



**Katrina Martinez**  
Deputy Clerk

# Pima County Clerk of the Board

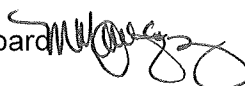
**Melissa Manriquez**

Administration Division  
33 N. Stone Avenue, Suite 100  
Tucson, AZ 85701  
Phone: (520) 724-8449 • Fax: (520) 222-0448

Management of Information & Records Division  
1640 East Benson Highway  
Tucson, Arizona 85714  
Phone: (520) 351-8454 • Fax: (520) 791-6666

## MEMORANDUM

TO: Honorable Chair and Board Members  
Pima County Board of Supervisors

FROM: Melissa Manriquez, Clerk of the Board 

DATE: October 15, 2024

RE: Petition for Relief of Real Property Taxes – New Life Worship Center, Inc.

Pursuant to A.R.S. §42-11109(E), New Life Worship Center, Inc., filed a petition for relief of their Real Property Taxes for Parcel No. 130-05-5690 for tax years 2018, 2019, 2020, 2021, 2022 and 2023.

The Assessor's review indicated that had the affidavit been filed in a timely manner, the Assessor would have granted the exemption.

The Treasurer's Office indicated there are no delinquent taxes.

New Life Worship Center, Inc. recently paid \$28,851.47 in back taxes/interest. Of that amount, \$23,480.02 in paid property taxes are subject to a refund.

/mm

### Attachments

- Notice of Hearing
- Assessor's Review Forms
- Treasurer's Tax Reports
- New Life Worship Center, Inc. submission



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October 8, 2024

New Life Worship Center, Inc.  
Attn: Brenda Bowman, Secretary of the Board  
P.O. Box 26712  
Tucson, AZ 85726

RE: Petition for Relief of Taxes – Tax Parcel No. 130-05-5690

Dear Ms. Bowman:

Please be advised that your Petition for Relief of Real Property Taxes for tax years 2018, 2019, 2020, 2021, 2022 and 2023, has been scheduled before the Pima County Board of Supervisors on Tuesday, October 15, 2024, at 9:00 a.m., or thereafter, at the following location:

Pima County Administration Building  
Board of Supervisors Hearing Room  
130 W. Congress, 1st Floor  
Tucson, AZ 85701

If you have any questions regarding this hearing, please contact this office at (520)724-8449.

Sincerely,

A handwritten signature in black ink, appearing to read "Melissa Manriquez", is written over a horizontal line.

Melissa Manriquez  
Clerk of the Board

/mm



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## Petition to the Board of Supervisors - Review Form

Pursuant to      A.R.S. §42-11104(G) (educational/library property) or  
✓ A.R.S. §42-11109(E) (religious property)

Taxpayer New Life Worship Center, Inc.

For tax year(s) 2018 - Parcel No. 130-05-5690

- 1) Did the organization file an affidavit as required by A.R.S. §42-11153?  
     Yes ✓ No
- 2) Was the affidavit filed on or before March 1 of the tax year as required by A.R.S. §42-11153?  
     Yes ✓ No
- 3) If the affidavit had been filed timely, would the Assessor have granted the exemption?  
✓ Yes      No
- 4) If the answer to Number 3 is "No", why was the exemption denied?  
     The required ownership of the property was not in effect during the time period required by statute.  
     The property was not being used for the exempt purpose during the time period required by statute.  
     The requesting church, educational or library property did not furnish the required documents requested by the Assessor at the time of application per A.R.S. §42-11152(3)&(B)  
     Other:

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Completed by: Lisa Smith Date: 07/23/2024

c: Honorable Suzanne Droubie, Pima County Assessor



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✓ A.R.S. §42-11109(E) (religious property)

Taxpayer New Life Worship Center, Inc.

For tax year(s) 2019 - Parcel No. 130-05-5690

- 1) Did the organization file an affidavit as required by A.R.S. §42-11153?  
     Yes ✓ No
- 2) Was the affidavit filed on or before March 1 of the tax year as required by A.R.S. §42-11153?  
     Yes ✓ No
- 3) If the affidavit had been filed timely, would the Assessor have granted the exemption?  
✓ Yes      No
- 4) If the answer to Number 3 is "No", why was the exemption denied?  
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     Other:

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Completed by: Lisa Smith Date: 07/23/2024

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Taxpayer New Life Worship Center, Inc.

For tax year(s) 2020 - Parcel No. 130-05-5690

- 1) Did the organization file an affidavit as required by A.R.S. §42-11153?  
     Yes ✓ No
- 2) Was the affidavit filed on or before March 1 of the tax year as required by A.R.S. §42-11153?  
     Yes ✓ No
- 3) If the affidavit had been filed timely, would the Assessor have granted the exemption?  
✓ Yes      No
- 4) If the answer to Number 3 is "No", why was the exemption denied?  
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     Other:

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✓ A.R.S. §42-11109(E) (religious property)

Taxpayer New Life Worship Center, Inc.

For tax year(s) 2021 - Parcel No. 130-05-5690

- 1) Did the organization file an affidavit as required by A.R.S. §42-11153?  
     Yes ✓ No
- 2) Was the affidavit filed on or before March 1 of the tax year as required by A.R.S. §42-11153?  
     Yes ✓ No
- 3) If the affidavit had been filed timely, would the Assessor have granted the exemption?  
✓ Yes      No
- 4) If the answer to Number 3 is "No", why was the exemption denied?  
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     The property was not being used for the exempt purpose during the time period required by statute.  
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     Other:

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Completed by: Lisa Smith Date: 07/23/2024

c: Honorable Suzanne Droubie, Pima County Assessor



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Pursuant to      A.R.S. §42-11104(G) (educational/library property) or  
✓ A.R.S. §42-11109(E) (religious property)

Taxpayer New Life Worship Center, Inc.

For tax year(s) 2022 - Parcel No. 130-05-5690

- 1) Did the organization file an affidavit as required by A.R.S. §42-11153?  
     Yes ✓ No
- 2) Was the affidavit filed on or before March 1 of the tax year as required by A.R.S. §42-11153?  
     Yes ✓ No
- 3) If the affidavit had been filed timely, would the Assessor have granted the exemption?  
✓ Yes      No
- 4) If the answer to Number 3 is "No", why was the exemption denied?  
     The required ownership of the property was not in effect during the time period required by statute.  
     The property was not being used for the exempt purpose during the time period required by statute.  
     The requesting church, educational or library property did not furnish the required documents requested by the Assessor at the time of application per A.R.S. §42-11152(3)&(B)  
     Other:

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Completed by: Lisa Smith Date: 07/23/2024

c: Honorable Suzanne Droubie, Pima County Assessor



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Pursuant to ☐ A.R.S. §42-11104(G) (educational/library property) or  
☒ A.R.S. §42-11109(E) (religious property)

Taxpayer New Life Worship Center, Inc.

For tax year(s) 2023 - Parcel No. 130-05-5690

- 1) Did the organization file an affidavit as required by A.R.S. §42-11153?  
☐ Yes ☒ No
- 2) Was the affidavit filed on or before March 1 of the tax year as required by A.R.S. §42-11153?  
☐ Yes ☒ No
- 3) If the affidavit had been filed timely, would the Assessor have granted the exemption?  
☒ Yes ☐ No
- 4) If the answer to Number 3 is "No", why was the exemption denied?  
☐ The required ownership of the property was not in effect during the time period required by statute.  
☐ The property was not being used for the exempt purpose during the time period required by statute.  
☐ The requesting church, educational or library property did not furnish the required documents requested by the Assessor at the time of application per A.R.S. §42-11152(3)&(B)  
☐ Other:

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Completed by: Lisa Smith Date: 07/23/2024

c: Honorable Suzanne Droubie, Pima County Assessor





## PIMA COUNTY TREASURER'S OFFICE

**Chris Ackerley**  
*Pima County Treasurer*

240 North Stone Avenue • Tucson AZ, 85701-1199  
Phone (520) 724-8341

NEW LIFE WORSHIP CENTER INC  
2568 E MENOR STRA  
TUCSON AZ 85713-3966

**PIMA COUNTY TREASURER'S OFFICE**  
**Statement of Account Activity**  
**For Tax Year 2023**  
**State Code # 130055690**

Payment Date	Cert No	Year/ Install No	Tax	Interest	MHR Fee	NSF Fee	CAGRD Dues	DTAX Fees	Sheriff Fees	Penalties	Cert Amount	Assignee Interest	Total Paid
6/5/2024		2023/1	2185.53	233.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2418.65
6/5/2024		2023/2	2185.53	58.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2243.81
			\$4371.06	\$291.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4662.46



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**PIMA COUNTY TREASURER'S OFFICE**  
**Statement of Account Activity**  
**For Tax Year 2022**  
**State Code # 130055690**

Payment Date	Cert No	Year/ Install No	Tax	Interest	MHR Fee	NSF Fee	CAGRD Dues	DTAX Fees	Sheriff Fees	Penalties	Cert Amount	Assignee Interest	Total Paid
6/28/2023	2002458	2022/1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6/5/2024	2002458	2022/1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	193.12	193.12
			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$193.12	\$193.12



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**PIMA COUNTY TREASURER'S OFFICE**  
**Statement of Account Activity**  
**For Tax Year 2021**  
**State Code # 130055690**

Payment Date	Cert No	Year/ Install No	Tax	Interest	MHR Fee	NSF Fee	CAGRD Dues	DTAX Fees	Sheriff Fees	Penalties	Cert Amount	Assignee Interest	Total Paid
6/30/2022	2002458	2021/1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6/5/2024	2002458	2021/1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	401.21	401.21
			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$401.21	\$401.21



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TUCSON AZ 85713-3966

**PIMA COUNTY TREASURER'S OFFICE**  
**Statement of Account Activity**  
**For Tax Year 2020**  
**State Code # 130055690**

Payment Date	Cert No	Year/ Install No	Tax	Interest	MHR Fee	NSF Fee	CAGRD Dues	DTAX Fees	Sheriff Fees	Penalties	Cert Amount	Assignee Interest	Total Paid
6/21/2021	2002458	2020/1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6/5/2024	2002458	2020/1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	612.21	612.21
			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$612.21	\$612.21



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TUCSON AZ 85713-3966

**PIMA COUNTY TREASURER'S OFFICE**  
**Statement of Account Activity**  
**For Tax Year 2019**  
**State Code # 130055690**

Payment Date	Cert No	Year/ Install No	Tax	Interest	MHR Fee	NSF Fee	CAGRD Dues	DTAX Fees	Sheriff Fees	Penalties	Cert Amount	Assignee Interest	Total Paid
6/30/2020	2002458	2019/1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6/5/2024	2002458	2019/1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	810.45	810.45
			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$810.45	\$810.45



