

## BY-LAWS OF IMMANUEL BAPTIST CHURCH

### I. CHURCH COVENANT

Having been led, as we believe by the Spirit of God. to receive the Lord Jesus Christ as our Saviour and Lord and, on the profession of our faith, having been baptized in the name of the Father, and of the Son. and of the Holy Spirit, we do now in the presence of God, and this assembly, most solemnly and joyfully enter into covenant with one another as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit to walk together in Christian love; to strive for the advancement of this church, in knowledge, holiness. and comfort; to promote its prosperity and spirituality; to sustain its worship. ordinances, discipline. and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, and the relief of the poor. and the spread of the gospel through all nations.

We also engage to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in Our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling. backbiting, and excessive anger; to abstain from the sale of, and use of, intoxicating drinks as a beverage: to be zealous in our efforts to advance the kingdom of our Saviour.

We further engage to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress: to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense. but always ready for reconciliation and mindful of the rules of our Saviour to secure it without delay.

We moreover engage that when we remove from this place we will. as soon as possible, unite with some other church where we can carry out the spirit of this covenant and the principles of God's Word.

The responsibilities of membership are described in the membership covenant.

### II. MEMBERSHIP

SECTION 1. COVENANT - (Will be added by covenant team)

SECTION 2. General

This is a sovereign and democratic Baptist Church under the Lordship of Jesus Christ. The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

## SECTION 3. Candidacy

Any person may offer himself as a candidate for membership in the church. All such candidates shall be presented to the church at any regular worship service for membership in any of the following ways

- (1) By profession of faith and for baptism according to the policies of this church.
- (2) By promise of a letter from another Baptist Church.
- (3) By restoration upon a statement of prior conversion experience and baptism by immersion when no letter is obtainable.

Should there be any dissent as to any candidate, such dissent shall be referred to the pastor, elders and deacons for investigation and the making of a recommendation to the church within thirty (30) days. A three-fourths vote of those members present and voting shall be required to elect such candidates to membership.

## SECTION 4. Voting Rights of members

Every Active/Resident Member shall have the right to vote on the following matters: the annual budget of the church, the disposition of all or substantially all of the assets of the Church, the merger or dissolution of the Church, and the acquisition of real property and related indebtedness. Each Active/Resident Member sixteen (16) years and older is entitled to one vote. Voting by proxy is prohibited. In addition, the congregation, led by the Elders, shall be asked to affirm the calling of the lead pastor in the event of his vacancy.

## SECTION 5. Termination of Membership

Membership shall be terminated in the following ways:

- (1) death, (2) dismission to another Baptist church (3) exclusion by action of this church.
- (4) affiliation with a church of another faith or denomination (5) by request of an individual member.

\*Should a member become an offense to the church and to its good name by reason of immoral or unchristian conduct, or by persistent breach of his covenant vows, or non-support of the church, the church may terminate his membership by a three-fourths vote, but only after due notice and hearing. and after faithful efforts have been made to bring such member to repentance and amendment.

\*Active members are considered those who follow the membership covenant. A member should be declared inactive when there is no contact with the church for 3 months or by church discipline and cannot vote at any business meeting session.

## III. CHURCH OFFICERS

SECTION 1. Officers: There shall be a minimum of two (2) officers of the Church. The Lead Pastor shall serve as the President of the Church and shall act as moderator of the Church. The Pastor responsible for Administration shall serve as Secretary and Treasurer of the Church. In the event of a vacancy in either position or both positions being held by the same person, another Elder shall be appointed to serve in such capacity. If the Church has a separate Pastor responsible for Church Development, he shall also serve as a Vice President of the Church.

SECTION 2. Election of Other Officers: All other officers of the Church shall be chosen by the Elders, and each shall serve at the pleasure of the Elders, subject to the rights, if any, of an officer under any contract or employment and recommended to the church.

SECTION 3. Removal of Officers: Subject to the rights, if any, of an officer under contract of employment, all officers may be removed, with or without cause, by the Elders, at any regular or special meeting of the Elders.

