Adoption Packet
The APCL’s Church Adoption Checklist And Procedures
APCL ADOPTION CHECKLIST

Step 1: Send Pastor Initial Requirements:
- APCL sends to pastor of potential church adoption the following:
  - Basic steps toward Adoption letter
  - Vineyard Core Values and Beliefs
  - Church Value Assessment Worksheet
  - Vineyard Missions pamphlet
  - Required reading and listening list
  - Potential Adoption church checklist
- Receive Intent to Pursue Adoption

Step 2: Invite Pastor to Vineyard Events:
- Send potential adoptee invitation to Vineyard events
- Inform Area to begin to pray for the church
- Receive written request for formal Application for Adoption

Step 3: Process Application:
- Send second letter
- Formal Application
- Two Reference Forms
- Vineyard USA Constitution and Bylaws
- Receive Completed Application
- Receive Two References

Step 4: Build Relationships with Church & Leaders:
- Confirm they have completed the required reading and tape series
- Set time to meet the pastor and church leadership
- Begin mentoring the church to develop relationship
- Receive financial statements and lease agreements

Step 5: Decide on Adoption:
- Present the completed application and reference forms to the RO
- The APCL and RO should prayerfully reach a decision to adopt or not
- Inform the church of the decision
- Send Adoption Release Form to pastor with instructions to complete
- Make sure pastor knows it is his/her responsibility to have form fully signed before sending it to National Office
- Inform pastor a background check will be run on pastor and spouse through National Office - consent form will be sent by National Office
- National Office will send the following to new adopted pastor to be completed:
  - Background consent
  - Trademark Agreement/Logo Usage Agreement
  - New Church Form
- Once those forms are received, church will be entered in database and website - you will be notified when that process is complete
- APCL formally adopts the church into the Association
Purpose of Adoption

This adoption procedure has been prepared to provide non-Vineyard churches that share our common message, values, priorities, and practices an opportunity to join with the mission, commitments and relationships of the Vineyard USA (VUSA).

Objectives of our adoption policies and procedures:

1. Determine that the candidate demonstrates the character, maturity and integrity of one called into a church leadership capacity.
2. Be confident that the candidate possesses the appropriate gifting that enables performance and fulfillment of the position of pastor.
3. Be assured that there is adequate theological and ministry training in agreement with our own evangelical position.
4. Know that the candidate is in agreement with the Core Values and Beliefs, our general philosophy of ministry, our priorities, values and style.
5. Assist both pastor and spouse to develop relationships within the Vineyard.
6. Be convinced that the pastor and the church have been specifically called to be a part of the Vineyard along with a major consensus of the church.
7. Assist the church in the process of adoption and be certain that the church is in agreement with the pastor’s decision.
8. Clarify the commitments required of Vineyard churches and pastors and be certain that the pastor and the church are willing to keep those commitments.
9. Evaluate the business of the adoptee to make certain that the church is in good order and that all debt is being taken care of.

Essentials for all adoptions:

Churches adopted into the Vineyard must:

1. Have pastors and leaders who are people of character, maturity, integrity and gifting.
2. Be in relationship with other Vineyard churches.
3. Be doing the works of the Kingdom.
4. Be deeply committed to the priorities, values, practices, and mission of the Vineyard.
5. Have a working grasp of the basic evangelical theology which we espouse in the Vineyard.
6. Be well acquainted with our focus and understanding of the Kingdom of God.
7. Have their financial and business house in order.
8. Be faithful to the commitments required of Vineyard Churches.
9. Deal with any past un-reconciled church relationships.
10. Be developing new leaders.
11. Be missionally focused and outward.

**Phases in the Adoption Process:**

1. The church initiates the process, seeking information.

   The Area Pastoral Care Leader (APCL) responds personally or with one of the letters in this packet, and informs the church of the process or suggests that they wait a while. If the APCL chooses not to use one of the letters, all items in the letter must be communicated in another form.

2. If the church seems a likely candidate for adoption, the APCL will begin to process the church:

   a. The APCL evaluates and gives a recommendation to the Regional Overseer (RO).
   b. If approved by the national representative, the APCL or a designated representative formally brings the church in by officially accepting them into the Vineyard at one of their church services.
   c. The adopting church sends a signed adoption form to the national office.

**Specific Requirements of Churches Adopted into the Vineyard:**

1. Requirements of the pastor:

   a. Establish relationship with at least one Vineyard pastor (or two if possible) near the church.
   b. Attend all Area functions during the adopting process.
   c. See the “Required/Suggested Reading & Listening List”
   d. Fill out the adoption papers and process the change with the church.
   e. Implement the following in the church, if not already doing:

      Leadership training
      Evangelism
      Small Groups
      A healing ministry which includes training others to do the work of healing using the Vineyard model
2. What is required of the church?

   a. 100 people involved in the life of the church on a regular basis.
   b. Work through the application.
   c. Open the business of the church to the evaluation of the APCL.
   d. Furnish Vineyard with a copy of any existing lease agreements for the
      fellowship and an addendum signed by any and all landlords which holds
      VUSA harmless from any defaults.
   e. Agree through the proper leadership that they want to be adopted into the
      Vineyard.
   f. Commit to give the amount requested by the VUSA Board for support of
      VUSA (presently 3%).
Step One: Send Pastor Initial Requirements
Example Copy of 1st Letter to Potential Adoptee:

Dear

I am pleased at the possibility of you and your church joining the Vineyard USA. We in the Vineyard are excited about what God is doing among us and are always pleased when the Lord adds others to our family.

Because discerning where the Lord wants you and your church to be committed is such an important matter, I want to review the initial steps towards adoption in writing. After you’ve had time to digest this material, we can meet personally to discuss the process. We will also talk and/or meet frequently as the process continues.

As you read through this letter you might say, “this process is lengthy and difficult.” Our intent is not to impose impossible hoops that create unnecessary difficulty and discouragement for you, but we do want you to clearly understand what it means to be a Vineyard.

We know people become acquainted with us in many ways, most often through worship or renewal conferences conducted by our churches and leaders. While these conferences and events do reflect some of our renewal values and priorities, they only present a “snapshot” of who we really are. We believe it is vital that all prospective Vineyard adoptees receive a complete picture of who we are prior to their adoption.

In addition, we both must be utterly convinced about your calling into the Vineyard. Walking through the process will help us effectively determine our mutual compatibility. We aren’t in a hurry. The process may take six to twelve months for those who already have relationship with the Vineyard and an accurate working knowledge of who we are. For those with little knowledge and relationship, it will take relatively longer.

There are basically four questions that you and your church need to answer as you pursue adoption. Each one will cause you to think through a component of Vineyard life:

1) Are you called to the message, vision, priorities and values of the Vineyard?
2) Are you called to the people in the Vineyard?
3) Have your past relationships with other members of the body of Christ been handled in a godly manner?
4) Are you willing to make the commitments that are required of Vineyard pastors and churches?
Are You Called to the Message, Priorities, Values and Practices of the Vineyard?

We often define ourselves as “empowered Evangelicals”. (You can get a fuller understanding of what we mean by empowered Evangelicals by reading John Wimber’s *Power Points*, and Rich Nathan and Ken Wilson’s *Empowered Evangelicals.*) That means Vineyard churches are committed to a particular understanding of the Kingdom of God, common priorities, and certain values governing the expression of these priorities. As you answer the first question, it will become clear to what degree you share these components. If you are already essentially Vineyard in your “spiritual genetic code”, adoption will simply make official what is already true.

Our Message

As “empowered Evangelicals,” we are committed to the basic tenets of Evangelicalism (teaching and preaching only the main and plain of Scripture) and to the best of Pentecostalism — we desire to experience all that the Spirit has for us.

A central theological component in both the way we think about the Christian life and how we live it out is expressed in the phrase, “The Kingdom of God.” Our understanding of the Kingdom of God is presented in our *Core Values and Beliefs* which frames our entire belief system in terms of our view of the Kingdom of God. In order to better understand our position on this vital subject, I encourage you to acquaint yourself with the books, audio and articles I have mentioned below. Should you choose to pursue formal adoption, much of this material will be required reading.

