

## CONSTITUTION

### Preamble

For the purpose of preserving and making secure the principles of our faith and to the end that this body be governed in an orderly manner, consistent with the accepted tenets of the Baptist churches affiliated with the International Baptist Convention and the Bund Evangelisch-Freikirchlicher Gemeinden in Deutschland and for the purpose of preserving the liberties inherent in each individual member of this church and for the purpose of setting forth the relationship of this body to other bodies of like faith, we do solemnly and prayerfully declare and establish this constitution.

### SECTION I. NAME

This body shall be known as the Immanuel Baptist Church of Wiesbaden, Germany.

### SECTION II. PURPOSE

The purpose of this body shall be (1) to provide regular opportunities for worship, to sustain the ordinances of baptism and communion, and to pursue the ethics and teaching set forth in Holy Scripture; and (2) to nurture the membership of this body through a program of Christian education; and (3) to propagate in Wiesbaden and to the ends of the earth the Gospel of our Lord Jesus Christ through the means of New Testament stewardship which includes personal witnessing, personal support of missionary endeavor through tithes and offerings, and the public preaching of the Word of God.

### SECTION III. ARTICLES OF FAITH

We believe...

- in one God: Father, Son, and Holy Spirit – co-eternal, co-existent, co-equal and co-operative, as affirmed in Scripture and as summarized in the ancient Christian confessions of faith.<sup>1</sup>
- that the Bible is inspired by God and is the standard against which all Christian belief and behavior is measured.
- that human beings are incapable of saving themselves and stand in need of God's gracious love and that Jesus Christ, who is fully God and fully human, has, through His death and resurrection, done everything necessary for us to have a personal one-to-one relationship with God; we begin to experience the benefits of this when we repent from and confess our sin, and commit our lives under the Lordship of Jesus Christ, our only Savior.
- that the local church is an autonomous assembly of believing disciples responsible to discern the mind of Christ for that body of Christ - in the light of Scripture, with the leading of the Holy Spirit, and under the Lordship of Christ.
- that Christ has, according to the Scriptures, instituted two church ordinances for believers:
  - *believer's baptism* as an act of obedience and an expression of a personal commitment to Christian discipleship. The baptism of the believer into and under water "in the name of the Father, the Son, and the Holy Spirit" is symbolic of the death, burial, and resurrection of Christ; the end of an old way of life; and the beginning of a new life in Christ. It affirms the Holy Spirit's work that is already experienced by the believer and this public baptism is an outward visible sign of the ongoing and life-long sanctifying work of the Holy Spirit; and
  - *the communion of the Lord's Table* as a repeated and frequent reminder of our communal life in Christ, whose death we remember, whose resurrection we celebrate, and whose return we eagerly await.
- that church membership is only for those who can testify personally of God's saving grace.
- that the local church is to model a better way of life according to the principles of the Kingdom of God. Because a Christian disciple's first and highest loyalty is to God, so also each church, while respecting those secular laws not in conflict with the commands of God, should be free from state control.
- that in every country all people should be entitled to the freedom of religious expression, while respecting the laws of that country and the beliefs of others.

<sup>1</sup> This refers to the Trinitarian formulae of the Apostles' Creed and the Nicene Creed.

- that we, in response to the Great Commission,<sup>2</sup> have been sent out<sup>3</sup> and given the task of making disciples –followers of Jesus Christ – from among all ethnic groups (nations).
- that just as the Trinity is the model of eternal co-operation so are we to co-operate together in mission with God, with each other, and with other like-minded Christian churches and organizations: locally, nationally, and internationally - so that the world may believe.<sup>4</sup>

As Immanuel Baptist Church we celebrate and affirm our unity in diversity as part of the worldwide body of Christ. We seek no uniformity in worship or service, and we are not restricted by national or cultural bounds. We live and serve together here on earth in anticipation of our future celebration and service of God in Glory with the redeemed of every nation and generation.<sup>56</sup>

### SECTION IV. CHURCH COVENANT

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Savior, 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 covenant with one another in the presence of God as one body in Christ concerning the following:

For the Advancement of this Church -- By the power of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this church, in knowledge, holiness, and unity; to promote its prosperity and spirituality; and to sustain its worship, ordinances, discipline, and doctrines.

As Christian Stewards -- To contribute cheerfully and regularly to the support of the ministry, the expenses of church, the relief of the poor, and the spread of the Gospel throughout all nations.

