



THE BY-LAWS OF EMMANUEL BAPTIST CHURCH

1075 Shalimar Drive
Winston-Salem, NC

PREAMBLE

Emmanuel Baptist Church is comprised of persons who profess a personal faith and belief in the Lord Jesus Christ as Savior and Lord and have received baptism in Emmanuel or a church-like faith. Any person who has accepted Jesus Christ as their Savior and accepts the doctrine of this church, as the teaching of God's word, may become a member of Emmanuel Baptist Church.

The Church is a spiritual organism. The church has basic spiritual functions to perform that is essential to its life. These are fulfilled through the five purposes: worship, evangelism, fellowship, discipleship, and service (Acts 2:1-47). We are a community of true believers under the discipline of the Holy Spirit. It is our mission to inspire the community to commit to Jesus Christ and become members of his fellowship and to develop them into Christ-like persons who are equipped to do ministry in the community and world that liberates and redeems to magnify God. This By-Laws document shall be reviewed every 5 years by the reviews committee and approved at the church conference by the congregation to assure that it always is pertinent to the church's mission.

ARTICLE I

NAME

This body will be known as the Emmanuel Baptist Church of Winston-Salem, North Carolina, located at 1075 Shalimar Drive.

ARTICLE II

POLITY

Section 1- Baptists follow a congregational Polity in which individual members have equal authority under the leadership of the Holy Spirit. Belief in the priesthood of the believers is the foundation of congregational polity. Congregational Polity implies that the church governs itself. All church members have equal rights and authority.

Section 2 –Affiliation - The government of this church is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation, which are common among Baptist churches. Furthermore, this church will cooperate with and support the Forsyth Union, Rowan Association, General Baptist State Convention, Progressive National Baptist Convention, American Baptist Convention, and Baptist World Alliance. This church is also ecumenical in

spirit and will cooperate with and support the North Carolina Council of Churches, the National Council of Churches, and the World Council of Churches. This church also associates with the [All African Conference of Churches] in Nairobi, Kenya as well as cooperates with interfaith fellowships made up of Jews, Muslims, Native Americans, Buddhists, Hindus, etc.

ARTICLE III

BY-LAWS

We the members of the Emmanuel Baptist Church declare and establish these by-laws to preserve and secure the principles of our faith, and to govern the Christian community in an orderly manner. These by-laws are designed to preserve the sacred liberties of each church member and the freedom of action of this body in relation to other churches. These by-laws may be amended, revised, or otherwise changed in the same manner as they were adopted. No by-laws herein may be in conflict with the mission of the church.

We shall register these bylaws with the Secretary of the State of North Carolina once they have gone through the proper channels of approval here at Emmanuel Baptist Church.

ARTICLE IV

MEMBERSHIP

Section 1- Emmanuel Baptist Church perceives itself as a sovereign and democratic Baptist Church under the Lordship of Jesus Christ. Any person may offer himself or herself as a candidate for membership in this church. All such candidates will be presented to the church at any regular church service for membership in the following ways:

- 1) Baptism: Upon profession of faith in Jesus Christ. A person may be admitted to the fellowship of the church after Baptism.
- 2) Letter: A letter of transfer is the means from another church that will communicate to another, that a person has standing as a member and is qualified to be in the fellowship of another church.
- 3) “Watch care” is another mode of admission that comes under the letter. This mode applies when one is temporarily residing in a community away from his or her home church and they wish to communicate with the church, share its fellowship, or even support its work, pay tithes and offerings, but who do not desire to become members.
- 4) Christian Experience: An affirmation of a life already affirmed in Christian Spiritual growth in connection with another church.
- 5) E-Member (a person who has joined through social media and may not be able to attend in person) can join by any of the preceding methods, 1-4 as shown above.

Section 2 - Membership (continued)

E-Members: A person desiring to become a member of the church should contact the pastor, church clerk, or church administrator by email or phone call and express their faith in Jesus Christ. Once they complete this process, their name will be added to our membership role and they will have all rights and privileges of Emmanuel Baptist Church

Active Member: Active members will be defined as a member who has contributed financially to the church within a 12-month period – both in-person and online member.

Inactive Member: Inactive members will be defined as members who have not contributed financially to the church within a 12-month period – both in-person and online.

The conditions that warrant a member to become an Inactive Member are as follows:

- 1) No Financial support to the church within a twelve-month period.
- 2) It is the practice of the church to restrict the privilege of voting on issues when a person is an Inactive member.
- 3) The reason for a member becoming an Inactive Member should be clearly listed after their name in the church role and this entire process should be fully vetted by the Deacon Board. Examples: letter of transfer to another church or not contributing to the church financially to the church within a 12-month period.

ARTICLE V

NEW MEMBER ORIENTATION

New church members will be expected to participate in the church's new member orientation class upon uniting with the church.

ARTICLE VI

VOTING RIGHTS OF MEMBERS

Every member of the church is entitled to vote at all elections and on all questions submitted to the church in conferences, provided the member is present in person or online. If he or she is a watch care member, he or she does not have the right to vote.

ARTICLE VII

TERMINATION OF MEMBERSHIP

Membership will be terminated in the following ways: (1) death, (2) transfer by letter to another church, and (3) exclusion by action of this church. (Refer back to Member or Non-Member description).

ARTICLE VIII

CHURCH DISCIPLINE

The Emmanuel Baptist Church's intentional purpose is to assure its members that every reasonable measure will be taken to assist any troubled or problematic member. The Pastor, Deacons, church staff, and specialized ministries are available for counsel and guidance. Redemption rather than punishment should be the guideline, which governs the attitude of one member toward another member.

