

CORONADO BIBLE CHURCH

BY-LAWS

Approved: July 21, 2013

Preamble

We, the members of Coronado Bible Church – an independent non-denominational church – recognize the inspiration and authority of Scripture (II Timothy 3:16-17) over us and covenant to operate this church under the Lordship of Jesus Christ, who is the head of the church (Eph. 1:22-23). We adopt the following by-laws from our understanding of scripture and as a means of allowing us to do business in an orderly way.

Ephesians 1:22-23 And God placed All things under his feet and appointed him to be head over everything for the church, which is his body, the fullness of him who fills everything in every way.

2 Timothy 3:16-17 All Scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness, so that the man of God may be thoroughly equipped for every good work.

Mission Statement

To be a light in the community
To spread the good news of Jesus to everyone
To be a helping hand to our neighbors, whoever they may be.

Statement of Faith

See Appendix A

- Index:**
- A. Membership
 - B. Pastor
 - C. Elders
 - D. Deacons
 - E. Budget Approval
 - F. Voting
 - G. Ministries
 - H. Miscellaneous
 - I. Appendices

A. Membership:

See Membership Covenant Appendix B

1. A Member of Coronado Bible Church may be any who have received Christ as Savior, agree with our Statement of Faith, declares Coronado Bible Church to be their home church when they are in Panama, and will commit to the provisions of the Membership Covenant. They must reside in Panama and attend Coronado Bible Church for a total of four (4) months out of the prior twelve (12) months.
2. Anyone interested in becoming a member will make this commitment at a public gathering (typically a church service) officiated by the Pastor or an Elder.

B. Pastor:

1. The Pastor is accountable to and under the authority of the Elders.
2. The Pastor is a regular voting member of the Elder Board, but does not vote on any matters involving the Pastor's compensation.
3. The Pastor provides general supervision of all Ministries and Ministry Team Leaders, through the Team Leaders.
4. The Elders may recommend to the Voting Members to discharge the Pastor, citing specific Bible passages, and must be passed with 2/3rds of the Voting Members' approval. See separate document regarding specific guidelines for the dismissal of a Pastor or Church Leader.
5. The process of calling a new pastor is as follows:
 - 5.1 The Elders will oversee the calling process.
 - 5.2 A nominating committee shall be appointed by the Elders and shall be chaired by an Elder and will consist of not less than four (4) additional members that are selected by the Elders.
 - 5.3 Husband and wife may not serve on the committee together.
 - 5.4 The committee will be responsible for contacting, interviewing, and researching prospective pastoral candidates. The committee will discuss the candidate's personal testimony, their desire to serve and lead CBC, their vision for the church, and other areas that are deemed applicable.
 - 5.5 The committee will present a candidate or candidates to the Elders' Board for their approval. In the event the Elders reject a pastoral candidate or the pastoral candidates, the committee will be asked to continue their search and recommend another candidate or candidates.
 - 5.6 If the Elders believe that a candidate should be the next pastor of CBC they will present that pastor to the members for affirmation.
 - 5.7 The Voting Members will have an opportunity to question the candidate before voting.

5.8 The affirmation vote will be no less than two (2) weeks and no more than three (3) weeks from the date the Elders present the selection to the members.

5.9 A positive affirmation of 75% of the votes cast by the members will be required to affirm the new pastor.

- 6.** The calling of an interim pastor will be the sole responsibility of the Elders. Affirmation by the members is not required for the calling of an interim pastor.

C. Elders:

- 1.** The Elders must use the word of God as the final authority in making all decisions.
- 2.** The Elders must be scripturally qualified to serve in this position according to the qualifications in I Timothy 3:1-13, Titus 1:6-10, I Peter 5:1-3.
- 3.** The Elders are the authority of the church.
- 4.** The Elders work with the Pastor in setting the vision for the church.
- 5.** The Elders deal with difficult situations potentially impacting the spiritual health of the flock.
- 6.** The Elders are the Pastor's protection and sounding board and will inform the Pastor of any problems that may arise they may become aware of.
- 7.** The Elders determine what should go to the congregation for their approval, according to the voting guidelines below.
- 8.** Elders are selected for two-year terms. They may be re-elected after each term.
- 9.** It is intended that the church will have at least two (2) Elders in addition to the Pastor.
- 10.** The Elders must always speak as one body and therefore cannot speak for the other Elders without their approval.
- 11.** A quorum of 75% of the Elders is required to transact any Elder business. This means that they are available to vote but does not mean that they must vote.
- 12.** A majority vote of the voting Elders is required to pass any Elder motion. The vote can only take place as long as C.11 is valid.
- 13.** Only church members may serve as Elders.
- 14.** Husband and wife may not serve as Elders at the same time.