Alone and at Home -- To maintain family and personal devotions; to educate our children biblically; and to seek the salvation of our friends, family, and acquaintances.

Before the World -- To live as Christ in the world; to be just in our dealings, faithful in our engagements, and exemplary in our behavior; to refrain from any habit which would hinder our health or Christian witness; and to be zealous in our efforts to advance the kingdom of our Savior.

Toward One Another -- To watch over one another in brotherly love; to remember each other in prayer; to aid each other in sickness and distress; to cultivate Christian sympathy in feeling and courtesy in speech; and to be slow to take offense, but always ready for reconciliation and according to biblical principles to secure such reconciliation without delay.

When We Move -- To unite with another church as soon as possible, where we can carry out the spirit of this covenant and the principles of God's Word.

### SECTION V. CHARACTER

Article 1. Polity.

The government of this church is vested in the body of members who compose it. Specifics of church membership are stipulated in the church by-laws [see Section I]. It is subject to control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual council and co-operation among all like-minded churches of Christ which profess and practice biblical church order, belief, and ministry. Insofar as is practical, this church will cooperate with and support such organizations as may be affiliated with the International Baptist Convention and the Bund Evangelisch-Freikirchlicher Gemeinden in Deutschland.

Article 2. Doctrine.

<sup>2</sup> Matthew 28: 18-20

<sup>3</sup> John 20: 21-22

<sup>4</sup> ibid & John 17: 21

<sup>5</sup> Revelation 7: 7-12

<sup>6</sup> Adapted from the Summary of Basic Beliefs of the International Baptist Convention in its Annual Meeting 2008

This church accepts the Holy Scripture as its sole authority in matters of faith and practice. Its understanding of Christian truth as contained therein is in essential accord with the belief of the Baptist churches as indicated in the aforementioned Articles of Faith.

#### SECTION VI. AMENDMENTS

The constitution may be amended at any business meeting of the church if proper notice has been given. Proper notice shall consist of making available a copy of the proposed amendment to each resident member or family group at least one month prior to the meeting when the vote on the proposed changes will be taken and an announcement from the pulpit during the service on the two Sundays preceding the meeting.

Proposed amendments must be written and forwarded to the Church Council. After proper review and study, the Church Council will report proposed amendments to the church along with the council's recommendation.

The constitution may be revised or amended by an affirmative vote of at least 90 percent of the members present and voting at the meeting where such changes are presented. A quorum for this meeting is set in the by-laws.

Revised February 8, 2009

#### BY-LAWS

#### SECTION I. MEMBERSHIP

Article 1. Qualifications. Person affiliated with Immanuel Baptist Church may be full members or associate members.

##### A. Full Membership.

1. The members of this church shall consist of persons who accept Jesus Christ as their Savior and Lord, who have been baptized by immersion by their own choice, who accept the constitution and by-laws of this church, and who have been accepted by vote of the church upon recommendation by the pastor and/or the deacons at a business meeting or at the conclusion of a Sunday morning worship service.
2. Person may be received into membership by baptism in this church, by profession or statement of faith, or by letter of transfer or recommendation.

##### B. Associate Membership.

1. The associate members of this church shall consist of person who accept Jesus Christ as their Savior and Lord, but who do not desire to change their local church or denominational affiliation. Associate members must agree to abide by the constitution and by-laws of this church and be accepted by vote of the church upon recommendation by the pastor and/or the deacons at a business meeting or at the conclusion of a Sunday morning worship service.
2. Persons may be received into associate membership by profession or statement of faith or by letter of recommendation.

Article 2. Duties. Full members and associate members are expected to be faithful in all the duties and responsibilities essential to living a Christian life, to share in the proclamation of the Gospel, to regularly attend the services of the church and participate in its programs, to contribute scripturally and regularly for its support and causes, and to share in its organized work.

Associate members shall be allowed to vote in all church business except for the calling or dismissing of a pastor or the changing of the constitution and/or by-laws.

Article 3. Eligibility for Service.

- A. Only members age 15 and above may vote in business meetings.
- B. Only full members may serve in the following capacities: deacon, trustee, Sunday School Coordinator, Sunday School teacher, and chairpersons of Budget & Finance and Nominating Committees.
- C. Associate members may serve in any capacity not specifically reserved for full members.

Article 4. Termination.

