

탬파 새빛 교회  
(NEW LIGHT CHURCH OF TAMPA)

# 헌법 및 규약(안)

## CONSTITUTION & BYLAWS

2023년 7월 9일 개정(REVISED)



NEW LIGHT BAPTIST CHURCH

탬파새빛교회

## Table of Content

<b>Constitution</b>		<b>24</b>
<b>Preamble</b>		<b>24</b>
<b>chapter 1</b>	<b>General Provisions</b>	<b>24</b>
Article 1	The Name	24
Article 2	The Address	24
Article 3	Nonprofit Corporation	24
Article 4	Purpose	24
Article 5	Article Of Faith	25
Article 6	Church Covenant	25
Article 7	Church Government	26
<b>Bylaws</b>		<b>27</b>
<b>Chapter 1</b>	<b>Church Membership</b>	<b>27</b>
Article 1	Definition	27
Article 2	Qualifications	27
Article 3	Obligations	27
Article 4	Rights	28
Article 5	Explosion	28
Article 6	Discipline	28
Article 7	Voting Rights	29
<b>Chapter 2</b>	<b>General Congregational Assembly</b>	<b>30</b>
Article 1	General Provisions	30
Article 2	Regular and Special General Congregational Assembly	30
Article 3	Notice of Meetings	31
Article 4	Agenda Items	31
Article 5	Quorum and Adjournment	31
Article 6	Voting Requirements	31
Article 7	Significant Matters	31
Article 8	Voting and Ballot Counting	32

<b>Chapter 3</b>	<b>Church Staff</b>	<b>32</b>
Article 1	Senior Pastor	32
Article 2	Associate Pastor	33
Article 3	Intern Pastor	34
Article 4	Church Staff	34
Article 5	Regular Staff	35
<b>Chapter 4</b>	<b>Deacons</b>	<b>35</b>
Article 1	General Provisions and Qualifications	35
Article 2	Selection	36
Article 3	Education	36
Article 4	Recognition and Ordination by The General Congregational Assembly	37
Article 5	Term and Duties	37
Article 6	Suspension Or Dismissal	37
<b>Chapter 5</b>	<b>Deacon Acting</b>	<b>38</b>
Article 1	Qualifications	38
Article 2	Duties	39
Article 3	Selection Method	39
Article 4	Term	39
<b>Chapter 6</b>	<b>Elder and Kwonsa (Senior Deaconess)</b>	<b>39</b>
Article 1	General Provisions	39
Article 2	Duties	40
Article 3	Qualifications, Appointment, and Education	40
<b>Chapter 7</b>	<b>Business Meeting</b>	<b>41</b>
Article 1	General Provisions	41
Article 2	Composition	41
Article 3	Duties And Roles	41
Article 4	Regular And Special Business Meetings	42
<b>Chapter 8</b>	<b>Church Administration</b>	<b>42</b>
Article 1	General Provisions	42

Section 1	Qualifications	42
Section 2	Legal Representatives of the Church	43
Article 2	Secretary	43
Article 3	Treasure (Finance Team Leader)	43
Article 4	Auditor	44
Article 5	Fiscal Year	45
<b>Chapter 9</b>	<b>Church Committees</b>	<b>45</b>
Article 1	General Provisions	45
<b>Chapter 10</b>	<b>Church Organization and Departments</b>	<b>46</b>
Article 1	General Provisions	46
Article 2	Men's/Women's Missions Group	46
Article 3	Parents' Meeting	46
<b>Chapter 11</b>	<b>Church Sacraments</b>	<b>46</b>
Article 1	Baptism	46
Article 2	Communion	46
<b>Chapter 12</b>	<b>Amendments and Supplementary Provisions of the Constitution and Bylaws</b>	<b>47</b>
Article 1	General Provisions for Amendment	47
Article 2	Supplementary Provisions	47
	<b>Signature</b>	<b>49</b>

## Constitution

### Preamble

With the purpose of preserving the principles of faith and ensuring the orderly operation of our community, we, the members of New Light Church of Tampa, hereby establish and enact this Constitution. This Constitution is grounded upon the assurance of individual members' beliefs and the commitment to maintaining a free and open relationship with other churches that share the same faith as ours.

