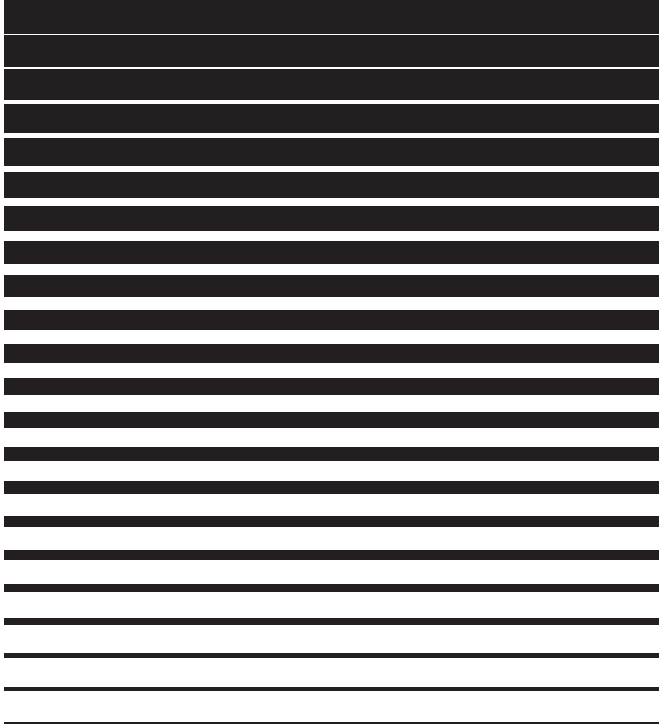




IMMANUEL BIBLE CHURCH



Constitution & Bylaws



TABLE OF CONTENTS

CONSTITUTION OF IMMANUEL BIBLE CHURCH	2
Article I – Name	2
Article II – Purpose	2
Article III – Doctrine	2
Article IV – Ordinances	2
Article V – What We Teach	3
Article VI – Church Covenant	10
Article VII – Amendments	11
THE BYLAWS OF IMMANUEL BIBLE CHURCH	12
Article I – Membership	12
Article II – Church Oversight	14
Article III – Church Staff	18
Article IV – Church Ministries	20
Article V – Finances	20
Article VI – Congregational Business Meetings	22
Article VII – Settlement of Disputes	23
Article VIII – Merger	23
Article IX – Dissolution	24
Article X – Amendments	24

Approved by Elders November 18, 2007

Amended March 27, 2011; June 2, 2013; June 22, 2014; February 2024

IMMANUEL BIBLE CHURCH CONSTITUTION

ARTICLE I – NAME

This incorporated church will be known as
“Immanuel Bible Church.”

ARTICLE II – PURPOSE

As expressed in our statement of faith (Article V below), we believe that the purpose of the local church is to worship, praise, and glorify God by proclaiming the gospel of Christ Jesus to the entire world, by teaching His Word, by seeking Him through earnest prayer, by equipping the saints to walk, serve, and fellowship in the power of the Holy Spirit, and by keeping the ordinances (Matthew 28:18-20; Acts 1:8, 2:42-46; 1 Corinthians 11:24,25; 14:26; Ephesians 4:11-16; Colossians 1:24-28; 1 Timothy 4:11).

ARTICLE III – DOCTRINE

The church’s doctrine will conform with the Word of God. That doctrine is summarized in our statement of faith.

ARTICLE IV – ORDINANCES

SECTION 1 - BAPTISM

As expressed in the statement of faith, baptism is for believers and is a public testimony of faith in Christ in obedience to His command. Baptism identifies the believer with Christ’s death and resurrection. This church will baptize by immersion in water after a person professes faith in Jesus Christ as personal Savior.

SECTION 2 - LORD’S SUPPER

The Lord’s Supper will be served on a regular basis. Any person professing faith in the Lord Jesus Christ as personal Savior may participate.

ARTICLE V –

WHAT WE TEACH

SECTION 1

PREAMBLE

The teaching of Immanuel Bible Church is based on the Scriptures. This article (Article V) serves as our statement of faith, and it reflects those doctrines that the elders and congregation consider essential to understanding, teaching, and practicing God’s Word. It is based on an interpretation of the Scripture that is:

NORMAL - understanding the words of Scripture in their common usage unless otherwise indicated by the context.

LITERAL - understanding the meaning of Scripture in its ordinary sense unless the context requires a figurative interpretation.

GRAMMATICAL - using the recognized rules of grammar to interpret the text.

HISTORICAL - understanding the words of Scripture in the context of the times in which they were written.

SYSTEMATIC - categorizing and comparing the teaching of the Scriptures with the whole of Scripture in view.

