

**CONSTITUTION
AND
BY-LAWS**

**DELTONA LAKES
BAPTIST CHURCH**

**2886 ELKCAM BLVD.
DELTONA, FLORIDA**

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DELTONA LAKES BAPTIST CHURCH
DELTONA, FLORIDA
ESTABLISHED 1980
(REVISED 2003)**

**ARTICLE I
Name and Principal Office**

The name of the Corporation is DELTONA LAKES BAPTIST CHURCH, INC. This Corporation will be further referred to in the Bylaws as the "Church". The Church maintains its principal office at 2886 Elkcam Blvd., Deltona, Fl 32738. Any change in location of the principal office shall be considered a change to these By-laws, and will be handled according to ARTICLE VIII, Section 5.

**ARTICLE II
Purpose**

The stated purpose of the Church is:

"To bring people to a Christ-centered life."

**ARTICLE III
Statement of Faith**

We affirm the Holy Bible as the inspired Word of God, and as the only basis for our beliefs. The Constitution and By-laws for Deltona Lakes Baptist Church is subject to and subordinate to the scriptures. This Church accepts "The Baptist Faith and Message", (2000) affirmation of basic Christian beliefs, as our general statement of faith.

**ARTICLE IV
Affiliation**

This Church is autonomous and maintains the right to govern its own affairs, independent of any denominational control. Recognizing, however, the benefits of cooperation with other churches in world missions, this Church voluntarily affiliates with the Southern Baptist Convention in its national, state and local expressions.

BY-LAWS OF DELTONA LAKES BAPTIST CHURCH

ARTICLE I: CHURCH MEMBERSHIP

Section 1: Membership in this church shall be open to
All those who demonstrate:

- a. Evidence of genuine experience of Salvation and faith in the Lord Jesus Christ demonstrated Through personal testimony, and believer's baptism.
- b. Evidence of a consistent Christian life.
- c. Willingness to fully subscribe to the Statement of Faith as set forth in the constitution and by-laws as herein set forth.
- d. Willingness to be governed by this constitution and by-laws as herein set forth.

Section 2: Reception into Membership

Persons expressing an interest in membership shall complete a membership application and a membership class led by an Elder. Following completion of the membership class and application, those individuals meeting the membership criteria and desiring membership in Deltona Lakes Baptist Church shall be presented to the Elders. Following review and approval by the Elders, candidates shall be admitted into membership. New members shall be presented to the congregation for affirmation at a regular church service.

Section 3: Duties and Rights of Membership

1. It shall be the duty of all the membership of the church to:
 - a. Conscientiously strive to live according to the light of God's Word, as revealed by the Holy Spirit.
 - b. Faithfully attend services and activities of the Church.
 - c. Contribute regularly to the support of the financial program as God prospers them.
 - d. Support the ministry of the Church with their prayers and service, as God shall give them strength.
 - e. Be accountable to the Church in areas of spiritual living.

2. It shall be the right of all membership of the Church to:
 - a. Be ministered to by the Church
 - b. To bring issues of concern to the leadership groups for consideration.
 - c. Use and enjoy the benefits of the church property and facilities in accordance with church rules and policies.
 - d. Have the right to vote at congregational business meetings. Members must be 16 to vote on any Church business except as stated in Article VIII, Section 4.

Section 4: Termination of Membership

Members may be removed from the Church roll for the following reasons:

- a. Death
- b. Transfer of membership to another church.
- c. By personal request of the member.
- d. Dismissal by the Elders.
- e. Voluntarily absented oneself for one year or more.

Members who may have departed from harmony with the tenants of the faith held by this Church, who may be involved in unscriptural conduct, or living a sinful life and refusing to change, may be considered for dismissal from membership. The Church may terminate their membership, but only after the provisions of Matthew 18: 15-17 have been carefully followed. The Elders shall faithfully attempt to bring about repentance and amendment on the part of the offending party. However, should all efforts be exhausted, at the discretion of the Elders, such member may be dismissed from the fellowship of the church and removed from the membership roll. The affected person does have a right to present their defense to the Elders, and to cross-examine witnesses who testify against them. If the affected person is removed from membership, they shall have no right to appeal or redress in the church, the civil courts, or elsewhere.

