

THE INTERNATIONAL BIBLE BAPTIST CHURCH

CONSTITUTION AND BY-LAWS

State of California, USA
Latest Revision - 9/11/98

A. CONSTITUTION

ARTICLE I - NAME

SECTION 1 - The name of this Church is "*The International Bible Baptist Church*", **IBBC** for short.

ARTICLE II - NATURE

SECTION 1 - The International Bible Baptist Church was established as a **Bible-Believing, Independent, Fundamental, Missionary-Minded Baptist Church** that takes a firm stand on **Separation from worldliness and from the Ecumenical and Interdenominational movement** which seek to unite all religions into a "one-world Church".

ARTICLE III- PURPOSE

SECTION 1 - The Purpose of IBBC is *to carry out the Great Commission set forth in Matthew 28:19-20:*

- a. By making disciples through the New Birth;**
- b. Baptizing them in the name of the Father, and of the Son, and of the Holy Ghost;**
- c. Teaching them the whole counsel of God, and to observe all things that are commanded by Christ.**

SECTION 11 - It is the desire of IBBC to promote Christian fellowship based on Scriptural grounds and to faithfully administer the Biblical ordinances of **Scriptural Baptism and the Lord's Supper (Closed Communion)**.

SECTION 111 - IBBC is also a Mission Base and Clearinghouse to spread the good news of the Gospel worldwide and to facilitate the financial support of missionaries approved by its Mission Board, the "**International Bible Baptist Fellowship & Missions**" (**IBBFM**).

ARTICLE IV -THE LANDMARKS OF FAITH:

SECTION 1 - AS A GENERAL RULE, IBBC ACCEPTS THE BIBLE BAPTIST FELLOWSHIP ARTICLES OF FAITH WHICH STATES:

"A Bible Baptist is one who believes in a Supernatural Bible; which tells of a Supernatural Christ; who had a Supernatural Birth; Who speaks Supernatural Words; Who performs Supernatural miracles, Who lived a Supernatural life while on earth, Who died a Supernatural death; Who rose in Supernatural power; Who ascended in a Supernatural splendor; Who now intercedes as a Supernatural Priest and Who will one day return in Supernatural glory to establish a Supernatural Kingdom on earth."

SECTION 11 - BIBLE BAPTIST DISTINCTIVES: These are the Doctrinal Position and Convictions of the IBBC.

- a. **THE BIBLE AS THE PLENARY AND VERBALLY INSPIRED WORD OF GOD.** It is the only complete and final revelation of God's will to man and the only basis of Faith and Practice. (*IITimothy 3:16-17; IIPeter 1:19-21; Psalm 119*).

The Holy Bible attests to its Divine Authorship:

1. It is inexhaustible and always fresh. It is like a spring of water that never runs dry,
 2. The Bible is unique in its treatment with the history and biographies of men. The writers are incredibly honest.
 3. The character of its teaching is divine. It speaks only of God and gives glory to God.
 4. It has fulfilled and continues to fulfill all prophecies. (*Isaiah 41:21-22; IIPeter 1:19*).
 5. Its typical significance is the person and works of the Lord Jesus Christ.
 6. There is Unity throughout all its pages.
 7. Its influence to mankind and to the world as a whole is marvelous.
 8. Its miraculous power is true in every generation.
 9. It is complete in relation to all known wisdom of man.
 10. It is invincible and indestructible.
- b. **SALVATION IS BY GRACE THROUGH FAITH ALONE. IT CALLS FOR REPENTANCE TOWARDS GOD AND FAITH TOWARDS THE LORD JESUS CHRIST.** (*Acts 20:21*). IBBC firmly denies Baptismal Regeneration (water baptism being required to be saved), Justification by works (good works), Church Membership and other works of men as ways to Salvation. (*Ephesians 2:8-10; Romans 5:1; 3:22-26; Galatians 3:1-13*).
- c. **THE VIRGIN BIRTH OF CHRIST.** IBBC believes that Jesus Christ was born of a virgin, and supernaturally conceived by the Holy Ghost. IBBC denies the Perpetual Virginity of Mary. (*Isaiah 7:14; Matthew 1:23*).
- d. **ATONEMENT THROUGH THE SHED BLOOD OF CHRIST.**
IBBC firmly stands on the shed blood of Christ as the only power for the cleansing and forgiveness of sins. It remains effective even today. (*Isaiah 1:18; IJohn 1:17; Hebrews 9:22; Revelation 1:5; 5:9; Romans 3:25; 5:9*).
- e. **THE GOD OF THE BIBLE.** IBBC believes only in One Living and True God who is infinite, intelligent Spirit, the maker and Supreme Ruler of heaven and earth; inexpressibly glorious in holiness and worth of all possible honor, confidence and love. That in the Unity of the Godhead there are three distinct Persons: the Father, the Son, and the Holy Spirit - equal in every perfection, and executing distinct but harmonious offices in the great work of redemption. The following are His Attributes:
1. He is Eternal. (*Psalm 90:2*)
 2. He is Infinite. (*IKings 8:27; Job 11:7-9*)
 3. He is Sovereign. (*Isaiah 45:9-18*)