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TUCSON AZ 85713-3966

**PIMA COUNTY TREASURER'S OFFICE**  
**Statement of Account Activity**  
**For Tax Year 2018**  
**State Code # 130055690**

Payment Date	Cert No	Year/ Install No	Tax	Interest	MHR Fee	NSF Fee	CAGRD Dues	DTAX Fees	Sheriff Fees	Penalties	Cert Amount	Assignee Interest	Total Paid
2/27/2020	2002458	2018/1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6/5/2024	2002458	2018/1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1006.65	1006.65
			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1006.65	\$1006.65





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Phone (520) 724-8341

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*Pima County Treasurer*

### REDEMPTION PAYMENT

**PIONEER TITLE AGENCY, INC**  
**6875 N. ORACLE ROAD, SUITE #205**  
**TUCSON AZ 85704**

PAID BY: DTAX Batch  
PROPERTY LOCATION: 2568 E MENOR SV  
TOTAL TAX: 4,739.17

PROPERTY TYPE: Real Estate

#### PAYMENT DETAIL

Receipt No.	Certificate No	State Code	Tax Year	Install No.	Payment Description	Payment Date	Payment
10797314	2002458	130055690	2018	1	Redemption Fee Payment	06/05/2024	10.00
10797314	2002458	130055690	2021	1	Assignee Interest Payment	06/05/2024	401.21
10797314	2002458	130055690	2020	1	Assignee Interest Payment	06/05/2024	612.21
10797314	2002458	130055690	2019	1	Assignee Interest Payment	06/05/2024	810.45
10797314	2002458	130055690	2018	1	Assignee Interest Payment	06/05/2024	1,006.65
10797314	2002458	130055690	2022	1	Assignee Interest Payment	06/05/2024	193.12
10797314	2002458	130055690	2022	1	Redemption Payment	06/05/2024	4,827.99
10797314	2002458	130055690	2021	1	Redemption Payment	06/05/2024	5,015.18
10797314	2002458	130055690	2020	1	Redemption Payment	06/05/2024	5,101.77
10797314	2002458	130055690	2019	1	Redemption Payment	06/05/2024	5,065.31
10797314	2002458	130055690	2018	1	Redemption Payment	06/05/2024	5,807.58
<b>Total Payment</b>							<b>\$ 28,851.47</b>

THERE WILL BE A \$25 CHARGE FOR EACH RETURNED CHECK  
AND THE ACCOUNT WILL REVERT TO AN UNPAID STATUS

# THIS IS NOT A BILL

*Thank you for your payment!*

# New Life Worship Center, Inc

Pima County Assessor's Office

June 20, 2024

Board of Supervisors:

I am writing this letter on behalf of New Life Worship Center, Inc, a non-profit business (church), to appeal/waive the property taxes for our commercial property (years 2018-2023). We are located at 2568 E. Menor Stravenue, Tucson AZ 85713 , Parcel number 130055690.

I am a volunteer who takes care of all the church business, while working a full-time job.

Unfortunately, when the office moved to a different location in 2017, I no longer received the annual exemption form (that I depended on as an annual reminder), and I therefore did not file to receive the tax exemption status from 2018-2023.

Subsequently, we were charged taxes for the years 2018-2023. We were unaware that we were being taxed until October 2023, when we received a summons to court, because an investor had purchased our tax lien.

The lawyer we obtained found out that all our mail had somehow been re-directed to the Phoenix Assessor's office and no one communicated with us about the tax lien. We have a post office box, because the mailbox on the property was being vandalized.

We have recently paid all the back taxes (2018-2023); by taking out a new mortgage on the business and we are in the process of updating our tax exemption status.

I kindly request an adjustment of our tax status, to re-examine the amount of taxes paid, and to adjust the payment and give as much of a refund as we can get, to quickly pay off the new mortgage on our commercial business.

Thank you for your attention to this matter,

*Brenda Bowman*

Brenda Bowman Finance Clerk New Life Worship Center mobile (520)891-5277

2568 E. MENOR STRAV TUCSON, AZ 85713  
MAILING : PO BOX 26712 TUCSON AZ 85726  
CHURCH PHONE (520) 623-0583 [NEWLIFETUCSON@GALILEE.COM](mailto:NEWLIFETUCSON@GALILEE.COM)

JUN 28 24 AM 11:48 PC CLK OF BD

RM



NON-PROFIT AND RELIGIOUS ORGANIZATIONS  
Property Tax Information and Questionnaire form

**QUESTIONNAIRE FOR PROPERTY TAX EXEMPTION**  
**ALL QUESTIONS MUST BE ANSWERED TO BE CONSIDERED FOR EXEMPTION**

1. Name & Address of Organization:  
New Life Worship Center, Inc  
2568 E Menor Street Tucson AZ 85713  
Mailing P O Box 26712 Tucson AZ 85726
2. Under which section of **Title 42, Chapter 11, Article 3** does your organization claim exemption? 42-11109  
(Arizona Revised Statutes can be found at: [www.azleg.gov](http://www.azleg.gov))
3. Are there any type of business activities such as snack bars, cafés or restaurants operating on the premises? Yes ☐ No ☒
4. Is the organization exempt from Federal and/or State income taxes?  
Yes ☒ No ☐
5. Is the Organization a 501 (C)? Yes ☐ which type \_\_\_\_\_ No ☒
6. Claimant is: Owner/Operator ☒ Owner only \_\_\_\_\_ Operator only \_\_\_\_\_
7. Exemption is claimed on:  
All land ☒ Buildings & Improvements ☒ Personal Property ☒
8. Is any portion of the property used as a place of residence? Yes ☐ No ☒  
If yes, state number of individuals occupying the premises and the duration of the occupancy. \_\_\_\_\_
9. Does applicant receive any income? (other than free will offerings in connection with this property) Yes ☐ No ☒
10. Is any portion of the property being leased or rented to a non-profit and/or a for-profit organization(s)? Yes ☐ No ☒ If yes, please list the name(s) of the organization(s) \_\_\_\_\_
11. List date of occupancy: Month 03 Day 03 Year 2003

JUN 28 2004 11:49 PM CLK OF BD

RM



New Life Worship Center, Inc

Mailing Address P.O. Box 26712 Tucson, AZ 85726

Physical Address 2568 E. Menor Strav Tucson AZ 85713  
(520) 623-0583

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Pima County Assessor Exemption Section  
240 N. Stone Avenue  
Tucson, AZ 85701

May 21, 2024

To Whom It May Concern:

The New Life Worship Center, Inc. is located on 2568 E. Menor Stravenue in Tucson, AZ.  
We have had this property since March 3<sup>rd</sup>, 2003.

Our mission is to evangelize the lost, bring restoration to the broken, love all people  
unconditionally and build people to advance the Kingdom.

On this property:

1. We hold prayer services and teach on Saturday mornings.
2. Preach the Word of God on Sunday mornings.
3. Hold leadership meetings in order to train future leaders and the Women's Ministry meets monthly.
4. We teach each of the youth about prayer and they participate monthly on Youth Sunday, with prayer, songs, and dance.

Respectfully submitted,

Joyce J. Stevens  
Pastor Emeritus  
New Life Worship Center

JUN 28 24 AM 11 50 PC CLK DF BD  
RM

**Pursuant to A.R.S. §§ 42-11101 through 42-11155**

**APPLICANT MAILING ADDRESS:**

P.O. Box 26712

Tucson A2 85726

Physical: 2568 E. Menor Shreveville  
Tucson AZ 85713

Applicant Address change		Yes <input type="checkbox"/>	No <input type="checkbox"/>
CONTACT INFORMATION (Address if different than Applicant)			
Name: Joyce J Stevens			
Address: 6285 S Eagle Cove Dr			
City: Tucson		State: AZ	Zip: 85747
Telephone # for Applicant: (520)			
Telephone # for Contact: (520) 891-5277			
Email: apostle.jstevens@yahoo.com			
Web Address:			
Note:			

**NOTE: ALL FIELDS MUST BE COMPLETED. AFFIDAVIT MUST BE RETURNED BY MARCH 1, of the current year.**

(A ) EXEMPTION STATUTE:	
501:	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
TYPE OF 501 STATUS:	
Type of Organization:	
MVD Certificate:	YES <input type="checkbox"/> NO <input type="checkbox"/>
<i>Requesting New Property? See Reverse Side.</i>	

[illegible]

STATE OF AZ / PIMA COUNTY

I HEREBY CERTIFY THAT I HAVE READ OVER THE FOREGOING  
FACTS BEFORE SUBSCRIBING MY NAME HERETO AND THAT ALL  
MATTERS HEREIN STATED ARE TRUE TO THE BEST OF MY  
KNOWLEDGE.

x Joyce J. Stevens 6/20/24  
PROPERTY OWNER / AGENT DATE

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Pursuant to A.R.S. §§ 42-11101 through 42-11155

**APPLICANT MAILING ADDRESS:**

Physical: 2568 E. Minor Stravento  
Tucson AZ 85713

<b>(A ) EXEMPTION STATUTE:</b>	
<b>501:</b>	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
<b>TYPE OF 501 STATUS:</b>	
Type of Organization:	
<b>MVD Certificate:</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<i>Requesting New Property? See Reverse Side.</i>	

Applicant Address change		Yes <input type="checkbox"/>	No <input type="checkbox"/>
CONTACT INFORMATION (Address if different than Applicant)			
Name: Joyce J Steven			
Address: 6285 S Eagle Cove Dr			
City: Tucson		State: AZ	Zip: 85747
Telephone # for Applicant: (520)			
Telephone # for Contact: (520) 891-5277			
Email: apostlejjstevens@yahoo.com			
Web Address:			
Note:			

**NOTE: ALL FIELDS MUST BE COMPLETED. AFFIDAVIT MUST BE RETURNED BY MARCH 1, of the current year.**

[illegible]

STATE OF AZ / PIMA COUNTY

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X Joyce J. Stevens 6/20/24  
PROPERTY OWNER / AGENT DATE

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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**New Life Worship Center, Inc.**  
**2568 E. Menor Stravenue Tucson AZ 85713**  
**Mailing: P.O. Box 26712 Tucson AZ 85726**  
**[newlifetucson@gmail.com](mailto:newlifetucson@gmail.com)**  
**(520) 623-0583**

Pima County Board of Supervisors

Re: Chapter 11 42-11109

*Parcel: 130055690*

I am filing an application for property tax exemption after the March 1<sup>st</sup> deadline with the Pima County Assessor's office for the years of 2018-2023.

I respectfully request that on my behalf you waive the exemption deadline per Arizona Statutes Chapter 11 42-11109. I have attached a detailed letter.

Thank you for your consideration.

