

The Constitution and By-Laws of Wekiwa Springs Baptist Church

Preamble:

For the more certain preservation and security of the principles of our faith, and to the end that this body may be governed in an orderly manner, consistent with the accepted tenants of the Baptist denomination; and for the purpose of preserving the liberties inherent in each individual member of this church and the freedom of action of this body with respect to its relation to other churches of the same faith, we do declare and establish this constitution.

Name:

Wekiwa Springs Baptist Church Holding Company Incorporated of Apopka Florida

Articles of Faith:

Section 1- Wekiwa Springs Baptist Church affirms the Holy Bible as the inspired Word of God and the basis for our beliefs. This church ascribes to the doctrinal statement of The Baptist Faith and Message as adopted by the Southern Baptist Convention in 2000. The ordinances of this church are Believer's Baptism by immersion and the Lord's Supper.

Section 2- Wekiwa Springs Baptist Church exists to bring glory to God by obeying the Great Commandment found in Matthew 22:37-38 and the Great Commission found in Matthew 28:18-20. We exist for the purpose of loving God supremely, loving each other sacrificially, and making disciples of Jesus of those from all nations of the world.

Bi-Laws:

Article I

Membership:

Section 1- Any person professing faith in the Lord Jesus Christ and giving verbal testimony of conversion, having followed the Lord in Believer's Baptism by immersion, and having completed the New Members Class, is eligible for admission into the membership of Wekiwa Springs Baptist Church.

Section 2- Members may also be received from other New Testament churches of like faith and order into the fellowship of this church by meeting the criteria of the above section. The Pastor, in consultation with the Deacons, shall be the final authority in deciding which churches constitute "like faith and order".

Section 3- Regardless of profession, it is expected that members of Wekiwa Springs Baptist Church shall make consistent effort to live a life of holiness before God, the world, and each other. To this end, no candidate shall be received into membership who is actively involved in any activity which is biblically proscribed. This shall include, but shall not be limited to, homosexuality, adultery, fornication, drunkenness, use of illegal or illicit drugs, or criminal activity. For any candidate engaging in such activities, a declaration of repentance and rejection of the activity or lifestyle in question shall be necessary before they will be considered for membership.

Section 4- The New Members Class shall be taught by the Pastor or his designee, and shall have as its curriculum an overview of the essential doctrines of the Christian Faith as defined by the Pastor. It shall also include an introduction to the ministries and operations of Wekiwa Springs Baptist Church. Graduation from this class requires the candidates to affirm the Church Statement of Faith in section “Articles of Faith”, and the Responsibilities of Members in Section 6 of “Membership”. After completion of the class, new members will be presented to the church for affirmation of their completed membership.

Section 5- A candidate which has presented himself for membership, but has not yet completed the New members Class, will have all of the rights and privileges of a full member of the congregation with the following exceptions:

- A. They shall not be able to vote in any Church business meeting until their membership requirements have been completed.
- B. They shall not be considered for any ministry leadership role; any teaching role within the congregation, or any places of authority in the Church until their membership requirements are completed.

Section 6- Responsibilities of Members:

- A. With the help of the Holy Spirit, members shall seek to grow in Christian discipleship through obedience to the teaching of Scripture, faithful Church attendance, and regular financial contribution to the support of the Church.
- B. With the help of the Holy Spirit, members shall make every effort to immediately forgive all offenses, wither real or perceived, and shall diligently seek reconciliation.
- C. It shall be the duty of members who move away from the proximity of Wekiwa Spring Baptist Church to immediately (*within a six month time period*) move their membership to another church of like faith and order.

Section 7- Definition of Membership Status

- A. Members of Wekiwa Springs Baptist Church will be on the roster as either an “Active” or an “Inactive” member. An “active” status is the normal status for membership, and shall be the status for all new members and for all members who regularly attend the services and participate in the activities of the Church. A member shall only be assigned an “inactive” status based on the terms and procedures of the by-laws of Wekiwa Springs Baptist Church. “Active” and “Inactive” members shall enjoy all of the same rights and

privileges except for that “Inactive” members will not be allowed to cast a vote during any church ballot.