- A. Membership may be terminated by transfer of letter, by uniting with a church of another denomination, by written request by the member, and for disciplinary reasons.
- B. Associate membership may be terminated by uniting with another church, by written request by the member, or for disciplinary reasons.
- C. Termination for disciplinary reasons will be considered only under extreme circumstances and will be consistent with biblical principles, to include those in Matthew 18:15-17; 1 Corinthians 5:9-13; 1 Thessalonians 5:12-24; and 2 Thessalonians 3:14-15. The overriding objective will be restoration to the fellowship.
- D. Requests and recommendations for termination of full membership or associate membership will be considered by the deacons who will present recommendations to the church. Termination will require a majority vote at a regular business meeting.

Article 5. Inactive Status.

- A. Full members and associate members may be placed on inactive status as a result of a permanent departure from Germany or by vote of the church. Persons on inactive status may not hold office or vote on church business and will not be considered a resident member for quorum purposes.
- B. Persons who permanently depart Germany will automatically be placed on inactive status.
- C. Persons who are temporarily unable to participate in church activities but wish to retain their affiliation may be placed on inactive status. Persons who have not participated in church activities for three months will be considered by the deacons for inactive status. Requests and recommendations for inactive status will be considered by the deacons who will present recommendations to the church. Approval requires a majority vote at a regular business meeting. These procedures will also be used for return from inactive status to active status.

SECTION II. CHURCH OFFICERS

Article 1. Pastor. The head of the Church is Jesus Christ. However, the Scripture says that when Jesus ascended He gave gifts for the equipping of the saints for the work of service. Among these gifts is pastor-teacher (see Ephesians 5:23; 4:8,11-12; and Acts 20:28).

- A. Qualifications. Biblical guidelines require that the pastor be of high spiritual concepts and principles. It is the spiritual responsibility of the members of this church to examine carefully these qualifications as recorded in 1 Timothy 3:1-7 and Titus 1:7-9, especially when considering a pastoral candidate.
- B. Duties. In accordance with the scriptural background of the New Testament, the pastor is to be an undershepherd of the local church. As such the pastor is tasked with the spiritual responsibility of "keeping watch over your souls, as those who will give an account" (Hebrews 13:17). In this context, the pastoral duties will include but not be limited to the following:
  - 1. To have charge of the pastoral care of the church.
  - 2. To preside at all business meetings of the church except hereinafter provided.
  - 3. To serve as an ex-officio member of all church organizations, departments, and committees to provide guidance and unity for the overall church program.
  - 4. To have charge of the pulpit ministry of the church, conducting services as well as administering ordinances.
  - 5. To work with the deacons in arranging for others to assist in revival services and other special services.
- C. Call. Whenever a vacancy occurs, the following procedures shall be adhered to in the call of a pastor:
  - 1. A pastor-search committee of at least five full members shall be nominated by the deacons and approved by the church.
  - 2. Recommendations may be given to the pastor-search committee. However, the committee shall bring before the church only one name at a time for consideration. The committee recommendation will constitute a nomination. No other nomination shall be made except that of the committee.
  - 3. Upon nomination, the church at a called business meeting will vote by written ballot on the nominee. A call will be extended upon an affirmative vote of 75 percent of those present in the business meeting (see Section V, Article 2-F for quorum specifications).
  - 4. Should the nominee fail to receive a 75 percent vote, the meeting will be adjourned without debate, and the committee will seek another candidate.
  - 5. Upon acceptance of the pastoral call, the pastor and church leadership (as specified in Section D) will sign a Pastor-Church Covenant.
  - 6. The initial Pastor-Church Covenant will be for no longer than a three-year period. Thereafter, renewal shall be no more than every two years or as stipulated in the Pastor-Church Covenant.

- 7. Each renewal period of the Pastor-Church Covenant will require an affirmative vote of 75 percent of those present in the business meeting (see Section V, Article 2-F for quorum specifications).
- 8. The pastor shall serve until the termination of the pastor-church covenant or dismissed (See Section E. for Dismissal proceedings).
- D. Support. Pastoral support, responsibilities, and benefits shall be provided for in the Pastor-Church Covenant. The covenant will be formulated by the Budget and Finance Committee with the Pastor Search Committee and the deacons and will be subject to approval by the church. Changes to the covenant shall be negotiated and formulated jointly by the pastor, the Budget and Finance Committee, and the deacons and will be presented to the church for approval. After church approval, the covenant and all changes will be signed by the pastor and the German Baptist Union Power of Attorney Representatives (see Article 6).
- E. Dismissal. Dismissal of the pastor shall require a called business meeting for that purpose. Voting shall be by written ballot, and dismissal will require a majority affirmative vote of those present (see Section V, Article 2-F for quorum specifications). If dismissed, the pastor shall be given one-months notice.