### Chapter 1      **General Provisions**

#### **Article 1      The Name**

This church, duly incorporated under the laws of the State of Florida, bears the official name of "New Light Church of Tampa."

#### **Article 2      The Address**

The address is 6018 N. Highland Ave., Tampa, FL 33604

#### **Article 3      Nonprofit Corporation**

The New Light Church of Tampa is affiliated with the Southern Baptist Convention (SBC), the Florida Baptist Convention (FBC), the Korean Southern Baptist Conference, and the Florida Baptist Association.

#### **Article 4      Purpose**

The purpose of the church is to be the witness of the Gospel to our local community and the world, in accordance with the mandate of our Lord Jesus Christ. Through worship, education, service, and evangelism, our aim is to facilitate the reception and acceptance of the Gospel of Jesus Christ by individuals, encouraging them to live in alignment with the teachings of the Bible. As we strive towards this goal, we seek to foster a beautiful and harmonious community of believers until the glorious return of our Lord.

**Section 1** This church engages in the worship and glorification of God through Sunday worship services, Friday prayer meetings, and early morning worship services.

**Section 2** Through the means of equipping with Bible studies, the Word, and prayers, we commit to training capable servants of the Lord. These individuals will strive to live a life resembling of Jesus and set an example of faith.

**Section 3** Through the encouragement of fellowship and volunteerism, our aim is to promote active participation within the church, facilitate the spiritual growth of believers, foster mature relationships in faith, and ultimately contribute to the expansion of the Kingdom of God as a community.

**Article 5 Article of Faith**

We acknowledge that all Scripture is inspired by God, commit to living our lives based on this foundation, and confess the transformation of our faith. We affirm and uphold the doctrine expressed in "The Baptist Faith and Message," adopted by the Southern Baptist Convention in 1963. As a community of believers who have been baptized in the name of Jesus Christ, everyone wholeheartedly dedicates and devotes to the proclamation of the gospel of salvation in this world.

**Article 6 Church Covenant**

Having received Jesus Christ as our Savior and Lord and having been baptized in the name of the Father, Son, and Holy Spirit, we, united body in Christ, commit ourselves with reverence and joyful hearts before God and the congregation to the following covenant to be observed among us.

**Section 1** We, empowered by the guidance of the Holy Spirit, wholeheartedly commit ourselves to dwell together in the love of Christ, diligently striving to increase in wisdom and holiness, and make every effort to comfort and encourage one another for the advancement of our church. We are dedicated to promoting and fostering the growth and spirituality of our church, nurturing ongoing worship practices, doctrinal training, and the study of the Word. Additionally, we will faithfully contribute through our financial giving and support, to the ministry of the church, embracing the call to engage in church ministry and benevolence, extending the Gospel to the ends of the earth.

**Section 2** We solemnly commit ourselves to the preservation of households rooted in faith, fostering a lifestyle of devotion, and ensuring the godly upbringing of our children. We will diligently pursue the salvation of our families, serving as examples of holy living in the world, manifesting righteousness in every aspect of our lives, and laboring tirelessly to expand the Kingdom of God.

**Section 3** As members of the body of Christ, we commit ourselves to the mutual care and support of one another, earnestly pray for each other, strive to exhibit patience and restraint in our interactions, and pursue unity as we faithfully engage in fellowship, guided by the teachings of our Savior.

**Article 7 Church Government**

**Section 1** The governing authority of this church is vested in the General Congregational Assembly of the church.

**Section 2** All committees or bodies elected and entrusted with authority within the church shall be held accountable to and shall provide reports to the General Congregational Assembly of the church.

**Section 3** This church affirms its autonomy and shall not be subject to interference from other churches. However, it is committed to cooperating with churches that share the same faith and doctrinal beliefs.

## Bylaws

### Chapter 1 Church Membership

#### Article 1 Definition

Our church is a fellowship of born-again believers who serve Jehovah God, the Creator of heaven and earth, as our Father, and who have received Jesus Christ as our Savior. The members of our church have a voluntary and independent responsibilities and right to serve the church of God.