Section 5: Restoration of Members

A previous member who has been removed from membership as an act of church discipline may request restoration of membership in the Church. The Elders shall restore members according to the spirit of II Corinthians 2: 5-8, when their lifestyles are judged to be in accordance with membership requirements of the Church.

Section 6: Review and Changes in Membership

In order to keep the membership roster current, the Deacon Fellowship shall occasionally contact members in an effort to update the membership roster and make recommendations for changes to the Elders.

ARTICLE II: CHURCH STAFF

Section 1: Senior Pastor:

The Senior Pastor shall be the spiritual leader of the church in all its activities and shall preach the gospel, administer ordinances, have charge of the stated services of public worship, and direct the spiritual welfare of the church. He will supervise the day-to-day work of all staff, delegating responsibilities where appropriate, and submitting any proposed staff changes to the Elders for approval. While he remains in the office of Senior Pastor, he is an Elder of the church, has voting privileges as an Elder, and is directly accountable to the Elders. He shall be an ex-officio member (non-voting) of other committees, and auxiliary organizations. His term of office as both Pastor and Elder is unlimited, dependent only on the sense of God's call to this ministry as agreed upon by both the Pastor and the Elders.

In addition to his pastoral role as an Elder, the Senior Pastor is primarily responsible to be a teacher of the Word of God and to provide strategic leadership and vision to the body. His goal is to help mature believers through insightful and accurate presentation of Biblical truth, equipping them to be the true "ministers" in the body. He must strive to teach and lead by word and example, and he must stress both the understanding and application of God's truth.

Section 2: Selection of Senior Pastor

When the position of Senior Pastor is, or is about to become vacant, the Elders shall select a Search Committee to screen candidates and make a formal recommendation to the Elders. Upon approval by the Elders, the congregation shall make final approval. The Pastor shall be chosen and called by the congregation at a special business meeting during Sunday morning services. The call of a Pastor shall require a three-fourths (75%) majority of those present and voting at the meeting. Following acceptance of the call, the Pastor shall become a full member of this church and shall have all the benefits and privileges due a member and Elder in good standing.

Section 3: Resignation of Pastor

In the event of the Pastor resigning, he shall give 60 days notice to the Church. This may be shortened by mutual consent.

Section 4: Removal of Pastor

A. Incompetence or incompatibility:

Any two or more members in good standing may lodge a complaint with the Elders against the Pastor. The complaint shall be in writing and be signed by the members (I Timothy 5:19). The Elders shall consider the complaint and respond to the issues addressed. If the Elders feel that there are sufficient grounds to warrant a removal of the Pastor, they shall present the matter to a vote of the Congregation. Removal of the Pastor must be supported by at least two-thirds (67%) majority of those present and voting in the special business meeting. The meeting shall be presided over by a denominational official or a moderator agreed upon by the Elders and Pastor. In the event of removal by such action, the Pastor shall be given 60 days to arrange his affairs and vacate the office.

B. Immoral conduct, radical departure from the Tenants of the Faith, or other serious charges:

The Elders, shall be empowered to remove the Pastor upon proven charges of a serious nature. Removal shall be effective immediately. The advice and assistance of the denominational officials shall be obtained when serious charges are brought against the Pastor, and they shall be invited to meet with the Elders to hear the charges and advise in the handling of the matter.

Section 5: Pastoral Supply

The Elders shall arrange for the pulpit to be filled when there is a vacancy in the Pastorate until a new Pastor is selected.

Section 6: Pastoral Staff

Assistant or Associate Pastors, directors of specific ministries and other pastoral/ministry staff may be chosen as the congregation and Elders determine the need. In general, the provision noted under Selection of Pastor shall apply in the case of full or part-time (at least 20 hours per week) staff positions. In addition, although they shall ultimately be responsible to the church, they shall function within the direction of the Elders. Unless otherwise agreed upon, pastoral staff shall serve until the relationship is terminated by their request or by action of the Elders.