The elders of Immanuel Bible Church believe and affirm that this statement of faith reflects the truth of God’s Word.

1 This doctrine is referred to as “inerrancy.”

SECTION 2

SCRIPTURES

We believe the Scriptures - the 39 books of the Old Testament and 27 books of the New Testament - provide God's authoritative written revelation to mankind (2 *Timothy* 3:16-17; 1 *Thessalonians* 2:13; *Galatians* 1:12). God interacted with the human writers of those books so that every word of the original texts was exactly as He wanted (2 *Peter* 1:20-21) and without error¹ (*John* 17:17). The Scriptures are the supreme and final authority (*Psalms* 19:7-11; *Psalms* 119; *Romans* 10:17; *Hebrews* 4:12).

SECTION 3

GOD

We believe there is one God (*Deuteronomy* 6:4; 1 *Timothy* 2:5) in three persons²—the Father, the Son, and the Holy Spirit (*Matthew* 28:19; *John* 6:27; *John* 10:30; 1 *Corinthians* 3:16); one in nature, attributes, and glory. These three are one God (2 *Corinthians* 13:14), infinite (*Malachi* 3:6; *Acts* 17:24), eternal (*Hebrews* 1:8), unchangeable (*James* 1:17), all wise (*Romans* 11:33), all powerful (*Isaiah* 40), all knowing (*Psalms* 147:5), holy (*Isaiah* 6:3), just (*Psalms* 9:16), loving (1 *John* 4:7-21), gracious (*Romans* 3:23-24; *Galatians* 3:18), good (*Psalms* 100:5), and true (*Isaiah* 45:19). He is everywhere present, yet not part of His creation (*Psalms* 139:7-12).

GOD THE FATHER

We believe that the Father is God (*Isaiah* 64:8). He begins and ends all things according to His own purpose and grace (*Psalms* 90:2). He is the Creator (*Revelation* 4:11) and Sustainer (*Psalms* 104) of all things, and the spiritual Father of believers (1 *John* 5:11). He expresses Himself in relationships with those whom He chooses, binding Himself to them by His eternal promises (*Genesis* 9:9; 17:7-9; 2 *Samuel* 7:8-16; *Jeremiah* 31:31-34; *Romans* 8:29-30; *Hebrews* 10:16). He is loving (*Ephesians*

² This doctrine is referred to as "the Trinity."

2:3-5), long-suffering, and not willing that any should perish, but that all should come to repentance (*John 3:17; 1 Timothy 2:4; 2 Peter 3:9*).

GOD THE SON

We believe that Jesus Christ is God (*John 10:30; Colossians 1:17; Titus 3:4-5*). He is fully God (*John 1:1-2, 14; John 17:1-5*) and fully man (*Philippians 2:5-8*). He was conceived by the Holy Spirit, born of the virgin Mary (*Isaiah 7:14; Matthew 1:18-25*), lived a sinless life (*2 Corinthians 5:21; Hebrews 4:15*), performed miracles (*Matthew 11:4-5; John 2:11*), died as the only sufficient sacrifice for our sins, and was buried (*Matthew 20:28; John 1:29; Romans 3:25; 1 Corinthians 15:4; Hebrews 10:5-14; 1 Peter 3:18*). He was resurrected bodily (*Matthew 28:5-10*), appeared to the apostles and other witnesses (*1 Corinthians 15:5-8*), ascended to heaven (*Acts 1:9*), was glorified (*1 Timothy 3:16; Hebrews 2:9*), and now intercedes for believers (*Romans 8:34*).

GOD THE HOLY SPIRIT

We believe that the Holy Spirit is God (*Acts 5:3-4*). He convicts people of sin (*John 16:8-11*) and restrains the extent of sin in the world (*Genesis 6:3; 2 Thessalonians 2:7*). He opens the hearts and minds of people (*Romans 8:16; 1 Corinthians 2:12-14*) to turn from sin (*2 Corinthians 3:2-3; Romans 8:1-14*), believe in the Son (*1 Thessalonians 1:2-5*), and be born again (*John 3:3-7*).

At the moment of salvation the Holy Spirit comes to live within every believer forever³ (*John 14:16; Romans 8:9; 1 Corinthians 12:13; Ephesians 1:13-14; 4:30*). He fills believers with His power (*Acts 1:8; Ephesians 3:16*), enables them to live in obedience to the will of God (*Galatians 5:16-26*), teaches them (*1 Corinthians 2:13-15; 1 John 2:27*), and gives them His gifts “to each one individually just as He wills,” to serve the church (*1 Corinthians 12:7,11; Romans 12:4-8; 1 Peter 4:10; Ephesians 4:11*).