Should, however, some serious condition arises which would cause a member to become a liability to the general welfare of the church; every reasonable measure will be taken by the Pastor and Deacons to resolve the problem. All such proceedings will be pervaded by a spirit of Christian kindness, forbearance, and longsuffering. Finding that the welfare of the church will be best served by the exclusion of the member, the church must take action by a majority vote of the members present at a meeting called for this purpose; and the church may proceed to declare the offender to no longer be a part of the membership of the church.

Any member whose membership has been terminated for any condition, which has made it necessary for the church to exclude him or her may upon his or her request, be restored to the membership by a vote of the church upon evidence of his or her repentance and reformation.

ARTICLE IX

PASTOR

Section 1- The Pastor is responsible to God through the congregation under the auspices of the Holy Spirit. The Pastor is the spiritual and administrative leader, overseer, and under-shepherd of the congregation. The Pastor is responsible to preach the gospel, administering the ordinances, watching over the membership, promoting the spiritual welfare of the church and those whom it serves, and caring for the stated services of public worship.

Section 2- The Pastor will work with the joint board and the personnel committee to oversee the day-to-day business, civic, and social concerns of the church and will use the power of his/her executive office to implement the ongoing programmatic goals of the church and its duly constituted ministries.

Section 3- The Pastor will provide the church with a vision and program, set short-range and long-range goals for the Church and make a yearly report of the year's work at the annual church conference, establish and enforce appropriate administrative procedures for effective and efficient operation, and initiate such rules as may be necessary to advance the work of the church.

Section 4- The Pastor will be responsible for staff development, assigning duties, supervision, and the formal evaluation of the church ministerial staff. The Pastor, in consultation with the Deacons, may elect to counsel, advise, mediate, arbitrate, reconcile, place on probation, suspend and/or terminate members of the ministerial staff whose performance is unsatisfactory or contrary to the written and implied ordinances to the church.

Section 5- The Pastor will have a minimum education that includes a Master of Divinity degree from a fully accredited (ATS) seminary or graduate theological school and with at least five years of pastoral experience. It is imperative that the pastor's chief concern be the visionary equipping of the congregation for wholistic growth through meaningful worship, and educational and outreach experiences that will lead the congregation into a stronger encounter and relationship with Almighty God.

Section 6- The Pastor is expected to be the chief administrator, caring first for the orderly processes and concerns of the congregation. The Pastor is to be an educator, the in-house theologian, providing opportunities for a clear understanding of the gospel and faith and its meaning for salvation, spiritual growth, effective living, and for doing ministry.

Section 7- The Pastor is to be a compassionate caregiver to all. He/she is to be a sympathetic and empathetic friend to all, striving to be helpful to whomever, whenever, and wherever help may be needed. There is nothing in church life that should be beyond the concern, care, responsibility, and leadership of the Pastor.

Section 8- The Pastor is to be the moderator of the church conference. If the pastor is not available, the chairperson of the Deacon Board or his designee will be the moderator, and if the chairperson of the Deacon board is not available, the chairperson of the Trustee Board will be the moderator.

Section 9- The Pastor will be the public relations representative of the church.

Section 10- The Pastor is expected to attend denominational, ecumenical, and interfaith meetings and conferences with which the church is aligned, as well as participate in community affairs and issues.

Section 11- The Pastor's salary, yearly evaluation, raises, benefits, family, and ministerial needs will be handled by the Personnel Committee. The Personnel Committee will meet with the Pastor regularly to assess and evaluate his/her needs.

Section 12- The Pastor will be entitled to a sabbatical leave on an "as needed" basis at the discretion of the Deacon Board. Sabbaticals are intended to help the Pastor renew his spiritual commitment, write, and become focused. Full compensation is provided during sabbaticals.

Section 13 – The Pastor will make himself or herself available to the membership of the church as needed.

Section 14- If a Pastor wishes to resign, he/she should give a 60-day notice to the Personnel Committee and the Deacon Board.

ARTICLE X

Dismissal of Pastor (Termination of Pastor)

Section 1- In the event, the Pastor's services have been unacceptable being that he presents unethical, immoral, illegal, and unbiblical behavior he/she can be terminated.

Section 2- The Pastor should have a meeting with the Deacon Board, and the personal commitment to discuss his actions. If they decided that whatever issue could not be resolved after the meeting, then they will take it to the church for a dismissal vote.

Section 3- The Minister may be dismissed by a 2/3 vote of the qualified members of the church present at any meeting legally called for that purpose, quorum for such a meeting to be constituted by 2/3 of the voting members. This meeting shall not be held on Sunday Morning after service.

Section 4- North Carolina is an at-will state. This means that an employer can terminate an employee at any time for any reason.

Section 5- If the pastor has been terminated, he/she must leave the position of pastor immediately.

ARTICLE XI

SELECTING A NEW PASTOR

Section 2- The Pulpit Search Committee will be formulated at the time of receiving a resignation/retirement letter from the pastor, but the committee cannot officially start searching until the pastor leaves the pulpit.

Section 3- The Pulpit Committee shall be formulated by picking one person from each ministry, and the total number shall be no more than 11 members. Each member shall be available, able, and willing to attend the meetings.

ARTICLE XII

Pastoral Search Committee

Section 1- When the pastoral office is vacant, the congregation must respond with good judgment and deliberation. The purpose is not to find a new pastor as quickly as possible but to

find, by the grace of God's guidance, a pastor appropriate for envisioning and leading God's work through Emmanuel Baptist Church.