Section 7: Other Officers

A. Appointment:

All other officers and leadership positions shall be filled in the manner prescribed in these By-laws for regular appointment to that office.

B. Removal:

A complaint may be lodged in writing against any Church officer, pastoral staff member, Elder, or Deacon member. Two or witnesses shall make such complaints and the incumbent shall have the right to a fair impartial hearing by the Elders, who shall render a decision in the matter.

C. Vacancies:

When a vacancy occurs in any office, the Elders may appoint a qualified person to fill the office until the next annual business meeting.

Section 8: Non-Pastoral Staff

- A. In order to meet the needs of the congregation adequately, the Elders are at liberty with written notice to create, fill and dissolve positions, salaried and unsalaried, with personnel who are equipped for the task. Non-ministerial staff shall be employed as the church determines the need for their services by including all salaries in the annual budget. These positions may include executive administrator, church secretaries, custodial and maintenance workers, and other non-ministry staff members.
- B. The Personnel Committee shall have the responsibility for selection, supervision, evaluation, and dismissal of non-ministerial staff members under the guidance of the Elders in accordance with established policies. The Personnel Committee shall keep the Elders alerted to all aspects of the selection and dismissing of personnel.

ARTICLE III: PLURALITY OF LEADERSHIP STATEMENT

"Be on guard for yourselves and for all the flock, among which the Holy Spirit has made you overseers, to shepherd the church of God which He purchased with His own blood." Acts 20:30

"For this reason I left you in Crete, that you might set in order what remains, and appoint Elders in every city as I directed you." Titus 1:5

The New Testament clearly teaches that the church is to be led by a plurality of Godly Leaders. Their assignment falls into four categories. First, these men are given both the responsibility and authority to skillfully and lovingly lead the flock. Next, they are to feed the flock, offering accurate and insightful teaching of the Scripture. Third, they are to care of the flock. This care is shown in the love, concern, prayer, ministry, and adept management of church resources. Finally, they are to protect the flock from harmful influences and beliefs.

These leaders are referred to in three different ways, each of which reveals a separate aspect of their function. All three references are used in I Peter 5: 1-2, "Therefore, I exhort the **Elders** among you, as your fellow Elder and witness of the sufferings of Christ, and a partaker also of the glory that is to be revealed, shepherd the flock of God among you, exercising oversight not under compulsion, but voluntarily, according to the will of God, and not for sordid gain, but with eagerness."

1. Elders: An Elder is a godly leader, whose wisdom and maturity are respected by God's people.
2. Shepherds: These leaders are called "shepherds", which is also translated as "Pastors". This word refers to the role of caring for and leading the flock.
3. Overseers: They are men who give oversight. That is, they are "overseers". An overseer is a person who is a good manager of resources and guardian of people.

It is important to note that within the New Testament model of church organization, authority for leadership is not granted to just one individual Pastor, nor is it given as democratic rule by the congregation. Instead Scripture states that authority for leadership is conducted by a plurality of leaders who are recognized by the church and accountable to God.

The Scripture further teaches that when the Elders are supported by the church, both the church body and individual Christians will flourish (Hebrews 13:17, I Thessalonians 5:12-13, I Peter 5: 1-5, Acts 20:28). These Elders do not form a separated "clergy class" of Christians, instead, the Elders, some of whom fill church vocational roles, other non-vocational roles, are one with the people, always seeking God's best for the members of the church (Acts 14:23, Titus 1:5, II Corinthians 8:19).

ARTICLE IV: ELDERS

Section 1: Introduction

Deltona Lakes Baptist Church seeks to be a New Testament church committed to the teachings of the Bible. No other authority or tradition is given to guide the means, faith, or structure of the Lord Jesus Christ's Church. The administrative and pastoral structure for a New Testament church is to utilize a plurality of leadership. DLBC will follow this scriptural example.

