nations. They desire those both near and far to draw closer to understanding the power of the gospel.
    - a. The Outreach Coordinator helps in preparing and organizing events that minister to the campus or helps increase unity within the

fellowship. They can, and are encouraged to, find opportunities with other organizations and ministries that serve this purpose.

- E.g.: Campus-wide Praise and Prayer, etc.
  - b. The Outreach Coordinator is responsible for finding innovative ways to invite people to church, large group, and other ACF events.
    - Included in this responsibility is putting up flyers around the campus advertising the large group and other ACF events.
  - c. The Outreach Coordinator works with the Outreach Coordinator to prepare events to reach new members.
    - E.g. Activities Fair, Freshmen Welcome, Barbeques, etc.
- No. 5: The **Small Group Coordinator** is devoted to accountability within the fellowship body. Because living out our faith is just as important outside of fellowship meeting times as well as during, small groups will be organized such that our faith and the grace of Christ may be lived out and expressed through one another daily.
    - a. The Small Group Coordinator is responsible for Small Groups (see Ministries).
    - b. The Small Group Coordinator appoints small group leaders that can lead small groups.
      - Selected small group leaders must go through a probationary period (1 semester, unless they are a freshman, then 2 semesters or spring semester of their freshman year) where they share, learn, train, and lead to become a small group leader.
    - c. The Small Group Coordinator organizes weekly meetings to discuss and prepare topics for small groups. These topics may be the same across all boards or catered to the needs of the respective small groups. Furthermore, these meetings are to discuss controversial topics to establish a firm foundation of collective beliefs, to keep each leader accountable, and to pray for and strengthen one another.
    - d. The Small Group Coordinator meets at least once a week with leaders in order to assess and evaluate the small groups.
    - e. Any events related to small groups will be organized by the Small Group Coordinator with the help of the small group leaders.
  - No. 6: The **Secretary** maintains a proper record of the fiduciary matters by appropriating funds as agreed upon by leadership. He/she maintains a

record of minutes for all leadership meetings and handles public relations matters. He/she must abide by God and bear fruits of love and pour onto the membership, never to lose sight of the love of the Lord that is continual and gracious, and be used as an instrument, filled with the Holy Spirit, to connect with and encourage the membership.

- a. The Secretary is responsible for Finance (see Ministries).
- b. The Secretary has to report about the financial status at the leader's meeting. He or she has to report once per semester to the members of this assembly.
- c. The Secretary keeps track of the membership of this assembly, and will have a list of regular members for this purpose. Other leaders should help keep track of membership.
- d. The Secretary sends out weekly emails and will be in charge of updating any web or media outlets for the fellowship.
  - ACF social page, ACF official page, WM @ACF Alumni page, ACF instagram
- e. The Secretary takes notes and maintains a record of minutes during leadership meetings.
- f. Any requests for funds for non-official ACF events must go through the secretary for approval.
- g. There should be a budget allocation considering financial support in the assembly (e.g. Servants retreat scholarships).
- h. The Secretary must keep track of all affiliated ACF accounts and frequently update the ACF financial sheet.
  - ACF Leaders google drive folder, bank, venmo, cash
- i. The Secretary keeps track of all financial interactions within the leadership. This includes Priscah, fundraising, allocations of budget for official ACF events. He/she must work with other leadership members accordingly, if relevant.

#### Section 4 - Ministry Teams

- No. 1: Ministry Teams are groups, under the supervision of the leadership, whose purpose is to better serve and support the fellowship. Teams encourage and provide a means for discipleship, ownership, and involvement.
  - a. Members of service team are expected to come to half an hour earlier before the Friday worship starts.
  - b. All positions in the following ministries are appointed by the

leaders of the ministry teams.