15. The process for affirming Elders and Deacons is as follows:

- 15.1** The Elders will oversee the nomination and screening process.
- 15.2** A Nominating Committee shall be appointed by the Board of Elders and shall consist of the Pastor, one current Elder, and three (3) lay people
- 15.3** This process will be announced the first Sunday in May.
- 15.4** The Nominating Committee will ask the selected members if they would be willing to go through the formal interview process to be considered for Elder.
- 15.5** Neither the Nominating Committee nor the Elders will divulge any names or reasons for nominees not being asked to come to an interview or reasons a nominee may not be selected. This is to protect the privacy of those not selected.
- 15.6** The Nominating Committee's interview process will consist of a discussion concerning such topics as their personal testimony, their desire to serve, their Spiritual Gifts, their vision for the church, their agreement with the Statement of Faith, and their Panama residency plans.
- 15.7** The Nominating Committee will present candidates to the Elders' Board for their approval. In the event the Elders reject a candidate, the Nominating Committee will be asked to provide another recommendation.

- 15.8** At the conclusion of the process, the Elders will present to the congregation the slate of Elders for affirmation. This will be on the first Sunday in June at a called meeting after the regular church service. Visitors may be dismissed before the meeting.
- 15.9** The congregation will have the opportunity to affirm these Elders on the 3rd Sunday of June. A positive affirmation of 75% of the votes cast will be required to affirm each Elder.
- 15.10** The newly elected Elders will be installed on the following Sunday by the Pastor and the other Elders by laying on of hands and prayer in front of the Congregation, and the charge is to be read at that time.
- 15.11** The terms of the Elders or Deacons will start on July 1 and end on June 30th.
- 15.12** If, for any reason (such as an Elder moving, illness or death), the number of Elders drops below two (2) plus the Pastor, the Elders will appoint the next person, with that person's consent, that was on the most recent Nominating

Committee's list, and by the interviews conducted by the Board of Elders, to fill that office until the next annual election.

16. Dismissal of a Church Leader

- 16.1** Church leaders must not be dismissed on the basis of rumors or innuendos. Any accusations made against a church leader shall be handled according to scriptural guidelines.
- 16.2** See Appendix C for a summary of the scriptures relevant to such issues.
- 16.3** After following the scriptural guidelines, if a majority of the Elders vote for removal of the Pastor/Elder then the issue shall be brought to the congregation to present the concerns, the process which has taken place, and for the congregation to vote on the removal.
- 16.4** A 2/3 vote in favor of the Elders' recommendation for the removal is required to dismiss the Pastor/Elder in question. (See section B.4)

D. Deacons: To be added when the church grows larger, at the discretion of the Elders.

E. Budget Approval:

1. Preliminary Budget:

- 1.1** The following year's Preliminary Budget is to be ready for the Elders' December meeting.
- 1.2** Any revisions made by the Elders are to be incorporated into the Final Budget.

2. Final Budget:

- 2.1** The Final Budget is to be completed after December 31st.

- 2.2** The Final Budget is to be ready for the Elder's January meeting.

3. Congregational Approval:

- 3.1** The Final Budget approved by the Elders is to be presented to the congregation at its yearly meeting on a date selected by the Elders.

- 3.2** Two Sundays before this congregational meeting, this is to be announced in the bulletins, verbally at the Sunday services, by Email, on the church web site, and hard copies will be available at these two Sunday services.
- 4.** Quarterly Financial Reports:
- 4.1** These are to be available at the church services within three (3) weeks after the end of the Quarter.
- 4.2** Any member desiring one electronically may request one from the Elder in charge of Finances.

