

## Church Membership Roll Procedures proposal for IBC Cologne

Membership Guidelines	Receiving New Members	Membership Termination
<i>Form Letters to be used by the Church Clerk</i>	<i>Application for Membership Form  Request for Letter of Recommendation</i>	<i>Letter of Affirmation  Statement of Membership  Letter of Appreciation  Official Notice of Membership Termination</i>

### Guidelines for Membership as stated in current Church Constitution:

#### IV. Membership

Membership is open to all who confess the Lordship of Jesus Christ, who are in agreement with the purpose of this church, and who affirm the spirit of its Covenant. One may join the IBC as a Regular Member or as a Covenant Member. Both are considered “church members”.

#### Regular Membership

Individuals are received as a Regular member in one of the following ways:

1. By profession of faith in Jesus Christ followed by believer’s baptism;
2. By transfer of membership from another Baptist Church;
3. By affirming that one has personally accepted Jesus Christ and was baptized by immersion as a believing Christian.

Those who wish to transfer from churches which do not observe believer’s baptism will be offered instruction in the meaning of this baptism. Those who feel that to receive believer’s baptism would imply a refutation of their former experience with Jesus Christ may join IBC as Covenant Members on the basis of their faith in Jesus Christ as Lord.

#### Covenant Membership

Covenant members enjoy the privileges and responsibilities of Regular Members with the exception of voting concerning the dissolution of the church or concerning changes in the Constitution and Bye-Laws. One may become a Covenant Member by declaring his/her intent to participate in the support of this church and its activities without severing relations with another church.

#### Termination of Membership

A letter of transfer and/or recommendation to some other church shall be granted upon request to any Regular or Covenant member in good standing. Membership may be terminated whenever desired by written notice to the Church Council, but unless requested to the contrary will automatically cease when the member moves from the area.

**Proposed Procedures for Receiving New Members and Terminating Membership,  
based on the Church Constitution Guidelines:**

**Receiving New Members:**

**Receiving New Members as Regular Members of the church:**

*A. By public profession of faith in Jesus Christ.*

1. The individual makes public profession before the church in a worship service. *An [Application for Membership](#) form will be completed by the candidate for membership.*
2. Upon positive assessment by pastor, the individual is presented to church for approval into church membership upon believer's baptism.
3. In a scheduled business meeting, the church will then vote to accept or reject the request for membership.
4. Upon completion of believer's baptism, the individual will become a Regular Member of the church.

*B. By transfer of membership by letter from another Baptist church.*

1. The individual presents himself/herself before the church in a worship service. *An [Application for Membership](#) form will be completed by the candidate for membership.*
2. Upon positive assessment by pastor, the individual is presented to church for approval into church membership by transfer of membership from another Baptist church.
3. In a scheduled business meeting, the church will then vote to accept or reject the request for Regular Membership.
4. The Church Clerk will send a request for a Letter of Recommendation to the candidate's previous church.
4. Upon the receipt of the [Letter of Recommendation](#) from the previous church, the individual will become a Regular Member of the church.

*C. By statement of faith and previous believer's baptism*

1. The individual presents himself/herself before the church in a worship service. *An [Application for Membership](#) form will be completed by the candidate for membership.*
2. Upon positive assessment by pastor, the individual is presented to church for approval into church membership on the basis of the candidate's Statement of Faith and previous believer's baptism.
3. In a scheduled business meeting, the church will then vote to accept or reject the request for Regular Membership.
4. Upon a positive vote, the candidate will immediately become a Regular Member of the church.

**Receiving New Members as Covenant Members of the church:**

1. The individual presents himself/herself before the church in a worship service. *An [Application for Membership](#) form will be completed by the candidate for membership.*
2. Upon positive assessment by pastor, the individual is presented to church for approval into church membership on the basis of the candidate's Statement of Faith.
3. In a scheduled business meeting, the church will then vote to accept or reject the request for Covenant Membership.
4. Upon a positive vote, the candidate will immediately become a Covenant Member of the church.

## ***Terminating Membership:<sup>1</sup>***

### ***A. By request of Letter of Recommendation from another Baptist church.***

1. Upon receipt of a request for a Letter of Recommendation or a Request for Membership Transfer from another Baptist church for a current member of the IBC church, the Church Clerk will report this request to the church in the next business meeting of the church, with a recommendation that either a [Letter of Recommendation](#) or a [Statement of Membership](#) be granted to the requesting church.
2. In a scheduled business meeting, the church by vote will then grant either a [Letter of Affirmation](#) or a [Statement of Membership](#) to the congregation requesting membership notification. The Letter of Affirmation will be granted for members currently in good standing in the IBC Church Cologne. The Statement of Membership will be granted for members not considered to be in good standing in the church currently.
3. The Church Clerk will then send the appropriate notification to the requesting church.
4. In either instance, the church member will be removed officially from the official Church Membership Roll of the IBC Church Cologne by the Church Clerk.