4. He is Omniscient. (*Psalm 147:5*)
5. He is Omnipotent. (*Jeremiah 32:27*)
6. He is Omnipresent (*Jeremiah 23:24*)
7. He is Immutable. (*Hebrew 13:8; James 1:17*)
8. He is the Righteous Judge. (*Genesis 18:25; Romans 14:12*)
9. He is Just and Forgiving. (*Numbers 14:18; Revelations 20:12; Galatians 6:2*)
10. He is absolutely holy. (*Habakkuk 1:13; Isaiah 6:5*)
11. He is Loving and Merciful. (*Ephesians 2:4*)

- f. **THE PERSON AND WORK OF THE HOLY SPIRIT.** IBBC believes that the Holy Spirit is a Divine Person, equal with the Father and God the Son, of the same nature; that He was active in creation; that in His relation to the unbelieving world, He restrains the evil one until God's purpose is fulfilled. He convicts men of sin, of judgement and righteousness; that He bears witness to the truth of the Gospel in preaching and testimony; that He is the agent in the New Birth; that He seals, endues, guides, teaches, witnesses, sanctifies and helps the believers. (*John 16:7-11; Genesis 1:1-3; Ephesians 1:13-14; Romans 8:26-27; IThessalonians 2:13*).
- g. **THE DEITY OF THE LORD JESUS CHRIST.** IBBC believes that Jesus Christ is God the Son who became man for the purpose of redemption. He emptied Himself and became in the likeness of man. (*John 1:1,14; Hebrew 1:8; Isaiah 9:6; John 17:5; Philippians 2:7; Colossians 1:15-19*).
- h. **THE PERSONALITY OF SATAN AND THE REALITY OF SIN.** IBBC believes that Satan was once holy and enjoyed heavenly honors. But through pride and personal ambition to be as the Almighty fell and drew after him a host of angels. He is now the malignant prince of the power of the air, and the unholy god of this world. IBBC holds him to be the deceiver, man's great tempter, enemy of God, the accuser of the saints, the author of all the power of darkness, destined, however, to final defeat at the hands of God's own Son and eternal judgment in the lake of fire, prepared for him and the fallen angels. (*Isaiah 14:12; Ezekiel 28:14-17; Revelation 12:10; 20:1-3*).
- i. **THE ETERNAL HAPPINESS OF THE RIGHTEOUS IN HEAVEN AND THE ETERNAL PUNISHMENT OF THE UNSAVED IN HELL.** IBBC believes that there is a radical and essential difference between the righteous (saved) and the wicked (unsaved); that only those who are justified in the name of the Lord Jesus, and sanctified by the Spirit are truly righteous in His esteem; while all those who remain in unbelief are in His sight, wicked and under the curse, and in this distinction holds among men both in and after death, in the everlasting joy of the saved and the eternal and conscious suffering of the lost.
- j. **THE LOCAL, INDEPENDENT, FUNDAMENTAL, NEW TESTAMENT BAPTIST CHURCH AS THE KIND OF CHURCH THE LORD JESUS CHRIST ESTABLISHED.** (*Matthew 16:18; 28:19-20*)
1. Founder - the Lord Jesus Christ.
 2. Time - during His personal earthly ministry.
 3. Place - Jerusalem
 4. Kind - Local and Visible.

5. Mission and Commission. (*Matthew 28:19-20; Mark 16:15; Acts 1:8*)
 - a). Preach the Gospel to make disciples of men.
 - b). Baptize them who believe.
 - c). Teach them the whole counsel of God.
 - *This commission cannot be reversed.
 6. Government - Theocracy (*Colossians 1:18; Ephesians 5:23*)
 7. Officers:
 - a). Pastor - Elder (presbuteros) and Bishop (episcopos - overseer). Both terms designate the same office of the Pastor (*Titus 1:7; Acts 20:17,28*) the former referring to the man, the latter to his function in office. The Functions of the Pastors are:
 - 1). To rule (*I Timothy 3:4-5; 5:17*)
 - 2). To guard the body (Church) from perversion or error. (*Titus 1:9*)
 - 3). To oversee the Church as an undershepherd to the flock. (*Acts 20:28; John 21:16; Hebrews 13:17; I Peter 5:2*).
 - b). Deacons - Servants (Diakonos). They are to serve and minister the needy within the Church. (*Acts 6:3; I Timothy 3:8*)
 8. Ordinances:
 - a). Scriptural Baptism (Immersion only) has the following features: (*Acts 10:48*)
 - 1). The person to be baptized must be a proper candidate. i.e. Must be saved. (*Acts 2:41; 8:12*)
 - 2). Proper Authority must be established through the local Church.
 - 3). Must be in the Proper Mode - Immersion alone (to dip). (*Colossians 2:12*)
 - 4). It must have the proper symbolism or picture of the Lord Jesus Christ's Gospel reflecting His Death, Burial and Resurrection.
 - b). Closed or Restricted Communion - The partaker must be saved, scripturally baptized and member of this local Church. He must have a good spiritual standing with God and with men. (*I Corinthians 11:12-31*)
 9. Policy of Separation. (*II Corinthians 6:14-18; Psalm 1; Amos 3:3*)
 - a) Moral separation - Separation from worldly practices and sins. (*I John 2:15-17*)
 - b) Ecclesiastical Separation - Separation from Doctrinal errors, heresy and apostasy.
 10. The New Testament Baptist Church is the only institution recognized and authorized by God to be the Steward of His Word, the only institution commissioned by God to Evangelize the world, and the only agency in which every believer must serve. (*Galatians 3:21*)
 11. The New Testament Baptist Church is the Bride of Christ - The kind of Church closest to the teachings of Christ in Doctrine and Practice.
- k. **THE SECOND COMING OF THE LORD JESUS CHRIST.** IBBC believes and accept the Sacred Scriptures regarding His Second Coming at their face and full value. On the resurrection, IBBC believes that Christ rose bodily on "the third day according to the Scriptures". .." That this same Jesus which is taken up from you into heaven shall so come in like manner as ye have seen Him go into Heaven". (*Matthew 24; Luke 21; I Thessalonians 4:13-18*)