- **No. 2: Prayer and Scripture:**

- a. The team is led by the Holy Spirit and rooted in scripture. It seeks to learn and experience the heart of prayer and scripture. The team leads ACF into becoming active followers of Christ deeply rooted in and transformed by prayer and God's word. It seeks to transform the community through prayer and God's word.
- b. The President is in charge of the team. He/she will recruit, coordinate, prepare and disciple Prayer Meeting and Bible Study leaders. If the President is unable to sufficiently carry out team leadership responsibilities, he/she can delegate leadership to another member of Leadership or ACF who is willing, able, and lives out the qualities and expectations of a team leader.
- c. Prayer
  - The team leads and encourages weekly Prayer Meetings, interfellowship prayer, and spontaneous prayer.
  - Members of the leadership should be committed to praying for the fellowship and interceding for others during these prayer meetings as well as leaders serving in respective ministries.
- d. Scripture
  - The team leads and encourages weekly Bible Studies, Investigative Bible Studies, and spontaneous Bible Studies.
  - The President and team suggests and guides the direction of Bible Studies; steering toward a clear purpose and vision throughout the study.

- **No. 3: Praise Team:**

- a. Praise Leader is in charge of the Praise Team.
- b. The Praise Team members are appointed by the Praise Leader and are expected to come to any practices or meetings scheduled by the Praise Leader.
- c. Praise Team members are responsible for the "worship environment" (e.g. lights, pre/post-worship background music, etc.).
- d. The Praise Team and/or the Praise Leader will assist the President if needed during prayer meetings to provide music and praise.
- e. Prior to being added to the rotational schedule, each new member must attend four (preferably consecutive) weeks of attending soul prep, learning how to safely set up equipment, and participating in

practice. The purpose of these weeks are not to deter participation, but to equip each person to lead well.

- **No. 4: Small Groups:**

- a. The purpose of small groups is to connect this assembly as one Body of Christ and share lives with one another.
- b. The Small Group Coordinator is in charge of small group leaders and also in charge of recruiting them.
- c. Small group leaders are in charge of the small groups.
- d. Small group leaders will attend a meeting called by the Small Group Coordinator at least once a week to assess and evaluate the small groups.
- d. These are the commitments for small group leaders:
  - 1) Commit to at least one semester's worth of Small Group Leader's Training headed by the Small Group Coordinator.
    - Freshmen must either go through training in their Spring semester or attend Fall *and* Spring semester's worth of training.
  - 2) Attend Sunday worship, Friday large group, and Bible Studies to the best of their abilities.
  - 3) Take notes on Sunday worship, Friday large group, and Bible Studies to potentially discuss with small group members.
  - 4) Attend at least one prayer meeting a week to the best of their abilities.
  - 5) Attend weekly meetings prepared by the Small Group Coordinator.
  - 6) Have at least one small group meeting time with their respective small group per week.
  - 7) Prepare weekly small group content and pray for the individuals in their small groups.

- **No. 5: Welcome Team:**

- a. The Inreach Coordinator is in charge of Welcome Team.
- b. They arrive early to large groups and events to welcome newcomers.
- c. They contact newcomers throughout the week to check on how they are doing and invite them to events.
- d. They are responsible for getting newcomers plugged in to the official email list, ACF Social Page, and informal chats if desired.

- e. They help prepare and organize the Spring Senior Banquet. (Any Seniors who are a part of the Welcome Team is excluded from this).
- No. 6: **Finance:**
  - a. The Secretary is in charge of Fundraising.
  - b. Hold fundraising events as needed and they must reflect this assembly's mission and goals. Prior to the event, the Secretary must allocate its budget.
  - c. They help keep track of monetary transactions in the fellowship and provide resources for the Secretary to do so (e.g., car rides to the bank).
  - They help other ministry teams prepare and set up for events as needed.