Section 2- The Pulpit committee shall be made up of a selection of church members who represent the many constituencies and areas of church life.

Section 3- The committee should understand that it has been given the responsibility to pray and search out a minister on the behalf of the congregation. The congregation should be kept informed of the committee's work, but the congregation at large should not become engaged in the process of seeking the minister they feel led by God to be the right person for the position.

Section 4- The committee should seek to develop a bond of confidence and oneness as a group and should agree on the procedures to be followed in their work. They should place their priority on prayer. Members who are desirable for the Pulpit Committee are individuals who are spiritually mature, have a genuine concern for the whole church, are able to maintain confidentiality, able to make independent decisions and not yield to special interest groups; understand that this committee will require a lot of time and energy.

Section 5- Once the Pulpit Committee has full membership, the committee in total shall be charged and anointed before the congregation in a Sunday Worship Service. The group must post the position on the General Baptist State, The Informer (GBS), Rowan Association, and all of the affiliations that we are associated with, both locally and nationally. The Pastoral search committee will be composed of 11 members to be elected/appointed as follow:

1) Church Congregation	2
2) Deacons	2
3) Trustees	2
4) Deaconess	1
5) Sunday School/Christian Ed.	1
6) Music Ministry	1
7) Ushers/Hospitality	1
8) Missionary	<u>1</u>
	11 (Total)

Section 6- Create a Candidate Packet. The packet should include:

- 1) A copy of the Church Constitution or By-Laws
- 2) A copy of the general budget statement
- 3) A list of the ministries of the church.
- 4) A questionnaire for the candidate to fill out.
- 5) Information about the Church, such as church history, location, surrounding area, etc.
- 6) A release form to allow the Church to do background checks (These can be acquired from local law enforcement offices and also online). Candidates who are unwilling to submit to these should be removed from your list).

Section 7- Ask the candidate to send the following. A complete resume, a doctrinal statement (What we believe: We believe that God created human beings, male and female in the image of God to live in God's perfect will), a picture of his/her family, digital/electronic recordings of two or three recent messages, a statement regarding his/her financial requirements, a written copy of his/her personal salvation testimony including his/her call to preach and anything else the committee may wish to ask for.

Section 8- Set a deadline for all requested information to be returned. All information sent in by candidates should be shared with all the committee members.

Section 9- Once the committee has narrowed the candidates down to two, the committee will present each candidate for the congregation to hear and make their choices. The congregation will be given a short bio about each candidate and a survey that will rate each candidate. The surveys will be collected after each candidate delivers his/her sermon. After all the candidates have been presented, the search committee will take the top two that the congregation chose and secretly cast their vote.

Section 10- Once the candidate has been chosen, the Pulpit Committee no longer will function, and their duties will come to an end. The candidate is now turned over to the Personnel Committee and the Deacon Board for final deliberation.

Section 11- The reason for presenting the church with one candidate, is so as to not cause division within the congregation or else exhaust the new pastor in trying to "win over" those who opposed him or her – after the election is over.

ARTICLE XIII

CHURCH CLERK

Section 1- The church clerk is an elected official of the church. He/she records minutes of all business transactions/comments/motions made in a church business conference. He/she is responsible for reading the minutes at the next business meeting.

Section 2- Maintain an up-to-update file on the church's computer, and hard copies in the blue fireproof cabinet.

Section 3- Welcome visitors to the worship service. Will only do additional announcements instructed by the Chair of the Deacon Board, or one of the vice chairs when the Deacon is absent. The Clerk is not to announce again what has already been announced by the announcement team and shall not take additional announcements.

Section 4- All thank you cards are to be given to the church administrative assistant and he/she will put them in the announcement team mailbox to be announced the week they are received.

Section 5- Any member wanting to make an appeal must get permission from the Deacon Board Chair or one of his/her assistants in his/her absence before the church clerk can go before the congregation.

Section 6- For any person or persons joining the church, the clerk will take their information and read it to the pastor and congregation before the process of admission is complete.

Section 7- After the new members have been received into the church, the clerk will accompany the new members along with the intake Deacon to the board room, fill out the intake form, leave a copy in the book and put a copy in the drop slot for the Administrative Assistant.

Section 8- Any documents needing to be stamped using the church seal, must be done by the Church Clerk.

Section 9- The hospitality ministry will give the clerk the visitors list after the start of service.

Section 10- The church clerk will have an assistant. This position will be elected by the church – during the church conference. The position of church clerk and assistant shall last for five years.

Section 11- The assistant church clerk will help with the Sunday morning service when the Church Clerk is absent. The Clerk must notify his/her assistant at least 24hrs ahead of time letting the assistant know when he/she will not be there. They must also notify the Chairman of the Deacon Board letting him/her know that they will be absent.

ARTICLE XIV

FINANCE COMMITTEE

Chairperson of the Finance Committee

Section 1- The finance chair will gather all budget requests to be reviewed by the committee, ensure that the congregation and pastor are informed about the church's financial situation, and recommend to the joint boards any changes that need to be made in the budget after it has been approved.

Section 2- The finance committee annually compiles a budget for supporting the mission and vision of the church and submits the budget to the church leadership team (joint boards) for review and adoption. The finance chair is responsible for presenting the budget to the church after it is approved by the joint board. During the year, the finance team recommends any changes to the approved annual budget to the joint boards.

Section 3- Spiritual gifts and qualifications are helpful for all persons working with finance. The members of this committee will benefit from having one or more of these spiritual gifts: giving, faith, wisdom, administration, discernment, helping, leadership, exhortation (encouragement), and teaching.