Section 8- Termination of Membership:

- A. Membership may be terminated through a transfer to another church of like faith and order.
- B. Membership may be terminated or inactivated if the member does not attend church services for twelve consecutive months. The process for taking this action shall be as follows:
 - a. The Pastor, in consultation with the Deacons, will annually review the Church roster for this purpose. Any member who has not attended services in the immediately preceding twelve-month period will have their membership status changed to “inactive”.
 - b. The absent member will then be contacted by the Pastor and/or Deacons to ascertain the reason(s) for their absence.
 - i. If the member desires to retain their membership in the Church, but does not wish to attend services, the member shall remain on the roster with a status of “inactive”.
 - ii. If the member desires to retain their membership and commits to begin attending services again –or- if the member contests our recounting and claims to have attended the Church services during the immediately preceding twelve months, then the member’s status shall immediately be returned to a status of “active”.
 - iii. If the member has joined another church, or if the member no longer desires to be a member of the church, then that member will be removed from the membership roster.
 - iv. If, after all reasonable efforts are made, the Church is not able to make contact with the absent member, then that member will be removed from the membership roster.
- C. In light of the principles set forth in Matthew 18:15-17 and in 1st Corinthians 5, a member may be dismissed from the membership through an act of church discipline. The Pastor and Deacons shall exercise all due diligence in seeking to deal in a redemptive manner with the erring member who falls into sin, seeking repentance and restoration. When these efforts prove fruitless, the deacons may present to the Church the name of the member whom they deem fit for removal in light of the principles of scripture.
- D. Membership may be terminated by request of the member or by the member’s death.

Section 9- Restoration:

- A. Any person whose membership has been terminated for any offense may be restored by vote of the Church, upon evidence of his repentance and reformation; or, if on account of continued absence, upon satisfactory explanation.

Section 10- Quorum

Ten per cent of the membership with an “active” status on the current church roster shall constitute a quorum, with the exception of the business of voting on a candidate for Pastor, in which case fifty percent of the membership with an “active” status on the current church roster shall be necessary for a quorum. Neither business nor voting can be conducted without a quorum present.

Article II

Church Officers:

The officers of this Church shall be as follows:

Pastor:

The Church shall choose a Pastor whenever a vacancy occurs. His election shall take place at a meeting called for that purpose, of which at least two weeks public notice shall be given. A pulpit committee shall be elected by the church to seek out a suitable pastor, and their recommendation will constitute a nomination. The committee shall consist of five members. Any Church member can nominate another Church member to be on the committee. After being reviewed by deacons, a list of nominations will be presented before the church for final selection of pulpit committee. The committee shall bring to the consideration of the church only one man at a time. Election shall be by secret ballot signed by Church member, an affirmation vote of three-fourths of those present being necessary to a choice. The pastor, thus elected, shall serve until the relationship is terminated by mutual consent. The pastor shall be in charge of the welfare and oversight of the church. He shall preside at all meetings of the church, except as hereinafter provided.

Deacons:

Section 1- As a guideline, there should be five Deacons for the first three hundred members whose name are on the church roll, and there should be one additional Deacon for each additional one hundred members. The actual number of men serving as Deacons shall be determined by the needs of the church as assessed by the Deacon body, with the above numbers as guidelines. It will be important to always maintain an odd number of Deacons on the Deacon body.

It shall be the practice of Wekiwa Springs Baptist Church to extend a lifetime honorary membership to any deacon who by reasons of age or infirmity shall, after honorable service, be no longer able to serve in an active capacity.

Section 2- Deacons shall serve for a period of three years. After this three-year period, their re-election to the Deacon body shall be in accordance with the procedure outlined in Section 4. It is understood that the callings of God are irrevocable, and that an inactive Deacon still has a calling of God on his life for like service.

Section 3- In the event that a current Deacon can not serve out his 3-year term of service, the Deacon body can choose an inactive Deacon from among the church body to serve out his term in his place.

Section 4- The procedure for selecting Deacons shall be as follows:

- Guidelines, which detail the qualifications for the office of Deacons from Acts 6:3, and 1st Timothy 3:8-13 shall be provided to the congregation by the Pastor.
- Each member of the Church shall be asked to nominate up to five men by secret ballot.
- The Pastor and the Chairman of the Deacons shall privately meet with and interview all men nominated by the congregation in order to ascertain both their willingness to serve and their qualifications according to Acts 6:3 and 1st Timothy 3:8-13.
- All qualified and willing candidates will be presented to the church at a legally called business meeting, where each active member present will be given a secret ballot by which to vote for up to five men.
- The votes will be tallied by the Pastor and two members selected by the membership. The five men receiving the most votes will be set aside as the new Deacon body.

Any Deacon candidate who has not served as a Deacon in our church previously and/or has never been ordained as a Deacon shall have a private meeting with the Pastor in order to ascertain his adherence to the essential doctrines of the faith.

When the new Deacons are presented to the membership, the membership shall be asked to pray over them, and set them aside for their ministry by act of ordination.

Section 5- Duties:

In accordance with the meaning of the Word and practice of the New Testament, Deacons are to be servants of the Church.