#### Article 2 Qualifications

Any individual who has received Jesus Christ as their Savior, believes the assurance of salvation and the power of resurrection, is 18 years of age or older, and regularly attends in our church worship following joining this church, is eligible to become a member of our church.

#### Section 1 Registration

An individual who decides to believe in Jesus, expresses the desire to become a member of New Light Church, and successfully completes new member training will be registered as a new member.

#### Article 3 Obligations

**Section 1** To regularly attend worship services, actively engage in spiritual growth and development of personal faith, strive for fellowship among the believers, serve as examples to other believers by demonstrating commitment and loyalty before the church, and to bring glory to God.

**Section 2** Fulfill the duty of believers through the faithful and righteous practice of tithing/offering.



**Section 3** Actively engage and participate in Bible study, family worship, and personal evangelism.

**Article 4 Rights**

**Section 1** Registered member is eligible to receive baptism.

**Section 2** Registered members have the right to attend congregational meetings and exercise voting rights.

**Section 3** Baptized members can hold officer's positions within departments of the church.

**Article 5 Expulsion**

**Section 1** In the event of transferring to another church.

**Section 2** In the case of unexplained absence for more than one year.

**Section 3** In the event of death.

**Article 6 Discipline**

**Section 1 Purpose**

The fundamental purpose of disciplinary action within this church is to provide necessary support and assistance to the members involved in addressing the issues. If a member becomes aware of any wrongdoing by another member, they are expected to follow the principles outlined in Matthew 18:15-17. If the matter remains unresolved after following these steps, it shall be reported to the senior pastor and the Business Meeting for guidance and, if necessary, brought before the general congregational assembly for appropriate resolution. The primary aim should be restoration rather than punishment, emphasizing the principles of reconciliation among members.

**Section 2 Effect**

Members under disciplinary action shall not exercise the rights specified in Article 1, Section 4 of this constitution.

**Section 3 Subject**

a. Those engaged in unethical activities or conducts unbecoming of a Christian, or who repeatedly violate the church covenant or exhibit non-cooperative behavior in church affairs.

b. Those involved in misappropriation or embezzlement of church funds or engaging in fraudulent investment activities.

#### **Section 4 Procedure**

After review by the Business Meeting, the matter shall be presented to the general congregational assembly for discussion and decided by a vote of at least two-thirds majority.

#### **Section 5 Restoration**

If an individual who has been subjected to disciplinary action desires to regain membership, based on the repentance and evidence of change, the reinstatement can be approved by a vote of at least two-thirds majority in the general congregational assembly.

### **Article 7 Voting Rights**

#### **Section 1 Voting Rights**

All members of the church have the right to vote on matters submitted to the general congregational assembly.

#### **Section 2 Withholding and Suspension of Voting Rights**

Member of the church who has not attended Sunday worship services for more than 50% of the time in the past three months, without valid reasons such as illness or travel, shall have the voting rights suspended. However, if valid reasons are established and deemed acceptable by the Business Meeting, the member may retain the voting rights.

#### **Section 3 Delegation of Voting Rights**

In situations where a member is unable to attend a meeting, the member may delegate the member's voting rights in writing (text by electronic communication is acceptable) to the church secretary (hereinafter referred to as "the Secretary"). Such a

delegation shall be considered valid and shall be counted towards the required quorum. The delegator shall be subject to the decisions of the General Congregation Assemble.

## **Chapter 2      General Congregational Assembly**

### **Article 1      General Provisions**

**Section 1** The General Congregational Assembly is the final decision-making body for the operation of the church, composed of members as specified in Article 2 of Chapter 1.

**Section 2** Each member has an obligation to attend the General Congregational Assembly and has equal rights to speak, vote, be elected, and to be a candidate for election.

**Section 3** Those who receive regular compensation, salary, or benefits from the church shall have their voting rights suspended.

**Section 4** The chairperson shall be the senior pastor.

**Section 5** In the absence of the senior pastor, an interim chairperson shall be elected by the Business Meeting.

**Section 6** The Secretary shall be responsible for all records.

### **Article 2      Regular and Special General Congregational Assemblies**

**Section 1** The regular general congregational assembly (also known as the congregational business meeting) shall be held once a year during the month of October, at which time the annual financial reports and audits shall be presented. Additionally, the regular general congregational assembly shall receive reports on the proposed budget and business plan for the upcoming year.