Section 4- The finance team (or committee) recommends to the church leadership team proper depositories for church funds and carries out the Joint Boards (Deacons and Trustee) directions about the administration and disbursement of funds and about procedures for the church treasurer and the financial secretary.

Section 5- The chairperson of the finance committee will not have the final say in matters that affect the church body, but all such matters will be brought before the joint board that includes the Trustees and the Deacons, discussed before a final vote is taken to approve or disapprove that matter at hand. In the case of an emergency, if funds need to be dispensed or paid out, the first and second vice chairs of the Deacon Board and the Trustee Board must be notified along with the chairperson of the Deacon Board and Trustee Board. This does not refer to regular expenses that are included in the budget of their ministries.

Section 6- The finance chair works with the Trustees to handle designated (honorarium Gifts). It should be a committee of a person from the finance chair, Trustees, Deacon, and the pastor, on whom and how much honorarium should be given.

Section 7- The finance chair should be able to present a list of all checks that have been disbursed from the church's checking account and how much is in all accounts if requested by both the board chair and the pastor.

Church Treasurer

Section 1- The church treasurer is a Deacon or Trustee who works closely with the Pastor, finance committee, Trustee ministry, and the finance secretary as the custodian of all the church's funds, and all deposits made in the church's name and its various ministries, and the administering of the church's budget. The church treasurer is responsible for receiving, preserving, and disbursing, upon receipt of vouchers, approved and signed by each ministry's president and treasurer, all money or things of value paid or given to the church, and keeping an itemized account of all receipts and disbursements. The treasurer will render to the church at each conference an itemized report of all receipts and disbursements. The treasurer's report is to be audited annually by an outside auditor.

The church treasurer is a Trustee or Deacon in good standing that has been vetted and approved by the Trustee Ministry and the Deacon Ministry. The office of the church treasurer will be managed and monitored by the chairperson of the finance committee.

The requirements of the Treasurer are as follows:

- 1) The person elected to be the church treasurer should have knowledge of accounting procedures or the willingness to learn accounting procedures. It is important that the person selected is a tither.
- 2) It is important for the church treasurer to recognize that all money that comes into the church's financial system is God's money. The correct biblical concept of money is that God owns it all and allows us to manage it for Him. In managing it we are to return a portion of it to God's organized family- the church.
- 3) On Sundays after the money has been received and counted by the counting committee, all the money should be deposited immediately in the bank night depository and the duplicate deposit slip and counting committee report should be given to the treasurer. One of the safest ways to maintain an individual's integrity is to immediately deposit the money. If needed, the treasure can verify the deposit by calling the bank at the specified time.

Financial Secretary

Section 1- The Financial secretary will receive, record, and deposit all funds received by the congregation in a timely, thorough, and confidential manner. The financial secretary works with the treasurer and committee on finance to develop policies and procedures so that funds can be made available to support the ministry of the congregation.

Section 2- The financial secretary: Arranges for collecting offerings received during worship services and other church gatherings at the conclusion of these events, making certain that more than one person is involved in collecting and counting the money along with the assigned Trustees.

ARTICLE XV

CHURCH PERSONNEL COMMITTEE

The purpose of the Personnel Committee is to provide direction and decision-making for employee policies, compensation, benefits, legal compliance, performance management, and training.

Section 1-A church personnel committee is an example of a guiding council for churches.

Section 2-The personnel committee helps to ensure policies, procedures, and processes are in place to support church staff and volunteers.

Section 3- This essential team also ensures that the ministry operation is compliant with state and federal labor laws.

Section 4- The Personnel Committee is responsible to:

- 1) Establish employee pay grades. Develop a compensation strategy and utilize pay grades to manage employee growth within a role.
- 2) Establish employee job classifications. Jobs need to be classified as full-time, part-time, exempt, or nonexempt employment status.
- 3) Make recommendations and decisions on employee benefits. Use the compensation strategy to determine an appropriate benefits package that includes health insurance, paid time off, and retirement.
- 4) Make recommendations about staff training needs.
- 5) Establish a vacation approval process. Create a process for tracking and approving vacation requests.
- 6) Review job applications and recommend job candidates for interviews. Create a process to screen, review, and recommend job candidates for interviews.
- 7) The Personnel Committee will be responsible for all (developing) contracts, and salaries and responsible for signage and explanation of the contracts.

- 8) Work closely with the church Finance and Budget Committee to determine possible compensation for positions approved by the church.
- 9) Work closely with the Finance Committee to develop a package for prospective pastoral candidates and any other staff positions.
- 10) Policies should include, but are not limited to the following:
 - (a) Compensation
 - (b) Workplace guidelines
 - (c) Benefits
 - (d) Performance Standards

ARTICLE XVI

MINISTER OF MUSIC

All candidates for the position of Minister of Music shall submit a resume to the personnel committee.

Section 1-Create an atmosphere of celebration and reverence to God through music for all worship services. Lead and direct the Church music program to include choir(s), vocal, instrumental, and other phases/expressions of musical experience. Foster an innovative, blended style of music to enhance and support the worship message goals.

Section 2- Worship Leader

- 1) Provide inspiring and motivational music ministry during all worship services.
- 2) Lead the congregation, utilizing a variety of styles of music, including coaching for new songs unfamiliar to the congregation.
- 3) Spread vitality and engage the congregation through the musical worship experience.
- 4) Help bridge generational/cultural differences by selecting a balance of musical styles for every service which will as a whole, have multi-generational appeal, and by briefly presenting the spiritual context of all music to the congregation in terms through which all generational and cultural perspectives can understand, relate and connect with God.
- 5) Assist in developing opportunities for Youth involvement in the worship.