SECTION 4. Vacancies in Offices: A vacancy in any office because of death, resignation, removal, disqualification or any other cause shall be filled only in the manner prescribed in these Bylaws for regular appointment to that office. Such vacancies shall be filled as they occur and are deemed necessary by the Elders and recommended to the church.

#### SECTION 5. Pastor

The pastor is responsible for leading the church in functioning as a New Testament church. The pastor will lead the congregation, the organizations, and the church staff in performing their tasks. A major concern of the pastor is to perform pastoral responsibilities. The pastor is the leader of worship, proclamation, education, and pastoral ministries, and chooses his associate pastor(s) as the church needs them and who are recommended to the church.

**Consider moving to Operational Guide** A pastor shall be chosen and called by the church whenever a vacancy occurs. His election shall take place at a meeting called for that purpose, of which at least one week's public notice shall be given.

A pulpit committee shall be appointed by the church to seek out a suitable pastor, and their recommendations will constitute a nomination, though any member has the privilege of making other nominations according to the policy established by the church. This committee shall bring to the consideration of the church only one man at a time.

Election shall be by ballot, an affirmative vote of three fourths of those present being necessary for a choice. The pastor, thus elected, shall serve until the relationship is terminated by his request or the church's request. He shall preside at meetings of the church. The pastor shall give at least two weeks notice at the time of resignation before terminating his responsibilities as pastor.

#### SECTION 6. Elders

- a. Number and Term: Being that we are a pastor led church, the authorized number of Elders shall be, until changed by amendment to the Bylaws, such numbers as may from time to time be authorized by resolution of the Elders, provided that such number shall not be less than three (3), nor more than nine (9). The Elders shall consist of those pastors, appointed to the Board by unanimous decision of the Lead Pastor and Pastor(s) responsible for Church Development and Administration. Each Elder shall be appointed to a one (1) year term, subject to review of the Lead Pastor and Pastor(s) responsible for Church Development and Administration who shall have authority to remove and replace Elders at their sole discretion. Each Elder may serve successive terms and shall hold office until a successor has been appointed or until either resignation or removal.

There is no requirement that the pastoral responsibilities for the Lead Pastor and the Pastors of Church Development and Administration to reside in more than one person. However, if these responsibilities are held by only one person, the approval of new Elders and removal of current Elders must be conducted by a majority of the Elders.

b. Qualifications: The Elders, in fulfilling their New Testament function of elder, shall meet the qualifications of elder as found in 1 Timothy 3:1-7 and Titus 1:5-9. If an Elder is not deemed qualified to continue to function in accordance with these minimum spiritual requirements, he may be removed as an Elder by the other Elders in accordance with Article VIII below.

c. Powers:

A. General Corporate Powers. The Church shall have all corporate powers outlined in the Florida Nonprofit Corporation Act, Chapter 617, Florida Statutes, as amended from time to time (the "Act"), and subject to the provisions and limitations of the Act and any limitations in the Articles of Incorporation and these Bylaws, the activities, business and affairs of the Church shall be conducted and all corporate powers shall be exercised by or under the direction of the Elders.

B. Specific Powers. Without prejudice to the general powers set forth above, and subject to same limitations, the Elders shall have the power to:

1. Select and remove all officers, agents and employees of the Church; prescribe any powers and duties for them that are consistent with the Act; the Articles of Incorporation and these Bylaws; and
2. Adopt, make and use a corporate seal and alter the form of the seal; and
3. Borrow money and incur indebtedness on behalf of the Church and cause to be executed and delivered for the Church's purposes and in the Church's name, promissory notes and other evidences of debt and securities.

## SECTION 7. Church Staff

This church shall call or employ church staff members as the church shall need. A job description shall be written when the need for staff members is determined. Vocational staff members other than the pastor shall be recommended to the church by the pastor and elders and employed by church action.

## SECTION 8. Deacons

Deacons will be elected according to the New Testament Biblical qualifications as stated in Acts 6:1-6, and I Timothy 3:8-13.

(1) Deacons shall be elected as needed at regular business meetings of the church by ballot upon recommendation of active deacons.