The Holy Spirit provides gifts to believers to serve the

3 We believe that the baptism in the Holy Spirit takes place at the moment of salvation, and that there is no other “baptism of the Spirit” taught in the Scriptures.

body of Christ and to reach the world with the gospel (*1 Corinthians 12:4-7; 1 Peter 4:10*). Spiritual gifts should be used in a proper and orderly manner (*1 Corinthians 14:40*), in love (*1 Corinthians 14:1*), and without causing division (*1 Corinthians 12:25*). Spiritual gifts are not an indication of spiritual maturity and they should not be used for self-promotion (*1 Corinthians 12:11-12*).

We believe that sign gifts (apostle, prophet, healing, miracles, and tongues) authenticated the ministry and message of the apostles (*Ephesians 2:20; Hebrews 2:1-4; 2 Corinthians 12:12*) and served in the establishment of the church (*Acts 2:41-47; 9:31-42*). We believe that God continues to demonstrate His miraculous power and ability to heal; but the sign gifts, as given to the early church, are not in effect today.

SECTION 4

ANGELS

We believe that God created angels as spiritual beings to glorify and serve Him. Angels also act as God's messengers and minister to believers. Although powerful, they are never to be worshipped (*Colossians 1:16; 2:18; Psalm 103:20; Hebrews 1:13-14; Revelation 22:8-9*). Satan, an angel of high rank, led many angels in a rebellion against God, bringing judgment against himself and his followers (*Isaiah 14:12-15; Ezekiel 28:12-19; John 16:11; 2 Peter 2:4*). Satan tempted Adam and Eve into rebellion against God (*Genesis 3:1-19; 2 Corinthians 11:3*) and continues, with other fallen angels (demons), to deceive and tempt all of mankind and actively oppose the purposes of God (*2 Corinthians 11:14; Ephesians 6:10-18; 1 Timothy 4:1; Revelation 12:9*). By His sacrifice on the cross, Jesus Christ defeated Satan and his demons; they will be thrown into the lake of fire forever at the last judgment (*Matthew 25:41; John 12:31-32; 1 John 3:8; Revelation 20:10*).

SECTION 5

ORIGINS

We believe that God spoke the heavens, the earth and all living things into existence in six days. God directly created the original kinds of plants and animals and ordered them to reproduce after their kind. In its original form, the creation was very good and untouched by sin. Man is unique, created in the image of God, and did not originate from any other living thing (*Genesis 1 & 2; 5:1-2; 9:6; Exodus 20:11; Psalm 33:6-9; John 1:3; Colossians 1:16-17*).

SECTION 6

SIN

We believe that God created Adam and Eve, the first humans, without sin and in perfect fellowship with Him (*Genesis 1:26-28, 31; 2:18-24; James 3:9*). They chose to sin by disobeying God and incurred His judgment. Their sin separated them from Him and brought suffering and death upon themselves, their descendants, and the whole creation (*Genesis 3; Psalm 14:1-3; 51:5; Romans 8:20-22*).

Mankind's continued unbridled wickedness brought further judgment, which destroyed the earth in a world-wide flood (*Genesis 6-8; 2 Peter 2:4-5*). After the flood, mankind's continued rebellion at Babel brought God's judgment in confusing their language and scattering them over the face of the earth (*Genesis 11:1-9; Luke 1:51*).

We inherit Adam's sin nature (*Psalm 51:5; Romans 5:12*), are spiritually dead (*Ephesians 2:1*), and are sinners ourselves (*Romans 3:10, 23; 5:12*). Consequently, none of us are able by our efforts to reconcile ourselves to God (*Galatians 3:22; Ephesians 2:8-9; Romans 8:8*).

SECTION 7

SALVATION

We believe that we are given salvation from sin and its penalty as a free gift from God (*Romans 6:23*) through faith and trust in Jesus Christ alone, unaided by human effort (*John 3:16; Ephesians 2:8-9; Titus 3:5-7*). The death of Christ is full payment for our sins (*1 Corinthians 15:3; Hebrews 9:11-15; 1 Peter 1:18-21*) and satisfies the just requirement of God (*Romans 3:23-26; Hebrews 10:1-10*). Made alive by God (*1 Corinthians 15:22; Ephesians 2:4-7; 1 Peter 3:18*), we are no longer slaves to sin (*Romans 6*), but are children of God (*John 1:12; Romans 8:14-17; Galatians 3:26*), disciples set apart to a life of spiritual growth, ministry, love, and good works (*Ephesians 2:10; Colossians 1:10-14; 3:12-17; Hebrews 12:1-2; 1 Peter 2:2*). We have forgiveness for every sin (*Ephesians 1:7; 1 John 1:9*) and rest secure in the reality of eternal life (*John 5:24; 6:39-40; 10:27-30; 1 Peter 1:3-5; 1 John 5:9-13*).