Article 2. Deacons.

- A. Number. There may be one deacon for every 6-10 resident church family units. A unit may be a family or an individual.
- B. Term of Office. Deacons who have been duly elected by the church will be so elected for a three-year term. After serving a term, deacons will become inactive for one year unless re-elected by the church for another term. (The intent, though, is for a deacon to have a one-year break). Husband and wife cannot serve at the same time. There should be a six-month break between a husband and wife serving as active deacons. This six-month period may be waived at the church's discretion.
- C. Election. When the church deems it necessary or when recommended by the pastor and/or deacons the following steps shall be taken to elect additional deacons:
  - 1. The church shall recommend by written ballot the names of those they feel meet the qualifications of deacon (see Article 2-D). Ballots will list all full and associate members. These ballots will be distributed at a meeting which has been announced during two consecutive Sunday worship services prior to the meeting. Ballots will be counted by two trustees named by the moderator. Five votes will constitute a nomination.
  - 2. These ballots shall be given to the deacons. The deacons and pastor will meet to review and determine whether each nominee meets the biblical requirements. If so determined, each nominee will be contacted and advised of their nomination. Should a husband and wife both be nominated, it will be their decision as to which should continue in the nomination process. Should a spouse of an active deacon be nominated then the nominated person can continue with the process up to the point of being ordained and serving as an active deacon.
  - 3. Each nominee will complete a doctrinal questionnaire prepared by the deacons. This questionnaire will be placed on file and available to each church member. This questionnaire will determine the spiritual maturity of the deacon candidate.
  - 4. Each nominee will be interviewed by at least two deacons or the pastor and one deacon and will focus on the completed questionnaire and the duties of deacons at Immanuel Baptist Church.
  - 5. After prayerful consideration, the deacons shall bring back to the church a list of nominees who they feel meet the biblical requirements. These nominees will give a public testimony at a regular Sunday worship service.
  - 6. Deacon nominees must be full members of the church prior to being elected/affirmed for deacon service.
  - 7. To be elected, a nominee must receive a majority of the votes cast by written ballot at a regular meeting of the church which has been announced during two consecutive Sunday worship services prior to the meeting. Two trustees appointed by the moderator will count votes and report the election results to the moderator. If not done the same day, the election results will be made known at the next regular meeting of the church.

- D. Qualifications. Biblical guidelines require that a deacon be of high spiritual commitment and principles. Before nominating a candidate for the office of deacon, it is the spiritual responsibility of the members of this church to consider candidates in the light of the qualifications as recorded in Acts 6:3; 1 Timothy 3:8-12; and Titus 1:5-6.
- E. Ordination. Deacons must be ordained prior to service. The pastor and deacons will make necessary arrangements for the ordination service.
- F. Duties. In accordance with the New Testament teachings, deacons are servants of the church. They are called to work alongside and with the pastor in fulfilling a vital ministry to the church. Their duties will include but not be limited to the following:
1. To guard the unity of the Spirit within the church and to serve the advancement and interest of the church.
  2. To coordinate with the pastor in all matters pertaining to the work and welfare of the church.
  3. To serve with the pastor as a council of advisors in matters of church discipline as guided by the principles of the Word of God as set forth in passages such as Matthew 18:15-17; 1 Corinthians 5:9-13; 1 Thessalonians 5:12-24; and 2 Thessalonians 3:14-15.
  4. To aid the pastor in pulpit supply.
  5. To arrange to fill the pulpit when the church is without a pastor, unless the church shall otherwise provide. Interim pastors who will serve for more than one year shall have church approval.
  6. To be responsible for administering deacon-led spiritual growth programs and ministries.
  7. To perform the following duties pertaining to church ordinances:
    - a. Prepare and serve the Lord's Supper.
    - b. Provide assistance to the pastor in the baptismal service.
  8. To serve as the church's personnel committee. All employed persons, other than the pastor, shall be recommended to the church by the deacons and approved for employment by the church. Employees and staff members shall be under the general direction of the pastor aided by the deacons.
- G. Officers. Deacon officers shall be chairman, vice-chairman, and secretary. The deacon officers will be elected by the deacons annually. The church will be notified of the election results.
- H. Meeting. The deacons are expected to meet monthly.
- I. Inactive Deacons. It is recognized that there may be ordained deacons within the membership that have not been elected to serve currently. These deacons may be called upon by the pastor or chairman of deacons to assist in the observance of church ordinances. Inactive deacons must be re-elected to actively serve (Section C, steps 3 and 4 above may be skipped).