1. It is Pre-millennial and Pre-tribulational. (*Revelation 3:10; I Thessalonians 5:1-11*)
2. It is in two stages:
 - a). The Rapture - The meeting in the air of all the Saints with the Lord Jesus Christ.
 - b). The Revelation - The revealing of Christ as the King of kings and Lord of lords in His full majesty and Power. He will come with all His Saints at the end of the Tribulation Period to establish His Kingdom on earth.
3. After the Rapture, the Saints will face Jesus, the Righteous Judge, during the Judgment Seat of Christ. (*I Corinthians 3:10-15*)
4. Those who are left behind will go through a 7-year period of Tribulation or Jacobs Trouble under the wrath of God. The period will also be the reign of the Anti-Christ.
5. After the defeat of Satan and his army, the Kingdom of the throne of David will be restored and will last for one thousand years (Millennial).
6. At the end of His reign, Satan will be released for a season and with his followers will stage a last revolt against God. God will send fire from heaven and will consume all of them. Satan will be once and for all defeated and will be cast into the Lake of fire.
7. The resurrection of all the unbelievers or the dead to face the Great Judge in the White Throne Judgment to their everlasting punishment in the Lake of Fire.
8. The New Heaven and the New Earth with the New Jerusalem.

1. **THE SOVEREIGN GRACE OF GOD** - By SOVEREIGN we mean that God is free to act and to choose according to His own will: that He has the absolute right and prerogative; that man has no right to question God even if he does not fully comprehend God's Sovereignty but just to trust Him. By GRACE we mean the goodness of God manifested toward the ill deserving, so that He authored the plan of Salvation for sinful man. We often call it the unmerited favor of God.

Therefore, by SOVEREIGN GRACE we mean that act of God without the influence or the merit of man and his cooperation but according to the good pleasure of His will. In simple words, it is safe to say, He favors and chooses whom He wills. This is not a Calvinistic Doctrine but a Bible Doctrine. We are not Calvinistic. To attribute this to one man is to rob God of His power, glory, and honor. We adhere to the six Biblical points of Sovereign Grace:

1. **Total Depravity of Man** - Total Depravity is not intended to signify that unregenerate man is wholly evil in everything he does, but rather that nothing he does is ever wholly good...Not all motives are equally sinful, but no motive is wholly pure. This fundamental impurity of motive is the reason for saying that man is totally depraved. The unregenerate man is therefore not merely sick but dead. It must be emphasized that the Salvation of man is altogether the work of God without the help and cooperation of man. There is nothing in man that will merit God's salvation so that there is nothing in man that is able to save himself. (*John 1:13; John 6:45,65*)
2. **Unconditional Election** - Simply means that the election of an individual to salvation is never conditioned upon the merit of the individual. God was under no necessity or obligation to elect (save) anyone. (*John 15:16*)
 - a). It is a Sovereign act of Grace. (*Romans 11:5*)
 - b). It took place in eternity. (*Ephesians 1:4*)