SECTION 8

FAMILY

We believe that God created and blessed the family as the foundation of society. Marriage unites one man and one woman in a lifetime commitment to each other (*Genesis 2:23-24; Matthew 19:4-6*). Marriage provides for intimate companionship, pure sexual expression (*Genesis 2:25; Ephesians 5:31-33*), procreation, and reflects the relationship of Christ and the church (*Genesis 1:28; Proverbs 5:15-19; 1 Corinthians 7:1-5*). A husband is commanded to love his wife as Christ loved the church. A wife is commanded to submit to her husband as the church submits to Christ (*Ephesians 5:22-33*).

Children are a gift from God and are fully human from conception (*Psalms 127:3; 139:13-16*). Parents are to train their children by modeling a godly life, teaching them the Scriptures, disciplining them in love, and providing them a resource of wisdom and counsel (*Deuteronomy 6:4-7; Proverbs*

1:8-9; 13:24; 22:6). Parents are to care for the needs of their children (*2 Corinthians 12:14; Ephesians 6:4*). Children are to obey their parents with respect and honor, caring for them in the time of their dependency and old age (*Exodus 20:12; Leviticus 19:32; Proverbs 23:22; Ephesians 6:1-3; Colossians 3:20; 1 Timothy 5:8*).

SECTION 9

CHURCH

We believe that Christ established the church and is the Head of the church (*Matthew 16:18; Ephesians 1:22-23; Colossians 1:18*). The church comprises believers from its beginning at Pentecost until the return of Christ (*Acts 2; 1 Thessalonians 4:13-18; 1 Corinthians 15:51-58*). Through the power of the Holy Spirit, the church carries out Christ's work in the world (*John 15:26; Acts 1:8*). The purpose of the church is to worship, praise, and glorify God by proclaiming the gospel of Christ Jesus to the entire world (*Matthew 28:18-20; Acts 1:8*); by teaching His Word (*Colossians 1:24-28; 1 Timothy 4:11*); by seeking Him through earnest prayer (*Acts 2:42*); by equipping the saints to walk, serve, and fellowship in the power of the Holy Spirit (*Acts 2:42-46; Ephesians 4:11-16; 1 Corinthians 14:26*); and by keeping the ordinances⁴ (*1 Corinthians 11:24, 25; Matthew 28:19*).

We believe that the Lord gave two ordinances⁴ to the church: Baptism and the Lord's Supper. Baptism is for believers and is a public testimony of faith in Christ in obedience to His command (*Matthew 28:19*). Baptism identifies the believer with Christ's death, burial, and resurrection (*Colossians 2:12*) and is best represented by immersion (*Acts 8:36-39*). The Lord's Supper is the believer's remembrance of our Lord's death until He comes and should be preceded by careful spiritual self-examination of the participant (*Matthew 28:18-20; 1 Corinthians 11:23-28*). We believe that the church is expressed in local congregations of believers established under the headship of Christ and the authority of Scripture (*Galatians 1:2; 1 Corinthians 1:2; 1*

⁴ An "ordinance" is a ceremony that Jesus told the church to observe.

Thessalonians 1:1; Revelation 1:11). Individual congregations are to be governed by elders (*1 Timothy 3:1-7*), men meeting biblical standards, who are responsible to guard the purity of church doctrine (*Titus 1:9*), to shepherd the flock (*1 Peter 5:1-3*), and to oversee church matters (*Acts 20:28; Hebrews 13:17*). Deacons are responsible for assisting the elders in the work of the ministry (*Acts 6:1-6; Philippians 1:1; 1 Timothy 3:8-13*).

SECTION 10

FUTURE

We believe that Jesus Christ will physically return in the air to take the church out of the world to be with Him forever (*John 14:2-3; 1 Thessalonians 4:16-17*). Scripture tells us to be ready always for His coming (*1 Thessalonians 5:4-6; Revelation 22:20*). At that moment, the dead in Christ and living believers will be given their eternal bodies (*1 Corinthians 15:51-53*). Jesus Christ will then bring a seven- year period of wrath upon the earth known as the tribulation⁵ (*1 Thessalonians 5:2, 3; Revelation 6-18*). At the end of this period of judgment, He will return bodily (*Acts 1:9-11; Zechariah 14:4-8*) with the church to set up a kingdom to rule in righteousness the entire earth for a thousand years (*Revelation 19:1-20:6; Matthew 13:41-43*).