A scholarly presentation of our understanding of the Kingdom may be found in Derek Morphew’s *Breakthrough* and G.E. Ladd’s *The Gospel of the Kingdom*. More popular presentations of the nature of the Kingdom can be found in John Wimber’s booklets on the Kingdom of God and his series of messages entitled, “The Kingdom of God.” You will also find the tapes by Derek Morphew (lectures in VBI curriculum) to be very helpful.

Priorities & Values

We define priorities as the activities to which we commit our time, energy and money. Values determine how we exercise our priorities. Together they give definition to who we are, so we hold to them with deep conviction.

Both our values and objectives are listed in the Vineyard *Core Values and Beliefs*, as well as our Statement of Faith with scripture references. I encourage you to read this material carefully.

We have included an effective value assessment tool to help you and your church discover your core values and a questionnaire that will help to determine whether you share our values and priorities. Some of the questions we will ask you are:
• Is there evidence of intimacy with God, both in the pastoral leadership and the general life of the church?
• Is this intimacy expressed through worship in a way that allows the Holy Spirit opportunity to minister the love of Christ?
• Do you use the worship songs the Lord is birthing in this particular expression of God’s family?
• Is your church structured around small group ministry?
• Are you equipping all the church to do the work of ministry?
• Are the gifts of the Spirit encouraged?
• Is the ministry of the church culturally relevant?
• Is ministry to the lost, the sick and the poor a central part of the ministry of this church?
• Has the vision of Kingdom ministry caught the heart of the pastor(s)?
• Is the church committed to world evangelization?
• Is the Bible taught and considered the authoritative rule of faith and practice?
• Do you focus on the main and plain teachings of Scripture?
• Are disciples being reproduced that reflect Jesus’ character and works?
• Is the ministry and life of the church characterized by the absence of hype and religious pretensions?
• Is being human valued?

**Practices**

Like all Evangelical churches, we want to develop the basic disciplines and practices of the Christian life including prayer, Bible study, giving, fasting, witnessing, etc. In addition to those disciplines, we encourage believers to practice the gifts of the Spirit, prophesy, heal the sick, cast out demons, minister to the poor and worship God from the depths of their heart.

For the Vineyard, these practices are not optional. In fact, we believe every Vineyard church should be committed to an ever-increasing expression of these practices. How we exercise these practices and those we choose to commit to are determined by our priorities and informed by our values. Although the Vineyard movement extends beyond our priorities, values, and practices, these components help define who we are and why we exist.

**Are You Called to the People and Authority the Lord Has Placed in the Vineyard?**

The second question focuses on the call to relationship with the people of the Vineyard. We want to be sure you understand that the call to the Vineyard is a call to people and relationship. Further, we believe that authority in the church exists primarily in the context of relationships. Therefore, it is very important that you know you want to share your life with us and that you really enjoy being with us.

The nature of our relationship is first organic and second organizational. Adoption is organizational bonding. Organic bonding, which precedes adoption, can take place only
through shared vision and calling, and spending time together. If God is calling you into the Vineyard that call will be confirmed as you spend time with other Vineyard pastors, discover that you enjoy being with them, and find yourself eager and committed to developing those relationships.

Though organic relationships are primary, organizational relationships are also important to us. We believe God has placed leaders in authority in the Vineyard and that he has called us to follow those leaders. Before you seek adoption into the Vineyard, you should be certain of your willingness and desire to follow those leaders.

Please take all the time you need to get to know other Vineyard pastors and their congregations and Vineyard leadership. If at any time you discover you do not enjoy being with us or that you find you would have a hard time following Vineyard leaders, please let us know, as we believe that would be an indication that the Lord probably has another place for you.

What Is the Condition of Past Relationships in the Body of Christ?

The third question extends to relationship to the body of Christ. What is the condition of past relationships with other fellowships? What is your current relationship with other churches in your town or city? What is your relationship with renewal-minded churches in particular? We are committed to the whole body of Christ, and want to be sure that you have done all you can to “maintain the unity of the Spirit in the bonds of peace.”

Are You Willing to Pay the Price?

The last question relates to your willingness to make the commitments required of all Vineyard pastors and churches. We want you to understand that there is a price to pay to belong to the Vineyard. Should you choose to become a Vineyard, that price will include:

1. Laying down your own identity for the sake of the identity of the larger group.
2. Involving yourself in the Vineyard at National, Regional, and Area meetings and functions, and serving as requested in the larger context of the Vineyard.
3. Committing to give funds to the VUSA Board for the functioning of the Association of Vineyard Churches USA. The current donation is 3% of each congregation’s undesignated giving.
4. Making relationships within the Vineyard your primary spiritual influence.

By now, it is probably evident to you that our objective is not to build a larger movement by opening our doors to anyone and everyone. Participation in the Vineyard is not a matter of convenience, but of calling. If others have the same calling and are willing to make the commitments necessary, we welcome them in.

I hope this gives you a clearer understanding of what we are looking for in an adoptee. If after you have read this letter and the suggested readings you think God is calling you into the Vineyard, the adoption process will be as follows:
1. Inform me of your intent.
2. Your church will be considered a Friend of the Vineyard and will be invited to all Vineyard events. Other Vineyard’s in the area will be informed so they can begin to pray for you in your decision.
3. Develop relationship with at least one Vineyard pastor (two if possible) so they can get to know you well enough to give you a personal recommendation.
4. Invite Vineyard pastors or leaders to your church to minister so your congregation can become acquainted with them.
5. Attend several Vineyard events.
6. Carefully read and listen to the required books and audio on the list enclosed.
7. If after reading the required materials and listening to the audio series you still believe the Lord is calling you into the Vineyard, please contact me with any questions you have.
8. Seek the Lord regarding whether you should make a formal application. If the answer is yes, write me a formal request expressing your desire.
9. Upon receipt of your written request, I will send you the materials for a formal application.
10. Complete the formal application and return it to me.
11. Contact me to schedule a mutually convenient date for me to meet with you and your leadership.
12. When I receive your formal application I will:
   a. Connect you with a mentoring church with which to develop relationship
   b. Request a copy of any lease agreements that are presently in existence for your church and an addendum signed by any and all landlords which holds Vineyard USA harmless from any defaults
13. If after meeting with you I am convinced you are ready to enter the Vineyard, I will take the application to the Regional Overseer with any recommendations I might have. You will be informed as quickly as possible of the decision.

I trust this letter gives you ample information to help you take the next step. Please do not hesitate to call me if you need further information or clarification. I look forward to hearing from you soon.

May God richly bless and direct you as we explore this potential relationship together.

Sincerely,

P.S. If you desire to look further into associating with the Vineyard, we have included a Potential checklist to help you through this process.
VINEYARD USA POTENTIAL ADOPTION CHECKLIST

Adoption Steps Summary
Vineyard USA, A Community of Churches

Step 1: Required Reading & Listening
- Read the Letter from the Area Pastoral Care Leader (APCL)
- Read and listen to the material on the required/suggested reading & audio list

Step 2: Value Assessment
- Use the Value Assessment Worksheet

Step 3: Communicate Intent to Adopt
- Inform APCL of your intent to pursue the adoption process

Step 4: Build Vineyard Relationships
- Develop relationships with Vineyard pastors
- Attend several Vineyard events (you will begin to receive invitations)
- Choose at least one Vineyard pastor (other than the APCL) to develop a closer relationship with
- Invite Vineyard pastors to your church events

Step 5: Seek God
- Seek God regarding the formal adoption process

Step 6: Formal Request
- Send APCL a formal request for adoption if you feel the Lord is leading in that direction
- Consider becoming a Friend of the Vineyard if you feel adoption is not right for you at this time

If you desire to pursue adoption into the Vineyard USA, you will need to complete the following additional steps:

Step 7: Complete Application
- Complete the formal Adoption Application
- Send two (2) Reference Forms with return envelopes addressed to your APCL

Step 8: Confirm with APCL
- Meeting time
- The mentoring process for your church

Step 9: Send Financial Statements
- Send your financial statements and lease agreement(s) to your APCL
VI NEYARD USA
REQU ID E N D/ SUGGE STE D READING & AUDIO LI ST
For the Adoption Process