Article 3. Clerk. The church shall elect annually a clerk. This position may be part of the church secretary's job description. The duties of the clerk shall include:

- A. To keep record of all official action of the church.
- B. To maintain a registry of the names of members (active and inactive) with dates of admission, transfer, or death, together with a record of baptism.
- C. To issue letters of membership transfer voted by the church and to preserve on file all communication and written official reports.
- D. To consolidate data and other requested information for inclusion in the annual report submitted to the clerk of the International Baptist Convention.

- E. To determine that a quorum as indicated in this document is present prior to the start of each business meeting.

If the clerk is not available at a business meeting of the church, the moderator shall name an acting clerk for that meeting.

Article 4. Treasurer. The treasurer shall be elected annually and serve the fiscal year. The duties of the treasurer shall include:

- A. To maintain records which account for all cash receipts and disbursements.
- B. To pay promptly all bills. The Treasurer is authorized to pay all bills that are part of approved budgets.
- C. To remit at least monthly all funds received for denominational or other causes.
- D. To coordinate with the Budget and Finance Committee to prepare or assist in preparing required reports for presentation at business meetings.
- E. To prepare an itemized annual report of receipts and expenditures approximately 45 days after the end of the calendar year. These shall be submitted for auditing as arranged by the Trustees.
- F. To serve as an ex-officio member of the Budget and Finance Committee.

Article 5. Financial Secretary. The church shall elect annually a financial secretary. This position may be part of the church secretary's job description. The financial secretary and the treasurer shall not be the same person. The duties of the financial secretary shall include:

- A. To receive the empty offering envelopes after the money has been removed and counted.
- B. To prepare a record of contributions using the finance record system.
- C. To prepare and distribute individual records of contribution.

Article 6. Bund Evangelisch-Freikirchlicher Gemeinden in Deutschland Power of Attorney Representatives. The church shall elect three full members to hold power of attorney for the Bund Evangelisch-Freikirchlicher Gemeinden in Deutschland (Bund) giving them authorization to act on behalf of the Bund and Immanuel Baptist Church. Authorization comes through the Bund for these power of attorneys. No decision can be made by these representatives without a vote of the church in a special business meeting.

Article 7. Employees and Staff Members. All employed persons, other than the pastor, shall be recommended to the church by the deacons and approved for employment by the church. Employees and staff members shall be under the general direction of the pastor aided by the deacons. See Article 2-F.8.

### SECTION III. CHURCH ORGANIZATIONS

All organizations of the church shall be under church authority. All ministry and teaching of these organizations shall be in accordance with the Articles of Faith found in this church's constitution. The pastor is an ex-officio member of all organizations, and his leadership shall be recognized by them. Officers of church organizations will be elected annually for the church year.

Each coordinator may be assisted by a council. Each council will consist of four additional members. In the case of the youth council, two of the members shall be youth, age 15 or older. Nominations for council members will be made by the Nominating Committee in consultation with the ministry coordinator.

A person may only serve as one coordinator in the same church year.

- A. Sunday School. The Sunday School is the teaching and outreach arm of the church. Nominations for Sunday School Coordinator, officers, and teachers will be presented to the church for election prior to the beginning of the new church year. Nominations will be made by the Nominating Committee in cooperation with the incoming Sunday School Coordinator.
- B. Discipleship Training. Discipleship training provides personal growth opportunities for church members. Nominations for the Discipleship Training Coordinator will be presented to the church for election prior to the beginning of the new church year. Nominations will be made by the Nominating Committee.