- c). It is based on the merit of Christ.
- d). It is based upon the foreknowledge (properly translated; as of whom He was aware and loved beforehand) of God. (*Romans 8:29; I Peter 1:2*)
3. **Limited Atonement** - Signifies that the death of the Lord Jesus Christ though sufficient for all the people in the world, is efficacious only for those who believe. The Bible does not emphasize the sufficiency of the blood of Christ to cleanse all men of sin but the efficacy of Christ's blood in the life of the believers. (*Hebrew 9:14,28; I John 1:7*) However, let this be settled once and for all that the unregenerate dies in his own sin. He goes to hell because of his rejection of the gospel.
 4. **Effectual Calling** - It means that the personal call of God to those who believe is effective and would never miss the mark. Nobody gets saved by accident. God saves in His time and in His will. Whenever He calls, His sheep will respond. (*John 10:26-29*)
 5. **Perseverance of the Saints** - This is in relation to the eternal security of the believers. The security of the believers is bound in with the Sovereignty of God, the unchangeable character of His purpose and the constancy of His good pleasure. It is the faithfulness of the Lord Jesus Christ and not the faithfulness of the believer that guarantees his security. (*Lamentation 3:22-23; II Timothy 2:10-13*)
 6. **Soul-Winning** - This is God's sovereign command to His Church. We go not to get all people saved but to preach His word. God does the saving, we do the preaching. (*Romans 10:13-15*) God knows His lost sheep and will find them through the preaching of His word. When we go soul winning, it is the Holy Spirit who wins the person to Christ because He is the one who convicts, convinces and converts. We believe wholly in the Scriptural mandate to go and not be ashamed of the Gospel of Christ and leave to the Holy Spirit the work of regeneration. (*John 3:14-15; John 6:44*)
- m. **THE GRACE OF GIVING** - Scriptural giving is one of the fundamentals of the faith. It is commanded by God for the purpose of supporting His works and the furtherance of the Gospel. It is also the basis of blessings from God. The Four Areas of Cheerful Giving: (*II Chronicles 31:5*)
1. Tithes - 10% of gross income, a legal requirement in the Old Testament and the minimum standard of giving in the New Testament. The New Testament also teaches the grace of giving. (*II Corinthians 8*)
 2. Increase - Anything that is ABOVE our tithes is an increase in our giving. This can also be our increase in pay during a job promotion.
 3. Firstfruits - a thanksgiving offering (*Deut 26*). Not a sacrificial offering but the best and sweetest of all regular offerings given annually. (*Nehemiah 10:35*) to be used by the high priest (*Deut.18:1-25*) that ministers in the house of the Lord. It is not to be delayed (*Exodus 28:29*) and should be laid at the apostles' feet (*Acts 4:35-37*). It is a gift as God prospers him (*I Corinthians 16:2*) equivalent to at least one month of our income.
 4. Sacrificial Offerings - Special giving to signify worship to God. It is giving what is best and precious at a given time. (*Nehemiah 12:43a*)
 5. Freewill offerings.

We believe that the local Church is the storehouse and the disbursing agent of all offerings, the Pastor being the chief steward. (*Acts 4:34-37; Malachi 3:10; I Corinthians 16:2; II Corinthians 1:8; Proverbs 3:9-10; Nehemiah 10:35; Ezra 3:5*)

- n. **OF CREATION** - IBBC believes in the Genesis account of Creation and that it is to be accepted literally, not allegorically nor figuratively; that the whole universe was created with an appearance of age during a 6-day period and the 7th day He rested. During creation, man was created directly in God's image and after His own likeness. We do not adhere to the theory of evolution that teaches that man is the result of evolution or evolutionary process of species or development through interminable periods of time from lower to higher forms; that all animals and vegetable life was made directly and God's established laws were that they should bring forth only "after their own kind". (*Genesis 1:1; Exodus 20:11; Acts 4:24; Colossians 1:16-17; Hebrew 11:3*)
- o. **OF CIVIL GOVERNMENT** - IBBC believes that the Civil Government is of divine appointment for the interest and good order of human society; that magistrates are to be prayed for, consciously honored and obeyed; except only in things opposed to the will of our Lord Jesus Christ; who is the only Lord of the conscience and the coming King. This Church agrees with the Separation of Church and State. There is a need however, to preach against Immorality in the high places. (*Romans 13:7; II Samuel 23:3; Exodus 18:21-22; Acts 23:5; Matthew 22:21; Titus 3:1; I Peter 2:13-14,17*)
- p. **OF THE FALL OF MAN** - IBBC believes that man was created in innocence under the law of His maker, but by voluntary transgression fell from his sinless and happy state. In consequence of which all mankind are now sinners, not by constraint but of choice; and therefore under just condemnation without defense or excuse. (*Genesis 3:1-24; Romans 5:12, 19; Romans 3:10-19*)
- q. **OF THE ATONEMENT FOR SIN** - IBBC believes that the Salvation of sinners is wholly of grace through the mediatorial office of the Son of God, Who by appoint of the Father, freely took upon Him our nature, yet without sin; honored the divine law by His personal obedience and by His death made a full and vicarious atonement for our sins; that His atonement consisted not in setting us an example by His death as a martyr, but was the voluntary substitution of Himself in the sinner's place, the just dying for the unjust, bearing our sins in his own body on the tree; that, having risen from the dead, He is now enthroned in heaven and uniting in His wonderful Person the most tender sympathies with divine perfection. He is in every way qualified to be a suitable, compassionate, and an all-sufficient Savior. (*Ephesians 2:8; Acts 15:11; Romans 3:24; John 3:16; Matthew 18:11*)
- r. **OF THE GRACE IN THE NEW CREATION** - IBBC believes that in order to be saved, sinners must be born again; that the new birth is a new creation in Christ Jesus; that it is instantaneous and not a process; that in the new birth the one dead in trespasses and in sin is made a partaker of the divine nature and receives eternal life, the free gift of God; the new creation is brought about in a manner above our comprehension, not by culture, not by character, nor by the will of man, but wholly and solely by the power of the Holy Spirit in connection with divine truth so as to secure our voluntary obedience to the Gospel; that its proper evidence appears in the holy fruits

Candidates for membership whether by letter, statement, baptism, or for restoration, must set up a conference with the Pastor or his designate representative and be recommended for Church approval in accordance with the Constitution and By-Laws of IBBC.