Section 3-Minister of Music Leader

- 1) Plan, organize, and lead the Music Ministry.
- 2) Rehearse the Praise team, and the choir weekly, including a choir “warm up” or Praise Team just prior to each Sunday Morning service the choir or praise team will serve in.
- 3) Lead and direct the various components of the music programs including the choirs, vocals, instruments, and other expressions of musical experience.
- 4) Teach, coach, and mentor all music ministry team members to become life-long learners with respect to their musical talents as well as their spiritual development.

- 5) Mentor and coach interested members to become worship leaders or other forms of music ministry specialists, according to their calling.
- 6) Promote fellowship within and help recruit new volunteers into the music ministry.
- 7) Practice discipleship through inspiring and engaging music ministry.
- 8) Manage the music ministry budget and submit required reports.
- 9) Will work with the Drama Ministry, Handbell Choir, Mime, Step Team (youth), Youth Choir, and the Liturgical Dancers.

A copy of the job description and contract will be made available in the church office.

ARTICLE XVII

ASSOCIATE MINISTERS

Section 1- All associate ministers are directly subject to and accountable to the pastor.

Section 2- Any member of Emmanuel Baptist Church called into ministry should contact the pastor. After consultation, the pastor will aid the individual in preparing for his or her initial sermon. All associate ministers of Emmanuel Baptist Church shall complete training conducted by the pastor.

Section 3- After completing the initial sermon, licentiates will be trained and guided by the pastor in preparation for their ordination (as needed and determined by the pastor).

Section 4- The Pastor will recommend licentiates to the Rowan Baptist Association for ordination or ordain the person themselves. Rowan will test them and do additional training and will ordain them if the test is passed. Associate ministers who have been ordained by the Rowan Baptist Association, or an association of like faith, may perform all activities associated with the call to the ministry as guided by the pastor.

Section 5 – The pastor will do pulpit etiquette for all associate ministers to maintain proper decorum and proper dress.

ARTICLE XVIII

DEACON MINISTRY

Section 1- The Deacons are elected and ordained by the church to assume a servant's role. The Deacons assist and support the Pastor in the overall administration of the spiritual and temporal responsibilities. Deacons serve as advisors to the pastor, members, and different ministries of the church.

Section 2- Selection Process

- 1) The Pastor and the Deacon chairperson will review all suggested candidates,

- 2) The Pastor and the Deacon chairperson will submit a slate of names to the full Deacon Board for discussion and a vote.
- 3) All approved candidates will be contacted by the Deacon Chairperson and given the opportunity to accept or decline the candidacy.
- 4) All candidates that accept will be presented to the church body at the church conference for approval as a “walking Deacon” who will be observed and trained for one year.
- 5) During, the year, each “walking Deacon” will be expected to carry out all functions as many other Deacons with the following exceptions: he /she cannot vote on any issue at Board meetings and cannot administer communion. He/she will also attend training sessions conducted by the Pastor or the Deacon Chairperson.
- 6) At the end of the year, these candidates are then presented to the church body for approval as a member of the Board of Deacons.
- 7) The Deacons are then ordained and installed at an installation service.

Section 3- Qualifications

- 1) Must be filled with the Holy Spirit
- 2) Must seek wisdom in all they do
- 3) Must have five honest reports and not be double-tongued
- 4) Must get along with others
- 5) Must be trustworthy
- 6) Must have the primary interest of the church at the heart
- 7) Must be supportive of the ministries of the church
- 8) Must be a tither
- 9) Must be at least 21 years of age
- 10) Must be a servant
- 11) Must maintain strict confidentiality
- 12) Must study the word to show his/her approved
- 13) Must be able to teach and guide his/her household in Christian values
- 14) Must be willing to voluntarily give of one’s time in service to God without financial compensation
- 15) Must be able to work with and support the Pastor & other Board members

Section 4- Responsibilities

- 1) Assist the Pastor
- 2) Visit the sick
- 3) Care for the needy
- 4) Give communion to the members
- 5) Review and approve decisions concerning the church
- 6) Promote spiritual unity in the church
- 7) Maintain duties of the family ministry

Section 5- Term

Once a Deacon is elected, he/she serves for an indefinite time unless he/she resigns; is removed under the terms stated under removal; qualifies as a Deacon emeritus; or leaves Emmanuel Baptist Church.

If a Deacon who has served faithfully, and is in good standing, is of ill health and no longer able to carry out the full responsibilities of a Deacon, the Board or the member can request to become a Deacon Emeritus. In this status, he/she is no longer able to vote on matters in Deacon Board meetings and will not have assigned family or communion responsibilities.

Section 6- Number of Members

The Pastor and existing Deacons will decide the number of members to serve on the board. This decision is made based on the number of people needed to carry out the work of the board.

Section 7- Election of Officers

The members of the board of Deacons will elect officers annually. Open voting is practiced and nominations for each office may be taken from the floor.