- C. Evangelism/Outreach: Evangelism and Outreach seeks to reach those who are not believers and those who are not members of the church. Nominations for the Evangelism/Outreach Coordinator will be presented to the church for election prior to the beginning of the new church year. Nominations will be made by the Nominating Committee.
- D. Women's Ministry. The Women's Ministry Coordinator will coordinate the women's ministry of the church. Nominations for the Women's Ministry Coordinator will be presented to the church for election prior to the beginning of the new church year. Nominations will be made by the Nominating Committee.
- E. Men's Ministry. The Men's Ministry Coordinator will coordinate the men's ministry of the church. Nominations for the Men's Ministry Coordinator will be presented to the church for election prior to the beginning of the new church year. Nominations will be made by the Nominating Committee.
- F. Worship. The Worship Coordinator will, in conjunction with the pastor, plan all aspects of the worship services including music, children's sermons, and special music. Age-level choirs also come under the coordination of the Worship Coordinator. Nominations for the Worship Coordinator will be presented to the church for election prior to the beginning of the new church year. Nominations will be made by the Nominating Committee. Nominations for any choir leaders will be made by the Nominating Committee in conjunction with the Worship Coordinator.
- G. Preschool Ministry. The Preschool Ministry Coordinator shall coordinate all usage of the preschool assigned area, obtain volunteer workers for extended sessions, provide for paid preschool workers in accordance with guidelines and approval of the church, and bring preschool policy recommendations to the church. Nominations for the Preschool Ministry Coordinator will be presented to the church for election prior to the beginning of the new church year. Nominations will be made by the Nominating Committee.
- H. Children's Ministry. The Children's Ministry Coordinate shall coordinate the children's ministry of the church and obtain volunteer workers for extended sessions. Nominations for the Children's Ministry Coordinator will be presented to the church for election prior to the beginning of the new church year. Nominations will be made by the Nominating Committee.
- I. Youth Ministry. The Youth Ministry Coordinator shall coordinate the youth ministry of the church. Nominations for the Youth Ministry Coordinator will be presented to the church for election prior to the beginning of the new church year. Nominations will be made by the Nominating Committee.
- J. Young Adults/Singles' Ministry. The Young Adults/Singles' Ministry Coordinator shall coordinate the young adults/singles' ministry of the church. Nominations for the Young Adults/Singles' Ministry Coordinator will be presented to the church for election prior to the beginning of the new church year. Nominations will be made by the Nominating Committee.

#### SECTION IV. COMMITTEES

Committee Membership. Nominees to the following standing committees, except as otherwise noted, shall be presented by the Nominating Committee annually to the church for election. Tenure to any standing committee is limited to five years. Three months prior to the end of a person's term the Nominating Committee shall seek a replacement for the person. Should the Nominating Committee not be able to find someone within 6-months time, the person should be or she wish may be re-elected to serve one more year.

No person shall chair more than one standing committee or serve on more than two standing committees in the same church year. Serving as a deacon shall be considered as serving on one committee. A ministry coordinator is considered like a chairman of a committee. All committees must have a majority of committee members present in order to conduct business. Committees shall elect their own chairman.

Committee Funding. Funding for the work of committees comes from the church budget. Committees shall submit proposed budget needs to the Budget & Finance Committee annually. Expenditure of budgeted committee funds must have committee approval. Minutes of meetings granting approval shall be attached to the disbursement request.

Article 1. Committee of Trustees. This committee will consist of at least four members. They will hold in trust the assets of the church. They shall have the actual care of the place of worship and any buildings owned by the church, but they will have no power to borrow money or to buy, sell, mortgage, lease, or transfer any property without specific vote of the church authorizing such action. This committee shall have the church finance records audited annually at the close

of the fiscal year or when deemed necessary. This committee shall have oversight for counting offering receipts of the church and see that monies received are deposited promptly.

Article 2. Fellowship and Hospitality Committee. This committee will consist of at least three members and will be responsible for the planning and execution of church-wide fellowship events. Duties also include maintaining control over the use and/or acquisition of kitchen equipment and supplies.

Article 3. Nominating Committee. This committee will consist of five members, one of whom is to be the Sunday School Coordinator. The other members will represent a cross-section of the church's ministries. These persons will be nominated by the deacons and elected by the church. The duties of this committee are to evaluate the qualifications of eligible members to hold office for the purpose of nominating the best-suited candidates to the church. It is the duty of this committee to prayerfully evaluate the organizational needs of the church. The committee will then nominate qualified persons for election by the church.

Article 4. Budget and Finance Committee. This committee will consist of five members. They shall be responsible for preparing and presenting to the church the proposed annual church budget. This committee will make a presentation of statements to the church on a monthly and annual basis. They may propose revised budget recommendations throughout the church year. This committee will supervise expenditures and may also have the responsibility of promoting a church stewardship program. Expenditures of non-budget items of more than 500€ must be approved by the church. The fiscal year of the church shall begin on January 1 and end on December 31.