To achieve this model, the church requires qualified leaders to serve as elders who must meet specific moral and spiritual qualifications before they serve (I Timothy 3:1-7). They must be publicly installed into office (I Timothy 5:22, Acts 14:23). They must be motivated and empowered by the Holy Spirit to do their work (Acts 20:28). After review, examination and appointment, as noted in Section 4 hereof, leaders affirmed by the Congregation will serve as Elders. to effectively perform their duties, the Elders need the prayers, support (I Timothy 5: 17-18), and assent of members of the church (Hebrews 13:17). The church congregation is called upon to honor their Elders and to protect them against false accusations (I Timothy 5:20). Finally, if an Elder falls into sin, and continues to sin, the Elder must be publicly rebuked.

Section 2: Duties and Responsibilities

It is on recognized by the church and the Elders that there is only one Lord and Master in God's church: the Lord Jesus Christ. All others are His servants (Philippians 2: 5-11). The Elders shall have the responsibility to oversee the spiritual and administrative activities of the Church, and provide the vision, whereby the purpose of the church is fulfilled. The Elders may delegate responsibility as is appropriate.

In addition to the needs of the Church, and Elder shall be responsible to:

1. Individually:

a. Seek the Lord and find delight in Him:

1. Give adequate time to personal prayer and study in the Word.

- 2. Labor and strive after godliness (I Timothy 4:6-10)
 - b. Be a pastor to one's own family first (I Timothy 3:4-5).
 - 1. Time together in prayer, spiritual conversation, and the Word (Ephesians 5 and 6)
 - 2. Meet the needs of one's wife, in particular, deepening their intimacy and relationship together (Ephesians 5, I Peter 3:7)
2. Spiritually:
- The Elders shall initiate and guide worship, programs, and activities that will:
- a. Feed the flock (I Timothy 3:2, 5:17, I Thessalonians 5:12, Titus 1:9)
 - b. Provide leadership to the flock (Acts 20:28, I Thessalonians 5:12, Hebrews 13:17)
 - in practical matters (Acts 6:1-6, 11:29-30)
 - in matters of doctrine (Acts 15, 16:4), and
 - in matters of discipline and character (Hebrews 13:7)
 - c. Lovingly care for the flock (James 5: 14-15, Acts 20:35, Hebrews 13:17)
 - d. Protect the flock (I Peter 5:2-3; Acts 20:28)
3. Administratively:
- The Elders shall be responsible for:
- a. The Elders: (Article IV)
 - 1. Determine the number of Elders by seeing the Lord's leadership regarding the number needed to minister at DLBC.
 - 2. Examine all candidates in order to discover his calling and qualifications to become an Elder.
 - 3. Recommend the candidate(s) to the congregation to be affirmed.
 - 4. Establish written policies and procedures for conducting the Elders' meetings.

- b. *Church Membership: (Article 1)*
 - 1. Review and approve candidates for membership
 - 2. Present membership candidates to the congregation.
 - 3. Receive recommendations for changes in church membership from Deacons.
 - 4. Provide leadership training and discipleship

- c. *Senior Pastor and Pastoral Staff: (Article II)*
 - 1. Activate all search committees
 - 2. Present staff candidates for approval by the congregation.
 - 3. Develop instruments and procedures for evaluation of pastoral staff.
 - 4. Arrange for pulpit supply if Pastorate is vacant.
 - 5. Receive and respond to recommendations and complaints from congregation.
 - 6. Provide for hearings of complaints and renderings of decisions.
 - 7. Collaborate with Deacons and Advisory committees to remove staff members upon serious charges.
 - 8. Present recommendation for removal of Pastor to vote of congregation.
 - 9. Provide leadership training and discipleship.