REQU ID E N D READING

Empowered Evangelicals: Bringing Together the Best of the Evangelical and Charismatic Worlds
Rich Nathan and Ken Wilson

Quest for the Radical Middle: A History of the Vineyard
Bill Jackson

Naturally Supernatural: God may be closer than you think
Gary Best

Breakthrough: Discovering the Kingdom
Derek Morphew

Vineyard Core Values and Beliefs

Vineyard Missions Pamphlet

REQU ID E N D LISTENING AUDIO SERIES

Berten Waggoner:
Building A Community of Hope
New Kingdom Horizons

John Wimber:
I’m a Fool for Christ - Whose Fool Are You?
The Holy Spirit and the Church
Spiritual Gifts Series - Part I and Part II
Healing - Part I and Part II

SUGGE STE D READING

Doing Church: Building from the Bottom Up
Alexander Venter

Doing Healing: How to minister God’s kingdom in the power of the Spirit
Alexander Venter

Doing Reconciliation
Alexander Venter

Power Evangelism
John Wimber and Kevin Springer

Created for Community: Connecting Christian Belief with Christian Living
Stanley J. Grenz and Leighton Ford

Gospel of the Kingdom: Scriptural Studies in the Kingdom of God
G. E. Ladd

How Your Church Family Works:
Understanding Congregations as Emotional Systems
Peter L. Steinke

How to Read the Bible for All Its Worth
Gordon D. Fee and Douglas Stuart

Paul, the Spirit, and the People of God
Gordon D. Fee

God’s Empowering Presence
Gordon D. Fee

Grace & Truth Booklet
Rick Love

Announcing the Kingdom
Arthur F. Glasser

Contact Vineyard Resources to Purchase the Adoption Required Series & Suggested Series at a Discount 800-852-8463
sales@vineyardresources.com www.vineyardresources.com
CHURCH VALUES ASSESSMENT WORKSHEET*

This worksheet is designed to help you recognize and evaluate the values and priorities of your life and the areas in your church to which you give time, energy and money.

I. Worksheet

A. List your personal values (i.e. prayer, meditation, spending time with your family, discipleship, church growth, etc.)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

B. Prioritize your values (#1 is MOST important, #2 is next, etc.)

1. ____________________________________________
2. ____________________________________________
3. ____________________________________________
4. ____________________________________________
5. ____________________________________________
6. ____________________________________________
7. ____________________________________________
8. ____________________________________________
9. ____________________________________________
10. __________________________________________
C. List all the areas of church life to which you give some portion of your time, energy and money:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

D. Prioritize your church activities (#1 is the area to which you give the MOST time, energy and money, #2 is next, etc.)

1. ______________________________________________________________
2. ______________________________________________________________
3. ______________________________________________________________
4. ______________________________________________________________
5. ______________________________________________________________
6. ______________________________________________________________
7. ______________________________________________________________
8. ______________________________________________________________
9. ______________________________________________________________
10. ______________________________________________________________

E. Do you think your priorities are in the right order? How do your priorities align with your listed values?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
F. Use the following space to briefly outline your Scriptural understanding of each of the priorities you stated in section D above:

1. ________________________________________________________________
   ________________________________________________________________

2. ________________________________________________________________
   ________________________________________________________________

3. ________________________________________________________________
   ________________________________________________________________

4. ________________________________________________________________
   ________________________________________________________________

5. ________________________________________________________________
   ________________________________________________________________

6. ________________________________________________________________
   ________________________________________________________________

7. ________________________________________________________________
   ________________________________________________________________

8. ________________________________________________________________
   ________________________________________________________________

9. ________________________________________________________________
   ________________________________________________________________

10. ________________________________________________________________
    ________________________________________________________________

II. Present Priorities and Values

The questions below relate to the values and priorities of the Vineyard. The purpose of this section is to help us see if you are living out these values. Please respond to each of the following questions by a “YES” or “NO” answer then explain. If there are areas of weakness identified, please write comments regarding that weakness.
A. Is there evidence of intimacy with God, both in the pastoral leadership and the
general life of the church?


B. Is this intimacy expressed through worship in a way that allows the Holy Spirit
opportunity to minister the love of Christ?


C. Do you use the worship songs the Lord is birthing in this particular expression of
God’s family?


D. Is your church structured around small group ministry?


E. Are you equipping all the church to do the work of ministry?


F. Are the gifts of the Spirit encouraged?
G. Is the ministry of the church culturally relevant?

H. Is ministry to the lost, the sick and the poor a central part of the ministry of this church?

I. Has the vision of Kingdom ministry caught the heart of the pastor(s)?

J. Is the church committed to world evangelization?

K. Is the Bible taught and considered the authoritative rule of faith and practice?

L. Do you focus on the main and plain teachings of Scripture?
M. Are disciples being reproduced that reflect Jesus’ character and works?

N. Is the ministry and life of the church characterized by the absence of hype and religious pretensions?

O. Is being human valued?

*Adapted from John Wimber's *Five Year Plan*
Step Two: Invite Pastor to Vineyard Events
STEP 2: INVITE PASTOR TO VINEYARD EVENTS:

- Send potential adoptee invitation to Vineyard events
- Inform Area to begin to pray for the church
- Receive written request for formal Application for Adoption
Step Three: Process Application
Example Copy of 2nd Letter to Potential Adoptee

Dear ..........., 

I am pleased that you have decided to make a formal application for adoption into the Vineyard. By now you and your church have had the opportunity to look at who we are and to build some relationship with our leaders and pastors. Believing that the Lord is leading you to take the next steps toward becoming a Vineyard, let’s look at what lies ahead.

Enclosed you will find an Application for Adoption and two reference forms. The application asks questions about you and your church. What we are endeavoring to understand from the responses you give is:

- Has God called you to the Vineyard?
- Has He called you at this time?
- Has He called your church to the Vineyard?
- Are there unseen obstacles to your adoption?
- Has proper respect been shown to your leaders and board?
- Has proper respect been shown to past church relationships you have had?

Please send the reference forms to two people you have worked with in the church - including one of your former pastors. With each reference, enclose an envelope addressed to me for them to send back their responses.

Be as candid as possible in furnishing this information. If questions seem inappropriate or unnecessary, I will be glad to discuss them with you or your church board. All information will be kept confidential, read only by representatives of Vineyard USA.

In addition, please send me a copy of any lease agreements that are presently in existence for your church and an addendum signed by any and all landlords which holds Vineyard USA harmless from any defaults. Then call me to schedule a time to meet with you and your leadership. At that time, we can discuss a mentoring church with which you can develop relationship.

Finally, please send the requested information and forms back to me as soon as you complete all the work. After receiving them if it seems evident the Lord is leading you into the Vineyard, I will take your application, with my recommendation, to the national representatives who will then consider it. I will let you know their decision as soon as possible.

If you have questions, please call me at your convenience. I will be happy to discuss the process and address any questions or concerns you might have.

Sincerely,
Church Adoption Application
I agree to allow all information found in this questionnaire, whether written, or oral, to be made available to the National, Regional, or Area leadership of Vineyard USA or their assignees, for their exclusive use in assessing this application for adoption to the Vineyard USA - A Community of Churches.