SECTION 111 - Termination of Membership - Membership may be terminated only in the following manner:

- a. Upon the death of the member; or
- b. Upon the request of termination by a member. Transferring members in good standing shall be granted a letter of recommendation to the church of like faith and practice. At the granting of the letter, their membership with this church shall cease; or
- c. After six (6) consecutive months of non-attendance or interest, they will be considered dropped from the membership roll; or
- d. Upon a member's joining a church of another faith or practice of which IBBC is not to grant a letter of recommendation.
- e. Upon withdrawal of fellowship by the church on a member as provided for by the Holy Scriptures and more particularly in *Matthew 18:15-17* and in *I Corinthians 5*. This is for the member's violation of the Principles of Christian faith and practice that can discredit the church. The Pastor or his representative will meet the member in violation to rebuke and encourage to confess and repent. After which, with genuine love and grace, attempts to restore the member for fellowship.

SECTION IV - Voting Members - On any matter coming before the church for its determination, each member present shall be entitled to one vote, which shall be exercised in person and not by proxy; and all such matters shall be determined at a regular or special meeting of the church held in accordance with the By-Laws, by the vote of the majority of the members present. A member who shows non-interest or indifference for three consecutive months shall lose his or her voting rights.

ARTICLE II - THE CHURCH OFFICERS

SECTION 1 - Senior Pastor

- a. **His qualifications** are set forth in *Titus 1:7-9* and *I Timothy 3:1-7*. They are:
 - 1) Blameless
 - 2) Husband of one wife
 - 3) Vigilant
 - 4) Sober
 - 5) Of good behavior
 - 6) Given to hospitality
 - 7) Apt to teach
 - 8) Not given to wine
 - 9) No striker
 - 10) Not greedy of filthy lucre
 - 11) Patient
 - 12) Not a brawler
 - 13) Not covetous
 - 14) One that ruleth well his own house
 - 15) Not a novice
 - 16) Must have a good report of them, which are without.
 - 17) Not self-willed
 - 18) Lover of hospitality
 - 19) Lover of good men

- 20) Just
- 21) Holy
- 22) Holding fast the faithful Word as he hath been taught.

- b. **His functions** - shall be the spiritual leader and administrator of the Church whose biblical responsibilities are:
 - 1). To rule. (*I Timothy 3:4-5; 5:17*)
 - 2). To guard the body from perversion or error through preaching and teaching. (*Titus 1:9*)
 - 3). To oversee the Church as an under-shepherd to the flock. (*Acts 20:28; John 21:16; Hebrews 13:17; I Peter 5:2*)
 - 4). To administer or if he is not available, cause to administer the ordinances of Baptism and the Lord's Supper.
 - 5). To be an example to the whole flock in Christian living and conduct.
 - 6). To serve as Co-chairman of all Committees.

- b. **His Calling** - The Pastor must be a God-called man whose desire is to live and shepherd based on the Words of God. He continues as a Pastor until his service is terminated by death, resignation, incapacity, or being found guilty of questionable behavior such as immorality, heresy or guilty of departing from the Landmarks of the faith as stated in Article of IV of the Constitution and By-Laws. If he is found guilty, he may be subjected to the disciplinary process found in *Matthew 18:15-18* and be reconciled only in matter of membership and its privileges but not in Pastoral Office. After prayerful consideration, however, he may be reinstated as a Pastor by the approval of the Majority of the Members present.

- c. **Pastoral Replacement** - When the church is without a Senior Pastor due to death, incapacity, resignation, or prolonged illness; the Pulpit committee shall within six months, seek a replacement. The Pulpit Committee shall be composed of all the Church Officers combined (Assistant Pastor, Pastoral Assistants, Deacons and Trustees). Its function is to supply the pulpit and to choose the candidate prayerfully then present to the whole Church for confirmation.

The chosen Pastor must be fundamental, independent Baptist in Doctrine, and agree without reservation, to the established Constitution and By-Laws and in particular to the Landmarks of Faith. He must also meet the qualifications of the Bishop in *I Timothy 3;*, *Titus 1:6-9* and *I Peter 5:1-4*. The Pastoral candidate shall be elected by the vote of 80% of the entire voting membership.

- d. **Pastoral Staff** - The Pastor, as the need arise, may appoint pastoral staff such as Personal Secretary etc. to occupy specific positions/responsibilities in the local church. They shall be presented to the church for confirmation. Each appointed staff member shall be under the direct supervision of the Senior and/or the Associate Pastor. The appointed staff will at all times be responsible only to the Senior Pastor. Any compensation, unless otherwise provided for, shall be determined by a Special Committee of the church.

- e. **Financial Support** - IBBC shall provide adequate personal, material and financial support to the Senior Pastor. Prayerful support and Involvement of members in Christian service are not only an encouragement to him but a must to allow the Pastor maximum time for Preaching, Teaching, Study, and Counseling. Financial support shall be determined by a Special Committee (Financial Committee) and to be reviewed annually. Outside compensation earned by the Senior Pastor, if any, should not affect or

influence the determination of his financial support. Financial support is the Church expression of love and commitment to the work of the Lord.