- d. *Non-Pastoral Staff (Article II)*
 - 1. Receive proposed staff changes from the Senior Pastor.
 - 2. Be informed by the Personnel Committee concerning selection/dismissal of non-pastoral staff.
 - 3. Receive and respond to recommendations and complaints from congregation.
 - 4. Develop instruments and procedures for evaluation of non-pastoral staff.
 - 5. Appoint Stewardship and Personnel Committees, and receive their recommendations.

e. Deacons, Stewardship Committee and Personnel Committee:
(Article V and VI)

1. Appoint and Elder to serve as ex-officio member on the Deacon Fellowship, Stewardship Committee, and Personnel Committee.
2. Approve nominations of members as Deacons, and committee members.
3. Receive regular reports from the Deacons and committees.
4. Provide leadership training and discipleship.
5. Collaborate with the Stewardship Committee to approve non-budget items costing over 1% of the total budget.
6. Receive monthly, quarterly, and/or annual reports as needed.

f. Church Meetings (Article VIII)

1. Appoint a moderator who shall preside at the congregational meeting.
2. Call special business meetings.

Section 3: Qualifications

Each Elder must have a calling from God to this office. There are no specific requirements for formal training or education. The qualifications of an Elder are described in I Timothy 3: 1-7 and Titus 1: 6-9. The Elder must be:

1. Above reproach - lead by example and demonstrate a lifestyle free of patterns of sin.
2. Husband of one wife - if married, he must be devoted to his spouse.
3. Temperate - be self-controlled, enslaved to nothing, free from excesses.
4. Self-controlled - sober, sensible, wise, balanced in judgement, not given to quick, superficial decisions based on immature thinking.
5. Respectable - demonstrate a well-ordered life and honorable behavior.
6. Hospitable - unselfish with personal resources, willing to share the blessings of home and self with others.
7. Able to teach - communicate truth and sound doctrine in a non-argumentative way.
8. Not given to drunkenness - free from addictions and willing to limit his liberty for the sake of others.

9. Not quick tempered - gentle, patient, and able to exercise self-control in difficult situations.
10. Un-contentious - not be given to quarreling or selfish argumentation.
11. Free from love of money - not be stingy, greedy, out for sordid gain, or pre-occupied with amassing material things.
12. Manage own household - have a well-ordered household and a healthy family life.
13. Not a new convert - not be a new believer. They must have been a Christian for long enough to demonstrate the reality of his conversion and depth of his spirituality.
14. Good reputation with outsiders - well respected by non-believers, free from hypocrisy.
15. Not self-willed - not be stubborn, prone to force opinions on others, or abuse authority, they must be servants.
16. Loving what is good - desire the will of God in every decision.
17. Just - desire to be fair and impartial. Their judgements must be based on scriptural principle.
18. Devout - be a devoted follower of Christ, seeking to be conformed to His image. They must be committed to prayer, worship, the study of Scripture, and the guarding of their own walk.
19. Holding fast the faithful Word - be stable in the faith, obedient to the Word of God, continually seeking to be controlled by the Holy Spirit.

Section 4: Selection and Term of Office

- a. Initial selection of the Elder Fellowship shall be by a method approved by the Congregation.
- b. Members who aspire to be Elders, due to the calling of God, should express that desire to an Elder or the Senior Pastor (I Timothy 3:1).
- c. The candidate will be examined by the Elders in order to discover his calling and qualifications. If the Elders and the candidate, in search of God's will in this matter, are of like mind as to the calling, the Elders shall recommend the candidate to the church body to be affirmed as an Elder.

The appointment to serve as an Elder is a solemn and serious matter (I Timothy 5:21-22). Therefore, the Elders shall earnestly, without any haste, bias, or partiality, seek God's will with regard to the potential Elder's appointment to the Elders.