Name (Please Print) ________________________________ Date ____________________

Signature________________________________________

1. Personal History

Full Name ____________________________________________

Address ____________________________________________

City ____________ State _____ Zip Code ______ Telephone (___) ___________

Work Address _______________________________________

Place of Birth ______________________________________ Date of Birth ______________

Age ___ Sex ___ Social Security Number ______________________

Single: Yes ___ No ___

Married: Yes ___ No ___ Date of Marriage: ______________________

Widowed: Yes ___ No ___ Date Widowed: ______________________

Names and ages of children: a. ________________ e. ______________

b. ________________ f. ________________

c. ________________ g. ________________

d. ________________ h. ________________

Have you ever been divorced? Yes ____ No ___

Has your spouse ever been divorced? Yes ____ No ___

If either you or your spouse has been divorced, please write the circumstances of that divorce. (Write on the back of this page or use separate sheet if necessary)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Have you had any sexual experience outside of marriage during your ministry?  
Yes ___  No ___  
If yes, please discuss:  

Education: List High School, College, Graduate Schools attended:  

Degrees received:  

Majors:  

Courses that are pertinent to ministry:  
Employment History: List all employment in the past 10 years (dates, companies, position and duties, reason for terminating/leaving, references. Use a separate sheet if necessary)

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Have you ever been arrested and convicted (other than minor traffic offenses)?
Yes ___ No ___
If so, give details (Use separate sheet, if necessary) _______________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Have you ever declared personal bankruptcy?
Yes ___ No ___
If so, give details (use separate sheet if necessary): _______________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Are you over sixty (60) days delinquent on any payments?
Yes ___ No ___
If yes, explain: __________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
VINEYARD USA ADOPTION APPLICATION

When and where were you saved? ________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

What was the date and circumstance of your initial exposure to Vineyard? _________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Please give the names of the Vineyard pastors you have connected with: _____________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Please give the names of the Vineyard churches you have visited: _________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

How many visits have you had to each of the above listed churches? ________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
Which of the materials given to you after you expressed a desire to adopt into the Vineyard have you read? ____________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

What audio series have you listened to? __________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

If you have read George Eldon Ladd's *The Gospel of the Kingdom*, can you explain his teaching on the Kingdom of God?
Yes ___ No ___ Unsure ___ Haven't read yet ______

If you have read Rich Nathan’s book *Empowered Evangelicals*, what is meant by that term?
Yes ___ No ___ Unsure ___ Haven’t read yet ______

Can you explain the Vineyard Prayer Model?
Yes ___ No ___ Unsure ___

Do you practice the Vineyard Prayer Model when praying for people?
Yes ___ No ___

Do you have a Small Group Ministry in your church?
Yes ___ No ___

What is your background in doing small group ministry? ____________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Some common forms of church government are Congregational, Episcopal, and Presbyterian. Please explain what you understand Vineyard USA’s government to be. What does this mean in terms of local church autonomy? What does it mean in terms of the authority of the National Director, the National Board or the APCLs?

Why do you wish to join the Vineyard USA? (Use separate sheet, if necessary.)

Detail your expectations regarding your association with Vineyard. (Use separate sheet, if necessary.)
VINEYARD USA ADOPTION APPLICATION

What concerns do you have about joining the Vineyard USA? (Use separate sheet, if necessary.)

__________________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________

Has the Lord spoken to you personally and specifically about joining the Vineyard? 
Yes ___ No ___
If yes, please explain how and when: _________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________

How do you envision your future relationship with Vineyard USA overseers?
__________________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________

What has to happen for your church to make the necessary changes for adoption? (Use separate sheet, if necessary.) _________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________

__________________________________________________________________________________________________
VINEYARD USA ADOPTION APPLICATION

What steps have you taken in the process? __________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

What is your preferable time frame for adoption? __________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

If adopted into the Vineyard USA, what will you name your church? __________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

How will you formalize the legal change? __________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Are you aware of any opposition in your church to your adoption into the Vineyard? Yes ___ No ___
Give details (Use separate sheet, if necessary): __________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Are you aware of any opposition among your leaders to your adoption into the Vineyard? Yes ___ No ___
Give details (Use separate sheet, if necessary): __________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Are you aware of any opposition in any current association or denomination of which your church is a part?
Yes ___ No ___
Give details (Use separate sheet, if necessary.):

2. **Ministry History and Beliefs** (Last ten years):

List responsibilities and positions held in any church body:

Are you licensed by any church body?
Yes ___ No ___ With whom?
VINEYARD USA ADOPTION APPLICATION

Are you ordained?
Yes ___ No ___  With what association? ________________________________

Date: ________________________________

Have you been associated with any denomination, fellowship or association of churches in the last ten years?
Yes ___ No ___

Name all associations and contact people within the associations listed above (Use separate sheet, if necessary):
________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________

Do you have any continuing obligation to any association or denomination for any reason?
Yes ___ No ___
If yes, please explain: ________________________________
________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________

Have you ever left the ministry (ministry employment) for any reason?
Yes ___ No ___
Give details (Use separate sheet, if necessary.): ________________________________
________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________
Have you ever been disciplined by any group?
Yes ___ No ___
Give the details (Use separate sheet, if necessary.):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Are you a member of any ministerial association in your local community?
Yes ___ No ___
If yes, name, address, and phone number of a personal reference in that association:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Have you fully considered the Vineyard Core Values and Beliefs adopted by the Vineyard USA?
Yes ___ No ___

Do you fully subscribe to the Statement of Faith within the Core Values and Beliefs?
Yes ___ No ___

What are your views on the following subjects? (Use a separate sheet.)

a. The inerrancy of Scripture
b. The Kingdom of God
c. The baptism in the Holy Spirit
d. Theology and practice of healing
e. Demonization and deliverance
f. Spiritual gifts
g. Tongues

References: Give as personal references the names, addresses and phone numbers of at least three people; preferably one ordained pastor, one lay person who has received your ministry and perhaps a co-laborer (fellow elder). Please specify relationship.

Name ____________________________________________
Address ___________________________________________
Telephone (___) ____________________________
Relationship: ________________________________________
3. **Church History:**

Give name, address, telephone numbers and education of all other staff:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Are you the planting or founding pastor of this church?
Yes ___ No ___

Was your church *sponsored* or otherwise helped at its startup by any other group, association, or denomination?
Yes ___ No ___

If yes, detail the other group's involvement:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
When did your church start? ____________________________________________

Has your church experienced any splits? Give details (Use separate sheet if necessary.):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

What was the outcome? ________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Any church mergers? _________ Date: ____________________________
With what group(s)?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Has the church been involved in any lawsuits?
Yes ___ No ___
Give details (Use separate sheet, if necessary.): ________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Rev. 9/10
VINEYARD USA ADOPTION APPLICATION

Have there been or are there now any threats of lawsuits?
Yes ___ No ___
Give details (Use separate sheet, if necessary):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Has your church been related to any denomination or association in the past?
Yes ___ No ___
What was the nature of the relationship? ______________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Are there any unresolved issues with respect to any denomination or association? (Use
separate sheet, if necessary.) _____________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Do your church by-laws require your congregation to approve of adoption by Vineyard
USA?
Yes ___ No ___

Result of congregational vote?
For ____ Against ____

Has the church or any of its leaders pursued affiliation with any other association,
denomination or other grouping?
Yes ___ No ___
If yes, give the reasons for non-association with such body. (Use separate sheet, if necessary.)

What is the church’s vision statement? (Use separate sheet, if necessary.)

How is the church involved in ministry to the poor?

What commitments do you currently have for missionary support?

4. Legal issues of the church:

Are you a tax-exempt corporation?
Yes ___ No ___ (If yes, send form 1023 requesting letter of exemption and letter from IRS recognizing exemption.)

Do you have Articles of Incorporation?
Yes ___ No ___ (If yes, send Articles of Incorporation.)

Does the church have bylaws?
Yes ___ No ___ (If yes, send bylaws)
VINEYARD USA ADOPTION APPLICATION

Has the church deviated from the articles and by-laws in the last three years?
Yes ___ No ___
Explain (Use separate sheet, if necessary.): ________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Has the church made corporate minutes in the last three years?
Yes ___ No ___
(If yes, send a copy of corporate minutes for the last three years.)