- 1) Chairperson
 - (a) To provide direction for the church in the Pastor's absence
 - (b) To assign the duties of the Deacon Board along with the first and second vice chairs to the various members
 - (c) To schedule and lead all regular monthly meetings and to call and lead any special meetings that may be necessary
 - (d) To serve with the Pastor on the selection committee for the Deacon Board
 - (e) If any inappropriate behaviors or unseemly conduct on the part of any member or organization of the church are observed or come to the attention of the board, it is the responsibility of the chairperson and the designated Deacon to discuss these problems with that member or organization.
 - (f) The Chairperson and the Pastor can make a decision without the board when an emergency arises in which the best interest of the church requires immediate action. A special meeting would be called as soon as possible to inform the Board of the situation and the action to be taken.
 - (g) The Pastor, the Chairperson of the Deacons, and the chairperson of the Trustees may designate funds to assist a family when there is an emergency in need. In the absence of the pastor, this procedure will stand and be recognized as church policy.
- 2) First Vice Chairperson
 - (a) In the absence of the Chairperson, the first Vice Chairperson will carry out the functions of the chairperson.
 - (b) If the chairperson steps down from his/her position during the year, the First Vice Chairperson would step in and serve as chair until the end of the year.
- 3) Second Vice Chairperson
 - (a) In the absence of the Chairperson and the First Vice Chairperson, the Second Vice Chairperson will carry out the functions of the Chairperson.
- 4) Secretary
 - (a) To keep minutes of all meetings.
 - (b) Assist the chairperson with handouts and literature.
 - (c) The secretary will manage and keep hard copies of all board documents.

- 5) Assistant Secretary
 - (a) In the absence of the Secretary, the Assistant Secretary will carry out the functions of the Secretary.
 - (b) To handle all correspondence needing to be sent out by the Deacon Board.
 - (c) To keep copies of all correspondence.

Section 8- Meetings

The Board of Deacon meetings will be held once a month at a regularly scheduled time. If there is a change in the meeting date/time, Deacons will be notified.

The chairperson can call a special meeting whenever an emergency occurs or when there is special church business to be handled. Every Deacon is expected to attend all meetings.

Two-thirds (2/3) of the Board of Deacons must be present at a meeting to comprise a quorum. There must be a quorum present at the meetings for a vote to be binding. All votes are decided by the majority.

Section 9- Removal

A Deacon can be removed from the board if he/she:

- 1) Brings disgrace on the church
- 2) Engages in unethical behavior
- 3) Does not carry out the duties expected of a Deacon
- 4) Misses four unexcused meetings during the year
- 5) Is called into the preaching ministry
- 6) Does not display the ability to work well or support the Pastor or other Board members

Section 10- Resignation. A Deacon who wishes to resign must send a letter to the Chairperson of the Board of Deacons and the Pastor explaining his/her reasons for resigning.

ARTICLE XIX

TRUSTEE MINISTRY

The Trustee Ministry is responsible to the church, the Pastor, and the Deacons. The Trustees are elected by the church to hold in trust the church property. The Trustees will have no power to buy, sell mortgage, lease, or transfer any property without a specific vote of the church authorizing each action or if otherwise advised by the Pastor and Deacons. It will be the Trustees' function to affix signatures to the legal documents involving the sale, mortgage, purchase, or rental of property or other legal documents where the signatures of Trustees are required. Trustees are elected to take care of the upkeep of the physical properties of the church.

Section 1- Selection

- 1) Any **active** member of the church can be recommended for nomination to become a Trustee. However, preference should be given to those members that possess the necessary skills in holding that office.
- 2) The list of candidates will be reviewed by the Pastor, the Deacon Board, and the Chairperson of the Trustee Board to determine if they meet the qualifications needed to serve.
- 3) The proposed slate of candidates is then presented to the Trustee Board which may accept or reject any candidate – by a majority vote.
- 4) The candidates approved by the Trustee Ministry will be presented to the Deacon Ministry which may accept or reject any candidate. If accepted, then names will be taken to the Pastor for final approval before going to the church for final ratification.
- 5) When the Deacons, Trustees, and the Pastor accept the list of Trustee candidates, the nominees are presented at the church conference for the vote of the membership. The church may accept or reject any candidates.

Section 2- Qualification

- 1) Must be filled with the Holy Spirit
- 2) Must seek wisdom in all they do
- 3) Must be trustworthy
- 4) Must get along with others
- 5) Must have the primary interest of the church at the heart
- 6) Must be supportive of the ministries of the church
- 7) Must be a tither
- 8) Is expected to have some knowledge of the church business
- 9) Must be at least 21 years of age
- 10) Must be able to work with and support the Pastor & other Board members
- 11) Must be willing to step down if a majority of the joint board deems it necessary due to behavior unbecoming of a ministry leader at Emmanuel Baptist Church.
- 12) Must be willing and able to attend scheduled meetings on a regular basis, and when unable to attend, must submit a valid and reasonable explanation to the chairperson and vice chair; must agree to miss no more than 4 meetings without an approved reason.

Section 3- Responsibilities

- 1) Trustees are expected to consistently assess needs regarding the maintenance and upkeep of the church properties, vehicles, and equipment.
- 2) The Trustees will make appropriate recommendations to the Board of Deacons and the Pastor concerning the material assets of the church.
- 3) Trustees should always promote unity in the church.
- 4) Trustees are expected to attend seminars and stay updated on all matters to be relevant to the office of the Trustee.
- 5) Submit monthly reports to the Pastor and Board of Deacons.

Section 4-Terms

- 1) Once a Trustee is elected, he/she serves for an indefinite time unless he/she resigns, is removed under the terms stated under removal, qualifies as a Trustee emeritus, or leaves Emmanuel Baptist church. Trustees are selected to serve on the Trustee Board for Emmanuel Baptist Church.
- 2) If a Trustee has served faithfully and is in good standing, is of ill health, and no longer able to carry out the full responsibilities of a Trustee, the member can request to become a Trustee Emeritus. In this status, he/she would retain the privileges of attending Trustee meetings and participating in discussions. He/she is no longer able to vote on matters of the church in Trustee meetings.