The kingdom will end in rebellion against Christ and His people (*Revelation 20:7-9*), but the rebellion will fail in the face of Christ's victory over Satan and all who oppose Him (*Revelation 20:9-10*). The unbelieving dead of all time will then be raised and given eternal bodies to face God in final judgment (*Revelation 20:11*), after which they will be thrown into the lake of fire to eternal torment (*Revelation 20:15*). Believers will enter a new heaven and new earth (*Revelation 21:1-22:6*) prepared for them to enjoy perfect, everlasting fellowship with God.

5 This doctrine is referred to as the pretribulational, premillennial view of the future.

ARTICLE VI – CHURCH COVENANT

As those redeemed unto God by the precious blood of Christ, it is our desire to live in a manner befitting our relationship with Christ, being obedient to the Word, to diligently seek to “grow in grace and in the knowledge of our Lord and Savior Jesus Christ” (*2 Peter 3:18*) and to “walk by the Spirit of God,” enabled by His power to manifest the fruit of His work in us (*Galatians 5:16, 22-23*). Accepting the totality of Scripture as our basis for faith and practice, we desire to live according to its teachings. The following specific goals are stated as representing that desire:

SECTION 1 - SEPARATION UNTO GOD

We purpose to “abstain from all fleshly lusts” (*1 Peter 2:11*), being “not conformed to this world” (*Romans 12:2*), and to “yield our members as instruments of righteousness unto God” (*Romans 6:13*).

SECTION 2 - LOVE FOR ONE ANOTHER

We purpose to love one another, “without hypocrisy” (*Romans 12:9*), to help one another when needed, and to “pray for all saints” (*Ephesians 6:18*). We shall endeavor by all means to “keep the unity of the Spirit in the bond of peace” (*Ephesians 4:3*), refraining from “all bitterness and wrath and clamor and evil speaking” (*Ephesians 4:31*).

SECTION 3 - COMMITMENT TO OUR MINISTRY

We purpose to support this church faithfully in all its ministries, attending its services, diligently exercising our individual gifts of the Spirit on its behalf, and contributing both bountifully and cheerfully to its expenses and ministries “as the Lord hath prospered” (*1 Corinthians 16:2*).

SECTION 4 – TEACHING OF SOUND DOCTRINE

We purpose that we shall “earnestly contend for the faith which was once for all delivered unto the saints” (*Jude 3*), “speaking the truth in love” (*Ephesians 4:15*). The essentials of the Christian faith we believe to be embodied in our statement of faith, and we shall therefore strive to defend and propagate these truths, both vigorously and graciously.

SECTION 5 – REACHING THE WORLD FOR CHRIST

We purpose to witness to the lost in both deed and word, seeking to win them to saving faith in Christ and then to bring them into the fellowship of a local church. We purpose also to give our earnest support to home and foreign missions, seeking to do all we can, as the Lord enables, to get the Gospel out to all men (*Acts 1:8*).

ARTICLE VII – AMENDMENTS

This constitution, including the statement of faith and the church covenant, may be amended by the same process as that for amending the bylaws. The amendment process is described in the bylaws.

IMMANUEL BIBLE CHURCH
BYLAWS

ARTICLE I – MEMBERSHIP

SECTION 1 - ADMISSION

A prospective member must profess faith in the Lord Jesus Christ as personal Savior, give evidence of a changed life, have been baptized as a believer, and accept and agree to abide by the church’s constitution and bylaws. Moreover, a prospective member will agree not to teach in a church setting (at IBC, at an off campus Bible study, etc.) anything contrary to the church’s beliefs as expressed in the section of the constitution titled ‘What We Teach’. The elders may examine such persons and receive them into membership.

SECTION 2 - DESIGNATION OF MEMBERSHIP

To properly and accurately reflect the membership of the church, the elders shall maintain two rolls:

1. Active members are those who have met all membership qualifications above, are currently active in the church, and are sixteen (16) years old or older. Active members may vote on the matters listed in Section 3 below. With approval of the elders, active members may serve in all leadership and ministry positions in the church. (The words “congregation” or “congregational” throughout these by-laws refer to the body of active members.)
2. Inactive members are those members no longer in proximity to the church or who are otherwise unable to participate regularly in church activities. Members who willfully, without plausible reason, absent themselves from the services of the church for a period of one (1) year may be removed from membership by the elders.

SECTION 3 - VOTING RIGHTS OF ACTIVE MEMBERS

Active members will vote on elder recommendations in the

following matters:

1. New pastors, elders, and deacons;
2. The annual budget of the church;
3. Acquisition of real property and associated indebtedness;
4. Disposition of all or substantially all of the church's assets
5. Amendments to the constitution or bylaws
6. Merger or dissolution of the church;
7. Any other major event or decision as designated by the elders.