### ***B. By notification of membership transfer to a non-Baptist congregation.***

1. Upon receipt of a membership change from another congregation, the Church Clerk will report this request to the church at the next business meeting of the church.
2. In a scheduled business meeting, the church by vote will instruct the Church Clerk to remove the member from the official Membership Roll of the IBC Church Cologne.
3. The Church Clerk will then send a [Letter of Appreciation](#) to the requesting congregation affirming receipt of the request and notifying the requesting congregation that the member has been removed from the official Membership Roll of the IBC Church Cologne.

### ***C. By individual request of membership termination.***

1. Upon receipt of a letter from a member of the IBC Church Cologne requesting termination of membership from the church, the Church Clerk will report this request to the church at the next business meeting of the church, with a recommendation to either grant or deny the request.
2. In a scheduled business meeting, the church will vote to either grant or deny the membership termination request.
3. Upon approval of the request by the church, the Church Clerk will remove the requesting member from the official Membership Roll of the IBC Church Cologne.
4. The Church Clerk will send an [Official Notice of Membership Termination](#) to the requesting member.

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<sup>1</sup>**Termination of Membership (as defined by the church constitution):**

A letter of transfer and/or recommendation to some other church shall be granted upon request to any Regular or Covenant member in good standing. Membership may be terminated whenever desired by written notice to the Church Council, but unless requested to the contrary will automatically cease when the member moves from the area.

**Application for Membership  
in the  
International Baptist Church Cologne**

Name: \_\_\_\_\_  
(Please print plainly)

Address: \_\_\_\_\_  
Street Name: Street Number Ortzahl: City:

Telephone Number: \_\_\_\_\_

Mobil Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Birthday: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(day month year)

Date of application: \_\_\_\_ / \_\_\_\_ /20\_\_\_\_  
(day month year)

\_\_\_\_\_ I am applying for **Regular Membership**<sup>1</sup> in the International Baptist Church of Cologne by:

\_\_\_\_\_ Profession of Faith and Believer's Baptism

\_\_\_\_\_ Transfer of Membership from another Baptist Church:

Church Name: \_\_\_\_\_

Church Address: \_\_\_\_\_  
Street: City: Country:

\_\_\_\_\_ Statement of previous profession of faith and believer's baptism through immersion in another church.

\_\_\_\_\_ I am applying for **Covenant Membership**<sup>2</sup> in the International Baptist Church of Cologne on the basis of previous profession of faith in another church.

**With this application I pledge myself to be a faithful member of the church:**

\_\_\_\_\_  
(Please sign)

**<sup>1</sup>Regular Membership (as defined in the church constitution):**

Individuals are received as a Regular member in one of the following ways:

1. By profession of faith in Jesus Christ followed by believer's baptism;
2. By transfer of membership from another Baptist Church;
3. By affirming that one has personally accepted Jesus Christ and was baptized by immersion as a believing Christian.

Those who wish to transfer from churches which do not observe believer's baptism will be offered instruction in the meaning of this baptism. Those who feel that to receive believer's baptism would imply a refutation of their former experience with Jesus Christ may join IBC as Covenant Members on the basis of their faith in Jesus Christ as Lord.

**<sup>2</sup>Covenant Membership (as defined in the church constitution):**

Covenant members enjoy the privileges and responsibilities of Regular Members with the exception of voting concerning the dissolution of the church or concerning changes in the Constitution and Bye-Laws. One may become a Covenant Member by declaring his/her intent to participate in the support of this church and its activities without severing relations with another church.

**Request for a Letter of Recommendation  
from Another Baptist Church\***



Pastor  
Prof. Dr. Lorin L. Cranford  
lorin.cranford@gmail.com  
www.cranfordville.com



Aachenerstra. 128  
50389 Wesseling  
Phone: 0223 6331 3023  
Mobil: 0173 145 3618

Date

Church Clerk  
Church name  
Church address

Dear church leader,

Brother/sister \_\_\_\_\_ has requested membership in our church, the International Baptist Church of Cologne Germany, by a transfer of membership from your congregation to our congregation. Thus, we are submitting this request for a Letter of Recommendation from your congregation that Bro. / Sister \_\_\_\_\_ is currently a member in good standing in your congregation.

We look forward to receiving such confirmation at your earliest convenience. Please send the confirmation to

International Baptist Church  
% Church Clerk  
(clerk's address)

Sincerely yours,

Church Clerk  
International Baptist Church  
Cologne



Postfach 800518  
51005 Köln  
www.ibc-cologne.de

Nathanael Kirche  
Escherstra. 160 (Bilderstöckchen)  
50739 Köln



\*Form to be used by the Church Clerk in requesting a Letter of Recommendation from the previous church where the candidate held membership.