Sincerely,

*Joyce J. Stevens*

Joyce J Stevens  
New Life Worship Center  
Pastor Emeritus  
[apostlejjstevens@yahoo.com](mailto:apostlejjstevens@yahoo.com)

JUN 28 24 PM 11:48 PC CLK OF BD

*BM*

New Life Worship Center Inventory  
2020

Church Sanctuary

1 3-D Alarm System	\$300.00
100 chairs	\$3,000.00
1 Rhodes Piano	\$1,800.00
1 Set Drums	\$200.00
Plants	\$300.00
Pulpit	\$200.00
sound board/ w speakers/ adapters	\$4,000.00
6 wireless mikes	\$200.00
CP player	\$25.00
Sanctuary Doors	\$500.00
1 HP computer	\$100.00
Room divider large added 2/2017	\$450.00
Water dispenser electric with 5 gallon bottles	\$100.00

Pastoral Office

Computer Desk	\$200.00
Entertainment Center	\$100.00
Fireplace	\$100.00
Bookshelf	\$25.00
Oak Baker's table and 2 chairs	\$200.00
Aquarium	\$50.00
Lounger / Chaise	\$100.00
2 2 drawer file cabinet	\$25.00
Leather office chair	\$100.00
Mirror	\$50.00
Personal books/ Materials	\$500.00
Church Flags for Worship	\$150.00
Pastoral Robes	\$1,000.00
Awards/ Certificates/ Plaques from years of service	\$500.00
Supplies water/ gatorade/mints/teapot/glassware	\$300.00

Administration Office

Finance computer upgrade 2016	\$400.00
HP Wireless printer	\$100.00
Administration computer	\$100.00
Printer	\$100.00

Fax/ Telephone/ charger	\$50.00
1 4 drawer file cabinet	\$50.00
1 2 drawer file cabinet	\$25.00
1 wooden file cabinet large 2 drawer	\$100.00
1 wooden file cabinet smaller 2 drawer	\$50.00
1 duplicator for CD/ DVD with accessories	\$500.00
2 computer desks large	\$200.00
Scanner	\$50.00
Office supplies	\$300.00
Dry erase board x 2	\$50.00
Utility table x 2	\$50.00
1 leather office chair	\$100.00
1 office chair material	\$25.00
Electric adding machine	\$50.00
Projector	\$100.00
Back up HP computer	\$100.00
Classroom #1	
Chairs for children 10	\$50.00
10 folding chairs	\$50.00
children's supplies	\$100.00
Dry erase board	\$50.00
Fan	\$10.00
Portable Heater	\$40.00
Classroom #2	
Folding tables 8	\$100.00
Refrigerator	\$100.00
Supplies/ foods/ water	\$250.00
Dishes/flatware/glassware in storage shed	\$250.00
Supply /stock room	
Copier paper/ stock/envelopes/ office supplies	\$300.00
Hallway	
Baby changing table	\$25.00
	\$18,400.00

New Life Worship Center, Inc.  
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newlifetucson@gmail.com  
(520)623-0583

**NEW LIFE WORSHIP CENTER**  
**2018 INCOME AND EXPENSES**

January	\$7,023.49	\$5,939.76	
February	\$7,491.54	\$7,529.91	
March	\$8,097.89	\$8,121.98	
April	\$13,987.87	\$12,521.41	
May	\$5,671.68	\$6,809.04	
June	\$5,883.37	\$5,955.73	
July	\$5,982.82	\$6,883.15	
August	\$4,695.78	\$4,376.47	
September	\$4,855.05	\$4,051.18	
October	\$6,355.79	\$6,647.43	
November	\$4,532.86	\$4,769.44	
December	\$6,191.20	\$6,163.63	
	\$80,769.34	\$79,769.13	\$1,000.21



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**NEW LIFE WORSHIP CENTER  
INCOME AND EXPENSES**

2019	Total Income	Expenses	
January	\$5,547.98	\$5,477.19	
February	\$7,491.54	\$7,529.91	
March	\$5,902.55	\$5,053.30	
April	\$4,074.09	\$2,697.49	
May	\$4,028.93	\$5,146.76	
June	\$3,722.01	\$4,049.35	
July	\$5,727.36	\$5,725.35	
August	\$4,452.87	\$4,506.22	
September	\$5,424.34	\$4,759.46	
October	\$5,788.41	\$6,011.94	
November	\$4,091.68	\$5,370.31	
December	\$7,077.86	\$4,575.01	
	\$63,329.62	\$60,902.29	\$2,427.33

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**2020**

Monthly Income and Expenses

	<i><b>Income</b></i>	<i><b>Expenses</b></i>	
January	\$4,934.07	\$6,782.69	
February	\$3,951.84	\$4,608.68	
March	\$4,485.49	\$3,987.05	
April	\$4,074.09	\$2,697.49	
May	\$4,159.65	\$3,956.07	
June	\$3,029.45	\$4,118.28	
July	\$4,967.14	\$5,507.85	
August	\$2,241.10	\$2,796.46	
September	\$5,509.94	\$4,841.84	
October	\$2,959.33	\$2,585.18	
November	\$2,646.89	\$3,251.32	
December	\$3,644.07	\$3,429.37	
	\$46,603.06	\$48,562.28	(\$1,959.22) loss

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 520)623-0583

New Life Worship Center, Inc  
 2021 Income and Expenses

	<i>Income</i>	<i>Expenses</i>		
January	\$3,237.25	\$3,450.84		
February	\$2,999.44	\$2,900.65		
March	\$5,877.04	\$4,602.30		
April	\$4,714.64	\$4,538.80		
May	\$4,339.69	\$4,699.89		
June	\$5,930.61	\$7,554.16		
July	\$12,729.51	\$5,918.38		
August	\$4,170.75	\$5,596.88		
September	\$2,801.01	\$2,674.77		
October	\$3,108.66	\$4,349.44		
November	\$3,797.15	\$4,169.02		
December	\$4,205.78	\$4,319.40		
	\$57,911.53	\$54,774.53	profit	\$3,137.00

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	Monthly Balance 2022		Profit/Loss
	Income	Expenses	
January	\$4,031.83	\$4,228.34	(\$196.51)
February	\$3,593.01	\$3,140.50	\$452.51
March	\$4,557.80	\$5,397.93	-840.13
April	\$3,154.01	\$2,931.43	\$222.58
May	\$4,106.70	\$4,326.06	-219.36
June	\$3,004.20	\$3,021.46	-17.26
July	\$2,613.46	\$2,727.22	-113.76
August	\$3,957.22	\$3,804.30	152.92
September	\$2,514.96	\$2,565.01	-50.05
October	\$4,487.50	\$3,941.37	546.13
November	\$3,032.94	\$3,686.69	-653.75
December	\$2,760.73	\$2,584.19	\$176.54
Total	\$41,814.36	\$42,354.50	(540.14)

New Life Worship Center, Inc  
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Tucson, AZ 85713  
(520)623-0583  
newlifetucson@gmail.com

## 2023 Monthly Expenses

### Monthly Income/ Expense Bank Statement 2023

Jan-23	\$3,872.87	\$3,639.40	profit
Feb-23	\$3,467.02	\$3,775.40	loss
March-23	\$4,621.22	\$4,373.24	profit
April-23	\$5,653.37	\$5,780.44	loss
May-23	\$3,941.74	\$4,006.81	loss
June-23	\$2,479.96	\$2,760.56	loss
July-23	\$4,746.59	\$4,196.25	profit
August-23	\$2,503.85	\$2,930.44	loss
September-23	\$3,244.21	\$2,944.71	profit
October-23	\$5,251.97	\$4,994.09	profit
November-23	\$3,422.77	\$3,792.72	loss
December-23	\$3,973.33	\$4,309.30	loss
	\$47,178.90	\$47,503.36	

ARIZONA CORPORATION COMMISSION  
CORPORATIONS DIVISION

Phoenix Address: 1300 West Washington  
Phoenix, Arizona 85007-2929

Tucson Address: 400 West Congress  
Tucson, Arizona 85701-1347

NONPROFIT  
CERTIFICATE OF DISCLOSURE  
A.R.S. Section 10-3202.D.

NEW LIFE WORSHIP CENTER  
EXACT CORPORATE NAME

- A. Has any person serving either by election or appointment as officer, director, trustee, or incorporator in the corporation:
1. Been convicted of a felony involving a transaction in securities, consumer fraud or antitrust in any state or federal jurisdiction within the seven-year period immediately preceding the execution of this Certificate?
  2. Been convicted of a felony, the essential elements of which consisted of fraud, misrepresentation, theft by false pretenses, or restraint of trade or monopoly in any state or federal jurisdiction within the seven-year period immediately preceding the execution of this Certificate?
  3. Been or are subject to an injunction, judgment, decree or permanent order of any state or federal court entered within the seven-year period immediately preceding the execution of this Certificate wherein such injunction, judgment, decree or permanent order:
    - (a) Involved the violation of fraud or registration provisions of the securities laws of that jurisdiction?; or
    - (b) Involved the violation of the consumer fraud laws of that jurisdiction?; or
    - (c) Involved the violation of the antitrust or restraint of trade laws of that jurisdiction?

Yes \_\_\_\_\_ No X

B. IF YES, the following information MUST be attached:

1. Full name and prior name(s) used.
2. Full birth name.
3. Present home address.
4. Prior addresses (for immediate preceding 7-year period).
5. Date and location of birth.
6. Social Security number.
7. The nature and description of each conviction or judicial action, date and location, the court and public agency involved and file or cause number of case.

- C. Has any person serving either by election or appointment as an officer, director, trustee or incorporator of the corporation, served in any such capacity or held such interest in any corporation which has been placed in bankruptcy or receivership or had its charter revoked, or administratively dissolved by any jurisdiction?

Yes \_\_\_\_\_ No X

IF YOUR ANSWER TO THE ABOVE QUESTION IS "YES", YOU MUST ATTACH THE FOLLOWING INFORMATION FOR EACH CORPORATION:

1. Name and address of the corporation.
2. Full name, including alias and address of each person involved.
3. State(s) in which the corporation:
  - (a) Was incorporated.
  - (b) Has transacted business.
4. Dates of corporate operation.
5. A description of the bankruptcy, receivership or charter revocation, including the date, court or agency and the file or cause number of the case.

D. The fiscal year end adopted by the corporation is January 1<sup>st</sup>

Under penalties of law, the undersigned incorporators/officers declare that we have examined this Certificate, including any attachments, and to the best of our knowledge and belief it is true, correct and complete, and hereby declare as indicated above. THE SIGNATURE(S) MUST BE DATED WITHIN THIRTY (30) DAYS OF THE DELIVERY DATE.

BY Joyce Stevens DATE 3/03/03  
TITLE Pastor/President

BY \_\_\_\_\_ DATE \_\_\_\_\_  
TITLE \_\_\_\_\_

BY Arthur W. J. J. J. DATE 3/03/03  
TITLE \_\_\_\_\_

BY \_\_\_\_\_ DATE \_\_\_\_\_  
TITLE \_\_\_\_\_

DOMESTIC CORPORATIONS: ALL INCORPORATORS MUST SIGN THE INITIAL CERTIFICATE OF DISCLOSURE. (If more than four incorporators, please attach remaining signatures on a separate sheet of paper.)