Has there been any church discipline against any members exercised in the last three years?
Yes ___ No ___
If yes, give details of circumstances. (Use separate sheet, if necessary.)
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Does the church own real property?
Yes ___ No ___
If yes, in whose name is real property held?
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

In whose name is any mortgage held? ________________________________
_____________________________________________________________________
_____________________________________________________________________

Mortgage amount outstanding? ________________________________

If the church rents property, what is the monthly rent? ________________________________
Where are the financial and legal records kept for the church? ________________________________

Who has control of such records? ________________________________

Give general description of the facility where your church meets: ________________________________

What are the insurance limits for your church? ________________________________

What are the liability coverage amounts for the church? ________________________________

Are all federal, state and local tax deposit obligations current? If not, give details (Use a separate sheet, if necessary.): ________________________________

Has the church complied with all federal, state and local payroll and payroll reporting requirements?
Yes ___ No ___
If no, please explain: ________________________________
Are there any accounts payable, notes payable or other financial obligations delinquent for more than thirty (30) days?
Yes ___ No ___
If yes, give details: ________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Give schedule of all long-term debt including note holder, name, address, original amount, current balance, and payment amounts: ________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

5. Church Demographics

Median age? _______________ Median income? _______________

Racial composition? _____________________________________________

Average weekly attendance at Sunday a.m. service:
Past month: ______________________________
Six months ago: __________________________
One year ago: ____________________________
Three years ago: __________________________

List all ministries currently active in the church: __________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
List all social, political action involvements in the community: ______________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________


6. **Monetary Information:**

Please provide
- Current income statements and a current balance sheet
- Income statements and balance sheets, if available, for the last three years.

Give monthly contribution amounts for the last two years: ______________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________


7. **Compensation Issues:**

What is the compensation history for the Senior Pastor for the last three years? ______

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

For other leaders in the last three years? ________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

How was compensation determined for the Senior Pastor? ______________________
Who was involved in the decision-making? Give names, addresses and telephone numbers. (Use separate sheet, if necessary.)

How was compensation determined for other staff members?

8. Commitments:

Do you understand the financial commitments required of you by Vineyard USA? Yes ___ No ___

Please explain your understanding:

What other commitments do you think you will need to make as part of your commitment to help the Vineyard achieve its God-given mission?
What commitments do you understand Vineyard USA is making to you when you become a Vineyard pastor or church? ______________________________________

______________________________________________________________

______________________________________________________________
Church Adoption
Reference Form
I hereby waive my right of access to this recommendation and any appropriate attachments which have been written by ______________________ (name of person making the recommendation) in behalf of my application for adoption by the Vineyard-USA. This waiver is effective in so far as the recommendation is used solely for the purpose of assessing my application for adoption by the Vineyard-USA.

Name (Please Print) ___________________________ (Date) ___________________________

Signature

______________________________ is being considered for pastoral ministry as a Senior Pastor with the Vineyard USA. Pastoral service is a particularly challenging field. Please consider your answers in light of this challenge.

We urge you to be entirely frank in justice to the applicant and to the task being considered. Do not hesitate (when necessary) to exceed space limitations or to include pertinent facts or judgments not covered by the questions. Your insights will help us evaluate the applicant’s qualifications and provide appropriate guidance. **We do not reveal our sources of information**, therefore, please feel free to give us your assessment, favorable and/or unfavorable.

Your name ___________________________ Title/Position ___________________________

Address __________________________________________________________

(Street) ___________________________ (City/State) ___________________________

I, ________________________________________, authorize the release of all information relevant to the completion of this reference form.

Signature ___________________________ Date ___________________________
1. Briefly describe your relationship to the applicant, how long you have known him/her, under what circumstances and how intimately.

2. What evidence do you see that the applicant is called to a senior pastorate (e.g. started campus Bible study, disciple-maker, pastoral ministry in the past)?

3. How would you rate the applicant's "toughness" physically and emotionally for thriving in a potentially difficult environment (be specific about problems with health, depression, authority figures, etc.)?

4. What do you see in the applicant's history that you would consider good preparation for pastoring (include special aptitudes or accomplishments)?

5. What do you sense may be lacking in the applicant's preparation?

6. How would you rate the applicant in:
   a. Counseling abilities?
   b. Vision casting?
c. Gathering skills?

d. Team building for staff or other leaders?

e. Administration?

7. To what extent has the applicant's relationship been the catalytic event in the conversion of non-believers?

8. How frequently and how deeply have such relationships occurred?

9. How would you rate the applicant's skills in communicating?
   a. In a pulpit ministry?
   
   b. In a classroom setting?
   
   c. To someone in a "one-on-one" discipling relationship?

10. Describe the kind of tasks for which you see the applicant well suited (e.g. what would you put him/her in charge of?).
11. What type of task(s) related to pastoral ministry do you think might be the most difficult for the applicant?

12. On a scale of 1 (low) to 10 (high), how would you rate the applicant's personal discipline in use of time and self-organization?

13. On the same scale, rate the applicant's ability to manage personal finances.

14. What have you observed about the applicant's stewardship?

15. Do you know of any significant indebtedness?

16. What have you observed of the applicant's personal fellowship or walk with God (including prayer life and use of Scripture)?

17. What have you observed of the applicant's family relationships (with spouse and children)?

18. Are you aware of any difficulties in the applicant’s family relationships that would impact his/her ability to be an effective pastor?
19. What is your opinion of the spiritual maturity of the applicant's spouse?

20. What is your opinion of the spiritual maturity of the applicant's children?

21. To what degree does the applicant have a lifestyle that whets the appetite of non-Christians to know of Christ?

22. What have you observed of the applicant's response to disappointment, misunderstanding, sickness, or other difficult circumstances?

23. Comment on the applicant's teamwork and cooperation (e.g. works well with others, prefers to work alone, takes instruction willingly, etc.).

24. Comment on the applicant's willingness to serve (e.g. reluctant, too forward, assumes responsibility, consistently conscientious, etc.).

25. Comment on the applicant's work ethic.

26. The following problems are often evident in pastoral "drop-outs." If any are perceived as a possible problem, rate between 1 (minor problem) to 5 (major problem). Place appropriate number in left-hand column.
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>____</td>
<td>Often preoccupied with worries of existence - money, accommodations, possessions</td>
</tr>
<tr>
<td>____</td>
<td>May have difficulty living with authority or being accountable</td>
</tr>
<tr>
<td>____</td>
<td>May have difficulty accepting differences in co-worker's gifts</td>
</tr>
<tr>
<td>____</td>
<td>May have problems with spouse</td>
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<tr>
<td>____</td>
<td>May have problems with children</td>
</tr>
<tr>
<td>____</td>
<td>May need constant pastoral care and affirmation</td>
</tr>
<tr>
<td>____</td>
<td>Overly dependent on results for sense of accomplishment</td>
</tr>
<tr>
<td>____</td>
<td>May have difficulty in getting close to new people; doesn't often take the initiative in relationships</td>
</tr>
<tr>
<td>____</td>
<td>May not be sufficiently mature in feeding himself/herself on the Scriptures and walking with God sufficiently to pull through problems</td>
</tr>
<tr>
<td>____</td>
<td>Too little experience to know how to make disciples</td>
</tr>
<tr>
<td>____</td>
<td>Difficulty in team-building</td>
</tr>
<tr>
<td>____</td>
<td>Too little self-esteem</td>
</tr>
<tr>
<td>____</td>
<td>Too little self-discipline</td>
</tr>
</tbody>
</table>

How would you rate the applicant's potential for pastoral ministry?

A rare find, ideal __________ Significant reservations __________
Exceptional __________ Would definitely discourage __________
Good potential __________ Other ____________________________
I
PRINCIPAL OFFICE

The principal office for the transaction of the business of the corporation is fixed and located at P.O. Box 2089, Stafford, Texas 77497. The Board of Directors may, at any time or from time to time, change the location of the principal office from one location to another.

II
MEMBERSHIP

Section 1. Members

The membership of this corporation shall be open to any pastor and church body who acknowledges and accepts Jesus Christ as Lord and Savior, who is willing to subscribe to the policies of this corporation, to the Vineyard Theological and Philosophical Statements, and to the Trade Name and Trademark License Agreement, who is committed to the priorities and to its values and who is approved by the Board of Directors or that person or those persons the Board of Directors assigns to approve churches for affiliation. Such members are not legal members.

Section 2. Legal Members

The legal members of this corporation shall consist of the Board of Directors. Death, resignation, or removal of any director as provided in these bylaws automatically terminates his/her membership as a legal member of this corporation. Selection of a successor director as provided in these bylaws shall operate to select that director to legal membership in this corporation.