SECTION 4 - RELEASE OF MEMBERS

A letter may be granted any member in good standing and not involved in a church discipline proceeding who chooses to join another church. Any member resigning or joining another church will be removed from the membership. Deceased members shall be removed from the church rolls. In the course of a discipline process, the elders, at their discretion, may remove a member from the church rolls.

SECTION 5 - CHURCH DISCIPLINE AND RESTORATION

The purposes of church discipline and restoration are to restore a member engaged in sin to a right relationship with the Lord and His church and to protect the purity of the church in doctrine and practice. It shall be the practice of this church to pursue every reasonable measure for peace and reconciliation. Should a member become an offense to the church and its dignity by reason of immoral conduct, un-Christian conduct, or promoting false doctrine, the elders may terminate membership or privileges of membership (e.g., voting), but only after due notice and opportunity for hearing. If faithful efforts, in accordance with Matthew 18:15-17, to bring such member to repentance are unsuccessful, the elders shall provide written notice to the member, describing an opportunity for a hearing with the elders. This notice of the hearing shall be delivered at

least ten (10) days prior to the hearing. At the conclusion of the hearing, a letter of termination or other church discipline may be issued by the elders.

ARTICLE II - CHURCH OVERSIGHT

SECTION 1: CONCEPT

This church recognizes Christ as its Head and the Scriptures as its only authority (*Colossians 1:18; 2 Timothy 3:16*). Under that authority, the oversight of this church is vested in a body of elders who operate in concert with the deacons and the congregation.

SECTION 2: THE ELDERS

A. Authority and Responsibility - The elders are responsible to guard the purity of church doctrine, to shepherd the flock, and to oversee church matters.

1. The elders will ensure that the truths of the Bible are accurately taught and applied.
2. The elders will minister to the needs of individuals and families through personal visitation, counseling, leading by example, teaching, discipline and restoration, and the general oversight of all church ministries.
3. The elders will oversee all church matters. In particular, the elders will act as the board of directors for the church corporation. They will be responsible to select the corporate president and any other needed officers and determine the functions of these officers.

B. Qualifications - An elder must meet the standards of 1 Timothy 3:1-7 and Titus 1:5-9; be an active member of this church; believe in, support, and agree to abide by its constitution (including the statement of faith and the covenant); and accept its bylaws.

C. Appointment - The elders will identify qualified candidates to serve as elders. Church members may submit names of candidates. The elders will evaluate

each candidate, to see that he meets the standards of 1 Timothy 3:1-7 and Titus 1:5-9 and to seek evidence of the Lord's calling to the office. The elders will present to the congregation the names of those nominated to become elders at least 30 days before the vote to add them to the council. During those 30 days the elders can withdraw the nomination based on input from the congregation. For approval, at least two-thirds (2/3) of the votes cast must be in the affirmative.

D. Number - There is no limit on the number of elders.

E. Term - There is no term limit for an elder. An elder may take a sabbatical for a period of time for rest and renewal while continuing to be an elder. An elder may resign at any time by informing the elders. If an elder becomes unqualified or is unable to perform his elder duties satisfactorily, the elders may remove him. An elder being considered for removal will not vote on the motion to remove himself. The elders will inform the congregation when an elder resigns or is removed.

F. Organization

1. The entire body of elders will be referred to as the general council of elders. Less than half of the elders will be from the church staff. (A person on the church staff is one who is employed by the church and receives direct financial compensation for that employment.)
2. The general council annually will choose from itself an executive committee. The executive committee will include the four officers identified in subsection G below, the lead teaching pastor, the pastor of ministries, and other elders as needed.
3. Less than half of the executive committee members will be from the church staff. Except for the lead teaching pastor and the pastor of

ministries, no elder may serve more than five consecutive one-year terms on the executive committee. An elder may not then serve on the executive committee again until one (1) full year has elapsed.

4. The general council may delegate such responsibilities and authority as it chooses to the executive committee. The general council or the executive committee may appoint additional committees as required and delegate to them appropriate authority and responsibility.
5. The general council may designate members who have reached a certain age and length of service as emeritus elders. The requirements for emeritus status and the responsibilities and privileges of emeritus elders will be as determined by the general council or its executive committee.

G. Officers - The elders annually will select non-staff elders to serve as chairman, vice-chairman, secretary, and treasurer.

1. The chairman will preside over meetings of the general council and its executive committee and over congregational business meetings.
2. The vice-chairman will assume the duties of the chairman in his absence.
3. The secretary will keep faithful records of all proceedings of the general council and its executive committee and of all congregational business meetings.
4. The treasurer will be responsible for oversight of the financial operation of the church, including required audits or reviews. He will ensure that proper records are maintained and that quarterly financial reports are made to the elders and to the congregation.