- d. When ready, the Elders shall recommend the candidate or candidates to the congregation for their prayerful consideration. After 30 days, a business meeting will be scheduled for a vote by ballot. A three-fourths (75%) vote of the church members in attendance is required for affirmation of the recommendations. (I Timothy 5:21, 22, 24, 25)

- e. Each elder, upon appointment, shall be asked for a one-year commitment, subject to review, recommitment, and reaffirmation by the participating church members each subsequent year. During this period of annual review, both the individual and the other Elders shall evaluate his continued service as an Elder, again considering the biblical qualifications as well as any personal factors that might affect his service. An individual's service as an Elder may be discontinued by his own decision, or by the unanimous decision of the other Elders. Those Elders renewing their commitment would again be presented to the participating members of the congregation for affirmation and dedication in the anniversary month of their installation. A person's leaving the Elders would not preclude his service as a future Elder, subject to the regular Elder selection process. After 5 consecutive years of service, Elders would not be eligible to serve another term for at least one year. Service of any part of a calendar year constitutes one (1) year of service.

Section 5: Number of Elders

The Elders shall seek the Lord's leadership regarding number of additional Elders needed to minister to the church body. While the Bible does not give instructions as to the number of Elders a church should have, it is recognized that there must be a plurality. A determination of the need for additional Elders should be based upon God's work in the church family and the availability of those with a God-given desire to serve as an Elder. The church will have as many Elders as thought necessary, but will not have one more elder than is found within the church body that fits the scriptural qualifications.

Section 6: Meetings and Organization

The Elders, also referred to as the "Elder Fellowship", shall establish written policies and procedures for the conducting of their activities. All meetings shall have written or otherwise recorded minutes of the matters considered. These minutes shall become a part of the permanent records of the Elders.

Section 7: Discipline and Removal

Any Elder may be removed from office if he becomes incapacitated, spiritually unqualified, or his inability to serve is established in the minds of the remaining Elders. The church has the right to rebuke and Elder due to a continuing sin in his life, based upon the procedure established in I Timothy 5:19-20. The church also has the right to remove all the Elders in a business meeting called for that purpose with a majority vote of the membership. The Senior Pastor cannot be removed as an Elder except under the provisions stated in Article II, Section 4 of these by-laws.

Article V: Deacons

Section 1: Introduction

Deacons are servant ministers of the church. Their purpose is to relieve the Elders of the multitude of practical duties of caring for the flock. Deacons are to give their primary attention toward caring for the congregation's physical welfare. Deacons have the honor of modeling, for the local church and the lost world, God's compassion, kindness, mercy, and love.

As the church compassionately cares for people's needs, the world sees a visible display of Christ's love, which will draw people to the Savior. Deacons are to be an example of commitment, unity, and harmony in their service.

Section 2: Duties and Responsibilities

The Deacons are to effectively and carefully administer the church's charitable activities. Deacons are to emulate our Lord's example of humble, loving service to needy people. They are the collectors of funds, the distributors of relief, and agent of mercy. They help the poor, the jobless, the sick, the widowed, the elderly, the homeless, the shut-in, and the disabled. They comfort, protect and encourage people, and help to meet their needs. Although they do in many ways meet spiritual needs of those whom they serve, their primary service is related to physical needs. Specific duties include, but are not limited to:

- a. Assisting the members and friends of the church by being available to help with practical needs.
- b. Service to the physical needs of the congregation.
- c. Assisting in the preparation and serving of the Lord's Supper to the membership.
- d. Assisting in the ordinance of baptism.
- e. Assisting in all service ministries of the church.
- f. Collect and administer the Deacon's Benevolence Fund.
- g. Other such duties and responsibilities as determined by the Deacons and/or Elders.

Section 3: Qualifications

Deacons must have a heart to serve others and be committed to work together with the other Deacons in fulfilling the Deacon Ministry. Deacons must be members of Deltona Lakes Baptist Church, in good standing and possess the qualifications stated in I Timothy 3:8-10, 12-13. These qualifications are listed below:

- a. A person of dignity (I Timothy 3:8)
- b. Not double-minded (I Timothy 3:8)
- c. Not addicted to too much wine (I Timothy 3:8)
- d. Not fond of sordid gain (I Timothy 3:8)