SECTION II - Associate/Assistant Pastor - The office of the Associate or Assistant Pastor shall assist the Senior Pastor and perform such other duties as the Senior Pastor may assign him. He is appointed to the office by the Senior Pastor and confirmed and approved by the voting members present. He assumes the responsibilities of the Senior Pastor during his absence, subject to Article II, Section 1- C of the By-Laws. His qualifications, term of office, calling, and support are the same with the Senior Pastor. See Section 1 of the By-Laws. When the Senior Pastor leaves office, the Associate or Assistant Pastor shall immediately occupy Pastoral responsibilities temporarily until he is voted in and confirmed as the new Senior Pastor or until another Pastoral candidate has been selected.

SECTION 111 - Pastoral Assistants (*House of Barnabas*) - The Pastor and the Associate Pastor shall appoint Pastoral Assistants to help in the Spiritual/Ministerial functions of the church. Pastoral Assistants or the House of Barnabas are God-called men to assist in the local church as Preachers, Teachers and Outreach Preacher-in-charge. Their qualifications, term of office, calling, and support are subject to Article II, Section 1 of the By-Laws. They shall commence their duties after the confirmation or approval by the majority of the voting members present.

SECTION 1V - Fellowship of Deacons (*The House of Stephen*) - The Senior Pastor and the Associate/Assistant Pastor shall appoint deacons to handle other Spiritual Functions such as visitation, follow-up, discipleship and to lead the other field of Services in the local church such as Ushers, Worship Team, Welcoming Team etc. Deacons receive no compensation for their services.

a. Qualifications: (*Acts 6:3; I Timothy 3:8-13*)

1. A member in good Stranding.
2. Must be ordained by the Special Ordination Council of the Local Church. Ordination council is comprised of all the Pastors, Pastoral Assistants and Deacons combined.
3. Be grave
4. Not double-tongued
5. Not given to wine
6. Not greedy of filthy lucre
7. Holding the mystery of the faith in good conscience
8. Must show spiritual maturity at all times
9. Blameless
10. Wives must also be grave, not slanderers, sober and faithful in all things.
11. Husband of one wife and ruling their children and houses well.
12. Honest report, full of the Holy Ghost and Wisdom.

b. Terms of Office - The office of a deacon shall last for two (2) years or shall cease upon death, resignation, termination of church membership, removal through disciplinary process.

SECTION V - Trustees - The business and secular affairs of the church shall be administered By the Trustees.

a. **Appointments** - All members of the Trustees shall be appointed by the Pastor and approved/confirmed by the voting members present.

b. Functions:

1. In-charge of the physical facility of the church in regards to its maintenance by supervising the workdays every 3rd Saturday of the month.
2. Review the financial support of all the Paid staff including the Pastors in accordance with Article II, Section of the By- Laws.
3. Present an annual Budget at the beginning of the calendar year to the church for approval after consultation with the Senior Pastor.
4. Present an annual financial report of all church Income and Expenses before the end of the Calendar year. Expenses or commitments in excess or outside of the approved budget shall require prior approval of the Senior Pastor and the church.
5. Submit Monthly, Quarterly and Annual financial report.
6. Pay bills and make purchases.
7. Handle payroll
8. Account for all funds, assets and properties of the church.
9. Attend to the upkeep and maintenance of all church properties and assets.
10. Perform other related functions and such other duties as the Pastors may designate and assign.

The trustees shall, as sound management practice, organize into two services Committees:

1. **Financial Services Committee** - to handle the collection and Disbursement of funds, budgeting, Accounting control and Auditing.
2. **Administrative Services Committee** - To handle corporate record and personnel, Corporate legal matters, Property and Procurement, Maintenance and General Services.

For purposes of coordination and supervision, the Trustees must elect a Chairman, Vice-chairman and a Secretary for a term of one year. The Chairman shall supervise the Trustee meetings, coordinate the administrative affairs of the Church and shall report to the Pastor.

SECTION VI - Corporate Officers – In compliance with the State Law for non-profit religious organizations, the Church shall have the following Corporate Officers:

- a. **President** - The Senior Pastor serves as the President and Chief Executive Officer of the Corporation. He is also the Co-Chairman of the Fellowship of Deacons, Trustees and other committees as the Church may create.
- b. **Vice President** – The Vice President is appointed by the Senior Pastor from among the staff, deacons and trustees and confirmed/approved by the Church.
- c. **Church Clerk/Secretary** – The function of the Corporate Secretary is to perform the function designated by the Pastor. Must be a member in good standing. Must be present in all meetings to take and keep the minutes. Term of office is one year.
- d. **Finance Officer** – Must be a member of the Board of Trustees and a member of good standing. He supervises all the financial affairs of the Church and works in coordination with:
 1. **Treasurer** – Appointed by the Senior Pastor and confirmed by the voting members present. Must be a member of good standing. The term is one year and can be extended upon the discretion of the Pastor and the Church. He assists the Finance Officer to count, disburse, pay, balance and to make financial reports.