H. Meetings - The general council, the executive committee, and other committees will meet regularly as required. Meetings may be called at the request of any elder provided that all members of that council or committee are given adequate notice. For meetings of the general council or the executive committee, a simple majority (fifty percent [50%] plus one person) of the members of those bodies will constitute a quorum. All decisions of those bodies require unanimous consent of those present, consistent with the spirit of mutual submission as in Philippians 2:2-8.

SECTION 3 - DEACONS

A. Recognition - The elders will recognize as deacons those that are faithfully, consistently, and exceptionally serving the church body, and whose service is determined by the elders to merit recognition.

B. Qualifications - A deacon must meet the standards of 1 Timothy 3:8-13; be a full member of this church; believe in, support, and agree to abide by its constitution (including the statement of faith and the covenant); and accept its bylaws.

C. Appointment - The process for nominating and approving deacons is the same as that for elders.

D. Number - There is no limit on the number of deacons.

E. Term - The term of recognition is one year. There is no term limit for a deacon, but the elders will reevaluate the deacon list annually. The procedure for resignation or removal of a deacon is the same as that for an elder.

ARTICLE III - CHURCH STAFF

SECTION 1 - THE LEAD TEACHING PASTOR

A. Authority and Responsibilities - He is the senior spiritual leader of the church, and his principle responsibility is to equip the saints for the work of

the ministry, primarily through the teaching of God's Word (Ephesians 4:11-12) under the direction of the general council of elders. Other responsibilities will be determined by the elders. He will be an elder and a member of the elder executive committee.

B. Qualifications - He will have the qualifications of an elder. Other qualifications will be determined by the elders.

C. Appointment - The elders will be responsible to search for and screen candidates for the position of lead teaching pastor. The name of the candidate selected by the elders will be presented to the congregation for approval at a regular or special business meeting. For approval of a candidate, at least two-thirds (2/3) of the votes cast must be in the affirmative.

D. Term

1. There is no term limit for the lead teaching pastor.
2. He may discontinue his pastoral duties by submitting a letter of resignation to the elders at least thirty (30) days before the effective date of the resignation.
3. If the lead teaching pastor becomes unqualified or is unable to perform his pastoral duties satisfactorily, the elders may remove him. The lead teaching pastor will not vote with the other elders on any recommendation for his removal.
4. The elders will inform the congregation when the lead teaching pastor resigns or is removed.

SECTION 2 - THE PASTOR OF MINISTRIES

A. Authority and Responsibilities - His primary responsibility is to provide oversight and supervision of the pastors (other than the lead teaching pastor),

other church staff, and the day-to-day operation of the church, under the direction of the general council of elders. Other responsibilities will be determined by the elders. He will be an elder and a member of the elder executive committee.

B. Qualifications - He will have the qualification of an elder. Other qualifications will be determined by the elders.

C. Appointment - The appointment process for the pastor of ministries will be the same as that for the lead teaching pastor.

D. Term - The term of service for the pastor of ministries will be like that of the lead teaching pastor.

SECTION 3 - OTHER PASTORS

A. Responsibilities - Responsibilities for a particular pastor will be as designated by the elders. Pastors will be elders.

B. Qualifications - A pastor will have the qualifications of an elder. Other qualifications for a particular ministry will be determined by the elders.

C. Appointment - The appointment process for other pastors will be the same as the process for the lead teaching pastor.

D. Term: Other pastors' terms will be like that of the Lead Teaching Pastor.

SECTION 4 - OTHER STAFF

A. Responsibilities, qualifications, hiring, and removal will be according to a personnel policy manual developed by the elders.

B. Hiring will be within limits of the church budget.

ARTICLE IV – CHURCH MINISTRIES

SECTION 1 - APPROVAL AND OVERSIGHT

A. The elders will approve and oversee all church ministries.

B. The elders will approve any church support of parachurch organizations, missions, and other ministries external to the church and oversee the church's ongoing relationships with these ministries.

SECTION 2 - ENDORSEMENT

The name of the church may be used as an endorsement of a ministry only after approval by the elders.

SECTION 3: FINANCIAL SUPPORT

The elders may approve church financial support of external ministry organizations or individuals.

ARTICLE V – FINANCES

SECTION 1 - FISCAL YEAR

The fiscal year will begin on July 1st and end on the following June 30th.

SECTION 2 - BUDGET

A. Budget Preparation and Approval - The elders will be responsible to prepare a church budget, including compensation and benefits to be paid to the church staff, for approval by the congregation prior to the beginning of the fiscal year.

B. Budget Changes - The approved budget, both the overall total and amounts in any subtotals presented to and approved by the congregation, will be the ceiling on spending.