The deacons shall serve on a rotation basis. Each year the term of office of one third of the number of deacons shall expire, and election shall be held to fill the vacancies. In case of death, or removal or incapacity to serve, the church may elect to fill the unexpired term. After serving a term of three years, no deacon may be eligible for re-election until the lapse of at least one year. There is no obligation to constitute as an active deacon a person who comes to the church from another church where he has served as deacon.

(2) In accordance with the meaning and the work and the practice of the New Testament, deacons are to be servants of the church. The task of the deacon is to serve with the pastor in performing pastoral ministries tasks: proclaim the gospel believers and unbelievers; care for the church members and other persons in the community; lead the church to engage in fellowship of worship, witness, education, ministry, and application; and lead the church in performing its tasks.

## SECTION 6. Treasurer & Financial Secretary

The church shall elect annually a church treasurer. It shall be the duty of the treasurer to receive, preserve, and pay out, upon receipt of vouchers approved and signed by authorized personnel, all money, or things of value paid or given to the church, keeping at all times an itemized account or all receipts and disbursements. It shall be the duty of the treasurer to render to the church at each regular business meeting an itemized report of the receipts and disbursements for the preceding month. The treasurer's report shall be audited when deemed necessary by the church.

The treasurer shall be elected by the church **annually**. He or she shall receive the empty collection envelopes after the money has been removed and counted by the proper persons selected by the church to serve in turn; and from these he or she shall give donors individual credit. He or she shall keep the envelopes for reference for a period of two years. He or she shall fill out the sheet for the monthly balance, which will indicate receipts from envelopes, plate or loose, and miscellaneous or special offerings. He or she shall also be responsible for preparing and mailing quarterly or semiannually records of contributions to all contributing members.

The Treasurer shall also serve as church administrator of financial affairs and subject to the leadership of the pastor and elders.

## SECTION 8. Financial Team

Members - Needs definition

Term = Needs definition

Qualifications - Needs definition

## SECTION 9. Church Council

(1) The primary functions of the council shall be to recommend to the congregation suggested objectives and church goals. To review and co-ordinate program plans recommended by church officers, organizations, and committees; to recommend to the congregation the use of leadership, calendar time and other resources according to program priorities; and to evaluate program achievement in terms of church goals and objectives.

(2) The council unless otherwise determined by vote of the church, shall have as regular members the pastor, minister of education, minister of music, Sunday School Director, Church Training

(3) All matters agreed upon by the council, calling for action not already authorized, shall be referred to the church for approval or disapproval.

## SECTION 10. Trustees

Five trustees elected by the church will hold in trust the church property. They shall have no power to buy, sell, mortgage, lease, or transfer any property without a specific vote of the church authorizing each action. It shall be the function of the trustees to affix their signatures to legal documents involving the sale, mortgaging. Or purchase or rental of property or other legal documents where the signatures of trustees is required. Trustees shall serve on a rotating basis, with one new trustee being selected every three years.

Qualifications - Needs definition (Pastors, elders, deacons? Members in good standing?)

SECTION 11. Amendments - Needs definition

# REGAMENTOS DE IMMANUEL BAPTIST CHURCH

## I.- PACTO DE LA IGLESIA

Creando que el Espíritu Santo de Dios nos ha dirigido para recibir al Señor Jesucristo como nuestro Salvador y Señor, y habiendo hecho profesión de fe, y habiendo sido bautizado en el nombre del Padre, y del Hijo, y del Espíritu Santo, nosotros ahora en presencia de Dios, y de esta asamblea, muy solemne y gozosamente tomamos el pacto los unos con los otros en el cuerpo de Cristo.

Por lo tanto, nos unimos, con la ayuda del Espíritu Santo a caminar juntos en amor; para esforzarnos por el avance de esta iglesia., en conocimiento, santidad, y consuelo; para promover la prosperidad y la espiritualidad; sostener el culto, las ordenanzas, la disciplina, las finanzas de la iglesia, y el alivio de los pobres, y esparcir el evangelio a todas las naciones.