2. **Finance Secretary** – Records and keep all the finances up to date with the help of the Financial Officer and the Secretary. Has one year term but can be extended upon the discretion of the Pastor and the Church.
- e. **Church Historian** – His main responsibility is to chronologically record the “Acts” or the History of the Church. He handles the recording of all the statistics regarding the number of Salvation, Baptism, Transfer, Baby Dedication, Weddings, Funeral and other events handled by the local Church.

SECTION V11 - Executive Committee – For effectiveness and efficiency, an Executive Committee composed of the Senior Pastor, Assistant Pastor, Pastoral Assistants, and two (2) representatives from the Fellowship of Deacons and Board of Trustees is created. The Committee shall meet regularly every month under the Chairmanship of the Senior Pastor. Its function is to monitor and review the ministries and activities of the church.

SECTION V111 - Removal of Trustees and other Corporate Officers – Any trustee or officer may be removed from office and relieved of church functions and duties whenever the best interest of the church will be served. Furthermore, any office shall become vacant when the holder thereof dies, resigns, or ceases to be a member of the church.

SECTION IX - Compensation – Trustees and other Officers shall receive no salary or compensation for their services.

SECTION X - Standard for all Officers and Workers – No officer or church worker will, at any time, use intoxicants, unless prescribed for medical reason. He should not use tobacco in any form, smoke cigarettes, indulge in malicious gossiping, attend places of questionable merit, or do anything that would bring reproach upon our Lord Jesus Christ and this church. Must attend all regular meetings of the church unless providentially hindered. Must support the church with his tithes and offerings regularly.

SECTION X1 - Meetings:

- a. The annual meeting of the church shall be held before the end of December. The fiscal year shall be between January 1 and December 31. The implementing guidelines of the current budget remains in effect until a new budget is passed and approved.
- b. At the annual meeting, summary reports shall be presented to the church by the Pastor and the Financial Secretary or his representative.
- c. Regular quarterly meetings shall be held on the first Sunday night of each quarter, at which time routine reports and new businesses shall be considered.
- d. Regular Services shall include Sunday School Classes, Morning and Evening Services, Mid-week Prayer Meetings and Bible Study Outreaches.

SECTION X11 - Other Committees – Ad Hoc Committees may be formed as maybe necessary. It shall be dissolved, however, as soon as the purpose for its creation has been accomplished.

SECTION X111-Other Organizations:

- a. Organizations such as Youth or Singles Groups, Missionary Groups, Prayer Warriors, Gospel Teams etc. may be formed as necessary and will be subject to the approval and direction of the Senior Pastor.

- b. No organization shall be allowed to function independent from the church. All auxiliary organizations shall fall under the church's authority and with the Senior Pastor's consent and direction.

ARTICLE III -GENERAL MATTERS:

SECTION 1 - Conduct of Members

- a. **Regular attendance** of Services and meetings of the church, daily Systematic Bible reading, quiet time devotion, and family prayers shall be strongly urged upon all members.
- b. **Home** - God has required that godliness in the home has a high priority. The home holds central attention and is the object of frequent exhortations in the Bible. Men are expected to rule their homes with gentleness and love but with firmness. Women are to subject themselves to their husbands in everything. Parents must train up their children in the nurture and admonition of the Lord, by holy example, teaching godly values and firm discipline (including corporal punishment). Children must obey their parents in the Lord.

These fundamental responsibilities, prayerfully executed, will honor the name of Christ in church and community, and strengthen the cause of Christ in generations to come.
- c. **Witness** - It is the calling and duty of every Christian to be a bold witness for our Lord Jesus Christ. To witness by life and word, in season and out, is the God-honoring duty of every believer.
- d. **Giving** - As good stewards, all Christians ought to support the work of the Lord by tithes and offerings. As proportionate giving is a distinct and positive command in the Scriptures, we pledge ourselves to systematic contribution for the support of this church with a portion of our income. Such giving, however, must not be done grudgingly, or of necessity, for God "loveth a cheerful giver".
- e. **Christian Liberty** - The Lord requires every believer loyal obedience to His precepts established in His word. However, where God has not prohibited certain practices in His word, either explicitly or by necessary implication, the Christian has liberty to participate in good conscience and faith. The following principles can serve as the guide in exercising Christian liberty.
 - 1. **Fear of God** - As the servant of Christ, all actions must be moved by the LOVE for God and everything must be done in fear and trembling all for His glory. "Liberty" is often used as a cloak for malicious self-indulgence, which is sin.
 - 2. **Love of the Brethren** - Though no man may dictate to the Christian's conscience, the welfare of fellow saints must always deeply affect his decisions. In the spirit of serving the brethren, he must do that which he judges will edify them and prevent them from stumbling.
 - 3. **Compassion for Sinners** - Use of liberty must always be regulated by its effect upon the sinners, and that behavior chosen which is likely to win them.
- f. **Submission to Authority** - It is expected that all who come into the membership of this church will recognize before hand the necessity of submitting themselves to those who are in place of Scriptural authority. (*Hebrews 13:17*) Members should undertake all their Christian service in fellowship with the church and under the guidance of the Pastor.

