



Circle of the Elders

This Grace Bible Churches

Administrative Forms

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Founding Bishop

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Circle of the Elders Administrative Forms

This Grace Bible Churches

These proposed blank forms support the existing TGBC constitution, bylaws, Circle Charter, credentialing manual, succession declaration, and administrative policies. They document authorized actions and do not amend those instruments or certify that an action has occurred.

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Status Proposed administrative forms for review and authorized use

Record handling

Keep completed records in the appropriate permanent or confidential organizational file. Publish blank forms only. Retain actual approval dates, signatures, governing authority, and record references. Use the current governing documents if a form or procedure appears to conflict with them.

Circle Appointment Record

Use after an authorized appointment or recognition under the Circle Charter. This form records the action and does not confer appointment by itself.

Full name

Contact information

Qualifying ecclesiastical office if applicable

Doctrinal affirmation received on

Appointing authority and governing provision

Appointment effective date

Responsibilities or limitations

Permanent record reference

Approving signature and date

Appointee acceptance signature and date

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Meeting Notice and Agenda

Use for regular or special meetings authorized by the governing documents. Provide reasonable notice whenever practicable.

Meeting date and time with timezone

Meeting location or remote communication details

Meeting type and calling authority

Members notified and notice delivery date

Purpose and proposed actions

Documents circulated for review

Chair and recording secretary

Contact for questions

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Meeting Minutes and Voting Record

Record the actual meeting and votes. Use the controlling quorum and voting rule; this form adds no new voting threshold.

Meeting date and location or method

Presiding person and recording secretary

Recognized voting membership total

Members present and absent

Quorum provision and determination

Motion or resolution text

Eligible participating voters

Votes for against and abstaining

Conflict disclosures and recusals

Decision and follow-up responsibility

Approval of minutes and date

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Doctrinal Affirmation

Use for an applicant or Circle participant as required by the controlling instrument. Review the full statement of faith before signing.

Name and role sought

Statement of Faith version reviewed

Affirmation of KJB final written authority

Affirmation of the Gospel of Christ and grace through faith

Affirmation of right division and TGBC Pauline distinctives

Affirmation of recognized offices and assembly practice

Questions or reservations requiring examination

Signature and date

Reviewing authority and record reference

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Ministerial Recognition Application

An application initiates examination under the Credentialing Manual. It does not grant ordination or good standing.

Full name and contact information

Office sought Bishop or Deacon

Local assembly relationship

Testimony of salvation

Doctrinal statement and affirmation

Ministry history and prior credentials

References and permission to contact

Relevant qualification matters for confidential review

Applicant signature and date

Receiving authority and date

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Credential Examination and Decision Record

Retain the substantive examination privately. Ordination and credential actions require authorized approval and permanent records.

Candidate and office

Date and method of examination

Examining authority and participants

Scriptural qualifications considered

Doctrinal review findings

Conduct household and testimony findings

Determination and conditions if any

Approval authority and signature

Effective or ordination date if approved

Permanent credential record number

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Ordination Certificate Form

Proposed blank administrative form. Complete and issue only after approval and recorded ordination under the TGBC Credentialing Manual.

Recipient full name

Recognized office Bishop or Deacon

Date and place of ordination

Statement that TGBC recognizes the recipient following authorized examination

Credential or permanent record number

Authorized ecclesiastical signature and title

Recording authority signature and date

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Local Assembly Recognition Certificate Form

Proposed blank administrative form. Evidence of recognition follows execution of the affiliation agreement; this certificate does not replace that agreement.

Assembly legal or ministry name

City and state

Primary responsible leader

Affiliation agreement date and version

Recognition effective date

Recognition record number

Applicable conditions if any

Authorized approving signature and title

Date issued

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Conflict Disclosure and Decision Record

Apply the existing Conflict of Interest Policy. Record the personal interest, participation limits, and the independent action taken.

Person making disclosure

Matter under consideration

Nature of financial family or other interest

Disclosure date

Persons reviewing the matter

Recusal or participation limits under the policy

Alternatives and independent review

Decision and voting record reference

Certifying signature and date

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Expense Reimbursement Record

Apply the Financial Stewardship Policy. Attach receipts and record the ministry purpose and authorized approval.

Person requesting reimbursement

Expense dates and payees

Ministry purpose

Itemized amounts and total

Receipts attached and missing-receipt explanation if any

Budget or authorization reference

Applicant certification signature and date

Independent approving authority

Payment date method and record reference

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Succession Selection Certification

Use only when the succession conditions in the controlling documents have occurred. This form does not create a successor Founding Bishop.

Date and basis for convening succession meeting

Current eligible Circle membership

Members participating and quorum determination

Candidates examined and qualification references

Voting rule and votes recorded

Selected Overseeing Bishop

Written acceptance reference and date

Effective date

Certifying Circle signatures

Permanent minutes and register references

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Document Adoption and Amendment Record

Record a completed authorized adoption or amendment. Blank fields must remain blank until supported by the actual action.

Document title and authority level

Version or revision date

Adopting or amending authority

Governing provision authorizing action

Action date and effective date

Resolution or minutes reference

Required approvals and signatures

Superseded version if any

Custodian and record location

Register updated by and date

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