Letter of Affirmation  
to another Baptist Church\*



Pastor  
Prof. Dr. Lorin L. Cranford  
lorin.cranford@gmail.com  
www.cranfordville.com



Aachenerstra. 128  
50389 Wesseling  
Phone: 0223 6331 3023  
Mobil: 0173 145 3618

Date

Church Clerk  
Church name  
Church address

Dear church leader,

In official action by the IBC Church Cologne on \_\_\_\_\_ (date), the request for membership transfer as a Member in Good Standing by Bro./Sister \_\_\_\_\_ to your congregation was granted. Our prayers are with you that God will use our fellow believer in a mighty way in serving God through your congregation.

By this church action, Bro./Sister \_\_\_\_\_ has been removed from the Official Membership Roll of our church.

Sincerely yours,

Church Clerk  
International Baptist Church  
Cologne



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Nathanael Kirche  
Escherstra. 160 (Bilderstöckchen)  
50739 Köln



\*The Church Clerk will use this form for sending letters acknowledging the granting membership transfer requests to the new congregation of the member qualifying as **Member in Good Standing**.



Statement of Membership  
to another Baptist Church\*



Pastor  
Prof. Dr. Lorin L. Cranford  
lorin.cranford@gmail.com  
www.cranfordville.com



Aachenerstra. 128  
50389 Wesseling  
Phone: 0223 6331 3023  
Mobil: 0173 145 3618

Date

Church Clerk  
Church name  
Church address

Dear church leader,

In official action by the IBC Church Cologne on \_\_\_\_\_ (date), the request for membership transfer as a Member in Good Standing by Bro./Sister \_\_\_\_\_ to your congregation was not granted. Unfortunately Bro./Sister \_\_\_\_\_ did not qualify as a Member in Good Standing in our church. Thus, the church authorized me to send to you the notice of the Bro./Sister \_\_\_\_\_ has held official membership in our church only.

Our prayer is that by the move on his/her part a renewed commitment to Christ is evident, and that through the ministry of your congregation he/she can come to spiritual renewal and commitment to Christ.

By this church action, Bro./Sister \_\_\_\_\_ has been removed from the Official Membership Roll of our church.

Sincerely yours,

Church Clerk  
International Baptist Church  
Cologne



Postfach 800518  
51005 Köln  
www.ibc-cologne.de

Nathanael Kirche  
Escherstra. 160 (Bilderstöckchen)  
50739 Köln



\*The Church Clerk will use this form for sending letters acknowledging the granting membership transfer requests to the new congregation of the member who did not qualify as **Members in Good Standing**.

**Letter of Affirmation  
to a non-Baptist Church\***



Pastor  
Prof. Dr. Lorin L. Cranford  
lorin.cranford@gmail.com  
www.cranfordville.com



Aachenerstra. 128  
50389 Wesseling  
Phone: 0223 6331 3023  
Mobil: 0173 145 3618

Date

Church Clerk  
Church name  
Church address

Dear church leader,

In official action by our church on \_\_\_\_\_ (date), the IBC Church Cologne acknowledges your request for membership transfer for Bro./Sister \_\_\_\_\_ to your congregation. Although in Baptist heritage, membership transfer is only from one Baptist church to another Baptist church, we gratefully affirm the past membership of Bro./Sister \_\_\_\_\_ in our church.

Our prayer is that, by the membership move on his/her part, a renewed commitment to Christ is evident, and that through the ministry of your congregation he/she can contribute significantly to the advance of the Gospel.

By this church action, Bro./Sister \_\_\_\_\_ has been removed from the Official Membership Roll of our church.

Sincerely yours,

Church Clerk  
International Baptist Church  
Cologne



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51005 Köln  
www.ibc-cologne.de

Nathanael Kirche  
Escherstra. 160 (Bilderstöckchen)  
50739 Köln



\*The Church Clerk will use this form for sending letters acknowledging the membership transfer requests to a non-Baptist congregation.



Official Notice of Membership Termination  
to Individual Church Member\*



Pastor  
Prof. Dr. Lorin L. Cranford  
lorin.cranford@gmail.com  
www.cranfordville.com



Aachenerstra. 128  
50389 Wesseling  
Phone: 0223 6331 3023  
Mobil: 0173 145 3618

Date

Church Member name  
Church Member address

Dear Bro. / Sister \_\_\_\_\_,

In official action by our church on \_\_\_\_\_ (date), the IBC Church Cologne acknowledges your request for membership termination from our congregation.

Our prayer is you may find a place where you can worship God in sincerity and truth.

By this church action, Bro./Sister \_\_\_\_\_ has been removed from the Official Membership Roll of our church.

Sincerely yours,

Church Clerk  
International Baptist Church  
Cologne



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51005 Köln  
www.ibc-cologne.de

Nathanael Kirche  
Escherstra. 160 (Bilderstöckchen)  
50739 Köln



\*The Church Clerk will use this form for sending letters acknowledging the membership termination requests by individual members of the church.