- SECTION 11 - Church Discipline** - The purpose of church discipline is to uphold the glory and rule of the Lord Jesus Christ as the head of our church, to maintain her purity and testimony, to sanctify each member, reclaim and restore those who err.
- a. The procedure followed is found in *Matthew 18:15-17*. Sanctions and actions should be carried out in the spirit of Christian love and humility. Matters of personal offense should be settled by members according to the procedure laid down in the passage.
 - b. Any member who willfully neglects the responsibilities of church membership, falls into doctrinal error or into open sin - such situations will be subject to the discipline by the church as exercised by the Pastor and a special committee. Disciplinary actions may take the following method depending on the gravity and public knowledge.
 1. Private admonition and rebuke with the Pastor and a witness or two. (If the offense is with private parties and no general effect on the church)
 2. Public admonition and rebuke if the offense affects the church in general and if the offense becomes public knowledge. Public apology and confession from the offender will therefore be required.
 3. If there is no evidence of repentance, the Pastor together with the special committee, will recommend disfellowship. This will only apply to serious offenses that may endanger the unity of the church in doctrine and fellowship. The church should pray for the repentance and reconciliation of those being disciplined.
 - c. Great discretion is required - The Pastor and the special committee are not required to make public the details of the offense. However, if the inevitable occurs, at a special meeting of the church, a spokesperson of the committee will inform the church about the action taken. And if necessary, advise those who are concerned to approach the committee or the Pastor for additional information.
 - d. Serious offenses shall not be ignored and must be dealt with accordingly.

SECTION 111 - Appeals - Any member of the Church aggrieved by any decision of the Pastor, Ministerial and Administrative staff, Committees, or anybody representing the church may request reconsideration. The request shall be presented in writing to the Pastor within 10 days and may only be considered if new evidence has been found, discovered or has become available. However, if no consideration is warranted, the aggrieved party may file an appeal before the church through the Pastor within 10 days upon receipt of notice. The church decision however, shall be final and executory.

ARTICLE IV - CHURCH BUSINESS MEETINGS

SECTION 1 - The Lord's presence must be recognized; therefore, all meetings should be carried out in a spirit of worship and unity. The Pastor should summon the church for all matters of importance, such as the appointment of officers, receiving members, matter of discipline, settling of doctrine, consideration of sending missionaries and major practical matters.

SECTION 11 - Every church meeting shall begin and end in prayer. Members shall stand when speaking on matters being discussed. All business meetings shall follow a pre-set agenda. Discussion on other matters not in the agenda must be cleared first with the Pastor in advance. Members in good standing and at least 18 years old are eligible to vote. The matters discussed in the meetings are confidential. Members are therefore allowed to speak of these matters only to fellow members.

SECTION 111 - The Pastor shall call all meetings of the church. Prior consent and approval must be obtained from the Pastor if a church meeting will be conducted without the Pastor's presence. A designated secretary must keep minutes and records all meetings.

ARTICLE V - EMERGENCY ADMINISTRATION

In the event the Pastor is unable to perform the duties of his office, the pulpit committee will be called upon to select an Interim Pastor until the Pastor is back or another one is considered.

The Assistant Pastor may assume temporary pastoral responsibility until the church calls a regular Pastor, subject to Article II, Section 1-C of the By-Laws.

ARTICLE VI -AMENDMENTS

The By-Laws, NOT the Constitution, may be amended at any regular or special meetings of the church, provided written notice of the proposed changes shall be given two weeks preceding such action. A majority vote of the voting members present shall be required to amend the By-Laws. No amendment however, shall be allowed as to the general nature or purpose of the church, nor shall it change the stated attitude toward the Holy Scriptures and the Landmarks of Faith.

ARTICLE VII -EFFECTIVITY

These Constitution and By-Laws shall take effect on the first calendar day of the month immediately following its adoption by the church, and shall supercede the old.

ARTICLE VIII-DISSOLUTION OF THE CHURCH AS A CORPORATION

In the event of the dissolution of International Bible Baptist Church and its auxiliary Ministries as a non-profit religious corporation, the assets of the said corporation shall be given and paid over to another non-profit religious corporation (or corporations) of the same fundamental persuasion. (Refer to the Landmarks of Faith). The dissolution of the corporation shall be decided and determined by the majority vote of the active members present during a special meeting for this purpose.

ARTICLE IX -The CHURCH CONSTITUTION and BY-LAWS are set forth to satisfy the requirements of the State Law and is considered binding and therefore, legal. This church, however, considers the Holy Scriptures (66 books in all) as the true authority of FAITH and PRACTICE. Its message, since it is the WORD of GOD is far above in superiority than this man-made Constitution and By-Laws.

ARTICLE X - The Holy Scriptures, in the King James Bible of 1611, which was based on the "Textus Receptus" is the preserved Word of God and therefore the Final Authority of IBBC.

Written by Dr. J. Hernes Abante on January 23, 1989

First Revision - October 14, 1993 by Pastor Abante

Last Revision - September 12, 1998 by Pastor Abante – accepted unanimously by the Main Congregations on 10/04/98 @ 4:00pm Special Meeting.

This Constitution and By-Laws was confirmed and ratified unanimously by the International Bible Baptist Church in Assembly on October 26, 1993 in the City of Alameda, County Alameda, California, U.S.A.