F. Voting:

- 1.** Only members 18 and older may vote.
- 2.** The Elders will designate a church clerk to keep a record of voting church members
- 3.** Voting will be as follows:
The list of eligible voters will be at the voting table. Absentee voters will have their name crossed out before-hand as "voted". Voters will sign their name and be given a ballot. They will mark their ballot and place in the ballot box. You cannot cast a ballot for anyone else. This is a secret ballot.
- 4.** Members may vote by absentee electronic ballot. In order to be counted, the ballots must be returned, at least 24 hours prior to the scheduled vote, to the person designated by the Elders to receive these ballots or on the church web site under "voting".
- 5.** Congregational votes will be taken on the following issues:
 - 5.1** Adopting the annual budget. Expenditures within the basic framework of that budget do not need to come back to the congregation.
 - 5.2** Calling a Pastor.
 - 5.3** Affirming Elders.
 - 5.4** Approving capital expenditures not included in the budget.
 - 5.5** Changes to the Statement of Faith.
 - 5.6** Amending these By-Laws.

- 5.6.1** Any future amendments to these bylaws will be initiated by the Elders.
 - 5.6.2** The proposed amendment(s) will be presented to the congregation at least two (2) weeks in advance of any scheduled vote.
 - 5.6.3** Approval by 2/3rds of the members will be required for passage.
- 5.7** All issues, other than noted in the By-Laws, require a simple majority vote to pass.

G. Ministries:

- 1.** The Pastor will select, and the Elders affirm, Ministry Team Leaders. In the event there is no Pastor, the Elders will appoint Ministry Team Leaders.
- 2.** Ministry Team Leaders are to be members of the church or need to publicly accept the Church's membership covenant.
- 3.** Ministry Team reports will be available quarterly at the church. The reports to the congregation will be discreet in protecting everyone's privacy.

H. Miscellaneous:

- 1.** Elders are open to phone calls, emails or your attendance at an Elder Board meeting. To meet with the Elders, call the Pastor so he can put you first on the meeting agenda. After your portion of the meeting, you will be asked to leave so the Elders can continue their meeting. Since many times the Elders are discussing sensitive matters pertaining to people, parts of the meetings are not open to general attendance.
- 2.** Church business meetings may be held after the service at the discretion of the Elders.
- 3.** Contributions to the church, but designated for a specific purpose, will be accepted. However, the Elders may, at their discretion, choose to use the funds for other purposes. Such a departure from the intent of the gift would be for unusual situations, but this possibility must be understood by the donor. If the donor wishes an absolute guarantee that their gift will be used for a specific purpose, they will be encouraged to make the gift directly to the mission.

I. Appendices:

1. The Statement of Faith can be found on the Coronado Bible Church website at www.CoronadoBibleChurch.org by clicking on the About tab and scrolling down to the Statement of Faith.
2. The Membership Covenant is as follows and is part of the membership application.

MEMBERSHIP COVENANT FOR CORONADO BIBLE CHURCH

Having received Jesus Christ as my Lord and Savior and being in agreement with the Statement of Faith of Coronado Bible Church (CBC), I now feel led by the Holy Spirit to unite with CBC. In doing so, I commit myself to God and to the other members to:

- 1. Protect the unity of my church by acting in love towards other members, by speaking positively of other members of the CBC family, and by following the leaders of CBC.**

Romans 14:19 *Let us therefore make every effort to do what leads to peace and to mutual edification.*

1 Peter 1:22 *Now that you have purified yourselves by obeying the truth so that you have sincere love for your brothers, love one another deeply, from the heart.*

Ephesians 4:29 *Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.*

Hebrews 13:17 *Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you.*

- 2. Build the church by praying for the church and its growth, inviting others to attend, and by warmly welcoming those who visit.**

Luke 14:23 *"Then the master told his servant, 'Go out to the roads and country lanes and make them come in, so that my house will be full.'*

Romans 15:7 (NRSV) *Welcome one another, therefore, just as Christ has welcomed you, for the glory of God.*

- 3. Serve in the church by discovering my gifts and getting involved as God leads.**

1 Peter 4:10 *Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms.*

- 4. Support the church by making attendance a priority when I am in Panama, making financial gifts to the church as God leads, and living a Godly life.**

Hebrews 10:25 *Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another--and all the more as you see the Day approaching.*

1 Corinthians 16:2 *On the first day of every week, each one of you should set aside a sum of money in keeping with his income...*

Philippians 1:27 *Whatever happens, conduct yourselves in a manner worthy of the gospel of Christ.*