Section 3. Associate Membership

Associate members are senior pastors in good standing in Vineyard USA.
Section 4. Rights of Members

Each legal member of this corporation shall be entitled to vote. Associate members shall not have any legal rights but shall be able to serve on task forces of the corporation.

Section 5. Resignation of Legal Members

Except as provided herein, any legal member may resign, which resignation shall be effective upon given written notice to the President/National Director, the Secretary of the Board of Directors, unless the notice specifies a later time for the resignation to become effective. If the resignation of a member is effective at a future time, the Board of Directors may elect a successor to take office when the resignation becomes effective. No member may resign if the corporation would then be left without a duly elected director in charge of its affairs, or would otherwise be jeopardized before the law.

Section 6. Termination of Members

A. An Associate Member shall be terminated when he/she is no longer the senior pastor of an officially recognized Vineyard USA church.

B. Legal Members will be terminated when they cease to be recognized as a member of the Board of Directors in accordance with the stipulations for removal as spelled out in other places in this document.

III
BOARD OF DIRECTORS

Section 1. Number of Directors

The Board of Directors shall consist of the President/National Director, Regional Overseers, and such other persons as the Board of Directors might request to serve.

All members of the Board of Directors shall be members of Vineyard USA and all of its affiliate fellowships.

Section 2. Quorum

A simple majority of the Board of Directors shall constitute a quorum for the transaction of business.
Section 3. Powers of Directors

Subject to limitations of the Articles of Incorporation, other sections of the Bylaws, and of Texas law, all corporate powers of the corporation shall be exercised by, or under the authority of, and the business and affairs of the corporation shall be controlled by the Board of Directors. Without limiting the general powers, the Board of Directors shall have the following powers:

A. To select and remove all the other officers, agents, and employees of the corporation, prescribe such powers and duties for them as may be consistent with law, the Articles of Incorporation or the bylaws, fix their compensation, and require from them security for faithful service.

B. To conduct, manage, and control the affairs and business of the corporation, and to make rules and regulations not inconsistent with law, the Articles of Incorporation, or the bylaws.

C. To borrow money and incur indebtedness for the purpose of the corporation and for that purpose to be executed and delivered, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges or other evidence of debt securities.

D. Change the principal executive office or the principal business office in the State of Texas from one location to another; cause the corporation to be qualified to do business in any other state, territory, dependency, or country and conduct business without or outside the State of Texas; and designate any place within or outside the State of Texas for the holding of any Board of Directors’ meeting or meetings, including annual meetings.

E. Adopt, make, and use a corporate seal, and alter the form of the seal.

Section 4. Selection and Term of Office

A. The term of office of each director shall be three (3) years or until his/her successor is selected. This term of office assumes that the director will be working in the functional capacity as a Regional Overseer or by special assignment by the Board of Directors during the duration of his/her term.

B. The processes and procedures for the election of the members of the Board of Directors are defined in these bylaws under the office they serve that has placed them on the Board of Directors.

Section 5. Vacancies

A. Vacancies in the Board of Directors shall be filled by appointment of the National Director and ratified by the Board of Directors. In the event that there is not a National Director in place at the time of the vacancy, the existing Board of Directors, even without a quorum, may fill the vacancy. A successor director so selected shall serve for the unexpired term of his/her predecessor.
B. No reduction of the authorized number of directors shall have the effect of removing any director before that director’s term of office expires.

Section 6. Removal

A director may be removed from office for cause, by the vote of a majority of the directors or by virtue of his/her termination from the office.

Section 7. Compensation of Directors

Directors and members of task forces may receive such compensation, if any, for their services, and such reimbursement of expenses, as may be determined by resolution of the Board of Directors to be just and reasonable.

IV MEETINGS

Section 1. Annual Meeting

There will be an annual meeting of the Board of Directors of this corporation. The President/National Director shall determine the time and place. Written notice of the time and place of the annual meeting shall be delivered by mail, or other written communication, to each legal member, addressed to him at his address as it is shown on the records of the corporation, or if it is not shown on the records or is not readily ascertainable, at the place where the meetings of the members are regularly held. Any notice shall be mailed at least five (5) days before the date of the meeting.

Section 2. Special Meetings

A. Special meetings of the members of the corporation for any purpose or purposes may be called at any time by the President/National Director of the corporation or by any two (2) directors.

B. Written notice of the time and place of special meetings of the members shall be given in the same manner as for annual meetings of the members.

C. The transactions of any meeting of the members of this corporation, however called and noticed, shall be as valid as though had at a meeting held after regular call and notice if a quorum is present, and if, either before or after the meeting, each of the legal members not present waives notice, or consents to the meeting, or approves the minutes. All such waivers, consents, or approvals shall be either written or oral and shall be noted in the corporate records or made a part of the minutes of the meeting.
Section 3. Telephonic Meetings

Any director's meeting, regular or special, may be held by conference telephone or similar communication equipment, so long as all directors participating in the meeting can hear one another, and all such directors shall be deemed to be present in person at such meeting.

Section 4. Quorum

A quorum for any meeting of the members shall be a majority of legal members.

Section 5. Waiver of Notice

The transactions of any meeting of the Board of Directors, however called and noticed or wherever held, shall be as valid as though taken at a meeting duly held after regular call and notice, if (a) a quorum is present, and (b) either before or after the meeting, each of the directors not present signs a written waiver of notice, a consent to holding the meeting, or an approval of the minutes. The waiver of notice or consent need not specify the purpose of the meeting. All waivers, consents, and approvals shall be filed with the corporate records or made a part of the minutes of the meeting. Notice of a meeting shall also be deemed given to any director who attends the meeting. Notice of a meeting shall also be deemed given to any director who attends that meeting without protesting before or at its commencement about the lack of adequate notice.

Section 6. Adjournment

A majority of the directors present, whether or not constituting a quorum, may adjourn any meeting to another time and place.

Section 7. Notice of Adjournment

Notice of the time and place of holding an adjourned meeting need not be given, unless the meeting is adjourned for more than 24 hours, in which case personal notice of the time and place shall be given before the time of the adjourned meeting to the directors who were not present at the time of the adjournment.

Section 8. Action without Meeting

Any action required or permitted to be taken by the Board of Directors may be taken without a meeting, if all members of the Board of Directors, individually or collectively, consent in writing to that action. Such action by written consent shall have the same force and effect as a unanimous vote of the Board of Directors. Such written consent or consents shall be filed with minutes of the proceedings of the Board of Directors.
Section 9. Place and Time of Meetings

Regular meetings of the Board of Directors may be held at any place that has been designated by the President/National Director, and at any time designated by the President/National Director.

Section 10. Organization Meeting

At each annual meeting, the Board of Directors shall hold a regular meeting for the purpose of organization, selection of officers, and the transaction of other business.

Section 11. Meetings

A. Meetings of the Board of Directors for any purpose or purposes may be called at any time by the President/National Director or any two (2) directors.

B. Written notice of the time and place of meetings shall be delivered personally to each director or sent to each director by mail or by other form of written communication, charges prepaid, addressed to him at his address as it is shown on the records of this corporation, or if not ascertainable, at the place at which the meetings of the directors are regularly held. The notice shall be mailed at least three (3) days before the time of the meeting. The transaction of any meeting of the Board of Directors, however called and noticed and wherever held, shall be as valid as though had at a meeting held after regular call and notice, if a quorum is present and if either before or after the meeting, each of the directors not present a waiver notice, or consents to the meeting, or approves the minutes. All such waivers, consents, or approvals shall be either written or oral and shall be noted in the corporate records or made a part of the minutes of the meeting.

Section 12. Proxies

A. Every person entitled to vote shall have the right to do so either in person or by one or more agents authorized by a written proxy, signed by the person and filed with the Secretary of the corporation. A proxy shall be deemed signed if the member's name is placed on the proxy (whether by manual signature, typewriting, telegraphic transmission, or otherwise) by the member or the member's attorney in fact.