### Section 5 - Friday Large Group, Church, and Mentorship

- No. 1: Friday Large Group
  - a. It is organized for this assembly and the campus. It is held every week, on Friday at 7 pm although the time can be changed if necessary.
  - b. The leadership is responsible for the preparation of Large Group worship.
- No. 2: This assembly as a whole does not support a single church for Sunday worship but emphasizes attending church as participation in the body of Christ.
  - a. The purpose of not supporting a single church is to prioritize church over fellowship and to encourage the church-seeking process.
  - b. The fellowship will actively and intentionally aid members throughout the church-seeking process.
  - c. The fellowship will seek and share opportunities for church involvement while avoiding promotion of a single church.
  - d. Members should be disciplined to seek and be a part of a church during and after college.
- No. 3: Mentorship and Staffing
  - a. The Leadership Team encourages mentorship and discipleship within the fellowship, churches, and communities as modelled by

Jesus and his disciples.

- b. Servants Ministry staff serves as an overseer, mentor, and advisor to the campus fellowship. Staff works closely with the student leaders while also looks after the needs of the entire fellowship.
  - Staff should be a maturing disciple of Jesus Christ (growing in love for God, God's Word, and prayer) and have a clear calling to serve in campus ministry. Since the staff serves as a leader to the students, the staff must not be a current undergraduate student (preferably hold a bachelor's degree). Staff should also have strong leadership skills (i.e. integrity, communication, administration, etc.)
  - Staff are responsible for guiding the fellowship's activities, developing student leaders through teachings and discipleship, and minister to students by providing care and counseling.

## **Article 2: Election**

### Section 1 - Nominations

- No. 1: Nominations for the leadership positions will be held at least three weeks from the last Friday large group.
- No. 2: Candidates must be Christian.
  - Declaring Christ as their Lord and Savior
  - Exhibiting Christ-like character
  - Actively and visibly following Christ in their daily lives
- No. 3: Candidates are officially nominated after receiving a nomination of advocacy from two or more people.
- No. 4: Any members of this assembly can nominate any member who has been an ACF member for at least 2 semesters can nominate themselves. Self-nomination should be followed by one advocate.
- No. 5: Members are eligible to be nominated as a president only after serving on leadership. If there is no member who is nominated as a president and served on leadership, then the members who are nominated as a president are eligible for the nomination.

- No. 6: Members are eligible to be nominated as a praise leader only after serving on praise team for a semester. If there is no member who is nominated as a praise leader and served on leadership or service team for a semester, then the members who are nominated as a praise leader are eligible for the nomination.
- No. 7: Members are eligible to be nominated as a small group coordinator only after serving as a small group leader for a semester. If there is no member who is nominated as a small group coordinator and served as a small group leader for a semester, then the members who are nominated as a small group coordinator are eligible for the nomination.
- No. 8: There are no pre-requisite service requirements for Inreach Coordinator, Outreach Coordinator, and Secretary.
- No. 9: Nominations will close at least two weeks before the last large group. Eligible nominees will be notified of the positions they have been nominated for should be given one week to either accept or decline the nomination.
  - In the event that an ineligible member is nominated for a position, that member will be notified of the position they are nominated for and the potential ineligibility of their candidacy.

## Section 2 - Election

- No. 1: The election is held at the last Friday large group. This date can be moved if necessary, given that nominations are at least opened three weeks before the election.
- No. 2: Every member who is in attendance at the election can vote for the new leadership.
- No. 3: The voting is anonymous.
- No. 5: For the president, the majority rule applies. If there is no majority for the position of president, re-do the election.
- No. 6: For other positions, whoever gets most votes is elected.

- No. 7: The President will guide, organize, and facilitate the election process with support from Leadership. He/she will communicate the heart of servant leadership and the importance of discernment through prayer to members of the assembly. He/she encourages and fights for unity within the body of Christ during election season.

### **Article 3: Supplement**

Section 1: In order to make amendments to the constitution of this assembly, all leaders of the Leadership have to agree upon said changes. Members of this assembly then must be notified of the proposed changes made. If any disagreements exists between the members and any proposed changes, the leadership must reconvene and reevaluate the proposed changes. Members will then vote on proposed amendment by majority rule.