

Revised January 2015 - Accepted by vote of church on February 1, 2015.

**BYLAWS of EMMANUEL BAPTIST CHURCH**

**ARTICLE 1: MEMBERSHIP**

**Section 1: Membership Inclusion**

The membership of the church shall consist of those who:

Give evidence of their spiritual rebirth by faith in Jesus Christ to be their Savior and LORD and meet one of the following conditions:

- a) having a statement of faith in Christ Jesus. Having been baptized by immersion
- b) having a letter of transfer from another Southern Baptist church and having been baptized by immersion.
- c) having come from another denomination with a statement of faith in Jesus Christ and being baptized by immersion.

*Those coming from another denomination who have not been baptized by immersion shall be accepted by Statement of faith followed by baptism by immersion.*

**Section 2: Membership Procedure**

1. Upon presenting themselves for membership into Emmanuel Baptist Church, prospective member(s) shall be given a copy of the church constitution and bylaws to review.
2. Prospective member(s) shall be visited by at least two members of the Deacon Counsel to verify membership qualifications as outlined in article 1, section 1. During this visit the council will also obtain a verbal commitment from the prospective member(s) that they have read and are in agreement with Emmanuel Baptist Church's covenant and bylaws.
3. Deacon Counsel will make their recommendation regarding prospective member(s) at the next scheduled business meeting of the church. Their recommendation shall be brought in the form of a motion to either include or exclude proposed member(s).
4. Prospective members will be included into membership at Emmanuel Baptist Church based upon receiving a majority vote from those members present during the meeting.

### **Section 3: Membership Responsibilities**

Keeping of the church Covenant and the Articles of Faith shall be regarded as the obligation of each member. Members are expected to be faithful in all the duties essential to the Christian life and also to attend habitually the services of this church, to give regularly for its support and its causes and to share in its organized work.

### **Section 4: Membership Removal**

Members of Emmanuel Baptist Church, whether active or inactive in status, shall remain on the membership roll unless removed by one of the following conditions:

1. Letter of transfer upon request from another church.
2. Removal by request of a member. This request must be made in writing.
3. Death of a member.
4. Living a continued lifestyle that is contrary to the Biblical teachings and upon being dealt with according to Matthew 18: 15-20. Only after all means of faithful efforts have been made to bring the member to repentance should a membership be terminated by the church.

Memberships which are terminated under condition 4 are subject to conditions a, b and c:

- a) request for termination of membership shall first be considered by the Deacon Counsel, who shall make recommendations to the church.
- b) membership termination requires a majority vote of the church.
- c) a terminated membership shall be restored only by a vote of the church after receiving evidence of repentance

## **Section 5: Inactive Members**

1. Any active member who voluntarily absents himself from the services of the church for a term of six months or more shall not be regarded in good standing; notice shall be given such member(s) by their deacon; and if after due effort has been made no interest or intention of fulfilling the Covenant obligations is shown, then their membership will be changed from active member to inactive member.
2. No active member can be placed on the inactive membership without a majority vote.
3. Members placed in inactive status may not vote at church meetings.
4. Members placed on the inactive roll will be notified by letter.
5. Members who have been placed in inactive status can be restored to active status only by meeting all of the following conditions:
  - a) demonstrating their commitment to regular church attendance.
  - b) upon request of the inactive member.
  - c) subject to a majority vote

## **ARTICLE 2: CHURCH BUSINESS**

1. The business of the church shall be carried out by the members of Emmanuel Baptist Church and subject to no other organization or authority other than Jesus Christ. Members that are sixteen (16) years or older may vote in business meetings as long as they are in active member status. Business meetings shall be conducted regularly as decided upon by the members of the church.
2. A quorum to conduct such a meeting shall require at least 20% of the present membership being present with each member having equal vote.
3. Both active and inactive members are eligible to attend meetings. Only active members have voting rights.
4. All church meetings will be closed to non-members with the following exceptions:
  - a) if an open meeting is announced 2 consecutive Sundays prior to the meeting
  - b) if a motion is brought to open the meeting to non-members and if motion carries with a 2/3 vote then that particular meeting will be opened to non-members attendance.