B. A validly executed proxy that does not state that it is irrevocable shall continue in full force and effect unless (a) revoked by the member executing it, before the vote cast pursuant to that proxy, by a writing delivered to the corporation stating that the proxy is revoked by a subsequent proxy executed by such member, or by personal attendance and voting at a meeting by such member, or (b) by written notice of the death or incapacity of the maker of the proxy is received by the corporation before the vote pursuant to that proxy is counted; provided, however, that proxy shall be valid after the expiration of eleven (11) months from the date of the proxy, unless otherwise provided in the proxy.
The revocability of a proxy that states on its face that it is irrevocable shall be governed by the provisions of the Texas Nonprofit Corporation Law.

C. In any selection of directors, any form of proxy that is marked by a member “withhold,” or otherwise marked in a manner indicating that the authority to participate in the selection of directors is withheld, shall not be counted either for or against the selection of a director. Failure to comply with this paragraph shall not invalidate any corporate selection, but may be the basis for challenging the proxy at a meeting.

D. Any proxy concerning matters requiring a vote of the members of an amendment to the Articles of Incorporation; the sale, lease, exchange, conveyance, transfer, or other disposition of all or substantially all of the corporate assets; the merger with another corporation or the amendment of a merger agreement; or the voluntary dissolution of the corporation shall not be valid unless the proxy sets forth the general nature of the matter to be voted on.

E. A proxy is not revoked by the death or incapacity of the maker or the termination of a member as a result thereof unless, before the vote is counted, written notice of the death or incapacity is received by the corporation.

V
TASK FORCES

Section 1. Task forces of Directors

The President/National Director may, by resolution adopted by a majority of the directors then in office, designate one or more task forces to serve at the pleasure of the Board of Directors. Any task force, to the extent provided in the resolution of the Board of Directors, shall have all the authority of the Board of Directors, except that no task force, regardless of Board of Directors resolution, may:

A. Take any final action on matters which, under the Nonprofit Corporation Law of Texas, also requires members' approval.

B. Fill vacancies on the Board of Directors or in any task force.

C. Fix compensation of the directors for serving on the Board of Directors or on any task force.

D. Amend or repeal bylaws or adopt new bylaws.

E. Amend or repeal any resolution of the Board of Directors which, by its express terms, is not so amendable or repealable.
F. Appoint any other task forces of the Board of Directors or the members of these task forces.

G. Expend corporate funds to support a nominee for director.

H. Approve any transaction (1) to which the corporation is a part and one or more directors have a material financial interest; or (2) between the corporation and one or more of its directors or between the corporation or any person in which one or more of its directors have a material financial interest.

Section 2. Meetings and Actions of Task forces

Meetings and actions of task forces shall be governed by, and held and taken in accordance with, the provisions of Article IV of these bylaws, concerning meetings of directors, with such changes in the context of those bylaws as are necessary to substitute the task force and its members for the Board of Directors and its members, except that the time for regular meetings of task forces may be determined either by the President/National Director or by resolution of the Board of Directors. Notice of special meetings of task forces shall also be given to any and all alternate members, who shall have the right to attend all meetings of the task force. Minutes shall be kept of each meeting of any task force and shall be filed with the corporate records. The President/National Director or the Board of Directors may adopt rules for the government of any task force not inconsistent with the provisions of these bylaws.

VI
OFFICERS

Section 1. Officers

The officers of this corporation shall be a President/National Director, Vice President, Secretary, and Treasurer, and such other officers the President/National Director may appoint. One person, other than the President/National Director, may hold more than one of these offices. Officers other than the President/National Director need not be members of the Board of Directors

Section 2. President/National Director

A. The President/National Director, in effect, is the Senior Pastor of Vineyard USA and is therefore responsible to lead corporation pastors toward greater spiritual health and continuing growth in the community of Vineyard churches as they take the mission and message of Christ into a new millennium.

B. As President/National Director of the corporation, the President/National Director shall have general supervision, direction, and control of the business and affairs of the
corporation. He/She shall preside at all meetings of the members and directors and shall have such other powers and duties as may be prescribed from time to time by the Board of Directors.

C. Duties and Responsibilities

(1) Pastor Vineyard USA

(2) Serve as President/National Director of the corporation

(3) Appoint Regional Overseers and other Board of Directors Members. These appointments must be ratified by the Board of Directors.

(4) Establish and maintain a team to give leadership to the national movement

(5) Provide vision and theological expression for the movement

(6) Nurture godliness in the movement

(7) Keep the DNA before the movement and work at keeping it a vital part of all ministries of the corporation

(8) Pastor the Regional Overseers

(9) Establish an annual budget to be approved by the Board of Directors and administrate the budget after it is approved

(10) Oversee all national task forces or other ministries

(11) Give oversight to the national office (including hiring personnel) so the ongoing administrative needs of the movement are taken care of

(12) Represent the corporation to the wider church and the general public

(13) Lead the Board of Directors

(14) Publish communication and educational materials requested by the Board of Directors

(15) Plan, administrate, and lead all national conferences

(16) Put together an annual corporation calendar

(17) Watch over the theology and practices of Vineyard USA and appoint Task Forces to look into what may appear to be aberrant theology or practices
(18) Empower the various movements within Vineyard USA

(19) Nurture relationships within Vineyard USA with the goal of good Christian community

(20) Stimulate missions Vineyard USA and give oversight to the U.S. Theater

(21) Serve as president of Vineyard Missions USA and Vineyard Music USA

D. The President/National Director has the authority and right to:

(1) Delegate responsibilities to others without the approval of the Board of Directors except such responsibilities as can only be performed by the President/National Director of the corporation as Chairman

(2) Put together a leadership team to assist him/her in leading the national organization

(3) Hire and fire personnel within the limits imposed by the budget

E. Election to Office

The President/National Director will be chosen by the Board of Directors and approved by a majority vote of the Regional Overseers after each of them have consulted with Area Pastoral Care Leaders in their Region.

F. Accountability

The President/National Director is the senior executive in the movement and thus is not to be evaluated in terms of the specific functions he/she carries out. Rather, he/she is to be evaluated in terms of the health of the movement. Though the Board of Directors is not his/her boss, they are responsible to evaluate his/her performance each year. Should their investigation conclude that the movement is not being led effectively, they are free, subject to the rights, if any, under any written contract of employment, to remove the President/National Director. A two-thirds majority vote by the Board of Directors against the President/National Director will be sufficient to remove him/her from office.

G. Term of Office

The term of office is five (5) years. The Board of Directors will review the President/National Director’s performance after two (2) years of his/her initial term of office. The Board of Directors may reappoint him/her to consecutive terms upon approval.
Section 3. Subordinate Officers

The President/National Director, subject to ratification of the Board of Directors, may appoint any other officer that the business of the corporation may require, each of whom shall have the title, hold office for the period, have the authority, and perform the duties specified in the bylaws or determined from time to time by the Board of Directors.

Section 4. Vacancies

A vacancy in any office because of death, resignation, removal, disqualification, or otherwise shall be filled by the Board of Directors.

Section 5. Removal of Officers

Subject to the rights, if any, of an officer under any contract of employment, any officer may be removed, with or without cause, by the Board of Directors, at any regular or special meeting of the Board of Directors.

Section 6. Resignation of Officers

Any officer may resign at any time by giving written notice to the corporation. Any resignation shall take effect at the date of the receipt of that notice or at any later time specified in that notice; and, unless otherwise specified in that notice, the acceptance of the resignation shall not be necessary to make it effective. Any resignation is without prejudice to the rights, if any, of the corporation under any contract to which the officer is a party.

Section 7. Vice President

The Vice President shall be nominated by the President/National Director and approved by the Board of Directors. The term shall be for three (3) years. In the absence or disability of the President/National Director, the Vice President shall perform all the duties of the President/National Director and in so acting shall have all the powers of the President/National Director. The Vice President shall have such other powers and perform such other duties as may be prescribed from time to time by the Board of Directors.

Section 8. Secretary

The Secretary shall be nominated by the President/National Director and approved by the Board of Directors. The term shall be for three (3) years or until a successor is selected and qualified. The Secretary shall keep a full and complete record of all the proceedings of the Board of Directors, shall keep the seal of the corporation and affix it to such papers as may be required in the regular course of business, shall make services of such notices as may be
necessary or proper, shall supervise the keeping of the records of the corporation, and shall discharge such other duties of the office as prescribed by the Board of Directors.