If within sixty days, any person becomes an officer, director, or trustee and the person was not included in this disclosure, the corporation must file an AMENDED certificate signed by all incorporators, or if officers have been elected, by a duly authorized officer.

FOREIGN CORPORATIONS: MUST BE SIGNED BY AT LEAST ONE DULY AUTHORIZED OFFICER OF THE CORPORATION.

CF: 0001 - Non-Profit

Rev: 9/00

20030303 140000

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## ARTICLES OF INCORPORATION

For

New Life Worship Center

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### KNOW ALL MEN BY THESE PRESENTS:

That we the undersigned, residents and citizens of the United States of America, of full age of majority, have for the purpose of forming a nonprofit religious corporation pursuant to the laws of the State of Arizona, for the purposes expressed in ARTICLE III hereof, adopted the following Articles of Incorporation:

#### ARTICLE I

The name of the Corporation is: New Life Worship Center, INC., and its duration is to be perpetual.

#### ARTICLE II

The name of the registered agent and the location and post office address of the cooperation's registered office in the state of Arizona. Joyce J. Stevens, 2120 Avendia El Capitan, Tucson, AZ 85705

#### ARTICLE III

This nonprofit corporation is organized and operated exclusively for religious purposes as within the meaning of section 501(c) (3) of the Internal Revenue Code of 1986, as amended, of the United States of America.

In furtherance of its nonprofit, tax-exempt purposes, the corporation shall have the following powers and authority; however, the corporation shall not be empowered, and is prohibited from, engaging in any activity which is not allowed pursuant to Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, of the United states of America:

- (a) To operate under the name as set forth in ARTICLE I above;
- (b) To employ qualified counsel and other necessary personnel to carry out the purposes of this corporation;
- (c) To adopt and use a corporate seal;
- (d) To earnestly seek and promote the unity of God's people and churches in a Scriptural manner of Godly love, respect and faithful voluntary cooperation with liberty. To

that end, it may associate and cooperate freely with other nonprofit associations, churches and missionary organizations and their branches. It shall operate as a free and independent corporation in accord with its own conscience and the wisdom of God, as the corporation perceives it to be. In every case and in every act and in pursuit of or adoption of any policy or method or in practice or association, the corporation does and shall do so as a free organization, always retaining its sovereignty and independence, and in no case whatsoever as an act of subjection nor precedent of amenability nor as an active or passive or implied affiliation, nor in any way as relinquishing its perpetual legal independence and sovereignty.

(e) To receive tithes, offerings and property by devise or bequest subject to the laws relating to the transfer of property by Will.

(f) To act as Trustee under any trust incidental to the principal objects of the corporation and to receive, hold, administer and expend funds and property subject to such trust.

(g) To take, purchase or otherwise acquire; to own, hold, occupy, use, and enjoy; manage, improve, develop and work; to grant, sell, exchange, let, demise, and otherwise dispose of real estate, buildings, and improvements and every right, interest and estate therein without limit as to the amount thereof and wheresoever the same may be situated; to erect, construct, alter and repair buildings; to assume any and every kind of contract, agreement and obligation by or with any person, firm, corporation or association, or any Federal, State, or other government for the erection, construction, alteration, repair, renewal, equipment, improvement, development, use, enjoyment, leasing, management or control of any buildings, improvements or structures of any kind wherever the same may be situated.

(h) To enter into, make, perform and carry out contracts of every kind for any lawful purpose without limit as to amount and with any person, firm, association, or corporation; to draw, make, accept, endorse, discount, issue, and execute promissory notes, warrants, and other negotiable or transferable interests.

(i) To purchase or otherwise acquire, to own, hold, use and enjoy, to sell, assign and transfer, exchange or otherwise dispose of, deal in or deal with personal property of every kind and description without limit as to the amount thereof and wheresoever the same may be situated.

(j) To borrow and to loan money and to give and to receive evidence of indebtedness and security therefor; to draw, make, accept, endorse, execute and issue promissory notes, warrants and other debentures of the corporation, or otherwise to make guarantees of every kind and secure any or all obligations of the corporation by mortgage, trust deed or otherwise.

(k) By its Board of Trustees to appoint such officers and employees as may be decreed proper; define their authority and duties; fix their compensation; require bonds of such of them as it deems advisable and fix the penalty thereof; dismiss such officers or employees, or any thereof for any good reason and appoint others to fill their places.



(l) To minister sacerdotal functions.

(m) To adopt and assume names in the furtherance of its nonprofit, tax-exempt purposes.

(n) To use any and all media, including but not limited to print, television and radio, in the furtherance of its nonprofit, tax-exempt purposes.

(o) To provide ministry in jails, penitentiaries and other detention or penal facilities.

(p) To provide a local place for christian fellowship for those of like faith and schools for christian education, where the Father God, Jesus, the Son of God, and the Holy Spirit, may be honored according to our full gospel testimony.

(q) To assume our share of the responsibility and the privilege of propagating the Gospel of Jesus Christ by word, music, song and testimony.

(r) To do all other acts necessary or expedient for the administration of the affairs and attainment of the purposes of the corporation and to have and exercise all the powers now or hereafter conferred by the laws of the State.

(s) To exercise such other and incidental powers as may reasonably be necessary to carry out the purposes for which the corporation is established, provided that such incidental powers shall be exercised in a manner consistent with its tax-exempt status as a religious organization as set forth in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, of the United States of America.

(t) The several clauses contained in this **ARTICLE III** shall be construed both as purposes and powers and the statements contained in each clause shall, except where otherwise expressed, be in no wise limited or restricted by reference to or inference from the terms of any other clauses, but shall be regarded as independent purposes and powers. Notwithstanding any provisions of these **Articles of Incorporation**, the corporation shall **NOT** engage in any political activity proscribed by Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, of the United States of America, nor shall any income or assets of the corporation inure to the benefit of any member, private individual or business entity.

#### **ARTICLE IV**

To assure the corporation of its sovereignty and independence and to perpetually protect the organization, all ecclesiastical and legal power and authority relative to the corporation shall be exercised by and in accordance with the new testament church pattern. Thus, under the leadership of the Holy Spirit, the Board of Trustees shall conduct all the business of the corporation and shall be the only voting members of the corporation. The number of Trustees, and their qualifications shall be established in the bylaws of this corporation. The qualifications of members and the manner of their admission shall be fully provided for in the bylaws.

## ARTICLE V

This nonprofit corporation is formed without any purpose of pecuniary profit and shall have no capital stock.

## ARTICLE VI

The private property of the trustees and members shall be non-assessable and shall not be subject to the payment of any corporate debts, nor shall the trustees or members of the corporation become individually or corporately liable or responsible for any debts or liabilities of the corporation.

## ARTICLE VII

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in **ARTICLE III** hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provisions of these articles, the corporation shall not carry on any other activities not permitted to be carried on, (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by a corporation, contributions of which are deductible under Section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

## ARTICLE VIII

Upon dissolution of the corporation for any cause, all of the assets and property, both real and personal, then owned or controlled by this corporation shall revert to and become the property of any charitable institution accorded tax-exempt status under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, of the United States of America, to be designated by the Board of Trustees; provided, however, that the just debts and liabilities of the corporation shall first be paid. Upon dissolution, none of the assets or property of the corporation shall devolve to the benefit of any member, private individual or business entity except as provided above in this **ARTICLE VIII**.

## ARTICLE IX

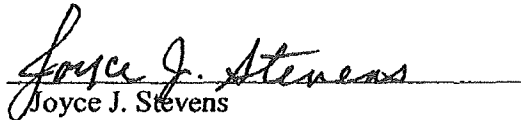
These Articles may be amended at any regular meeting of the Board of Trustees, or at a special meeting called for that purpose, by a two-thirds (2/3rds) majority.

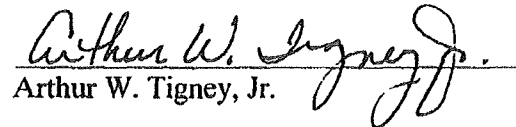
ARTICLE X

The names and mailing addresses of the incorporators are:

Joyce J. Stevens  
2120 Avendia El Capitan  
Tucson, AZ 85705

Arthur W. Tigney, Jr.  
9442 E. Myra Dr.  
Tucson, AZ 86730

  
Joyce J. Stevens

  
Arthur W. Tigney, Jr.

# BY-LAWS

## ARTICLE I – GOVERNMENT

The government shall be vested in the Pastor who the Holy Ghost has made overseer of the flock, set man (Acts 20:28; I Peter 5:1-4).

This Church recognizes the privileges of the communion of fellowship and cooperation in word and spirit of other churches of like precious faith, for the furtherance of the Gospel at home and abroad.

To perpetually protect this local church organization in its ownership and control of its property and in its sovereignty under Christ, all ecclesiastical power and authority relative to this Church and its property shall be exercised by this Church Board of Directors and the decisions thus made are subject to no reversal or amendment by any other ecclesiastical body whatsoever.

Therefore, any action or effort on the part of any members or officers of this local church organization to cause it to become a member of any church organization other than such a fellowship of churches as shall constitutionally guarantee that no member church shall in any way be amenable to that organization is hereby strictly forbidden and any such action shall be a breach against the foundation and intent of this local church organization, and any record made of any such action shall have no binding power upon this Church but shall merely be a record of misconduct of those participating in such action.

### A. DIRECTORS

The affairs of NEW LIFE WORSHIP CENTER shall be guided by the Holy Spirit of God. The Pastor of the Church is authorized to administer final judgment on all matters concerning the organization as a whole; however, all matters will be discussed openly among all of the Directors.

There shall be no less than three (3) and no more than five (5) directors who shall be filled with the Holy Spirit according to Acts 2:4, and shall serve the organization as long as duty is performed consistent with the organization's By-Laws. A Director may resign at any time or be removed with or without cause by the Pastor. Any resignation or removal shall be in writing and shall become a part of the records of the organization. Directors need not be residents of Illinois or members of the Church.

A meeting of the Directors will be held annually. Notice of the time and place of such meeting, signed by the secretary, will be mailed to each Board member at least five (5) days before the date of the meeting. The Pastor shall hold such other meetings as may be necessary from time to time. Only three (3) days notice shall be required for such special meeting. All voting rights as to officers and the Pastor are vested solely in the Directors.

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A majority of the Directors shall constitute a quorum for the transaction of business at any meeting of the Directors. If less than a majority of Directors are present at said meeting, a majority of the Directors present may adjourn the meeting to another time without further notice.

The act of the majority of the Directors present at a meeting at which quorum is present shall be the act of the Directors, providing the majority includes the vote of the Senior Pastor and unless the act of a greater number is required by statute, these By-Laws or the Articles of Incorporation.