## **ARTICLE 3: OFFICERS**

### **Section 1: Pastor**

1. The pastor shall have charge of the welfare and oversight of the church, and shall be its shepherd.
2. The pastor shall be the responsible leader of the church, the ex-officio member of all organizations, departments and committees.
3. As a spiritual shepherd, the pastor's duties include the equipping of the saints for the work of ministry and the building up the body of Christ.
4. Whenever a vacancy in the office of pastor occurs, the church shall elect a pulpit committee consisting of at least 3 members to represent the entire church. The pulpit committee shall recommend to the church an interim or permanent pastor. The pastor's election shall take place at a meeting called for that purpose, announcement of which shall have been made at two regular prior worship services of the church, and after the church has the opportunity to hear him preach. The pulpit committee shall bring to the consideration of the church only one man at a time. Before this name shall be presented for election, it shall be the duty of the pulpit committee to bring to his attention the provisions of the Constitution and Bylaws of this church and to secure his commitment to support and abide by these documents if he is elected pastor. If a commitment is not obtained, the church shall be advised of such and the reasons thereof.
5. Election of the pastor shall be by secret ballot, an affirmative vote of two-thirds of the votes cast by members being necessary for election.

### **Section 2: Deacons**

Emmanuel Baptist Church members will elect from out of the qualifying men of the church, a minimum of two (2) deacons. Deacons shall be elected for a three year term and then shall rotate off the active council. These deacons that roll off of active duty are immediately eligible to be voted in again for another 3 year term provided they still meet the "qualifications for being a deacon".

## **A) QUALIFICATIONS FOR DEACON**

- 1) Must meet all the spiritual qualifications as outlined in 1 Timothy 3 and Acts.6
- 2) Must be at least 21 years of age
- 3) Must have been a Christian for at least 3 years.
- 4) Must have been an active member at Emmanuel Baptist Church for at least 1 year.
- 5) Must be a faithful steward of his time and money.
- 6) Deacons wife must be a member of the same church as her husband and meeting qualifications of 1 Tim 3:11.

## **B) DISCIPLINE**

1. *The purpose of Disciplinary action is to win back our brother - Matt 18:15*
2. If a deacon is found unfaithful in his duties, during the course of service, then that individual will be approached and given Christian warning in accordance with Matthew Chapter 18:15-20.
3. If that deacon fails to take heed, he shall be removed from the Deacon Council by a vote of active church members, with at least a 2/3 vote required from the members in attendance for removal of the individual from the Deacon Council.
4. The deacon would be given the opportunity to address the church prior to such a vote being taken.

## **C) DUTIES OF THE DEACON COUNCIL**

1. The Deacon Council will consist of all active deacons and Pastor.

### **a) PARTNERS IN MINISTRY**

The deacons shall be a body of men whose responsibilities are to undergird the ministries and the total work of the church in cooperation with the Pastor. The deacons shall assist the Pastor in strengthening and edifying the body of Christ in accordance with the scriptures. The deacons will assist and support the pastor in the performance of his duties.

b) LORD'S SUPPER

The deacons will prepare and administer the elements of the Lord's Supper. The wives of the Deacons should help the deacons in preparation before and clean up after the service. They shall do this on the first Sunday of each month.

c) DEACON FAMILY MINISTRIES

Each deacon will receive a list of those families which will be their "Deacon Families" for care and nurture. The purpose of the Deacon Family Ministry is to ensure that each and every member is ministered to equally for the purpose of developing and maintaining a spiritually healthy church body. To insure every member's ministry needs are being met. It is encouraged that Deacons keep active records of their ministry visits with their "deacon families", remembering that information shared during visits is to be kept confidential.

d) BENEVOLENCE

The deacons, in cooperation with the Pastor, will be responsible for distribution of funds and services to the needy, with the understanding that this will require the support and cooperation of the entire church body.

e) EVANGELISM

The deacons will assist the Pastor in planning and promoting revival services outreach ministries and visitation.

f) CHURCH DISCIPLINE

The deacons shall freely confer with the pastor about all matters and cases of discipline, which in their judgment would be most wisely and spiritually handled in private. When deemed necessary, deacons will bring recommendations to the church regarding membership. This includes recommendations for membership status changes from active to inactive as well as recommendations for removal of membership.