Section 9. Treasurer

A. The Treasurer shall receive and safely keep all funds of the corporation and deposit them in the book or books that may be designated by the Board of Directors.

B. Those funds shall be paid out only on checks of the corporation signed by the President/National Director, Vice President, Treasurer or Secretary or by such officers as may be designated by the Board of Directors as authorized to sign them. The Treasurer shall have such other powers and perform such other duties as may be prescribed from time to time by the Board of Directors.

Section 10. Successor Officers

The Board of Directors may designate an individual to fill a vacancy in any office of the corporation prior to the occurrence of such vacancy. When a vacancy occurs in an office for which a successor has been so designated by the Board of Directors, the designee shall be immediately vested with all of the powers, duties, and rights of such office.

VII
REGIONAL OVERSEERS

Section 1. Appointment to Office

The Regional Overseer is appointed by the National Director. This appointment is then confirmed by the Board of Directors.

Section 2. Communication Lines, Interaction and Evaluation

The Regional Overseer is a member of the Board of Directors. He/She is directly responsible to the National Director and will be given an annual written evaluation by the National Director. The National Director is free to receive an evaluation of the Regional Overseer from the Region as he/she deems wise.

Section 3. Term of Office:

The Regional Overseer serves the National Director and the Board of Directors. The Regional Overseer serves a three year term. He/She may succeed himself or herself. Should he/she be requested by the National Director to serve an additional term or terms, he/she will be
nominated to the additional terms by the National Director and approved by the National Board of Directors. The Regional Overseer may be removed from office by a simple request of the National Director or by a majority vote of the Board of Directors. The National Director shall make no changes in Regional Overseers if the National Director is under a disciplinary action that might lead to his/her removal by the Board of Directors.

Section 4. Duties and responsibilities:

The Regional Overseer is responsible to lead the Region in growth and community. Some specifics duties and responsibilities are:

A. Responsibilities to the Region

1. Establish a Regional Vision and lead the region into that vision. This vision will be in accordance with the vision of Vineyard USA.
2. Set goals and strategies for the Region. These goals will include annual goals for church planting and adoptions.
3. Establish, and lead a leadership team that will facilitate the accomplishment of Regional objectives.
4. Facilitate care for the pastors.
5. Nurture a sense of community among the churches in the Region.
6. Assist local Vineyards to become strong and healthy.
7. Assist churches, when requested, in the placement new pastors.
8. Provide training for pastors for the various leadership positions in the Region.
9. Establish and maintain good lines of communication within the Region.
10. Develop and administrate an annual Regional budget.
11. Protect Vineyard USA’s name.
12. Maintain the 3% giving by churches in the Region

A. Responsibilities to the National Office

1. Serve on the Board of Directors.
2. Serve the National Organization as requested by the National Director.
3. Carry out all administrative assignments given by the National Office.
4. Report to the National Director as requested.
5. Give an annual financial report to the National Office for all funds spent by the Region.
6. Encourage every church to report in the annual census administrated by the National Office.
7. Update data from Vineyards in the Region that is in the Vineyard USA data base as requested by the National Office.
VIII
RECORDS AND REPORTS

Section 1. Maintenance of Articles and Bylaws

The corporation shall keep at its principal executive office, or if its principal executive office is not in the State of Texas, at its principal business office in this state, the original or a copy of the articles and bylaws as amended to date.

Section 2. Maintenance of Other Corporate Records

The accounting books, records, and minutes of proceedings of the members and the Board of Directors and any task forces of the Board of Directors shall be kept at such place or places designated by the Board of Directors or, in the absence of such designation, at the principal executive office of the corporation. The minutes shall be kept in written or typed form, and the accounting books and records shall be kept either in written or typed form or in any other form capable of being converted into written, typed, or printed form.

Section 3. Inspection by Directors

Every director shall have the absolute right at any reasonable time to inspect all books, records, and documents of every kind and the physical properties of the corporation and each of its subsidiary corporations. This inspection by a director may be made in person or by an agent or attorney, and the right of inspection includes the right to copy and make extracts of documents.

IX
AMENDMENT OF BYLAWS

These bylaws may be amended or repealed and new bylaws adopted by the vote of a majority of the members of the Board of Directors at a directors' meeting, except that a bylaw fixing or changing the number of directors may be repealed only by the vote of written consent of two-thirds of the Board of Directors.

X
INDEMNIFICATION OF DIRECTORS AND OFFICERS

The corporation may, to the maximum extent permitted by the Corporations Code of Texas, indemnify each of its directors and officers against expenses, judgments, fines, settlements, and
other amounts actually and reasonably incurred in connection with any proceeding arising by reason of the fact any such person is or was a director or officer of the corporation and shall advance to such director or officer expenses incurred in defending any such proceeding to the maximum extent permitted by such law. For purposes of this section, a “director” or “officer” of the corporation includes any person who is or was a director or officer of the corporation, or is or was serving at the request of the corporation as a director or officer of a corporation or of another enterprise at the request of such predecessor corporation. The Board of Directors may in its discretion provide by resolution for such indemnification of, or advance of expenses to, other agents of the corporation, and likewise may refuse to provide for such indemnification or advance of expenses except to the extent such indemnification is mandatory under the Corporations Code of Texas.

XI
ANNUAL ACCOUNTING PERIOD

The annual accounting period for this corporation shall end on December 31 and shall begin on the first day of January.

XII
RITES OF ORDINATION

It is the prerogative of the local church to ordain and/or license ministers of the Gospel. It is strongly recommended that only those who are clearly called and set apart for lifetime service be considered for ordination.

XIII
MISCELLANEOUS

Section 1. Execution of Documents

The Board of Directors may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of and on behalf of the corporation and such authority may be general or confined to specific instances.

Unless so authorized, no officer, agent, or other person shall have any power or authority to bind Vineyard USA by any contract or engagement or to pledge its credit or to render it liable for any purpose or to any amount.

Section 2. Rules of Order

The rules contained in Roberts Rules of Order, revised, shall govern all business Board of Directors meetings of Vineyard USA, except in instances of conflict between said Rules of Order and the Articles or Bylaws of the corporation or provisions of law.
Section 3. Ecclesiastical Matters and Business Matters

All ecclesiastical matters relating to the spiritual health of Vineyard USA, matters of doctrine and interpretation, direction of ministry, leading and discernment for initiating or terminating ministry activities, and any other matters reasonably connected to spiritual leadership shall be the sole prerogative of the President/National Director and the Board of Directors. The Board of Directors shall also be specifically concerned with matters of finance and facilities and the business matters of Vineyard USA that directly relate to the public trust of the corporate assets.

Section 4. Identification and Consent of Members

It is the policy of Vineyard USA, under these Bylaws, that any church which is a member of Vineyard USA shall be subject to the President/National Director and the Board of Directors, and consents to be bound by all provisions of these Bylaws and policies as set forth by the President/National Director or Board of Directors to the degree to which they are applicable, recognizing the autonomous nature of the local church.

Section 5. Discipline of Members

All disciplinary actions are considered to be ecclesiastical matters under these Bylaws in keeping with spiritual mandates of righteous living and conduct according to the Christian Bible.

XIV
CERTIFICATE OF SECRETARY

I, the undersigned, do hereby certify:

1. That I am the duly elected and acting Secretary of Vineyard USA.

2. That the foregoing Bylaws, consisting of sixteen (16) pages, exclusive of cover sheet and table of contents, constitute the Bylaws of said corporation as duly adopted by the Incorporator on ________________________.

IN WITNESS WHEREOF, I have executed this Certificate as of this _____ day of ____________________, 20___.

(8th revision February 12, 2008)
Step Four: Build Relationships with Church & Leaders
STEP 4: BUILD RELATIONSHIPS WITH CHURCH & LEADERS:

- Confirm they have completed the required reading and tape series
- Set time to meet the pastor and church leadership
- Begin mentoring the church to develop relationship
- Receive financial statements and lease agreements