También nos unimos para mantener la familia y el tiempo devocional secreto; educar a nuestros hijos religiosamente, buscar la salvación de los parientes y cercanos; conducirme circunspectamente en el mundo; ser justo en nuestros acuerdos, fiel en nuestros compromisos, y ser ejemplos en nuestras casas; evitar el chisme, la murmuración, y el enojo excesivo; abstenerme de la venta de bebidas intoxicantes: ser celoso en el avance del Reino de nuestro Salvador.

Cuidaremos los unos de los otros en amor de hermanos; recordando a cada uno en oración; ayudarnos unos a otros en la enfermedad y en la angustia: cultivar el sentimiento de simpatía y cortesía cristiana en el hablar; ser lento para tomar ofensas. Pero listo para la reconciliación y consciente de las reglas de nuestro Salvador y asegurarme de seguirlas sin demora.

Cuando nos cambiemos nos uniremos lo más pronto posible a otra congregación que mantiene el mismo espíritu de este pacto y principios de la Palabra de Dios.

Las responsabilidades de la membresía están descritas en este pacto.

## II MEMBRESÍA

SECCIÓN1. PACTO - (Serán agregadas por el equipo que trabaje en el pacto de membresías)

### SECCIÓN 2. General

Esta es una iglesia Bautista soberana y democrática bajo el Señorío de Jesucristo. La membresía se reserva el exclusivo derecho de determinar quienes serán miembros de esta iglesia como de los términos y las condiciones de tal membresía.

### SECCIÓN 3. Candidatos

Cualquier persona puede ofrecerse a sí misma como un candidato para la membresía en la iglesia. Este candidato deberá ser presentado ante la iglesia en un servicio de adoración regular para la membresía en una de las siguientes maneras

- (1) Por profesión de fe y por bautismo de acuerdo con las políticas de la iglesia.
- (2) Por una carta de compromiso de otra iglesia.
- (3) Por restauración sobre la base de un informe previo a la experiencia de la conversión y el bautismo por inmersión cuando no hay una carta disponible.

Podría haber algún desacuerdo con cualquier candidato, tal como desacuerdo sería referido al pastor, ancianos y diáconos para ser investigado y hacer una recomendación a la iglesia en los siguiente treinta (30) días. Tres cuartos del voto de los miembros presentes se requerirán para votar en la elección de dicho candidato.

#### SECCIÓN 4. Derecho al voto de los miembros.

Cada miembro activo/residente tiene el derecho a votar en los siguientes asuntos: el presupuesto anual de la iglesia, la disposición de todo o la parte sustancial de los bienes de la Iglesia. Unirse o disolverse la Iglesia, y la adquisición de una propiedad y el endeudamiento relacionado. Cada miembro activo/residente con 16 años de edad está en capacidad de votar. Votar por medio de un apoderado es prohibido. Además, la congregación, dirigida por Ancianos es la que deberá llamar al pastor líder en caso de vacancia de este.

#### SECCIÓN 5. Terminación de la membresía

La membresía de una persona podrá ser terminada por las siguientes razones

- (1) Muerte, (2) expulsado de otra congregación Bautista (3) expulsión por acción de la iglesia (4) por afiliarse con una iglesia de otra fe o denominación (5) por pedido de un miembro individual.

\*La iglesia podría terminar con la membresía cuando un miembro ofende el buen nombre de la iglesia por inmoralidad o conducta no cristiana, o por persistir en no cumplir con los votos del pacto de membresía, o no respaldar a la iglesia, y la iglesia podrá hacer su determinación por medio de las tres cuartas partes, pero solo después del vencimiento de una comunicación o una reunión para escuchar a la persona. Y después de se hayan hecho los mejores esfuerzos para que el tal miembro venga al arrepentimiento y enmienda de su falla

\*Son considerados miembros activos aquellos que siguen el pacto de membresía. Un miembro podrá ser declarado inactivo cuando no tiene contacto por 3 meses con la iglesia o por la disciplina impuesta por la iglesia por lo que no podrá votar en las sesiones de negocios.



### III. OFICIALES DE LA IGLESIA

SECCIÓN 1. Oficiales: Habrá un mínimo de dos (2) oficiales en la Iglesia. El pastor líder servirá como el Presidente de la Iglesia y actuará como moderador de la Iglesia. El pastor responsable de la administración servirá como Secretario y Tesorero de la Iglesia. En el evento de que algunos de estos puestos estén vacantes o las dos posiciones las tenga la misma persona, otro Anciano será ubicado para servir en esa capacidad. Si la iglesia tiene aparte a un pastor responsable por el Desarrollo de la Iglesia, el podrá servir como el Vice Presidente de la Iglesia.

SECCIÓN 2. Elección de otros oficiales: Todos los demás oficiales de la iglesia deberán ser elegidos por los Ancianos, y cada uno deberá servir bajo los Ancianos, sujeto a los derechos, si tiene alguno, de un oficial bajo cualquier contrato o empleado y recomendado a la iglesia.

SECCIÓN 3. Quitar oficiales: Sujeto a los derechos, si cualquiera, de uno de los oficiales bajo contrato de empleo, todos los oficiales podrán ser removidos, con o sin causa, por los Ancianos, en cualquier o especial reunión de Ancianos.

SECCIÓN 4. Oficiales vacantes: Una vacante de cualquier oficial por muerte, renuncia, o por ser removido, descalificación o cualquier otra causa que llene los requerimientos de los Reglamentos por una cita regular a la oficina. Tal vacancia deberá ser llenada y serán consideradas por los Ancianos y recomendadas a la Iglesia.

#### SECCIÓN 5. El Pastor

El pastor es el responsable por dirigir la Iglesia como funciona la Iglesia en el Nuevo Testamento. El pastor dirigirá, la organización, y el personal de la iglesia en la realización de sus tareas. Un asunto de importancia mayor es el llevar a cabo las responsabilidades pastorales. El pastor es el líder de la adoración, proclamación, educación, y los ministerios pastorales, y elige su(s) pastor (es) asociado(s) como la iglesia los necesite y quien los recomienda a la iglesia.

**Considerar cambiar esto a la parte de la Guía Operacional.** Un pastor deberá ser elegido y llamado por la congregación cuando sea que ocurra una vacante. Su elección deberá tomar lugar en una reunión citada para ese propósito, por lo cual deberá haber por lo menos una semana de aviso previo.

El comité de púlpito deberá ser responsable de cita a la Iglesia y buscar un pastor apropiado, su recomendación constituirá una nominación, aunque cada miembro tiene el privilegio de hacer otras nominaciones de acuerdo con la política establecida por la Iglesia. El comité deberá traer un hombre a la vez para su consideración.

La elección tendrá que ser por votación, con un voto afirmativo de las tres cuartas partes de los presentes para que se haga la elección. El pastor, una vez electo, podrá servir hasta que la relación sea terminada por pedido de la iglesia o de el mismo. El presidirá las reuniones de la iglesia. El pastor deberá de dar dos semanas con anticipación su renuncia antes de terminar con sus responsabilidades.

## SECCIÓN 6. ANCIANOS

a. Número y Término: Teniendo un pastor que lidera la Iglesia, la autorización del número de Ancianos deberá ser hasta que se enmienden los Reglamentos, tal cantidad podría ser autorizada cada cierto tiempo por resolución de los Ancianos, al proveer esa cantidad que no sea menos de tres (3), y no más que (9). Los Ancianos podrá consistir en aquellos pastores, señalados por la Junta mediante unánime decisión del pastor leader y Pastor(es) responsable del Desarrollo de la Iglesia y Administración quienes podrá tener la autoridad de remover o reemplazar Ancianos a su sola discreción. Cada Anciano deberá servir términos sucesivos y mantener su oficio hasta que el sucesor sea nombrado o hasta que sea quitado o cambiado. NO hay requisito para que las responsabilidades pastorales del pastor líder y los pastores de Desarrollo de la Iglesia y Administrador puedan tenerse en más de una persona. Como sea, si las responsabilidades son tenidas por una sola persona, la aprobación de nuevos Ancianos y el removerlos será ejecutado por la mayoría de los Ancianos.

b. Calificaciones: Los Ancianos,