1. The budget will include a contingency item. The elders may use funds in this item at their discretion to meet unforeseen expenses by

either adjusting existing budget subtotals or establishing additional budget categories.

2. With congregational approval, the elders may adjust the overall budget and/or amounts in any congregationally approved budget subtotals.

SECTION 3 - INCOME

Normally church funds will be provided by freewill gifts. Restricted and designated gifts will be handled according to a policy maintained by the elders. Other income may be received from elder-approved activities. The receiving and handling of monies will be according to procedures approved by the elders.

SECTION 4 - SPENDING AUTHORITY

A. During the Fiscal Year - The elders have the authority to spend funds up to the amount approved by the congregation for any budget subtotal. This authority rests corporately in the general council of elders but may be delegated as the elders deem appropriate. In the event that a new budget is not approved until after the new fiscal year begins, monthly spending in the new fiscal year may not exceed average monthly income in the previous fiscal year until the new budget is approved.

B. Year-End Surplus Funds - Funds remaining at the end of a fiscal year will be allocated by the elders.

SECTION 5 - CONFLICT OF INTEREST

The elders shall adopt a conflict-of-interest policy that will provide for full disclosure of material conflicting interests by elders, deacons, or church employees. This policy shall permit the elders to determine whether a contemplated transaction may be authorized as just, fair, and reasonable to the church.

SECTION 6 - REPORTS AND AUDITS

The treasurer will make financial reports to the elders as requested and to the congregation at least quarterly. A certified public accountant who is neither a member of the staff nor an elder will audit or review the church financial records annually after the close of the fiscal year and will conduct a complete audit at least every third year.

SECTION 7 - CONTRACTS

The elders may authorize any officer or officers, agent or agents of the church, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the church. Such authority may be general or confined to specific instances.

SECTION 8 - ENDOWMENTS

The elders may establish on behalf of the church any endowments for the general purposes or for any special purpose of the church.

ARTICLE VI - CONGREGATIONAL BUSINESS MEETINGS

SECTION 1 - CONDUCT OF MEETINGS

Meetings will be conducted according to the principle of mutual respect and the spirit of humility required by Philippians 2:2-8. An elder policy will specify a rule of order for structuring the meetings. If such a policy is not in place, meeting order will follow Robert's Rules of Order (rev. ed.).

SECTION 2 - REGULATIONS CONCERNING MEETINGS

A. Quorum - The active members present at any business meeting constitute a quorum.

B. Notification - Notice of any congregational business meeting will be given at least two weeks prior to the meeting in a manner determined by the elders (such as email, pulpit announcements and the church bulletin).

C. New Business – A member may submit new business items to any elder at any time for consideration, evaluation and prayer by the elders. New business brought to the floor of a business meeting will likewise be referred to the elders.

D. Frequency of Meetings – Congregational meetings will be held to approve the annual budget and to provide an annual report to the congregation. The elders may call other meetings at any time.

E. Required Vote – An affirmative vote by a simple majority is required for approval of a business item unless a larger majority is specified elsewhere in these bylaws.

ARTICLE VII – SETTLEMENT OF DISPUTES

Any claim or dispute arising between church members, pastors, staff, and/or the church shall be settled by mediation following scriptural example. If resolution is not reached, legally binding Christian arbitration will be employed by the elders or individuals selected by the elders using a neutral arbitration service.

ARTICLE VIII – MERGER

The elders may call a special congregational meeting for the purpose of merging Immanuel Bible Church with another church of like faith. Two-thirds (2/3) of the votes cast at the meeting must be in the affirmative to approve the merger.

ARTICLE IX – DISSOLUTION

The elders may call a special congregational meeting for the purpose of dissolving Immanuel Bible Church. All assets remaining after payment of liabilities will be distributed to another religious organization(s) of like faith. Two-thirds (2/3) of the votes cast at the meeting must be in the affirmative to dissolve the church and to approve distribution of the church assets.

ARTICLE X – AMENDMENTS

Upon the recommendation of the elders, these bylaws may be amended by a two-thirds (2/3) majority vote of church voting members present at any regular or special meeting called for that purpose.

I, the undersigned secretary of Immanuel Bible Church, do hereby certify that the above constitution and bylaws were adopted on November 18, 2007, and amended March 27, 2011 and June 2, 2013 by the members at a duly called meeting and that this constitution and bylaws are current and in operation as of that date. Scott Faught, Secretary, Council of Elders



IMMANUEL BIBLE CHURCH

6911 Braddock Road • Springfield • VA • 22151 • ibc.church

APPROVED BY CONGREGATION FEBRUARY 22, 2014 | PRINT DATE FEBRUARY 2024