**Section 2** A special general congregational assembly may be convened upon the request of the chairperson or by a request of more than one-third of the Business Meeting.

**Article 3      Notice of Meetings**

**Section 1** Notice of the regular general congregational assembly shall be given in writing by the chairperson at least one week in advance, specifying the agenda, date, time, and location.

**Section 2** Notice of special general congregational assembly shall be given in writing by the chairperson at least one week in advance, specifying the agenda, date, time, and location. However, in cases of urgent matters, the special general congregational assembly may be convened with 24-hour notice upon the request by the Business Meeting.

**Article 4      Agenda Items**

In the event of significant matters related to Article 7 of Chapter 2, such matters may be included as agenda items for the special general congregational assembly.

**Article 5      Quorum and Adjournment**

The regular and special general congregational assemblies shall be convened with the presence of more than half of the attending members. At that assembly meeting, those who have submitted a written proxy to the Secretary shall be considered as part of the required quorum.

**Article 6      Voting Requirements**

- a. Significant matters as specified in Article 7 of Chapter 2 shall require a two-thirds majority of voting members for approval.
- b. Other matters shall be determined by a majority vote of the voting members.

**Article 7      Significant Matters**

**Section 1** Notification regarding amendments to the church constitution, bylaws, and operating regulations, in whole or in part.

**Section 2** Discussion on changes to the budget or additional budget revisions.

**Section 3** Matters concerning the appointment, resignation, or dismissal of the senior pastor.

**Section 4** Appointment of audit committee and the committee members.

**Section 5** Other significant matters.

## **Article 8 Voting and Ballot Counting**

**Section 1** Voting on all matters related to personnel issues shall be conducted by secret ballot, while voting on other matters shall be determined by the General Congregational Assembly.

**Section 2** During the tabulation of secret ballots, the chairperson shall appoint two members to handle the tabulation, verification, and tallying of the votes.

**Section 3** The announcement of the tabulated results shall be the responsibility of the Secretary.

## **CHAPTER 3 Church Staff**

### **Article 1 Senior Pastor**

#### **Section 1 Qualifications**

A minister who has graduated from a theological seminary affiliated with the Baptist denomination, ordained, and registered with the denomination.

#### **Section 1 Responsibilities**

- a. To serve as the spiritual leader representing the church.
- b. To plan and lead all worship services, events, meetings, seminars, or training programs, teaching and proclaiming the Word of God, guiding the church to become a spiritual community and engage in spiritual ministry.
- c. To oversee and guide the members, church staff, committees, and departments in fulfilling their respective responsibilities.

- d. To serve as the chairperson of the General Congregational Assembly, the Business Meeting, and other church subsidiary organizations.

## **Section 2 Compensation**

- a. Remuneration, pastoral activity support, pension, health insurance, and other matters shall follow the guidelines of the Southern Baptist Convention. Additional matters shall be determined by the Business Meeting.
- b. Paid leave shall be granted for two weeks per year, and additional leave may be granted as necessary, determined by the Business Meeting.
- c. Every five years, the senior pastor may have a sabbatical leave of up to six weeks, including the paid leave, as determined by the Business Meeting.

## **Section 3 Retirement**

The retirement age shall be 65.

## **Section 4 Resignation**

- a. Resignation from pastoral duties shall be announced one month in advance.
- b. Resignation shall be decided by a resolution of the General Congregational Assembly.
- c. Up on resignation, financial support of up to \$5,000 may be provided according to the decision of the Business Meeting.

## **Section 5 Removal**

In cases where the pastor is unable to continue the pastoral duties due to doctrinal or ethical failures, the decision shall be made by the Business Meeting and ratified by the General Congregational Assembly.

**Article 2 Associate Pastor**

**Section 1 Qualifications and Appointment**

A minister who has graduated from a theological seminary affiliated with the Baptist denomination, ordained, and registered with the denomination. Appointment, as necessary, shall be made upon the recommendation of the senior pastor with the consent of the Business Meeting.

**Section 2 Resignation**

In the event of resignation, the intention to resign shall be communicated to the senior pastor, and after verification of the reasons the decision shall be made by the Business Meeting.