Section 5-Number of Members

The existing Trustees and the pastor and the Deacons will determine the number of Trustees needed. The decision is made based on the number of people needed to carry out the work of the Trustee. If the need to add new members to the Trustees is related to a lack of commitment from a particular member of the Trustee Ministry, the Trustee leadership will confer with the pastor and Deacons before any action is taken.

Section 6- Removal

A Trustee may be removed for the following reasons:

- 1) Misses 4 unexcused meetings per year
- 2) Engages in unethical conduct
- 3) Embezzlement
- 4) Is not carrying out the assigned duties of a Trustee
- 5) Is called into the preaching ministry
- 6) Does not display the ability to work well or support the Pastor or other Board members

Section 7- Resignation

A Trustee who wishes to resign must send a letter to the chairperson of the Trustee Board and the Pastor explaining his/her reasons for resigning.

Section 8- Elections of officers and their Duties

The members of the Trustee Board will elect officers annually. Open voting is practiced and nominations for each office may be taken from the floor.

- 1) Chairperson
 - (a) To make certain that the functions of the Trustee board are appropriately carried out in the service of the church business.
 - (b) To assign the duties of the Trustee Board to the various members.
 - (c) To schedule and lead all regular monthly meetings and to call and lead any special meetings that may be necessary to make decisions affecting the church.
 - (d) To make certain all Trustee members are notified of the meetings changes
 - (e) To act on behalf of the Trustee Board in emergency situations and to notify the Trustees of any actions taken.

- (f) The outgoing chairperson is expected to assist the new chairperson for a year, if possible, as a mentor regarding the expectations and responsibilities of the position.
 - (g) To make an annual report to the members of the Trustee Ministry detailing the year's successes and areas for improvement – supported by a plan to improve each area of needed improvement.
 - (h) To mentor any and all current Trustees who aspire to learn the intricate details of being Chairperson and effectively handling the position of Chairperson of the Trustee Board.
- 2) First Vice-Chairperson
- (a) In the absence of the chairperson, the First Vice-Chairperson will carry out the functions of the chairperson.
 - (b) If the chairperson steps down from his/her position during the year, the First Vice-Chairperson would step in and serve as chair until the end of the year.
- 3) Second Vice-President
- (a) In the absence of the chairperson and First Vice-Chairperson and the Second Vice-Chairperson will carry out the functions of the chairperson.
- 4) Secretary
- (a) To keep the minutes of all meetings.
 - (b) To submit the minutes to the members at least one week prior to the next meeting.
 - (c) To handle all correspondence needing to be sent out by the Trustee Board.
 - (d) To keep copies of all correspondence.
 - (e) To maintain copies of all contracts and receipts for work done for the church.
- 5) Assistant Secretary
- (a) In the absence of the secretary, the assistant secretary will carry out the functions of the secretary.
 - (b) To assist the secretary, as needed, in carrying out the secretarial responsibilities.
- 6) Chaplain
- (a) To be the spiritual leader of the Trustee board.

Section 9- Authority to Act Without Board Approvals

- 1) The Trustee Board can spend \$1,000.00 or less for non-budgeted items without the Board of Deacon's approval.
- 2) The chairperson, or a Trustee Ministry member designated by the chairperson, can make decisions to call in for a repair or replacement of church equipment without consulting the members of the ministry in emergency situations. The chairperson will however be sure to keep the other members of the Trustee board aware at all times of the actions taken.
- 3) In the absence of the Pastor, the Trustee chairperson along with the chairperson of the Deacon board may also designate funds to assist a family when there is an emergency need.

- 4) Any emergency expenditure over \$1,000.00 must be approved by the Pastor and the chairperson of the Deacon Board.

ARTICLE XX

MINISTRY LEADERS

Every member of the church that adheres to the principles in these by-laws is eligible for consideration by the membership as a candidate for elected office in a ministry of the Church. Deacons should not hold the office of president/chairperson of any ministry. All auxiliaries shall be known as a ministry.

Section 1- Responsibilities

- 1) Must be faithful in their stewardship: Time, Talents, and Tithes
- 2) Must attend church regularly; should attend Sunday School and Bible Study
- 3) Must support and have the primary interest of the Church at heart
- 4) Must be willing to assume their responsibilities
- 5) Must get along with others
- 6) Must seek to maintain the unity of the ministry
- 7) Must be able to work with and support the Pastor & other Board members
- 8) Each newly elected ministry leader will be required to be mentored by the outgoing chairperson – at least for 6 months.

Section 2- Election of Officers. Ministry/auxiliary officers will be elected yearly in an open election during October. Nominations can be made by any member of the ministry who is present during the election process. The voting process, i.e., a show of hands should be agreed upon by the members present. All officers are installed during the month of January.

All officers must be approved by the Pastor and Board of Deacons prior to the first church conference of the year. All officers are then presented to the church body for approval during the church conference.

Section 3- Term

Each president or chairperson shall be elected to serve one year. Re-election to an office must occur during the normal voting process. The elected president/chairperson will assume their responsibility after the installation of officers held in January. Elected presidents/chairpersons are expected to attend at least one of the following:

- 1) Church council leadership workshop
- 2) Church conventions
- 3) Local training that provides leadership for their specific ministry
- 4) The Missionary Ministry chairperson will be elected for a two-year term and can be re-elected.

Section 4- Removal from Office

An officer of any ministry may be removed from office for the following reasons:

- 1) Unethical conduct which discredits /destroys the ministry or the church.
- 2) Embezzlement
- 3) Inability or no desire to continue to carry out the work of the office to which they were elected.

ARTICLE XXI

CHURCH COUNCIL

The church council will consist of all the presidents and chairpersons of the ministries of the church. The pastor will preside over the council and the church clerk will take the minutes.