Any vacancies of existing Directors or additional Directors to be added to increase the number of Directors shall be filled by appointment of the Pastor. Directors shall not receive any stated salaries for their services, but by resolution of the Directors a fixed sum and expenses of attendance, if any, may be allowed for each regular or special meeting of the Directors, provided that nothing herein contained shall be construed to preclude any Director from serving the Church in any other capacity and receiving reasonable compensation therefore. The Directors together with the Presbytery may, by resolution, adopt numerical limitations as to members that are not inconsistent with these By-Laws.

## **B. OFFICERS – QUALIFICATIONS AND DUTIES**

### **1) Pastor (Set Man)**

- a) **Qualifications:** The Pastor shall be a person of mature experience, spiritually endowed and possessed of abilities commensurate with his office (I Timothy 3:1-7; Titus 1:5-9; I Peter 5:1-4).
- b) **Duties:** The pastor shall be considered the spiritual overseer of the church and shall direct all of its activities. He shall provide for the various services of the church, and arrange for all special meetings, conventions or revival campaigns. No person shall be invited to speak or preach in the church or any of its departments without his approval. He shall administer the ordinances of the church and perform all other functions pertinent to his office. It shall be his responsibility to assign portfolios to all officers. As President of the corporation, he shall serve as chairman of all the business meetings of the church and of the Church Board, Board of Advisors, Board of Deacons, and Board of Directors, execute all deeds and documents as approved by the Church Board and shall be an ex officio member of all departments and committees. No church or board meetings shall be held in his absence without his prior approval.
- c) The pastor is required by God to feed the flock (John 21:15-17), to take the oversight of the Church (I Peter 5:2-3). The Pastor shall act as Chairman at the business meeting of the Church and the Board of Directors and shall be ex-officio member of all committees or departments, shall provide for the services of the Body and shall arrange for all special meetings, conventions, crusades or revival campaigns (Acts 21:17-18, 15:13-21). No person shall be invited to preach or speak in the church without the Pastor's approval; the Pastor (presiding chairman) alone can call a special meeting, as long as his life is in harmony with the scriptures and as long as he faithfully fulfills his office according to God's Word (Acts 6:2). The Pastor has the power to appoint any Church Officer to act as Chairman of the Board Meeting and Church business

meeting in the event of his absence. The Pastor shall have the authority to appoint any person to all scriptural positions of authority within NEW LIFE WORSHIP CENTER. The Pastor shall be the executive head of the church and the president of the Board of Directors and his tenure of office shall be indefinite. He shall be in charge of the business and affairs of the corporation and shall see that the resolutions and directives of the Board of Directors are carried into effect except in those instances in which that responsibility is assigned to some other person by the Board of Directors; and in general, shall discharge all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors. He shall preside at all meetings of the Board of Directors.

In his absence, the Associate Pastor or Vice-Chairman of the Presbytery shall act in his place on the performance of such as may be necessary to carry on the work of the church. In the event of death, resignation or inability of the Pastor to fulfill his duties, the Presbytery shall report the fact to the church and follow with the Kinship Presbytery the method of Pastoral Replacement in Article III of the By-Laws.

## **2) Associate Pastor(s)**

- a) Qualifications: He shall have the same qualifications as those of the Pastor.
- b) Duties: He shall assist the pastor in the various services of the church, in the administration of the ordinances, and in the discipline of the church member and those in covenant fellowship. He shall perform all other duties as assigned by the pastor. In the absence of the pastor, the ministerial staff shall act in his stead.
- c) Appointment: The ministerial staff shall be appointed by the Pastor and shall be ratified by the Church Board. Vacancies as they occur shall be filled in the same manner.

## **3) Deacons**

- a) Qualifications: Deacons shall be composed of persons who meet the spiritual qualifications as given in Acts 6; 3; & I Timothy 3:8-13.
- b) Duties: Deacons shall assist in the administration of the ordinances, such as the serving of communion, and in the discipline of the Church, such as in ushering duties. They shall visit the sick, the aged and the poor, and those members who have absented themselves from the regular services of the Church. They shall also visit those who come to visit the Church. Deacons shall assist in the maintenance of the Church building and grounds, and in general shall be responsible for attending and serving those duties both in the natural and spiritual realms as requested by the Pastor. They shall help oversee the help ministries of the church.
- c) Appointment: Deacons shall be appointed by the Pastor and ratified by the Presbytery. They shall have a life term unless their area of services is terminated or they resign or are disqualified, or they are promoted into eldership. Vacancies, as they occur, shall be filled in the same manner.

- d) Replacement: Any member of the Deaconate, Leadership Council or Ministries, may voluntarily resign or be removed by the Presbytery whenever, in their judgment, the scriptural standard or best interests of the congregation will be served thereby. A vacancy in any offices of the Deaconate, Leadership Council or Ministries because of death, resignation, removal for disqualification or otherwise, shall then be replaced by the Presbytery.

#### **4) Secretary**

- a) Qualifications: The Secretary shall be a person possessed of mature judgment, Christian character, and with abilities to perform such clerical duties as the office requires.
- b) Duties: The Secretary shall keep the minutes of all the annual and special business meetings of the Church, the church Board, the Board of Advisors and of any other meetings of church councils, boards, and committees when requested by the Pastor. He shall maintain a register of the Church membership, serve as corresponding secretary, under the direction of the Pastor, and perform any other clerical work necessary to the proper discharge of his duties. He shall be the custodian of all legal documents and be in possession of the corporate seal of the Church. He shall sign for the church any and all necessary legal papers. When a new secretary is selected, all papers and documents shall be transferred to him by his predecessor.
- c) Appointment: The Secretary shall be appointed by the President from among the membership of the congregation.

#### **5) The Treasurer**

- a) Qualifications: The Treasurer shall be a person possessing mature judgment, of Christian character, and with abilities to perform the duties required of the office.
- b) Duties: The Treasurer shall be entrusted with all the finances of the Church. The treasurers of the various departments and groups shall deposit with him all moneys received. He shall deposit all funds committed to his keeping in such banks as the Church Board may designate in the name of the Church, and disburse the same as authorized by the Pastor and Church Board. The Treasurer shall sign all checks which shall also be countersigned by either the President of the Church Board or the Secretary. The Treasurer shall keep a true and accurate record of all moneys received and disbursed and render an itemized report of his accounts at the annual business meeting of the Church and at the regular monthly meeting of the Church Board and at such times as may be requested by the Pastor and/or the Church Board. These accounts shall be audited every other year under the direction of the Pastor and the Church Board by an outside auditor (Acts 6:1-4; I Timothy 3:8-13).
- c) Appointment: The Treasurer shall be appointed by the President from among the membership of the congregation.

## **6) Overseers of the Tabernacle/ Trustees**

- a) **Qualifications:** The Overseer/Trustee shall be a person possessed of mature judgment, of Christian character, and with abilities to perform the duties required of his office.
- b) **Duties:** The Overseers/Board of Trustees shall act as the custodian of the property of the Church and shall take all necessary measures for its protection and management, including adequate insurance. The Overseers/Trustees shall be directly responsible to the Church for repairs and replacements from time to time as the need may require. They shall advise with the Pastor in the engagement of a suitable person(s) to oversee and maintain the Church property in a clean and suitable condition. They shall provide adequate supplies and equipment to care for the property of the Church so that it may serve the purpose intended. They are permitted to buy, sell, lease, or otherwise deal in real and personal property being trust property in the name of the congregation. They shall hold trust property and manage trust funds in trust for the congregation. They are able to sell, mortgage, charge or pledge trust property as affirmed by a three fifth majority of the voting church members present at meeting of the church held to approve such sale, mortgage, charge or pledge.

The Pastor, by virtue of his position as the overseer of the flock, shall be Chairman. At the first business meeting of the Overseers/Trustees who will faithfully keep all records of business transactions by the Overseers/Trustees. The Overseers/Trustees are a group of men to counsel with the Pastor and the Church. In the event the Pastor, who is Chairman, is absent from the city and it becomes necessary to have a special or regular Board meeting, the Pastor shall delegate authority to the Vice-Chairman to conduct such a meeting, or authorize the Assistant Pastor to conduct the meeting. The business discussed by the Board shall not be given out by members of the Overseers/Trustees. Only such items as are to be passed on by the assembly shall be given out and then this should be done by the Pastor or Secretary of the Overseer/Trustees at the assembly business meeting.

- c) **Appointment:** The Overseers/Trustees of the Church shall be no less than five (5) and no more than nine (9) in number. The Pastor is one of the Overseers/Trustees and the remaining Overseers/Trustees shall be recommended by the Pastor, ratified by the Board of Directors, and ratified by the remaining Overseers/Trustees.

## **7) Other Eligibility Requirements**

- a) **Preferably, and insofar as possible, all offices shall be filled by members who have been baptized in the Spirit which may be accompanied with the evidence of speaking in tongues.**



- b) All office holders shall have been members of this church or membership with the church for at least one year with the exception of the Pastor who shall be automatically a member upon assuming the leadership of the church.

### **C) PRESBYTERY (ELDERS)**

- 1) Qualifications: A Presbytery shall be made up of such qualified men/ministers as the Pastor shall appoint to serve on such Board. They will be an extension of the Pastor in the spiritual guidance of the Church.
  - a) Elders must qualify in accordance to I Timothy 3:1-7; Titus 1:5-9; I Corinthians 6:19-20, 10:33; II Corinthians 6:17 and is in the book of Acts 13:2, "...after much prayer and seeking of guidance from God..." the Elders shall be appointed by the Pastor. If a vacancy occurs on the Presbytery, it shall be filled by appointment by the Pastor.
  - b) They must be involved in the full time ministerial duties. They shall assist the Pastor who is the "Chief Elder" in all spiritual matters concerning the oversight of the church (Acts 20:17, 28, 35); to visit the sick and pray for them (James 5:14-15); and shall conduct and perform the routine business and administration of the church.
  - c) Each Elder shall be given by the Pastor a specific portfolio of responsibility to be carried out by each Elder. The Elder shall be accountable to the Pastor for his work under such portfolio.
  - d) It shall be the duty of the Presbytery to assist the Pastor in the oversight of the church with respect to the vision, counseling, nurturing, equipping, and service. The Elders shall be called representatives of the DOMA that will serve as a check and balance system for the Pastor. The Presbytery is called of God to perfect the saints; the setting and ordering of the lives of the body with respect to their individual callings and position in the body. They edify, comfort and encourage the congregation based upon their individual ministry calling. Through the ministry of the Presbytery, they equip the saints to do the work of the ministry. The Presbytery judges all spiritual manifestations and administers all disciplinary actions of the church.
- 2) Duties: The overall spiritual oversight of the Church shall be implemented by the Elder under the direction of the Pastor. They shall be available to assist the Pastor and serve the congregation in any of the multiple tasks which comprise spiritual oversight and ministry of the Church; said tasks to be assigned by the Pastor and representing an extension of the Pastor's own spiritual responsibilities.
  - a) The Presbytery shall meet at any time deemed necessary by the Pastor or by a majority of the Presbytery members requesting such a meeting. Due notice shall be given to each member of the Presbytery either by public announcement in the Church or notification by the Presbytery Secretary.
  - b) The Presbytery of NEW LIFE WORSHIP CENTER is expected to serve faithfully in their respective responsibilities. They must seek to be examples to the flock in worship, attendance, purity, love, unity, loyalty, generous giving and all other spiritual virtues.
  - c) Elders shall serve in an advisory capacity with the Pastor in all matters pertaining to the church in its spiritual life. They are not a legislative body, but are for counsel and mutual assistance in the administration of spiritual affairs of the fellowship. They shall act in the administration of the discipline of the fellowship.