**Article 3 Intern Pastor**

**Section 1 Qualifications and Appointment**

An individual who has attended or graduated from a theological seminary affiliated with the Baptist denomination and shall be appointed upon recommendation of the senior pastor and the consent of the Business Meeting.

**Section 2 Resignation**

In the event of resignation, the intention to resign shall be communicated to the senior pastor, and after verification of the reasons the decision shall be made by the Business Meeting.

**Article 4 Church Staff**

Church staff shall be classified as Pastoral administrative staff and General administrative staff.

**Section 1 Pastoral Administrative Staff**

The Pastoral administrative staff refers to associate pastors, education pastors, music pastors, intern pastors, and individuals who have

received training in theological or biblical education to fulfill administrative and worship-related spiritual roles within the church.

**Section 2 General Administrative Staff**

The General administrative staff refers to church secretaries, choir directors, worship leaders, pianist/accompanist, administrators, caregivers, and others who provide assistance and are necessary to perform worship and church administrative tasks.

**Section 3 Appointment**

The appointment of general administrative staff shall be recommended by the respective department head, reviewed and appointed by the senior pastor.

**Section 4 Resignation or Dismissal**

If pastoral administrative staff or general administrative staff demonstrate negligence or incompetence in carrying out their responsibilities, the Business Meeting may recommend their resignation or dismissal through consensus or a formal resolution.

**Article 5 Regular Staff**

**Section 1 There shall be Deacons and Deacon acting.**

The principle for the selection of deacons is one for every 25 members of the church.

**Section 2 Qualifications of Deacons**

Deacons are entrusted with the role of caretakers of the church, diligently carrying out their duties. They are expected to meet the qualifications outlined in Acts 6:1-7 and 1 Timothy 3:8-13, and exhibit a strong sense of responsibility towards fostering the unity and progress of the church.



## **Chapter 4 Deacons**

### **Article 1 General Provisions and Qualifications**

The church, being a Baptist church, requires deacons to undergo spiritual training to fulfill important spiritual ministries. The following conditions should be met for someone to be recommended as a deacon:

**Section 1** Married men between the ages of 40 and under 65, with both spouses being faithful members of the church.

**Section 2** Those who meet the qualifications specified in Chapter 3, Article 5, section 2.

**Section 3** They should serve as examples in terms of Sunday worship, tithing and offering during worship services. They should actively participate in various gatherings, including worship services and Bible studies, and demonstrate exemplary behavior in their spiritual lives.

**Section 4** Individuals who have served as deacon acting in the church for three years or more (Note: In cases recognized as necessary by the church, a decision may be made through a vote by the Business Meeting, even if the three-year requirement has not been fulfilled).

**Section 5** Individuals who have been appointed as deacons in other Baptist churches and have completed one year of attendance in this church.

**Section 6** Those who have served as deacon Acting in other churches with more than five years may be eligible one year after registering with this church.

### **Article 2 Selection**

**Section 1** The Business Meeting finalizes and announces one month before the election, the list of members who meet the qualifications for deacons.

**Section 2** Deacon is elected with a two-thirds majority of voting members in the General Congregational Assembly.

**Section 3** Members can list and vote for multiple candidates on the voting ballot.

**Article 3 Education**

Individuals selected as deacons must complete a designated deacons training education that lasts for three months.

**Article 4 Recognition and Ordination by the General Congregational Assembly**

**Section 1** Upon completing the deacons training education, the chosen deacons must undergo an oral examination administered by a designated pastor (or an individual recognized by the General Congregational Assembly) appointed from either the General Congregational Assembly, the Florida Korean Baptist Convention or the Korean Baptist Conference (A minimum of four examiners).

**Section 2** The senior pastor of the church becomes the chairperson of the ordination committee, and the members of the ordination committee are ministers sent by the Florida Korean Baptist Convention and the General Congregational Assembly.

**Section 3** The timing for ordination is determined following the completion of the education program specified in Chapter 4, Article 3.

**Article 5 Term and Duties**

**Section 1 Term of Service**

- a. The term of service is three years, and at the end of the term, reappointment is subject to a vote in the General Congregational Assembly.
- b. The retirement age for deacons is set at 70.