**Section 3: Trustees**

There will be a Committee of Trustees that shall consist of three (3) elected church members. Trustees shall be elected for a three year term. A trustee who has come to the end of his three year term is immediately eligible to serve another three year term, conditional upon vote of the church. Trustees will hold in trust the property of the church. They will have no power to buy, sell, mortgage, lease or transfer any property without a specific vote of the church authorizing such action. They shall oversee the insurance program for all church property.

#### **Section 4: Clerk**

The church clerk shall be elected annually and can serve successive terms. The clerk shall keep in a suitable book, a recording of all the actions of the church except as herein provided. He/she shall see that a register is kept of the names of members with dates of admission, dismissals or death, together with a record of baptism. He/she shall also see that letters of dismissals voted by the church are issued. He/she shall preserve on file all communications and written official reports and give legal notice of all such meetings where such notice is necessary. The clerk shall also keep an accurate, written and photographic record of activities and major events in the life of the church.

#### **Section 5: Treasurer**

The church shall annually elect a church treasurer. He/she can serve consecutive terms if so voted by the church. It shall be the duty of the treasurer to receive and deposit all money or things of value received by the church. He/she shall oversee the bookkeeper who shall be responsible at all times to keep an itemized account of all receipts and disbursements. The Treasurer will also oversee record keeping of member giving, and will send out yearly financial statements to contributors as required by IRS guidelines. He/she shall consider it part of his/her responsibility to promote in every proper way scriptural giving on the part of the entire membership of the church. All financial books are open to all members and are the property of the church.

#### **Section 6: Secretary**

The church shall annually elect a church secretary. He/she can serve consecutive terms if so voted by the church. It shall be the duty of the church secretary to make church bulletins each week, schedule nursery workers which will be posted in the bulletin and to send out cards and announcements on behalf the church. The church secretary will also record minutes at all church business meetings and submit a copy of business meeting minutes to the church clerk for inclusion in the book of record.

### **ARTICLE 5: ORGANIZATIONS**

#### **Section 1: Sunday school**

A Sunday school shall be conducted each Sunday morning. The plan of the organization shall be in general accordance with Southern Baptist practices with such changes as may be deemed desirable by the church for the best interest of the Sunday school. It shall be under the direction of the Sunday School Director and such other officers and leaders as the church may designate. The officers and teachers shall be elected by the church and shall serve for a term of one year beginning January 1 otherwise provided in these bylaws.

## **Section 2: Baptist Women**

Shall consist of one elected female director and all female church members.

## **Section 3: Baptist Men**

Shall consist of one elected male director and all male church members.

## **Section 4: Youth**

Shall consist of one elected director.

## **ARTICLE 6: COMMITTEES**

All church committee members should be recommended by the nominating committee and elected annually by the church. All persons elected to a church office or committee must be members of the church.

### **Section 1: Budget, Finance, Counting**

This committee shall consist of at least three (3) members whose duty shall be to prepare the budget for approval, oversee the expenditures of the church and present to the church on a regular basis, the financial status of the church. They shall also be responsible for counting the money weekly, depositing the money and maintaining an account of receipts and expenditures.

### **Section 2: Kitchen & Supply**

This committee shall consist of at least 3 members and shall be responsible for the church kitchen and all of its equipment. The committee shall purchase, or give to the finance committee, a list of items needed for the church. The committee shall supervise church fellowship meals.

### **Section 3: Music**

This committee shall consist of at least three (3) members, of which will include the church pianist and church worship leader. This committee shall have general charge of all matters pertaining to the music ministry of the church. This committee should keep in mind the wishes of the people in music selections and presentations.



#### **Section 4: Properties**

This committee shall consist of at least three (3) members to have administration over the maintenance, improvement, and upkeep of the building and grounds. The Properties Committee shall also maintain all church equipment to include all structure and all contents belonging to the church. This Committee is also responsible for the maintenance and upkeep of church vehicles. The Properties Committee will also be responsible for seasonal decorations of the church.

#### **Section 5: Nominating**

This committee shall consist of at least three (3) members including the Sunday School Director. They shall select, interview, and enlist the necessary person for the operation of the church. Their report is to be presented to the church no later than the January business meeting each year. Their report is to be given to the members at least one week before the election.