- d) The Pastor may place certain families under the care and oversight of the Elders. They shall visit and pray for the family under their oversight.
- e) The Elders shall serve on the NEW LIFE WORSHIP Center's Presbytery if appointed thereto by the Pastor and attend all monthly and special meetings. He shall further dedicate daily time to prayer and Bible Study.
- f) Elders can exercise the power and business of the congregation; to apply to the proper authorities for permission to carry on the business of the congregation wherever they may be suited; to appoint an attorney to do any acts and execute any documents for or on behalf of the church; to manage and control gifts, legacies and beneficiaries of any kind; to manage and control investments; to meet any costs, expenses and liabilities and beneficiaries of any kind; to manage and control investments; to meet any costs, expenses and liabilities from such funds as may be needed by the church; to insure, build, repair and maintain property; to employ such staff as may be required in the functioning of the church and to discuss such staff with respect to review, instruction and maintenance; to properly attend to accounts, audit, and to keep records of all payment; and to call for the General Assemble of the church for meetings.
- g) An Elder's spouse shall consider them self as a part of their spouse's ministry and shall be in loving submission to the church leadership.
- h) Appointment: Any vacancies occurring in the Presbytery or any Elders to be added by reason of an increase in the number of Elders shall be filled by appointment of the Pastor. However, the Pastor shall present to the church from the pulpit the name or names of the individuals to be selected as Elders and shall allow those who object to the named individual to be given an opportunity to present to the Pastor, in writing, such objections and to be willing to sit down with the Pastor, the presbytery and the candidate to discuss the candidacy. This announcement shall be made 30 days before the proposed appointment with all objections to be made in writing within 14 days of the announcement.
- i) Replacement: Elders upon qualification can be removed by the Senior Minister, a quorum of the Presbytery, plus an agreement from the Kinship Presbytery; then brought before the Leadership Council and then presented to the congregation.

#### **D) LEVITICAL ORDER MINISTRY**

A person may become a member of this order through an appointment by the Pastor after meeting the qualifications and subscribing to the following vows:

- 1) Chastity.
- 2) Obedience to God in all things and to the local Presbytery in respect to the duties of their ministry.
- 3) Recognition of the high call of their office and its scriptural significance.
- 4) Devotion to service in the performance of the duties of their ministry. Membership in this order may be dissolved by termination of ministry, personal request or by the Pastor.
- 5) **Membership in this order must conform to the following rules of the order:**
  - a) All members of this order must be in covenant fellowship with this church or a church of like faith which is approved by the Pastor.
  - b) All members must be at least twenty (20) years of age before making their profession of membership into the order.

- c) All members will be commissioned and are authorized to teach the gospel as well as to assist ordained ministry in baptism, marriages and administering the sacraments of the church, in addition to any other duties assigned them as members of the order.
- d) All members must be persons of mature Christian character who are known for his/her devotion.
- e) Completion of a probationary period of not less than 90 days or more than one year.
- f) No employment outside the order shall be allowed that will interfere with the duties of the Levitical order.

## **ARTICLE 2- MEMBERSHIP/FELLOWSHIP**

A person is eligible for membership/fellowship in this Church who gives evidence of his faith in the Lord Jesus Christ, who voluntarily subscribes to the Statement of Fundamental Truths and who agrees to be governed by its By-Laws as herein set forth.

NEW LIFE WORSHIP CENTER is a fellowship of believers participating in the labors of the Holy Spirit in this community. Union in this fellowship results when a believer understands and acknowledges the Principles of Fellowship and purposes to submit his/her life to the working of the Holy Spirit through the local body.

### **A. COMMITMENT OF FELLOWSHIP**

In support to the fellowship bond, each believer attending NEW LIFE WORSHIP CENTER is invited to sign the following Commitment to Fellowship:

With the understanding that the wisdom of God's Word instructs me to be united in continuing fellowship with that portion of Christ's global flock to which the Holy Spirit directs me in my local community, I have committed myself to worship, walk, pray, and serve with the body of believers who meet together at the NEW LIFE WORSHIP CENTER of Tucson, Arizona.

Together with them I acknowledge that I have received the Lord Jesus Christ as my Savior and I honor him as Lord of the whole church. In uniting with them, I declare that I trust the Holy Spirit to refine and lead us forward and I commit myself as a fellow worshiper of the Most Holy God, our Eternal Father, upon whose glory and power we depend to bring us unto the fulfillment of his own purpose in us all - both as a congregation, and as individual believers growing in His word and will (I Corinthians 16:15-16; Hebrews 10:23-25; Matthew 16:13-19; Ephesians 1:15-23, 2:19-22, 3:8-11, 4:11-16; I Peter 5:1-11).

In response to those who make this commitment, the pastoral leadership will make the following affirmation:

This is to affirm that on behalf of the pastoral leadership of NEW LIFE WORSHIP CENTER of Tucson, Arizona this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, the right hand of fellowship was extended to \_\_\_\_\_, in acknowledgment of their declared submission to the life of this congregation according to the leading of the Holy

Spirit in their own life, and with this declare the mutual acknowledgment of our acceptance of the spiritual oversight of their soul and our commitment to faithfully serve them as pastoral under-shepherds among the flock of God.

#### **B. THE STANDARDS OF MEMBERSHIP/FELLOWSHIP**

The standard of membership/fellowship of this Church shall be:

- 1) Evidence of a genuine experience of regeneration and new birth (John 1:12-14, 3:3-8; and I Peter 1:23-25).
- 2) Evidence of a consistent Christian life (Romans 6:4, 8:1-4, 13:13-14; Ephesians 4:1-2, 15, & 17-32, 5:1, 2, & 15; and I John 1:6 & 7).
- 3) Baptism in water by immersion (Matthew 28:19-20; Acts 10:47-48; Romans 6:3-12; Colossians 2:11-12).
- 4) Full subscription to the tenets of faith as set forth in the By-Laws adopted by the Church.
- 5) Willingness to contribute regularly to the support of the Church according to his or her ability through tithes & offerings (Malachi 3:10; Matthew 23:23; Hebrews 7:4-9).
- 6) Support the Church with regular attendance at services (Hebrews 10:25).
- 7) Acknowledgment of desired membership to presbytery in public forum.
- 8) Completion of New Member's Classes.

#### **C. RECEPTION OF MEMBERS/THOSE IN FELLOWSHIP**

Persons desiring to become members/in fellowship with the Church shall make the fact known to the Pastor, who shall examine the applicant according to the Principles of Fellowship.

Any person professing faith in the Lord Jesus Christ as his personal Savior and giving evidence of having been born again and evidence of water baptism, having completed the newcomer classes, by making a request to the Pastor or Directors and upon their recommendation, acquire membership/fellowship in this Church in the following manner:

- 1) By statement of faith.
- 2) By letter providing the candidate has been baptized by immersion in the Lord's name.

The Pastor shall present the names of those who apply for membership/fellowship, to the Presbytery, who shall act upon said recommendation. All persons who shall meet the membership/fellowship requirement and have been passed on favorable shall be received into the Church publicly at any of the regular services and their names inscribed on the roster.

#### **D. TYPES OF MEMBERSHIP**

Membership shall be limited to those who fulfill the above requirements and have expressed their desire for membership and a willingness to co-operate with the vision of the church. There shall be four classes of membership of this church:

- 1) **Active members.**
- 2) **Associate Members** (who are temporarily in other locations, but desire to maintain membership)

- 3) **Covenant Members** (individuals sent to this body from other assemblies, or temporarily located here, for training and nurturing).
- 4) **Juniors**, who are under the age of 18 years. At age 18, juniors must complete qualifications under Section I before becoming active members.

Membership may be denied/or re-examined if the individual fails to complete all qualifications of membership or if the Presbytery decides that this individual would be or has become detrimental to the church.

#### **E. PROHIBITED CONDUCT OF MEMBERS/THOSE IN COVENANT FELLOWSHIP**

Any member or those who are in covenant fellowship with the church found guilty of any of the following offenses shall be subject to removal from the Church Membership / Fellowship:

- 1) Living any kind of sexually immoral lifestyle (Romans 1:21-32; I Corinthians 5:1-5, 9-13; Galatians 5:16-21; Ephesians 5:1-12; I Thessalonians 4:1-7).
- 2) Persisting in believing or propagating some pernicious, false, contrary to doctrine (Romans 16:17-18; I Timothy 4:1; II Timothy 4:3-4; Titus 3:10-11; II Peter 2:1-3). Or involvement in any form of heathen or occult practices (Deuteronomy 18:9-14; Acts 19:18-19; Galatians 5:20; Revelation 21:8). Or in any way sowing discord among the brethren (Proverbs 6:16-19; I Corinthians 1:10, 12:25; Galatians 5:20-21; Ephesians 4:2-3).
- 3) Touching, associating and/or being involved in any way with the sinful worldly habits, vices, amusements, such as possessing or using: alcoholic beverages and tobacco (Proverbs 23:19-32; I Corinthians 6:19); gambling (covetous) and the use of traditional playing cards (Exodus 20:17; Romans 14:21); non-prescription narcotics and illegal drugs or substances including marijuana (Romans 6:12-16; Galatians 5:1); participating in oath bound secret societies (Hosea 10:4; Matthew 5:34-37); social dancing of any type (II Corinthians 6:17-7:1; Galatians 5:13, 19, & 24); reading of literature, listening to or viewing video of theatrical productions that promote attitudes, values or conduct contrary to God's Word (Luke 11:34-36; I Thessalonians 4:7).
- 4) Wearing apparel which is revealing, form-fitting or sensual (I Tim 2:9-10, 4:11-12).
- 5) Repeated offenses of civil laws (Ecclesiastes 8:2-4, Romans 13:1-7, I Peter 23-17)

#### **F. VOTING**

In the New Testament church, decisions and directions were sought through prayer and fasting with a confirmation in the hearts manifested by oneness in spirit, unity in purpose and singleness of heart. However, members of this church shall have voting privileges only in the following areas:

- 1) Confirmation of major building construction and/or extensions
- 2) Purchase of lands and property
- 3) Disposition of funds in the event of dissolution of the congregation

Active members in good standing have the privilege of information of the church records at the church meetings. Voting church members are adults of 18 years of age and above and have attended services of the church over three months shall have voting rights. Voting members shall be entitled to one voter at any of the general or special meetings of the local church provided such vote shall be made in person. The presbytery shall maintain and keep record of voting eligibility

#### **G. DISCIPLINE**

- 1) This church is committed to Biblical discipline in order to prepare a spotless bride for the Lord Jesus Christ's return, to maintain holiness as a way of life, to restore the sinning person to a right relationship with the Lord, and to expose sin so that it will not become a polluting influence in the rest of the church (Ephesians 5:11; I Peter 1:15-16; I Corinthians 5:6-7; Joshua 7:1-26).
- 2) Divisive persons shall be confronted according to the pattern outlined in Titus 3:9-11. At least two elders or those, whom they designate, shall meet with the divisive person and warn him/her to repent. If the person does not repent, at least two elders, or those whom they designate, shall meet with him/her again and warn them a second time. If the person still refuses to repent of his/her sin divisiveness, the Presbytery at either regular or special meeting may excommunicate him/her (Romans 16:17-19).
- 3) If a believer observes a sin in another believer's life, he is to confront the person according to the pattern outlined in Matthew 18:15-17, by first going to him/her in private. If the sinning person does not listen and repent, the believer is to take one or two other believers and confront him/her again. If he/she stays unrepentant, he/she shall be brought before the Presbytery. The Presbytery shall do everything necessary to restore the sinning brother/sister. If after everything has been done Biblically to restore the sinning brother/sister and the person refuses to repent, then the Presbytery shall excommunicate him/her at a regular or special meeting.
- 4) All believers are encouraged to consult with one of the elders when confronting another believer about sin in his/her life (Matthew 18:15-17). In both the above cases, the elder shall determine the appropriate time between steps and everyone involved shall, to the best of their ability, carry out this discipline in the spirit of love, humility, and meekness (Galatians 6:1-2).
- 5) In the event of a serious difference arising between members of the assembly, and if reconciliation cannot be effected by the parties involved, they shall have the right to appeal to the Presbytery. No charges of misconduct shall be considered by the Presbytery unless they are made in writing. When formal charges have been laid against a member, and the Pastor decides that disciplinary action must be taken, the member so charged shall be advised in writing and a date set for a hearing before the Presbytery in the presence of the one laying the charge, at which time the evidence shall be considered and a verdict shall be determined by secret ballot. If guilt is established and contrition, sorrow, and repentance are not evident on the part of the offender, suspension of membership shall be considered as disciplinary action. However, unless his attendance at Church would be cause for scandal, he should be permitted to attend church services in the hope that he would be reconciled to the

Lord. Every effort shall be made to restore such a one to membership upon evidence of repentance (Matthew 18:15-17, & 35).

#### **H. TERMINATION OF MEMBERSHIP/FELLOWSHIP**

- 1) Revision of Membership/Fellowship Roll The Pastor and Board of Directors shall be authorized to revise the membership roll of the corporation and the Pastor and Presbytery shall be authorized to revise the membership/fellowship roll of the church at least once a year, and to remove from the list of active members/ those in fellowship under the following categories:
  - a) Issuance of Letter of Transfer.
  - b) Voluntary withdrawal from membership.
  - c) Deceased during the year.
  - d) Propagation of doctrines and practices contrary to the Tenets of Faith which cause discord, dissension and division in the Church (Romans 16:17 & 18; Galatians 1:8 & 9; Titus 3:9-11; II Thessalonians 3:6).
  - e) Those who are living in sin and whose lives are inconsistent with Biblical standards of holiness (I Corinthians 5:11; Galatians 5:19-21; Hebrews 12:14).
  - f) Those under discipline.
  - g) Those who have not contributed regularly to the financial support of the Church within their ability.
  - h) The Church may also terminate the membership/fellowship of any individual who is absent from the Church services for a period of three (3) months without reasonable excuse.
  - i) Any member/one in fellowship absent from the services without reasonable excuse for a period of three (3) months shall be place upon the inactive roll.
  - j) It is understood that those whose membership/fellowship is terminated for bad reasons (4-8); the purpose is to discipline them and to win them back, not to condemn them and forget them (I Corinthians 5:1-2; II Corinthians 2:6-11).
- 2) Procedure to determine capability under sub-points 4 and 5 of point a) shall follow that outline under Discipline.
- 3) Any person who may have been terminated as a Church member/one in fellowship shall be notified of this action in writing by the Church Secretary and shall have the right to appeal to the Presbytery for reconsideration of said action.
- 4) The Presbytery may restore to membership/fellowship any person previously excluded, upon request of the exclusion of the excluded person, and upon evidence of the excluded person's repentance and reformation. This should be done in the Spirit of forgiveness and love.

## **I. DUTY OF CHURCH MEMBERS/THOSE IN FELLOWSHIP**

- 1) To contribute financially for the support of the Church and its ministries in tithes and offerings in accordance with the Scriptures as God may prosper them, for the support of its various missionary work, home and foreign.
- 2) By a Godly and Christian life each member/one in fellowship shall cooperate with the Church, its Pastor, Directors and Deacons in their various efforts to attain to a scriptural church life.
- 3) Members/Those in fellowship shall regularly attend all Church services, and special meetings as called by the Pastor.
- 4) The duties of the members to themselves are: the acquisition of a scriptural knowledge, constant progress in spirituality, and consistency of external conduct.
- 5) Each member/one in fellowship must consent to be in subjection to Church discipline and order as directed in a Scriptural manner by the Pastor and Presbytery. It is the duty of the members/those in fellowship to honor and esteem their Pastor; to pray for him fervently and daily; to attend constantly upon his ministration; to manifest a tender regard for his reputation. He shall publicly be referred to as Pastor.
- 6) It is the duty of each member/one in fellowship to cultivate and cherish brotherly love for all members of the Body of Christ.
- 7) It shall be understood that matters discussed among the membership/fellowship shall remain confidential within the membership/fellowship.
- 8) Membership/Fellowship in the local church shall terminate by voluntary transfer of membership to another church. It shall also terminate by excommunication of an unruly member according to Matthew 18:15-17.
- 9) Membership/fellowship certificates of the church shall be required.

## **Article 3 - Statement of Continuing Support**

The members and officers of NEW LIFE WORSHIP CENTER shall be governed by and subject to the policies and vision of Joyce J. Stevens affirming and supporting the God-given ministry given unto Joyce J. Stevens as founder of NEW LIFE WORSHIP CENTER in accordance with the Word of God. In regard thereto, it shall be ever understood that Joyce J. Stevens shall be a voting member for life, President of the Board of Directors for life, and Pastor of NEW LIFE WORSHIP CENTER for life. Any attempt by the Board members or officers to remove Joyce J. Stevens as a voting member, President of the Board of Directors, or as Pastor shall be void. However, the rights of the Kinship Presbytery as to Pastoral replacement shall not be affected by the foregoing statement. This Statement of Support is not adopted to in any way limit the normal function of any Board member or officer of NEW LIFE WORSHIP CENTER but to point out that Joyce J. Stevens is the Shepherd of NEW LIFE WORSHIP CENTER and that NEW LIFE WORSHIP CENTER shall be operated under the special God-given ministry and vision of



Joyce J. Stevens in accordance with the Word of God. Upon the retirement of Joyce J. Stevens as Pastor, she shall appoint her successor.

## **ARTICLE 4 - MEETINGS**

### **Section 1 - Regular Meetings**

The church shall appoint services for public worship on each Lord's Day and such other meetings as may be deemed profitable and necessary.

### **Section 2 - Annual Meeting**

The annual meeting and installation of officers shall be held on a day in January of each year. It shall be the duty of all officers and heads of departments to make full and complete reports of the years' activities at this meeting. Also, at this meeting, the officers for the coming year shall be installed.

### **Section 3 - Special Meetings**

Special meetings may be called by the Pastor of the Church or, in his absence, resignation or inability to act, the Vice-Chairman of the Board of Directors shall call such meetings on the request of a majority of the Board of Directors members, and the notice of such meetings be publicly given in the Church on the Lord's Day proceeding. Any so called meeting of this Church shall constitute a meeting capable of dealing with current items of business relative to the operation of the Church.

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

Written notice of the date and place of the Annual Meeting and of any Special Meeting shall be sent by regular mail to all active members at least two (2) days prior to the meeting.

### **Section 5 - Quorum**

Those in attendance upon any regular or special meeting called for the transaction of business shall constitute a Quorum.

### **Section 6 - Order of Business**

- A. **Pastoral Report-** The Pastoral Report shall be a "State of the Church" address.
- B. **Ministry Report-** The Ministry Report shall present the functions of the various ministries.
- C. **Financial Report-** The Financial Report shall present summary information about the financial affairs of NEW LIFE WORSHIP CENTER

## **ARTICLE 5 - CARE OF PASTOR'S FAMILIES**

The Presbytery shall have the authority to set standards of care for the families of the Pastor and Associate Pastor(s) in the event that the Pastor or Associate Pastor(s) shall die while in

these positions in the Church. They shall have the right to establish an insurance program as well as an established salary schedule for the care of the family for a period of no longer than nine (9) months after the death of the Associate Pastor(s) and no longer than eighteen (18) months after the death of the Senior Pastor.

Further, appropriate retirement should be established for those who have done the work of the Lord (Numbers 18:2-3) and who have charge of the tabernacle (Numbers 8:23-26). The retirement shall be sure to cover the Pastors who have labored faithfully in the fields and cared for the flock (I Corinthians 9:7-14). One who has given all for the kingdom should be cared for and not end up as Proverbs 21:20. This church will not let that happen to their Pastors (Deuteronomy 12:19, 14:29).

#### **ARTICLE 6 - QUOTA**

In order to conduct any business meeting, it shall be necessary for any amount of those in fellowship to be present as long as adequate notice of the meeting was given.

#### **ARTICLE 7 - RULES OF ORDER**

The Holy Bible shall govern all business meetings of the Church as to matters not concerned by this Constitution or By-Laws.

#### **ARTICLE 8 - ORDINATION**

All candidates for ordination must be of the necessary experience and qualifications, and shall have demonstrated their ability to undertake the responsibilities of the Full Gospel ministry. No minister shall be ordained until he shall have been engaged in the active work of the ministry, exhibiting a teachable spirit. Credentials shall be valid only when sealed by the Church Seal, and shall be renewed annually.