**Section 2 Duties**

- a. Assist the pastor and cooperate in proclaiming the gospel.
- b. Serve as an intermediary leader bridging the gap between the pastor and the congregation.

**Article 6 Suspension or Dismissal**

**Section 1 Suspension from Service**

- a. When repeatedly miss worship services without valid reasons such as illness or travel, or when neglect tithing and the duties as leaders, thereby failing to demonstrate exemplary conduct in their spiritual life and leadership.
- b. When neglecting the duties specified in Chapter 4, Article 5, section 2.
- c. Do not faithfully fulfill the obligations of church members as stated in Chapter 1, Article 3.

**Section 2 Restoration**

Reinstatement can take place upon approval by the General Congregational Assembly, following a period of self-reflection lasting one year or more.

**Section 3 Dismissal**

If found to be liable for disciplinary action as outlined in Chapter 1, Article 6, dismissal may be carried out through a resolution approved by a two-thirds majority of voting members in the General Congregational Assembly.

**Section 4 Resignation**

In the event of personal circumstances preventing the continuation of service as a deacon, one may voluntarily resign by submitting a written resignation letter.

**Chapter 5 Deacon Acting**

**Article 1 Qualifications**

**Section 1** Baptized church members who have attended the church for more than 2 years.

**Section 2** Individuals who have previously held the position of deacon in other churches and have attended our church for a minimum of 1 year.

**Section 3** Individuals who, unless there are exceptional circumstances, consistently attend various public worship services and gatherings, including Sunday worship, and demonstrate exemplary conduct in church service, tithing, and family life.

**Article 2 Duties**

**Section 1** Provide assistance to the pastor in proclaiming the gospel.

**Section 2** Assume responsibilities for different departments and ministries within the church.

**Section 3** Actively engage in meetings such as the Business Meeting, church events, missions, evangelism, and service activities organized by the church.

**Article 3 Selection Method**

**Section 1** Prior to the appointment, the senior pastor seeks confirmation of acceptance from the nominated candidates for deacon acting and communicates the results to the Business Meeting.

**Section 2** Candidates for deacon acting are approved during regular General Congregational Assemblies.

**Article 4 Term**

The term is for one year, and reappointment is possible upon signing a pledge certificate annually.

**Chapter 6 Elder and Kwonsa (Senior Deaconess)**

**Article 1 General Provisions**

Elder and Kwonsa (also known as the Senior Deaconess) in the Southern Baptist Church is appointed as honorary positions without the need for ordination. Their purpose is to support the church's revival, growth, and the spiritual well-being of the believers.

**Article 2 Duties**

As required by the church, elders and Kwonsa fulfill their duties by visiting members, particularly those who are ill, facing hardship, or in a vulnerable state, and offering spiritual support.

**Article 3 Qualifications, Appointment, and Education**

**Section 1 Qualifications**

- a. Display a firm dedication to the spiritual life, which includes steadfast participation in Sunday worship and faithful adherence to tithing/offering.
- b. Has served as deacon acting in the church for at least 3 years and enjoy the respect of the congregation.
- c. An individual who brings virtue to the church through comforting and encouragement.

**Section 2 Appointment of Elders**

- a. Upon fulfilling their dedicated service as deacons and having reached the age of 70, the appointment of elders is conducted by the adoption of a resolution by the Business Meeting.

b. Even in the absence of prior ordination as a deacon, appointment to the role of elder can be granted with the approval of the General Congregational Assembly.

**Section 3 Appointment of Kwonsa**

Upon completion of devoted service as deacon acting, when individuals reach the age of 60 or older, the appointment to Kwonsa is conducted by the adoption of a resolution by the Business Meeting.

**Section 4 Education**

Before the appointment, individuals nominated for the positions of elders or Kwonsa must undergo specific education as determined by the church.

**Section 5 Transfer**

Elders and Kwonsa transferring from other churches are appointed through the Business Meeting after completing one year of attendance with the church, unless there are exceptional disqualifying circumstances.

**Chapter 7 Business Meeting**

**Article 1 General Provisions**

**Section 1** The Business Meeting is an entity entrusted with the responsibility of discussing and coordinating matters pertaining to the church's activities prior to their presentation to the General Congregational Assembly.