Article 5. Missions Committee. This committee will consist of five members. They shall be responsible for promoting missions awareness, conducting missions education, and leading the church in its missions endeavors.

Article 6. Usher Committee. This committee will consist of at least four members. Duties of this committee will consist of maintaining order among the members and visitors, collecting the offering, distributing the bulletins and other related materials, ushering individuals, and assisting with other duties as may be deemed appropriate. The committee may call upon others to assist in these duties as the need arises.

Article 7. Christuskirche/IBC Church Liaison Committee. This committee will consist of at least three members. This committee shall promote fellowship and cooperation between the German-speaking and the English-speaking congregations. The committee shall recommend joint activities and endeavors and shall promote those activities which are approved by the church.

Article 8. Other Committees. As the need arises, other committees will be elected by the church or appointed by the pastor with church approval.

#### SECTION V: REMOVAL OF CHURCH LEADERSHIP

Should the need arise to remove a person from a leadership position, the deacon body shall address this issue in cooperation with the pastor. This should only be considered under extreme circumstances and shall be consistent with biblical principles, to include those in Matthew 18:15-17; 1 Corinthians 5:9-13; 1 Thessalonians 5:12-24; and 2 Thessalonians 3:14-15.

#### SECTION VI. CHURCH-WIDE MEETINGS

Article 1. Worship.

- A. Services of worship shall be conducted each Sunday except where conditions necessitate a change.
- B. Corporate Bible study and prayer services shall be held during the week at a time specified by the church, except where conditions prohibit.
- C. Revivals and other special services may be conducted as authorized by the church.
- D. Worship shall include regular observance of the Lord's Supper at least quarterly, under the leadership of the pastor and deacons.

Article 2. Business Meetings.

- A. Regular. Business meetings will be conducted in the church quarterly with care being taken to schedule them evenly throughout the year. The church council shall schedule them and place them on the church calendar at its first meeting of the year.

- B. Called. Called business meetings will take place in the church during a regularly scheduled time of meeting. Special business meetings may be called by the pastor and/or the deacons. These meetings will also be held upon presentation of a petition of 25 percent of the active church membership to the pastor and/or deacons. Advance notification of a called business meeting must be provided to the church during two consecutive Sunday worship services prior to the meeting. The purpose of the meeting shall be stated beforehand and shall be limited to the purpose stated in the notices.
- C. Moderator. The pastor shall serve as moderator of all the business meetings of the church. In the absence of the pastor or upon the pastor's request, the chairman of the deacons will serve as moderator. In the case of an interim pastor, the chairman of the deacons will serve as the moderator, unless he requests the interim pastor to do so. Should neither the pastor nor the chairman of the deacons be present, the church clerk will call the church into business, and then a moderator shall be chosen by those attending the meeting. Should there be a conflict of interest, the church shall seek an outside moderator. This moderator must have the approval of the pastor and the chairman of deacons.
- D. Voting and Procedures. All action taken at any business meeting shall be by a majority of active members present, except as may be otherwise specified in the by-laws or constitution of the church. Absentee ballots will not be accepted. All procedures will conform to Robert's Rules of Order.
- E. Notice. Notice of business meetings will be in conformity with what is outlined above. However, voting on the reception of new members and votes terminating membership for any reason other than disciplinary may be taken at any meeting of the church body without notice.
- F. Quorum. A quorum shall consist of:
  1. 15% of the active voting members for regularly scheduled and called business meetings.
  2. 30% of full members for changes to the constitution and by-laws.
  3. A majority of the active full members for the call or dismissal of the pastor.

## SECTIONS VII. MISSIONS

Recognizing the obligations placed upon this church by our Lord Jesus Christ in the New Testament, we shall endeavor to spread the Gospel of Jesus Christ through mission activities, especially as outlined below.

### Article 1. World Missions.

- A. The International Baptist Convention. A percentage of all undesignated gifts into this church will be channeled into the work of the International Baptist Convention in order to promote the advancement of the Gospel of Jesus Christ. Immanuel shall give at least the minimum percentage as requested by the International Baptist Convention for active membership.
- B. The Bund Evangelisch-Freikirchlicher Gemeinden in Deutschland. A percentage of all undesignated gifts into this church will be channeled into the work of the Evangelisch-Freikirchlicher Gemeinden in Deutschland in order to promote the growth of the Kingdom of God.
- C. The church shall promote an international mission offering on a yearly basis. The recipient(s) of this offering will be recommended by the Church Council and approved by the church.