Ordination shall be in order for local ministries within the fellowship as a means of establishment, under girding, and as a display of support. No credentials are issued. This type of ordination serves only to recognize the calling to labor within the Church. The Pastor and Presbytery shall establish various offices for ministers who shall minister in the church and congregation:

- A. Ordained Gospel Ministers - those called and anointed of God to minister to the Body of Christ as recognized and confirmed by the public laying on of hands by the presbytery.
- B. Licensed Gospel Ministers - Those called and anointed of God to minister to the Body of Christ who are in training under the authority of those who have been ordained.
- C. Commissioned Gospel Ministers - those who have recognized the call and anointing of God on their lives but who have just entered into the ministry and will, if such anointing and call is confirmed, work their way to licensing and ordination.

- D. Commissioned Levitical Order Ministers - those who work in the church as members of the Levitical order in a ministry to God and whose ministry as such is recognized by the Pastor.
- E. Members of the Five Fold Ministry - those who have a recognized and confirmed call of God to fulfill the commission of Ephesians 4:8-16 and therefore are sent out to the Body of Christ from the church.

NEW LIFE WORSHIP CENTER shall have authority to examine all candidates. An application shall be filled out properly and to the prescribed person. A confidential questionnaire may also be required. Each candidate may be required to take a written examination. Each candidate may be requested to appear in person before a prescribed committee to respond to any matter relating to the ministry.

Credentials may be terminated by the removal of the minister from the authority of this fellowship or by discipline as set forth with regard to those in fellowship.

## **ARTICLE 9 - DEPARTMENTS / COMMITTEES**

The Pastor and the Board of Directors shall have the authority to establish committees, home and foreign missionary committees, or any other departments, committees, or boards, as the needs of the work may require. These boards, committees and departments shall be subordinate to the Membership and shall contribute to the harmony and development of the whole. They shall be under the general supervision of the Presbytery. The Pastor and Board of Directors shall create or dissolve as many ministries or departments as they deem necessary for the ministry of the Church.

## **ARTICLE 10- FINANCES**

Funds for the maintenance of the Church shall be provided by the voluntary contributions, tithes and offerings, of the members and friends of the Church. Offerings shall be accepted by the Board of Directors at such times and such ways as directed by the Senior Pastor and shall be administered by the Treasurer of the Church. The Treasurer at all times shall maintain records evidencing the property owned by the Church and its disbursements, as well as provide that the records shall always be open for inspection by any of the Board members. Since the organization is a non-profit corporation, any and all contributions by the Church shall be secured as deductible by any of its members via the Church through whatever action the Church would need to take to seek such approval from the Internal Revenue Service.

The Pastor and any and all ministerial staff which shall be appointed or elected to those positions shall be qualified to receive from the Church salaries, house allowances, auto expenses and clothes cleaning expense as established by the Board of Directors.

The Board of Directors shall establish an annual budget. The annual budget shall be presented at the annual business meeting. Each committee and ministry will conduct its own financial affairs. No department shall obligate itself in any indebtedness without the Board of Director's approval. Any major appropriation of Church finances shall be approved by the Board of Directors.

## **ARTICLE 11 - CONTRACTS, CHECKS, DEPOSITS AND FUNDS**

### **A. CONTRACTS**

The board of directors may authorize any office or officers, agent or agents of the corporation, in addition to the officers so authorized by these By-Laws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation and such authority may be general or confined to specific instances.

### **B. CHECKS, DRAFTS, ETC.**

All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the corporation, shall be signed by such officer or officers, agent or agents of the corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors.

### **C. DEPOSITS**

All funds of the corporation shall be deposited from time to time to the credit of the corporation in such banks, trust companies, or other depositories as the Board of Directors may select.

### **D. GIFTS**

The Board of Directors may accept on behalf of the corporation any contribution, gift, bequest or devise for the general purposes or for any special purpose of the corporation.

## **ARTICLE 12 - BOOKS AND RECORDS**

The corporation shall keep correct and complete records of account and shall also keep minutes of the proceedings of its Board of Directors, and committees having any of the Authority of the Board of Directors. All books and records of the corporation may be inspected by any Board member, or his agent or attorney for any proper purpose at any reasonable time.

## **ARTICLE 13 - FISCAL YEAR**

The fiscal year of the Church shall begin on January 1 and shall end on December 31 of each year.

## **ARTICLE 14 - OFFICES**

The Church shall maintain in the State of Arizona, a registered office and a registered agent, as such office and may have other offices within or without the state.

## **ARTICLE 15 - SEAL**

The corporate seal shall have inscribed thereon the name of the corporation and the words, "Corporate Seal, Illinois".

## **ARTICLE 16 - WAIVER OF NOTICE**

Whenever any notice is required to be given under the provisions of the Illinois Non-profit Corporation Act or under the provisions of the Charter of Incorporation or the Bylaws of the corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

## **ARTICLE 17 - PROPERTY**

All property of the Church shall be deeded to the NEW LIFE WORSHIP CENTER of Tucson, Arizona, and held in its name or held in trust. Any property which should be sold, leased, mortgaged or otherwise disposed of shall be valid only if signed by the Church acting through the President. Any transfer signed in this manner shall, in all respects, bind the Church as fully and completely as if such transaction had been authorized by a specific vote of the Board members and any person, firm, or corporation to whom a copy of this Article shall be certified by the President and Secretary and shall be entitled to rely thereon until notified of its repeal. The President and Secretary of the Church shall certify in such conveyance, lease or mortgage, that the same is in proper form according to the By-Laws and such certification shall be held to be conclusive thereof.

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: OCT 13 2009

NEW LIFE DIRECTIONS  
C/O MARY LUCAS  
1425 S SAN FELIPE DR  
TUCSON, AZ 85713

Employer Identification Number:  
26-3575672  
DLN:  
17053251305009  
Contact Person:  
JOHN J KOESTER ID# 31364  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
January 29, 2009  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

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NEW LIFE DIRECTIONS

Sincerely,  


Robert Choi  
Director, Exempt Organizations  
Rulings and Agreements

Enclosure: Publication 4221-PC

Letter 947 (DO/CG)

## New Life Worship Center, Inc.

Mailing: P.O. Box 26712 Tucson AZ 85726  
Physical: 2568 E. Menor Stravenue Tucson AZ 85713  
(520)623-0583 [newlifetucson@gmail.com](mailto:newlifetucson@gmail.com)  
Clarence E. Stevens, Senior Pastor

April 28, 2024

A Business meeting was held after Sunday service with Pastor Ernie Stevens and the members of the New Life Worship Center church in attendance, re: taking out a business loan,

The loan will cover the back taxes and possibly cover needed repairs of single pane windows and screens.

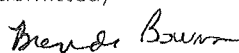
A discussion ensued about why we have back taxes. The Finance officer explained that the Pima County Assessor's office moved its location, and it appears that they misfiled our annual paperwork; because it was not sent to our mailbox, as it had been for the last 13 years and the Finance officer did not pursue it, causing back taxes and penalties.

All questions were satisfactorily addressed, and the members will prepare to give pledges above tithes and offerings to pay for the loan over a 3-year period, with additional fundraising as much as possible to quickly pay back the loan. What have we done to prevent this happening again? We have contacted the Pima County Assessor's office and confirmed our contact information is on file correctly and are currently reinstating our Tax Exemption status. It is a long process.

When we get the loan, we need to designate who can sign the paperwork.

The vote: As per the By-Laws of the New Life Worship Center, The Board of Director may authorize any office or officers, agent, or agents of the corporation to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation and such authority may be general or confined to specific instances. The members agreed with a raising of hands. A majority agreed.

Respectfully submitted,



Brenda Bowman, Secretary of the Board

New Life Worship Center, Inc. (520) 891-5277 [jnissi622@gmail.com](mailto:jnissi622@gmail.com)

JUN 28 24 PM 1:47 PC CLK OF BD  
RM



## CORPORATE RESOLUTION

THIS IS TO CERTIFY, that at a meeting of the Board of Directors of  
NEW LIFE WORSHIP CENTER, INC.

an Arizona Corporation organized and existing under the laws of the State of Arizona,  
duly called and on the 13<sup>th</sup> day of March, 2003, at which  
time the following resolution was adopted and the same has not been revoked:

RESOLVE THAT JOYCE J. STEVENS as President,  
Arthur Tigney, as Director  
and BRENDA J. BOWMAN error BS, as Secretary error BS,  
of this corporation or any one of them are hereby authorized for and on behalf of and  
in the name<sup>s</sup> of this Corporation and on such terms and conditions and in such  
amounts as they see fit:

To make, execute and deliver any and all instruments including, but not limited  
to Contracts, Escrow Instructions, Deeds, Notes, Trust Deeds, Mortgages, Trust  
Agreements and all other instruments in connection with the purchase of sale  
of real and personal property.

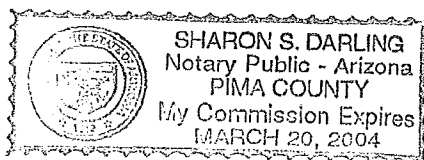
IN WITNESS WHEREOF, the Secretary of this Corporation has here unto set their  
hand officially this 28<sup>th</sup> day of April, 2003.

Brenda J. Bowman

Subscribed and sworn to before me this 28<sup>th</sup> day of April 2003  
by Brenda Bowman

Sharon S. Darling  
Notary Public

My commission expires:



## Announcements

We are excited to host our Annual Women's Conference on Saturday, July 20<sup>th</sup> at 10:30 am. Our guest speaker Pastor Valentina Begay from Riverside Church White River Apache Reservation. Registration is \$10.00, and forms are on the table in back of the church. The colors are pastels.

Next Corporate Prayer is Saturday, June 30<sup>th</sup> at 9:00 am in the park. We are expecting everyone to be on time.

If you have a prayer request, please put them in the prayer box located by the door, at the back of the church and we will take them out and pray over them during our corporate prayer time.

Prayer List:  
Pastor and Lady Stevens, Pastor Rand, Sis Kathy and family

## New Life Worship Center

Sunday June 3<sup>rd</sup> 2024

Service times:

Sunday 9 am Prayer

Service 9:30 am

Corporate Prayer

Saturdays at 9 am

Pastor Charles E. Stevens III  
Senior Pastor

2565 E. Manor Drive

Tucson, AZ 85713

Mailing: P.O. Box 25713

Tucson, AZ 85724

[rev@newlifecenter.org](mailto:rev@newlifecenter.org)

(520) 433-0585

JUN 28 '24 PM 11:48 PC CLK OF BD  
RM

Our Mission Our mission: Evangelize the lost, bring restoration to the broken, and love all people unconditionally.

Q Q Q Q Q Q Q Q

Prayer and Scripture..... Minister's Sermon.....

## Poise and Viscosity . . . . . Multiple Poise Term

Spoken Word/Artist Coll  
 Pastor Clarence E. Stowers, III

Ministry of Divine  
Pastor Shevets

# Amphibians and Reptiles

# REPORT