The primary functions of the church council will be:

- 1) To plan and recommend to the church through the Deacon Ministry and congregation suggested objectives and goals
- 2) To review and coordinate the church program plans recommended by the chairpersons of ministries
- 3) To recommend the program priorities
- 4) To recommend calendar plans
- 5) To evaluate program achievements in terms of church goals and objectives.

All actions agreed upon by the council not yet authorized will be referred to the Deacon's Ministry for approval before being sent to the church for final approval. The church council shall meet two weeks after the joint board meets, and this should be done quarterly.

ARTICLE XXII

ORDINANCES

The church has two ordinances: Baptism and the Lord's Supper.

Section 1-Baptism

A person who accepts Jesus Christ, as Savior by personal faith; who professes him publicly at any worship service; and who indicates a commitment to follow Christ as Lord, shall be received by Baptism.

- 1) Baptism shall be by immersion in water.
- 2) Baptism shall be administered by the Pastor or whomever he/she authorizes. The Deacons shall assist in the preparation for and observance of baptism.
- 3) Baptism shall be administered as an act of worship during any worship service.

- 4) A person professing Christ and desiring to be baptized after a reasonable length of time shall be counseled by the Pastor and/or staff and Deacons. If negative interest is ascertained, he shall be deleted from those awaiting baptism.

Section 2-The Lord's Supper

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking in the bread and fruit of the vine, commemorate the death of Jesus Christ and anticipate his second coming.

- 1) The Lord's Supper shall be observed monthly (preferably on the first Sunday), or as otherwise scheduled.
- 2) The Pastor and Deacons shall be responsible for the administration of the Lord's Supper.
- 3) The Deacon spouses' ministry shall be responsible for the physical preparations of the Lord's Supper.

ARTICLE XXIII

Service/Emotional Animals

The Americans with Disabilities Act (ADA) requires State and local government agencies, businesses, and non-profit organizations that provide goods or services to make reasonable accommodations for individuals with disabilities. Individuals with disabilities that use service animals are covered under this general principle. The ADA defines a service animal as a dog that has been individually trained to do work or perform tasks for an individual with a disability.

Emotional support, therapy, comfort, or companion animals are not considered service animals under the ADA. An emotional support animal or comfort pet is specifically chosen as a companion to an individual with a psychological or emotional disability.

Churches are not required to admit service animals because Churches are exempt from compliance with the ADA. However, in the spirit of welcoming all who wish to worship, the church's policy will be to allow disabled individuals using service or emotional support animals to attend church service accompanied by their service animal or emotional support animal.

The member with the service animal or emotional support animal will be assigned to sit in a pre-determined section in the church. The chairperson of the usher board will work with the chairperson of the Trustee Board to oversee all situations that require attention. If there exists a problem in the designated area (an odor or excessive noise), the church reserves the right to say "yes" or "no" as to whether that service animal or emotional support animal will be allowed in the church.

ARTICLE XXIV

AMENDMENTS

Since we acknowledge Jesus Christ as the head of Emmanuel Baptist Church, these bylaws are meant to be a general guide governing the responsibilities of the Pastor, officers, and members of Emmanuel Baptist Church. Any exceptions, additions, deletions, or changes to the by-laws should be determined as led by the Holy Spirit and as agreed upon by the Pastor, Deacons, and members if necessary and will be subject to review and revision at least every five years.

ARTICLE XXV

RULES OF ORDER

When the by-laws are silent, all questions or procedures not provided for shall be determined in accordance to the Hiscox Guide for Baptist Churches and Robert's Rules of Order. Ultimately, the Bible is the final authority, and it takes precedence over any and every other document.

ARTICLE XXVI

CHURCH COVENANT

Having been led, as we believe by the Spirit of God, to receive the Lord Jesus Christ as our Savior and, on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now in the presence of God, angels and this assembly, most solemnly and joyfully enter into covenant with one another, as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this church in knowledge and holiness; to give it a place in our affections, prayers, and services above every organization of human origin; to sustain its worship, ordinances, discipline, and doctrine; to contribute cheerfully and regularly, as God has prospered us, towards its expenses, for the support of a faithful and evangelical ministry among us, the relief of the poor and the spread of the Gospel throughout the world. In case of a difference of opinion in the church, we will strive to avoid a contentious spirit, and if we cannot unanimously agree, we will cheerfully recognize the right of the majority to govern.

We also engage to maintain family and secret devotion; to study diligently the Word of God; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be kind and just to those in our employ, and faithful in the service we promise others; endeavoring in the purity of heart and goodwill towards all men to exemplify and commend our holy faith.

We further engage to watch, to pray for, to exhort and stir up each other unto every good word and work; to guard each other's reputation, not needlessly exposing the infirmities of others; to participate in each other's joys, and with tender sympathy bear one another's burdens and sorrows; to cultivate Christian courtesy; to be slow to give or take offense, but always ready for reconciliation, being mindful of the rules of the Savior in the eighteenth chapter of Matthew, to secure it without delay; and through life, amid evil report, and good report, to seek to live to the glory of God, who hath called us out of darkness into his marvelous light.

When we remove from this place, we engage as soon as possible to unite with some other church where we can carry out the spirit of this covenant and the principles of God's Word.

This document was reviewed and amended by the following individuals: Michael Asbury, Joyce Truitt, Gwendolyn Russell, Helen Cooper, Darryl Prince & Reggie Hall



Emmanuel Baptist Church

“The Church in the Heart of the Community; the Community in the Heart of the Church”