- A. They are to be zealous to guard the unity of the spirit within the church in the bonds of peace.
- B. They shall serve as a council of advice and conference with the Pastor in all matters pertaining to the welfare and work of the Church. With the Pastor they are to consider and formulate plans for the constant effort and progress of the Church in all things pertaining to the saving of souls, the development of Christians, and the extension and growth of the kingdom of God.
- C. By proper organization and method among themselves, they are to establish and maintain personal fraternal relations with and inspiring oversight of, all the membership of the Church. Especially are they to seek to know the physical needs and the moral and spiritual struggles of the brethren and sister; and to serve the whole church in relieving, encouraging, and developing all who are in need.

- D. In council with the Pastor, and by such methods as the Holy Spirit may direct in accordance with the New Testament teaching, they are to have oversight of the discipline of the church, in administering which they are to be guided always by the principles set forth in Matthew 18:15-17, 1st Corinthians 5:9-13 and 1st Thessalonians 5:12-14. The Deacons shall be free to call upon any member of the Church to aid in disciplinary action.
- E. The Deacons shall serve as a general pulpit committee. In case of absence of the Pastor or inability of the Pastor, subject to the advice from and conference with him, they will provide for pulpit supply. In any period when the Church is without a pastor, unless the Church shall otherwise provide, the Deacons will arrange the temporary ministry and take council with reference to securing a pastor. It is the job of the Deacons to keep the pulpit supplied with a pastor.
- F. The Deacons shall organize a general finance committee. They shall organize themselves, as they deem best for this part of their work, calling to their assistance other members of the Church as they see fit. The duties of this finance committee shall be:
- a. To supervise the raising of all money in the church and have supervision over the expenditure of the same, which includes the preparation of the annual budget.
 - b. No contract for supplies, materials or services, shall be made except upon approval of the finance committee, unless authorized by direct vote of the Church.
The next paragraph / section was replaced in it entirety by the verbiage in "Addendum A" during the April 2008 regular business meeting.
 - c. All expenditures shall be made upon recommendation of the finance committee and /or Deacons upon the authority of the Church, save that the Church shall give general authorization to the committee for normal supplies and also for general items. Any expense with a value of more than \$500.00 must be brought before the Church for authorization. However, should an emergency arise which does not allow for the time required to call a meeting, then the Deacon Board has the authorization to override this restriction. The Deacon Board must, at the next regular business meeting give an account before the Church of said expenditure and its justification.
 - d. The finance committee shall provide for an annual audit of all books and accounts of the Church.
- G. The whole body of Deacons shall be organized as a unit for the consideration of all larger problems and general policies, and shall meet regularly on Sunday evening before the first Wednesday in each month. They may organize themselves into such committees as their wisdom may direct for efficiency in service.

- H. They shall apportion the membership of the Church among themselves, or make plans whereby the entire membership may have the benefit of the oversight in Christ of their brethren.
- I. Each Deacon shall freely confer with the Pastor about all matters and cases of discipline, which in his judgment would be most wisely, and spiritually handled in private.

Moderator:

The Moderator shall be the Pastor or his designee. In the absence of the Pastor the Chairman of the Deacons shall preside.

Education Director:

The Education Director shall be a staff position duly elected and voted on by the Church. He shall be charged with the responsibility of providing for the general biblical education of the Church, by administering the facilities, teaching staff, curriculum, and teacher training for Sunday School, VBS, and all other classes which shall be offered by the Church. He shall report directly to the Pastor, and he shall administrate his duties in concert with the Pastor's vision for education.

Membership Clerk:

The clerk of the Church shall keep in a suitable book a record of all the actions of the Church, except as otherwise herein provided. He shall keep a register of the names of the members, with dates of admission, dismissal, or death, together with a record of baptisms. He shall be responsible for recording all of the data for visitors to the Church, and for administering the outreach program to those visitors according to the instructions of the Pastor. He shall issue letters of dismissal voted by the Church and preserve on file all communication and written official reports. The clerk shall consider it part of his responsibility to promote loyalty and efficiency in Church life.

Weekly Responsibilities:

- A. Keep the Church roster up to date in all criteria
- B. Obtain a record of all visitors to all Church services.
 - 1. Log their visit with all available criteria
 - 2. Give a copy of the visitor information to the Pastor, Deacons, Sunday School Director and appropriate Sunday school teacher.
- C. Obtain a record of all who join the Church.
 - 1. Add them to the active roster with all criteria.
 - 2. Give a copy of the new member's complete information to the Pastor, Deacons, Sunday School Director and appropriate Sunday school teacher.
- D. Keep record of all Baptism's, and prepare and present Baptismal certificates to the Pastor for his signature. Subsequently, deliver these certificates to the newly baptized by hand or by mail.