- e. Holding to the mystery of the faith with a clear conscience (I Timothy 3:9)
- f. Tested (I Timothy 3:10)
- g. Beyond reproach (I Timothy 3:10)
- h. Husband of only one wife (I Timothy 3:12)
- i. Good managers of their children and households (I Timothy 3:12)

Section 4: Selection and Term of Office

The term of office of Deacon shall be one year. Consecutive terms are acceptable and encouraged for those who are serving well as Deacons. At the completion of each year of service the recommendation of the Deacon Fellowship, and the Deacon's affirmation that God's leading is for them to continue serving as an active Deacon, the Deacon Fellowship will present the names of those Deacons whom they recommend to continue to serve to the Elders. The Elders shall approve continuance on the Deacon Fellowship and/or appoint new Deacons annually.

Section 5: Number of Deacons

The number of active Deacons shall be determined by the Elders.

Section 6: Meeting and Organization

Deacons shall meet regularly for prayer, Bible study, and discussion of the fulfillment of the duties and responsibilities of Deacons. The Deacon Fellowship shall determine frequency of meetings and choose officers. The Deacon Officers shall prepare written policies and procedures as needed for submission to the Elders for concurrence.

Section 7: Discipline and Removal

A Deacon may be removed from office if he becomes incapacitated, spiritually unqualified (see qualifications of Deacons), or his inability to serve is established in the minds of the Deacons and Elders. Removal of a Deacon from active service other than by completion of a term of service or resignation shall be an action of the Elders at the recommendation of the Deacon Fellowship.

Article VI: Advisory Committees

Section 1: Introduction

The people of God are called to faithful discipleship in the name of Jesus Christ. The gifts He gave were that some would be apostles, some prophets, some evangelists, some pastors, and teachers, to equip the saints of the work of ministry, for building up the body of Christ. Ephesians 4:11-12, 1 Peter 4:10

The church shall have two standing Committees - the Stewardship Committee and the Personnel Committee. The Elders may extend the responsibilities of the Committees by providing the Committees such authorization in writing. The Elders may also request authorization for extended responsibility to further the church. The Committees shall regularly report their work to the Elders.

Section 2: Qualification

Committee members shall:

- a. Demonstrate faith in Christ and be active members of the church.
- b. Be committed to personal growth.
- c. Practice faithful stewardship.
- d. Demonstrate a deep commitment to the purpose of the Church.

Section 3: Selection and Term of Office

Committee members shall:

- a. Be elected to serve a three-year term.
- b. Members shall serve no more than two consecutive terms.
- c. Such members shall be eligible to serve again after one year.
- d. Exceptions may be made by the concurrence of the Committee and Elders if they determine that certain expertise is invaluable and should be continued.
- e. The Elders shall select Committee members with input from the congregation.
- f. Once the Elders approve, the prospective member shall be presented to the congregation for affirmation.

- g. The Elders shall approve any other officers and/or committee members needed for the Committees to effectively complete their missions.

Section 4: Number of Members on committees

- a. The number of Committee members shall be determined by the Elders.
- b. An Elder shall serve on each of the two Committees as an ex-officio member.

Section 5: Meetings and Organization

- a. The Committees shall meet as needed.
- b. Special meetings may be called by the Committee Chair, an Elder or concurrence of three Committee members.
- c. The Committees shall elect their own officers.
- d. Sub-committees may be established by the Committees provided a member of the Committee serves on such sub-committee.
- e. Committee members need not serve on sub-committees appointed for specific tasks.
- f. 51% of the Committee members must be present to constitute a quorum. To constitute a quorum, Elders may serve in an emergency.

Section 6: Duties and Responsibilities of Stewardship Committee

- a. With the guidance of the Elders and Senior Pastor, implement a stewardship program to teach and practice stewardship of time and money based on Biblical principles.
- b. Oversee the preparation of an annual budget and other financial reports to be presented to the Elders for recommendation to the Congregation.
- c. Establish and implement a procedure for counting money.
- d. Establish and implement a procedure for the expenditure of budgeted items and making that procedure know to the various ministries of the church.
- e. Establish and implement a procedure for seeking additional funds for newly developing programs, emergency needs, and or other financial concerns.