**Section 2** The position of chairperson is held by the senior pastor.

**Section 3** In the absence of the senior pastor, an interim chairperson is elected by the Business Meeting.

**Article 2 Composition**

**Section 1** The composition of the Business Meeting includes the senior pastor, deacons, team leaders, and department heads.

**Section 2** The senior pastor, as a member, possesses voting rights; however, shall abstain from voting on matters pertaining to pastoral affairs and may request temporary absence if needed.

**Article 3 Duties and Roles**

**Section 1** Prior to the regular General Congregational Assembly, there shall be a pre-discussion regarding the gathering itself and the agenda items.

**Section 2** The special General Congregational Assembly can be called upon the request of one-third of the board deacons.

**Section 3** The voting rights are assessed, and the voter list of members are prepared in advance to the gathering of the General Congregational Assembly.

**Section 4** Deliberation and coordination of all proposals presented at the General Congregational Assembly.

**Section 5** Discussion and decision-making on matters delegated according to internal regulations.

**Article 4 Regular and Special Business Meeting**

**Section 1 Convening of Regular Business Meeting**

As a general rule, the Regular Business Meeting shall convene on a quarterly basis.

**Section 2 Convening of Special Business Meeting**

Special Business Meeting shall convene upon the request of the senior pastor or by a vote of at least one-third of the Business Meeting.

**Section 3 Decisions**

Decisions are made based on a majority attendance, and resolutions are passed with a two-thirds majority vote of the voting members present.

**Chapter 8 Church Administration**

**Article 1 General Provisions**

**Section 1 Qualifications**

Qualifications for the Secretary, Treasurer, Auditor, and Administrative Positions are reserved for members of the church. They are recommended annually by the Business Meeting and elected by a majority vote in the General Congregational Assembly. Additional candidates may be recommended by the attending members of the General Congregational Assembly.

**Section 2. Legal representatives of the church**

As a non-profit organization registered in the state of Florida, the legal representatives of the church consist of the senior pastor, emeritus pastor, treasurer (finance team leader), the Secretary, one deacon.

**Article 2 Secretary**

**Section 1 Election**

The Secretary is elected annually from among the deacon acting in the General Congregational Assembly and can be reappointed for a maximum of three years.

**Section 2. Responsibilities**

- a. Record and maintain all decisions made by the church.
- b. Serve as the Secretary for the General Congregational Assembly and the Business Meeting.



- c. Preserve membership records, records of member admissions, name changes, dates of death, and baptism records.
- d. Original copies of all official church correspondence are kept in the church office.
- e. Act as the custodian of all contracts, certificates, legal documents, and financial reports related to the church.

### **Article 3 Treasurer (Finance Team Leader)**

#### **Section 1 Election**

The treasurer (finance team leader) is elected by the General Congregational Assembly from among the deacon or deacon acting, and they may serve for a maximum of three years.

#### **Section 2 Responsibilities**

- a. Receive and manage all cash and other properties donated to the church.
- b. Submit invoices, bills, and receipts based on the church's budget or decisions regarding special expenditures.
- c. Undergo quarterly audits and report the results of budget execution for each quarter to the Business Meeting.
- d. Record all income and expenses for the current fiscal year by department and category and submit a written report for approval at the regular General Congregational Assembly.
- e. Serve as custodian and legal representative of all contracts, documents, legal papers, and financial reports belonging to the church.

#### **Section 3 Management**

- a. The authority to sign on behalf of the church in banking matters shall be held by the Finance Team Leader, one deacon or deacon acting who has received approval from the regular General Congregational Assembly for the current fiscal year, and the senior pastor. Above three individuals shall have access to the church's bank accounts.

- b. Any changes to the signing authority mentioned in Section 3, Section a. of Chapter 8 shall require approval from the regular General Congregational Assembly.

#### **Article 4 Auditor**

##### **Section 1 General Provisions**

- a. Two to three individuals are selected by the General Congregational Assembly.
- b. Their term is for one year.
- c. In case of a vacancy, the Business Meeting appoints a replacement, and the term is limited to the current fiscal year.