Periodic Duties:

- A. Record Deaths and dismissions on the Church roster as needed, and change the record status.
- B. Respond to other church's request for letters when our members join another fellowship.

All records should be kept up to date and on file in hard copy format in the Church office. An up to date Church roster in an electronic format should be kept with the hard copy roster. All other documents can have an electronic formatted copy accompanying them, but the written copy on file shall be considered the official copy.

All changes and/or updates in the roster should be communicated with the Pastor immediately, so that he can keep his personal records up to date.

Church Secretary:

The Church Secretary shall give legal notice of all church meeting where such notice is required, or is indicated by these by-laws. He shall take minutes at those meetings where said minutes are required, or he shall have a designee available to take said minutes should he not be able to attend. He shall keep on file at the Church a record of all these minutes, and all other actions of the Church that require documentation. He shall receive the mail correspondence of the Church, and sort and disseminate it at the direction of the Pastor. The Church Secretary shall consider it part of his responsibility to promote loyalty and efficiency in Church life.

Treasurer:

The Church shall elect 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 two deacons, all money, or things of value paid or given to the Church, keeping at all times an itemized account of all receipts and disbursements. Payment of bills and expenses shall be made promptly by check. All funds received for denominational or other causes shall be remitted at least monthly by check. It shall be the duty of the Treasurer to render to the Deacons at its monthly meeting an itemized report of receipts and disbursements for the processing month and this report shall be made available to the Church in its quarterly business meeting. Within thirty days after the end of each fiscal year the Treasurer shall render to the Deacons and to the Church an annual report showing the total amount of receipts, and an itemized statement of all disbursements. All books, records, and accounts kept by the Treasurer shall be considered the property of the Church. The books shall be open to inspection at all times by any member of the Church.

Upon rendering the annual account at the end of each fiscal year, and its acceptance and approval by the Church, the same shall be delivered by the Treasurer to the Church Secretary, who shall keep and preserve it as a part of the permanent records of the Church.

Music Director:

The Music Director shall be a staff position duly elected and voted by the Church, charged with the responsibility of providing worshipful music for all services and departments of the Church, and having general oversight and direction of the music. He/She is to direct the choir or choirs in practice and public singing, and is to co-operate with the Pastor and other leaders in the selection of suitable music and the devising of appropriate musical programs for all occasions where such services are needed.

Chairman of Ushers:

The Chairman of ushers shall, by personal commitment and approval of the Deacons and the Pastor, associate with himself a sufficient number of aides to care for the seating and comfort of the congregation; the greeting of visitors; the prevention of interruptions and distractions; and similar needed services.

Officers of Church Organizations:

All organizations of the Church shall be under Church control. All officers elected by the Church shall report regularly to the Church. It is understood that the Pastor is ex-officio, non-voting member of all organizations and committees of the Church.

The committees and organizations shall be staffed by volunteers who, (upon personal commitment, and approval by the Pastor, Deacons and/or Church), consider it part of their responsibility to promote loyalty and efficiency in Church life. The duties of these officers shall be those ordinarily designated in the approved denominational standards.

Employees and Staff Members:

Janitor, caretaker, hostess, or similarly employed persons, shall be recommended to the Church by the Deacons (or a committee of the Deacons) and approved for employment by Church action. Staff members such as Church Secretary, Assistant or Associate Pastor, Minister of Education, Business Administrator, and the like, shall likewise be nominated to the Church by Deacons (or a committee of the Deacons) in consultation with the Pastor and duly elected by ballot. Employees and Staff members shall be under general direction of the Deacons and Pastor specifically designated for this purpose.

Article III

Church Finance:

Section 1- The Finance Committee in consultation with the Pastor, Deacons, and the various Church departments shall annually prepare and submit a comprehensive line item budget to the congregation for their approval. The Finance Committee shall present said line item budget to the congregation at its annual business meeting (or at such other time as may be deemed best by the Church).

Section 2- All funds from all sources shall be kept in a general Church business account except for those funds designated to an existing special account such as "Building Fund", "Maintenance and Improvement Fund", etc. As the Church may direct, and when properly approved, the Treasurer shall pay from the general Church business account the expenses and costs of the Church in a timely manner. A member shall be permitted to designate the manner in which their gifts shall be distributed.

Section 3- All funds, for any and all purposes shall pass through the Treasurer and be properly recorded on the books of the Church. No separate accounts, on behalf of the Church, shall be maintained by any individual or department of the Church outside the Treasurer and accounting of the Church.

Section 4- Special offerings may be sought by the Church and shall pass through the general Church business fund. This does not preclude individuals making special offerings or designations at any time as the Spirit of God may move them.

Section 5- It is understood that membership in this Church involves a financial obligation to support the Church and its work with regular and proportionate gifts.

Article IV

Meetings:

Section 1- Public services shall be held Sunday morning, Sunday evening, and Wednesday evening of each week.

Section 2- The Lord's Supper shall be celebrated on the fifth Sunday of every month consisting of five Sundays, or at such other time as the Church may determine.

Section 3- Occasional Services may be appointed by the Pastor at his discretion, or by vote of the Church.

Section 4- Business:

At any of the regular worship meetings, the Church may, without special notice, act upon the reception of members or upon the dismissal of members to other churches, and upon the appointment of delegates to councils, but not upon other business.

Special meetings of the Church may also be called by a quorum (ten percent) of members with an "active" status on the current roster. They may call the meeting by submitting a written document to the Pastor and/or Deacons specifying the objective of the meeting. Once approved, notice shall be read at the Sunday Service preceding the day fixed for such meeting.

Article V

Discipline:

Section 1- Should any unhappy differences arise between members; the aggrieved member shall follow, in a tender spirit, the rules given by the Lord in the 18th Chapter of Matthew.

Section 2- Should any gross breach of covenant, or of public scandal occur, the Deacons shall endeavor to remove the offense; and if such effort fails, shall report the case to the Church.

Section 3- If the Church votes to entertain a complaint, which must be made in writing, it shall appoint a reasonable time and place of hearing and notify the person in question thereof, furnishing him with a copy of the charges.

Section 4- At such hearing, the accused member may call to his aid any member of the Church as counsel. If he shall not present himself at the appointed time, or give satisfactory reasons for his neglect, the Church may proceed in his absence.

Section 5- All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance. Should an adverse decision be reached, the Church may proceed to admonish or declare the offender to be no longer in the membership of the Church by vote of seventy-five percent of the members.

Section 6- In case of grave difficulty, the Church will be ready if requested, to ask the advice of an acceptable council from neighboring churches.

Article VI

Section 1- The Church Council, upon being established by authorization of the Church, shall seek to correlate and co-ordinate the activities and organizations of the Church, yet with advisory powers only.

Section 2- The Council, unless otherwise determined by vote of the Church, shall be composed of Pastor, Chairman of the Deacons, one or more representatives of Deacons, Staff Members, Financial Officer, and Educational Officer.

Section 3- The Council shall meet monthly, or quarterly, as may be desired, or on call of Pastor at any time deemed necessary.

Section 4- The functions of the Council may be indicated by the following agenda, subject to change as occasion may require:

1. Scripture reading and prayer
2. Reports of progress since last meeting
3. Calendar of activities and meetings for the month or quarter ahead
4. Problems which need joint consideration
5. Needs which should be supplied co-operatively
6. Objectives which call for teamwork
7. Possibilities of friction which should be prevented
8. Spiritual emphases in which all may join
9. Denominational calendar which should be taken into account
10. Season of Prayer for special projects

Section 5- All matters agreed upon by the council, calling for action not already provided for, shall be referred to the Church for approval or disapproval.

Article VII

Amendments:

This Constitution and accompanying By-Laws may be amended by two-thirds vote of the members present and voting at business meeting of the Church, or at a meeting specially called for that purpose, the proposed amendment being inserted in the call; but no change shall be made in "Articles of Faith" and "Covenant" except by a two-thirds vote of all Church members present entitled to vote, said proposed change having been laid before the Church in writing at a business meeting not less than one month before the time of proposed action.

Above Bi-laws have been submitted and approved by members of Wekiwa Springs Baptist Church this date: April 19, 2006

**The Constitution and By-Laws of
Wekiwa Springs Baptist Church**

Addendum A

**Referring to Changes to the By-Laws proposed and passed by the voting
membership at the Quarterly Business Meeting on April 16th, 2008**

Article II, Deacons, Section 5-Duties: Sub-section F, Paragraph C

The Paragraph in question is replaced in its entirety with the following:

- C. All expenditures shall be made upon recommendation of the finance committee and /or Deacons upon the authority of the Church, save that the Church shall give general authorization to the committee for normal supplies and also for general items. Any expense with a value of more than \$1,000.00 must be brought before the Church for authorization. However, should an emergency arise which does not allow for the time required to call a meeting, then the Deacon Board has the authorization to override this restriction. There shall be no cap on Benevolence gifts. The Deacons and the Pastor will review each request thoroughly before making a decision on giving. The Deacon Board must, at the next regular business meeting give an account before the Church of said expenditure and its justification.