- f. Oversee all special fund-raising committees.
- g. Provide for internal and/or external audits as deemed necessary.
- h. Establish guidelines and oversee the use/borrowing of church property.
- i. Oversee the Church building(s), grounds, and all other tangible property including maintenance, repair, cleaning, and all building contractual services.
- j. Supervise and assist committees appointed by the Elders or Stewardship Committee that pertain to the buildings and grounds, including new construction, additions, renovations, or alterations.
- k. Cooperate with the Elders to study, recommend, and supervise additions, alterations, renovations, or any other activities that will facilitate the spread of the Gospel.
- l. Oversee the expenditure of all budgeted and non-budgeted items.
 - 1. All non-budget or over-budget items shall be approved by:
 - a. Stewardship Committee shall approve all such items up to 1% of the annual total budget amount.
 - b. The Stewardship Committee and Elders shall approve all items over 1% of the annual total budget amount.
- m. Prepare or cause to be prepared monthly, quarterly, and annual reports as requested by the Elders.
- n. Provide for regular ministry:
 - 1. Responsible for opening/closing of church building, temperature control.
 - 2. Responsible for distribution and collection of church keys.
 - 3. Responsible for security system.
 - 4. All regular contracted services, such as lawn maintenance agreements.
 - 5. Other Church Business as determined by the Elders.

Section 7: Duties and Responsibilities of the Personnel Committee

- a. Select, supervise, evaluate, and dismiss non-ministerial staff members under the guidance of the Elders in accordance with established policies.
- b. Provide recommendations to be approved by the Elders for such needs as determining support staff needs, conditions of employment, salaries, benefits, other compensation, personnel policies, and job descriptions.
- c. The Personnel Committee will work with the Stewardship Committee in matters pertaining staff salaries and benefits, and will provide an annual review for all church staff.
- d. The Committee will also develop a book of policies and guidelines to assure the proper functioning of Church staff personnel as noted in these by-laws.

Article VII: Officers and Duties

Section 1: Qualifications, Selection, Terms, Removal and Duties

The stated officers of Deltona Lakes Baptist Church shall consist of the President, Church Secretary, and Treasurer. All officers shall be persons of faith, active members of the local congregation, who are committed to personal spiritual growth, practice faithful stewardship, and demonstrate a deep commitment to the purpose of the church.

The Senior Pastor shall serve as the President of the Corporation. If is without a Senior Pastor at any time, the Elders shall appoint one of the active Elders to serve in this capacity until the position of Senior Pastor is filled. All officers, with the exception of the President, shall be appointed by the Elders with input from the congregation, and shall be presented to the congregation for affirmation and dedication.

The Elders may recommend to the congregation the removal of any officer at any time. Removal must be affirmed by a majority vote of the congregation at any special or regular business meeting.

All officers shall be eligible to serve two (2) terms of three years. Leadership training and discipleship shall be the responsibility of the Elders so that members of the congregation mature in the Word and Christian service, thus continually preparing members for leadership roles.

Specific duties and responsibilities of the officers shall be determined by the Elders with input from the Stewardship and Personnel Committees, and may be modified as the needs of the Church are determined.

Section 2: Board Of Trustees

The Board of Trustees shall be comprised of a minimum of three Trustees appointed by the Elders. A Chairman of the Board of Trustees shall be identified, and the members shall be presented to the Church for a majority vote of affirmation each year at the annual business meeting.

A. The Board of Trustees shall:

1. Hold in trust all deeds to Church property, and attend to legal matters related to the above. Church property as referenced in these by-laws shall include land, buildings, easements, and fixed assets.
2. Assure adequate property and liability insurance coverage for all Church property and facilities.
3. Provide input to the Elder Fellowship in coordination with the Stewardship Committee relative to planning for future expenditures on property and facilities.
4. Have the sole authority to buy, sell, rent, mortgage, encumber and convey real property when authorized and approved by the membership.