Article 2. Local Church Missions. The establishment of local church missions is the best and most direct manner of enlarging the witness of a church in any area. This church shall endeavor at all times to develop missions throughout the local area and elsewhere as the Holy Spirit leads. This mission development will not be limited to any language and racial group and efforts will be maintained to cooperate with churches of like faith and order.

- A. Establishment. All missions will be established upon the authority of this church, and the minutes of the business meetings of the missions will be submitted to this church for approval. All full and associate members in good standing of any mission of this church will be considered to be full or associate members of this church. At the time of establishment, a basic agreement will be made in writing between the mission being established and this church, outlining the principles of cooperation that are expected to be followed by both parties.

- B. Rights. Missions will be permitted to work as freely as possible in the promotion of their own programs and activities. The heads of all organizations must be approved by this church upon the recommendation of the mission. Any church action relative to the mission will be submitted to the mission for its reaction and recommendation. The mission pastors will be termed "Associate Pastor of Immanuel Baptist Church of Wiesbaden, Germany." Mission deacon candidates will be recommended by the mission and approved by and ordained by this church.
- C. Church Support. This church will underwrite the financial program of each mission it establishes. All actions pertaining to financial matters will be approved by this church prior to final commitment, unless other agreements are made between the church and the mission.
- D. Missions Offerings. A mission will be permitted to use Plan 1 or Plan 2 below as it desires. If one plan is used, the mission may change to the other plan when it desires upon coordination with this church.
  1. Remittance to Church. All offerings will be tabulated in accordance with the practice of this church, and all offerings will be forwarded to the Trustee Committee. All bills of the mission will be paid by this church. Under no circumstances will the mission exceed its approved budget without church approval.
  2. Retention in Mission. All finances will be handled by the local mission. A complete monthly report will be submitted to this church by the mission. Under no circumstances will the mission exceed its approved budget without church approval.
- E. Organization into a Church. A mission may be organized into a church whenever the mission desires. The availability of the following resources is encouraged:
  1. Adequate local leadership. A pastor on the field and adequate leadership for its programs.
  2. Adequate local financial support. An amount equal to the actual total expenditures of the mission in its program.

## SECTION VIII. THE CHURCH COUNCIL

Article 1. Composition. The church council shall consist of the following: the pastor (chairman), deacon chairman (vice chairman), all ministry coordinators, and all committee chairmen. A majority of council members must be present in order to conduct business.

Article 2. Responsibilities. The church council shall schedule and coordinate all activities of the church. The church council is responsible for recognizing and setting goals to meet the needs of the church as well as overseeing the establishment and development of programs which affect such activities as education, training, child development, and church publications. Council proposals which call for action not already provided for shall be presented to the church for action.

Article 3. Meeting. The Church Council shall meet quarterly shortly before the regularly scheduled business meeting. Any council member can request an additional council meeting should a need arise.

## SECTION IX. THE CHURCH YEAR

The church year shall begin on September 1 and end the following year on August 31. The church fiscal year shall begin on January 1 and end on December 31.

## SECTION X. LICENSING TO THE GOSPEL MINISTRY

Any person who feels called to the Gospel ministry may make a public declaration to the church in respect to a desire to be licensed. The individual must appear before the pastor and deacons for examination and counseling. Upon recommendation of the deacons and pastor and approval by the church, the license will be granted.

## SECTION XI. AMENDMENTS

These by-laws may be amended at any business meeting of the church if proper notice has been given. Proper notice shall consist of providing a copy of the proposed amendments to each active full member at least one month prior to the meeting when a vote on the proposed amendments is to be taken. The proposed amendments must be written and

forwarded to the church council. The church council will present the amendment to the church at the appropriate meeting. The by-laws may be revised or amended by an affirmative vote of two-thirds of the full members present and voting at the meeting where such changes are presented (see Section V, Article 2-F for quorum specifications).

#### SECTION XII. TERMINUS

Article 1. Adoption. The adoption of this revised constitution and by-laws shall supersede all previously adopted rules or similar documents.

Article 2. Copies. Every family of this church shall be given a copy of this constitution and by-laws. The clerk of the church shall keep a copy of the constitution and by-laws as a permanent record. At least one copy shall be on file at all times in the church office. All approved amendments or revisions shall be assembled by the clerk for distribution to church members and for placement in the church file.

Revised February 8, 2009