##### **Section 2 Responsibilities**

- a. Conduct quarterly financial and administrative audits and report to the Business Meeting.
- b. Prepare a written report on the results of the audit from annual fiscal year and present it to the regular General Congregational Assembly.
- c. Preserve the results of the annual fiscal year audit after obtaining approval from the General Congregational Assembly.

#### **Article 5 Fiscal Year**

The church's fiscal year begins on November 1<sup>st</sup> of each year and ends on October 31<sup>st</sup> of the following year.

##### **Section 1 Financial Operations**

- a. The financial principles of the church are founded upon biblical teachings, which encompass the practice of tithes and offerings. The efficient management of the church's finances is ensured through the process of budgeting and its subsequent adoption.
- b. The church retains ownership and management of all properties, including the real estate, assets, cash, collateral, and other properties.
- c. Designated donations received by the church can only be used according to the intentions of the donor. Regarding specified

bequests, every effort is made to honor the wishes of the testator, and the church may utilize them as deemed necessary based on the resolution of the congregation.

- d. Incurrence of debts requires approval by the General Congregational Assembly.

## **Chapter 9 Church Committees**

### **Article 1 General Provisions**

**Section 1** The committees are established through the General Congregational Assembly.

**Section 2** The duration and purpose of each committee are determined based on the specific matters at hand.

**Section 3** Each committee is composed of 5 or 7 members.

**Section 4** The chairperson of each committee is elected internally by the committee members.

## **Chapter 10 Church Organization and Departments.**

### **Article 1 General Provisions**

The purpose of all church organizations and departments is to facilitate ministry and the works of the church.

#### **Section 1 Team Leaders**

Team leaders are appointed by the senior pastor based on recommendations from each team and are subject to approval by the Business Meeting and the General Congregational Assembly.

### **Article 2 Men's/Women's Missions groups**

Men's and Women's missions groups operate according to their respective regulations.

### **Article 3 Parents' Meeting**

The Parents' Meeting may convene meetings as needed, in addition to regular gatherings, to address the ministry needs of the Sunday School and the youth group. The committee chairperson has the authority to call such meetings.

## **Chapter 11 Church Sacraments**

### **Article 1 Baptism**

**Section 1** Baptism should be administered in the name of the congregation, where individuals who have been born again through faith and have obediently followed the words of Christ publicly confess their transformation from their old selves to new beings by immersion.

**Section 2** The senior pastor shall oversee the baptism.

### **Article 2 Communion**

- a. The Lord's Communion shall be administered by the senior pastor, with the assistance of deacons and elders.
- b. Those who have received immersion baptism or sprinkling baptism are eligible to partake in the Lord's Communion.

## **Chapter 12 Amendment and Supplementary Provisions of the Constitution and Bylaws**

### **Article 1 General Provisions for Amendment**

**Section 1** Amendments to the constitution and the bylaws shall require a two-thirds majority vote of the voting members present at the General Congregational Assembly.

**Section 2** The proposed amendments, under the name of the chairperson, shall be announced and posted one week prior to the General Congregational Assembly.

**Section 3** The church constitution and bylaws may be reviewed annually.

**Section 4** Any church member may propose amendments to the constitution and bylaws. The Business Meeting shall review and present the valid proposals to the General Congregational Assembly for consideration.

**Article 2      Supplementary Provisions**

**Section 1      Principle of Non-Reconsideration**

A motion that has been rejected by the General Congregational Assembly shall not be eligible for resubmission within one year if it pertains to the same or similar subject matter.

**Section 2      Unspecified Matters**

Any matters not specified in this constitution and bylaws shall be governed by the customs and precedents of the Southern Baptist Convention.

**Section 3      Validity and Termination**

The revised church constitution and bylaws shall take effect immediately upon approval by the General Congregational Assembly, and the previous constitution and regulations shall cease to be in effect.

2023 년 7 월 9 일

헌법개정위원회: 나이삭, 전영임, 유상호, 이재정, 이정운, 최성미, 최은영

위의 규약은 2023 년 7 월 9 일 탐파 새빛교회의 성도총회에서 인준을 받아 채택되었습니다.

서 기: 전영임

서 명:



담임목사: 김섭리

서 명:

