



emmanue baptist church

7420 SW 9TH ST, DSM

Growing to Know, Serve & Love

STATEMENT OF BELIEFS, CONSTITUTION & BY-LAWS

STATEMENT OF BELIEFS

THE SCRIPTURES

We believe in the verbal, plenary inspiration of the Bible, the sixty-six (66) books of the Old and New Testament canon which, being inerrant in the original manuscripts, is the final authority on all matters of faith and practice and any other subject on which it touches (2 Timothy 3:16; 2 Peter 1:21).

We believe in a dispensational understanding of the Bible, an approach to Scripture based on the progressive unfolding of the divine mysteries or new Rev. from God which results in various dispensations or distinguishable administrations of stewardship of God's revealed truth (Romans 16:25; 1 Corinthians 4:1; Ephesians 3:2-4, 9; Colossians 1:25-27), such as Promise (Genesis 12:1-3), Law (John 1:17), Grace (Romans 6:14), Kingdom (Ephesians 1:10), among others. This approach recognizes a fundamental distinction between Israel and the Church in origin, purposes, and destiny.

THE GODHEAD

We believe in the one Triune God, eternally existing in three persons, God the Father, God the Son, and God the Holy Spirit. Each co-eternal in being, co-identical in nature, co-equal in power and glory, and having the same attributes and perfections (Genesis 1:1; Deuteronomy 6:4; Matthew 28:19; John 10:30; Acts 5:3-4; 2 Corinthians 13:14).

JESUS CHRIST

We believe that the Lord Jesus Christ, the eternal Son of God, became man without ceasing to be God, having been conceived by the Holy Spirit and born of the virgin Mary in order that He might reveal God and redeem sinful men (Isaiah 7:14, 9:6; Luke 1:35; John 1:1-2, 14; 2 Corinthians 5:19-21; Galatians 4:4-5; Philippians 2:5-8).

We believe that the Lord Jesus Christ accomplished our redemption through His death on the cross as a representative, vicarious, substitutionary sacrifice; and that our justification was made sure by His literal, physical resurrection from the dead (Acts 2:18-36; Romans 3:24-25; Ephesians 1:7; 1 Peter 1:3-5, 1 Peter 2:24).

We believe that the Lord Jesus Christ ascended to heaven and is now exalted at the right hand of God where, as our High Priest, He fulfills the ministry of Representative, Intercessor, and Advocate (Acts 1:9-10; Romans 8:34; 1 Corinthians 15:1-4, 20-25; Hebrews 9:24; 1 John 2:1-2).

We believe in the "blessed hope": the personal, bodily, pretribulational, premillennial, and imminent return of our Lord and Savior Jesus Christ (Matthew 24:44; John 14:1-3; 1 Thessalonians 4:14-18; Titus 2:11-13).

HOLY SPIRIT

We believe that the Holy Spirit is a person who convicts the world of sin, of righteousness, and of judgment (John 16:8-11), and that He is the Supernatural Agent in regeneration (Romans 8:9), baptizing all believers into the body of Christ (1 Corinthians 12:12-14), indwelling and sealing them unto the day of redemption (Ephesians 1:13-14).

We believe that He is the Divine Teacher who assists believers to understand and appropriate the Scriptures (1 Corinthians 2:9-16), and that it is the privilege and duty of all the saved to be filled with the Spirit (Ephesians 5:18).

We believe that God is sovereign in the bestowal of spiritual gifts to every believer (Romans 12:3-8; 1 Corinthians 12:4-11). God uniquely uses Pastors and teachers to equip believers in the assembly in order that they can do the work of the ministry (Ephesians 4:7-12).

We believe that the sign gifts (1 Corinthians 1:22) of the Holy Spirit, such as speaking in tongues and the gift of healing, were temporary (1 Corinthians 13:8, 14:21-22). We believe that speaking in tongues has never been a common or necessary sign of the baptism or filling of the Holy Spirit and that ultimate deliverance of the body from sickness or death awaits the consummation of our salvation in the resurrection, though God may choose to answer the prayers of believers for physical healing.

CREATION

We believe in the direct creation by God of the physical universe, all spirit beings, man, and lower forms of life, without the process of evolution (Genesis 1&2; Colossians 1:15-17; John 1:3), and that the early chapters of Genesis are literal and accurate history, understanding that the days of creation were twenty-four-hour days. God sustains all creation but exists in no necessary relationship to it.

SPIRIT BEINGS

We believe that God created an innumerable company of sinless spirit beings (Colossians 1:16; Hebrews 12:22). One of these, though created holy by God, sinned through pride, thereby becoming Satan, the Devil, the enemy of his Creator, leading a host of angels in rebellion against God (Ezekiel 28:12-17). He became the god of this age (2 Corinthians 4:3-4) and the ruler of all powers of darkness and is destined to the judgment of an eternal punishment in the lake of fire (Matthew 25:41; Revelation 20:10).

MANKIND

We believe that man was created in the image of God (Genesis 1:26-27), that he sinned and thereby incurred not only physical death but also the spiritual death which is separation from God (Genesis 3), and that all human beings are born with a sinful nature (Psalm 58:3) and are sinners by birth and by choice, positively inclined to evil, and therefore, under just condemnation to eternal ruin without defense or excuse (Romans 1:20, 5:12-21; 1 Corinthians 2:14).

SALVATION

We believe that salvation is the gift of God brought to man by grace and received by personal faith in Jesus Christ, whose blood was shed on Calvary for the forgiveness of our sins (John 1:12; Ephesians 1:7, 2:8-10; 1 Peter 1:18-19).

We believe that all the redeemed are kept by God's power and are thus secure in Christ forever (John 6:37-40, 10:27-30; Romans 8:1, 38-39; 1 Corinthians 1:4-8; 1 Peter 1:4-5).

We believe that it is the privilege of believers to rejoice in the assurance of their salvation through the testimony of God's Word which, however, clearly forbids the use of Christian liberty as an occasion to the flesh (Romans 13:13-14; Galatians 5:13; Titus 2:11-15).

SANCTIFICATION

We believe in positional sanctification. This is the believer's position or standing before God, based on the death of Christ. In positional sanctification the believer is accounted holy before God; he is declared a saint (1 Corinthians 6:11).

We believe in progressive sanctification. Although the believer's positional sanctification is secure, his progressive sanctification may fluctuate because it relates to his daily life and experience (1 Thessalonians 4:3). This progressive sanctification grows as the believer dedicates his life to God (Romans 6:13; 12:1-2) and is nourished by the Word of God (Psalm 119:9-16; John 17:17).

We believe in ultimate sanctification. This aspect of sanctification is future and anticipates the final transformation of the believer into the likeness of Christ. At that time all believers will be presented to the Lord without any blemish (1 Thessalonians 3:13).

FINAL DESTINIES

We believe in the personal, bodily, pretribulational, premillennial, and imminent return of our Lord and Savior Jesus Christ (Matthew 24:44; John 14:1-3; 1 Thessalonians 4:4-18; Titus 2:11-13). We believe in the bodily resurrection of all men, the saved to eternal life, and the unsaved to judgment and everlasting punishment (Matthew 25:46; John 5:28-29; 11:25-26; Revelation 20:5-6, 12-13).

We believe that the souls of believers in Christ do at death immediately pass into His presence (2 Corinthians 5:8-10), and there remain until the resurrection of the body at the rapture (1 Thessalonians 4:13-18) when soul and body reunited shall stand before Christ to be judged of their Christian works for the giving of rewards (1 Corinthians 3:11-15); and they shall then be associated with Him forever in glory.

We believe that the souls of unbelievers remain after death in conscious misery until the final resurrection at the end of the millennium for judgment (Luke 16:19-26; 2 Thessalonians 1:6-9); the result of this judgment will be that all will be cast into the lake of fire (Revelation 20:11-15), not to be annihilated, but to be punished with everlasting separation from the presence of the Lord and from the glory of His power.

THE LOCAL CHURCH

We believe that the Church as set forth in the New Testament has both a universal and a local aspect. The church as the Body of Christ, of which Christ is the Head (Ephesians 1:22-23), is an organism composed of genuine believers in Jesus Christ, the total number of Spirit baptized believers of this age regardless of location or circumstances (1 Corinthians 12:13).

We believe that a local church is the visible expression of the body of Christ in a particular time and place (Acts 13:1), being an organized body of immersed believers (Matthew 28:19; Acts 2:41, 47), sharing a common faith or body of truth (Acts 2:42; 2 Thessalonians 3:6; Jude 3), observing the ordinances of baptism (Matthew 28:19),

and communion

(1 Corinthians 11:23-32), meeting for worship, preaching and teaching, fellowship, and prayer (Acts 2:42, 47), carrying out the Great Commission (Matthew 28:19-20), and whose biblical offices are Pastor (1 Timothy 3:1-7) and Deacon (1 Timothy 3:8-13).

We believe that the local church is an autonomous body solely responsible to preserve its internal unity (Romans 12:16; 1 Corinthians 1:10; 2 Corinthians 13:11; Philippians 4:2), maintain pure doctrine and practice (1 Timothy 3:15; Jude 3; Revelation 2-3), elect its own officers, leaders, and messengers (Acts 6:1-6, 11:22, 13:2; 2 Corinthians 8:19), and determine the extent of its cooperation with other churches (Acts 15:2-32; 2 Corinthians 8:19).

We believe that the institution of the local church is God's ordained instrument for His work and witness in this age (1 Timothy 3:15).

ORDINANCES

We believe in water baptism by immersion (Matthew 28:19-20; Acts 2:38, 10:47-48; Romans 6:3-5) and the Lord's Supper (Acts 2:41-42; 1 Corinthians 11:23-32) as the Scriptural ordinances of obedience for the church in this age.

SEPARATION

We believe that separation is a doctrine as well as a practice and that the separation principle runs through the entire Bible. We believe that true spiritual fellowship is the result of common faith and practice. We believe there are several aspects of Biblical separation.

I. PERSONAL SEPARATION

The separation of the believer from the world and sin in order to serve God (Joshua 24:14; Romans 12:1-2; Ephesians 1:4; 5:11; James 4:4; 1 Peter 1:15; 1 John 2:15)

II. ECCLESIASTICAL SEPARATION

The separation of the church from apostasy (Matthew 7:15; 2 Corinthians 6:14-18; 1 Timothy 6:3-5; Titus 3:10-11; Revelation 2:14)

III. FAMILIAL SEPARATION

The separation of the believer from the erring brother, when doctrinal or ethical compromise creeps into his life or ministry (Romans 16:17; 1 Corinthians 5:11; 2 Thessalonians 3:6, 14-15).

IV. POLITICAL SEPARATION

Church and state present two distinct and separate responsibilities to the Christian (Matthew 22:21).

A. Duties the Christian owes to his government (Romans 13:1-7; 1 Peter 2:13-17)

B. Duties a Christian owes to God, and these are supreme. When there is a conflict between the laws of man and the laws of God, the Christian must obey God (Acts 5:29).

HUMAN SEXUALITY

We believe that God has commanded that no intimate sexual activity should be engaged in outside of marriage which is to be between a man and a woman. Furthermore, we believe that from the time of creation, God intended that the marriage relationship would be made up of one man and one woman as taught throughout scripture. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication,

adultery, and pornography are sinful perversions of God's gift of sex. (Genesis 2:24; 19:5,13; 26:8-9; Leviticus 18:11-30; Romans 1:26-29; I Corinthians 5:1; 6:9; I Thessalonians 4:1-8; Hebrews 13:4).

ABORTION

We believe that human life begins at conception and that the unborn child is a living human being. Abortion is murder. We reject any teaching that abortions of pregnancies due to rape, incest, birth defects, gender selection, birth or population control, or the mental well-being of the mother are acceptable (Job 3:16; Psalm 51:5; 139:14-16; Isaiah 44:24; 49:1,5; Jeremiah 1:5; 20:15-18; Luke 1:44).

CONSTITUTION

PREAMBLE

As a body of baptized believers, we have placed our faith wholly in the Lord Jesus Christ for our salvation. Having bound ourselves together in fellowship and believing it necessary to govern ourselves in an orderly and efficient manner, we do hereby adopt the provisions of the Statement of Belief, Baptist Distinctives, Constitution, and By-Laws contained in this booklet (Matthew 16:18).

ARTICLE I: NAME

The Name of this corporation shall be Emmanuel Baptist Church and shall be an independent, self-determining and self-governing body in relation to its own policies and in its fellowship with other religious bodies. It is incorporated as a non-profit corporation under the laws of the State of Iowa.

ARTICLE II: PURPOSE

The purpose of this organization is to glorify God by:

- I. Gathering together to encourage one another and to worship Christ our Lord (Hebrews 10:25).
- II. Equipping all saints for the work of the ministry through the effective use of their God-given gifts (Ephesians 4:11-13).
- III. Fulfilling the great commission throughout the world by multiplying and reproducing disciples (2 Timothy 2:2; Matthew 28:19, 20; Acts 1:8).
- IV. To have communion with God through prayer (Ephesians 6:8; 1 Timothy 2:1-8).

ARTICLE III: MEMBERSHIP

Membership in this church is open to anyone who has received by faith the Lord Jesus Christ as his personal Savior; desires to share in the fellowship and ministry of this church; has received the ordinance of water baptism by immersion and agrees to be governed as a member by its Constitution and By-Laws.

ARTICLE IV: OFFICES

- I. Biblical Guidelines
 - A. The offices of the church shall be Pastor and Deacon.
 - B. Each Pastor and Deacon must subscribe in writing to the Statement of Belief, Baptist Distinctives, Constitution, and By-Laws of this church at the beginning of each new year.
- II. Pastor
 - A. His Qualifications
 1. His qualifications shall reflect the requirements as stated in 1 Timothy 3:1-7 and Titus 1:6-9.
 - B. His Duties
 1. To equip the saints and build up the body of Christ for the Lord's service (1 Peter 5:2; Ephesians 4:12)
 2. To speak the truth in love (Ephesians 4:15)
 3. To lead the local church (1 Peter 5:1-4)
 4. In propagating the Gospel to the unsaved (Acts 1:8)
 5. In the areas of church business

- a. To preside over all church business meetings except in business which directly relates to him, or if he chooses to assign the task to another moderator.
- b. To be an ex-officio member (co-equal with the chairman) of all boards and committees

III. Deacon

A. Their Qualification

1. The Deacons shall meet the New Testament standards given in 1 Timothy 3:8-13.

B. Their Duties

1. Assist the Pastor (Acts 6:2-4).
2. Assist with the spiritual needs of the church (Ephesians 4:12; 1 Peter 4:10).
3. Assist with the material needs of the church (Acts 6:2-3).

ARTICLE V: FINANCES

- I. The fiscal year shall begin on January 1st, and end on the following December 31st.
- II. This church shall be supported by the voluntary gifts of the Lord's people. We believe that each Christian should seek to give systematically, regularly, proportionately, sacrificially and cheerfully of his substance to the Lord's work through the local church (2 Corinthians 8-9). No means, such as raffles, suppers, rummage sales or other similar methods shall be used to raise money for the church.

ARTICLE VI: MISSIONS

This church shall support missionary causes and educational institutions that are in agreement with its Statement of Belief and Constitution. All missionaries supported by this church shall be in full agreement with the doctrines and practices of this church. Designated personal or special offerings will be honored, provided the designee is in full agreement with the doctrines and practices of this church.

ARTICLE VII: USE OF CHURCH BUILDING

The church buildings and facilities shall be used only for such meetings and activities as shall promote the Gospel and honor our Lord and Savior Jesus Christ.

ARTICLE VIII: AMENDMENTS

Amendments to the Articles of Incorporation, Constitution, or Statement of Belief shall be made after prayerful consideration, by the affirmative vote of at least three-fourths (3/4) of the membership present at any business meeting of the church. Other guidelines are in Article XIII of the By-Laws.

ARTICLE IX: BY-LAWS

To the extent not inconsistent with the provisions of the Constitution of this church, the members at any regular or special business meeting may adopt, amend, or repeal By-Laws for managing the business and regulating the affairs of this church. The Church Clerk shall maintain permanent records of the approved By-Laws of the church.

BY-LAWS

PURPOSE

The purpose of these By-Laws is to define the organization, policies, and procedures of Emmanuel Baptist Church and its ministries.

AUTHORITY

The By-Laws are under the authority of the congregation and the constitution of Emmanuel Baptist Church and may be amended according to Article XIII "AMENDMENTS" of these By-Laws. The Church Clerk shall maintain permanent records of the approved By-Laws of the church.

ARTICLE III: MEMBERSHIP

I. Admission of Members

- A. Anyone desiring membership in this church shall make his desire known.
 - 1. The Pastor and Deacons shall interview the applicant with regard to his salvation and spiritual life following participation in a membership class.
 - 2. Upon finding the applicant eligible, each candidate shall be asked to give a personal testimony at a public meeting of the church at least one week prior to the time when the vote is taken.
 - 3. A membership vote may be taken at a business meeting called at any regularly scheduled service.
- B. Should any member object to the applicant, that member must immediately appear before the Pastor and Deacons and state Scriptural reasons supporting the objection, upon which the Pastor and Deacons shall rule the objection valid or invalid.
 - 1. If the objection is ruled invalid, the vote for membership shall be conducted as scheduled and the Pastor and Deacons shall explain to the objecting member why the objection was ruled invalid.
 - 2. If the objection is ruled valid, the applicant shall be held in abeyance pending further investigation and attempted correction of the matter by the Pastor and Deacons.
- C. A three-fourths (3/4) majority vote of the voting members present is required for acceptance of the applicant into the membership of the church.
- D. Newly accepted members shall then be welcomed into the fellowship of the church.

II. Responsibilities of Members

- A. All members shall consider the responsibilities and obligations placed upon them by the Word of God and the church. They shall in all things conduct themselves as Christians (Ephesians 4:1-7; Hebrews 10:25; Matthew 5:16; 28:19-20; Romans 12:10, 13:1-14).

III. Types of Members

- A. Active
 - 1. Upon admission to the church all members are considered active, with all rights, responsibilities, and privileges of membership.
- B. Inactive

1. Members that unable to fulfill their responsibilities for a period of time greater than (6) six months because of circumstances beyond their control, shall be brought before the pastor and deacons who will determine whether or not to place that individual on the inactive list.
2. Inactive members do not count for the consideration of a quorum and do not maintain the right to vote.
3. Examples of inactive members would be those in military service, shut-ins, those who have moved and not yet joined a church, and missionaries.
4. If an inactive member is able to return to the church and fulfill his responsibilities, and desires to change his membership status to active, he shall notify the pastor and deacons of his desire. The pastor and deacons will have the authority to either place him back on the active list or have him remain on the inactive list. The church will be informed of such a decision.

C. Watch Care

1. Any college student or temporary resident, whose home is out of the city and is a member of a fundamental, Bible believing church, may apply for watch-care membership. Admission shall be the same as Article III, Section 1 in the By-Laws.
2. Watch-care membership allows a member to serve in the local church while maintaining active membership in his home church.
3. A watch-care member does not count for a quorum, does not have the right to vote, and may not hold an elected office.

D. Negligent

1. Any member who for four (4) months is willfully negligent toward his church duties or demonstrates lack of interest through absence from services and failure to contribute to support of the church, shall be subject to forfeiture of membership.
2. The church membership shall collectively (Galatians 6:1; Ephesians 4:16) be responsible for personal visitation of all such negligent members, seeking first by the grace of God to achieve a return to full fellowship in the church.
3. If all efforts fail to return a negligent member to full fellowship, any church member who has worked to restore the negligent member shall inform the Pastor and Deacons of his effort. When all steps of restoration have been taken as outlined in Matthew 18:15-16, the Pastor and Deacons shall report the case at a business meeting of the church for resolution as outlined in Matthew 18:17 and 2 Thessalonians 3:6-15.
4. All reasonable attempts shall be made to notify the negligent member in writing of the time and place of the church business meeting where the matter shall be reported.

E. Erring

1. If a member errs in doctrine or conduct (Galatians 6:1; 2 Thessalonians 3:6-15), the member who has that knowledge shall, in brotherly love (Ephesians 4:14-16), attempt to correct the erring member.
2. If the erring member does not heed this advice, the Pastor and Deacons shall be notified of the error in doctrine or conduct and shall then admonish the erring member. If this fails, the Pastor and Deacons shall report the case at a business meeting of the church which shall act according to Matthew 18:15-18 and 2 Thessalonians 3:6-15.

3. All reasonable attempts shall be made to notify the erring member in writing of the time and place of the church business meeting where the matter shall be reported.

IV. Removal of Members

- A. Any member who so desires shall, upon request to the Pastor and Deacons, be removed from the membership of the church upon a three-fourths (3/4) majority vote of the voting members present.
- B. When charges have been made against a negligent or erring member of the church, and when attempted admonition and reconciliation have failed, said member shall be notified in writing of these charges.
 1. The accused shall be notified of the time and place of the church business meeting at which these charges are to be presented.
 2. If the accused fails to respond to this invitation, the church may, upon presentation of the charges, withdraw the accused from membership in the church.
- C. The exclusion of members must be acted upon by the church, which alone has that authority.
- D. Any negligent or erring member who is recommended for dismissal by the Pastor and Deacons can only be dismissed by at least a three--fourths (3/4) majority vote of the voting members present.
 1. In the case of a negligent member, the vote may be taken at any business meeting of the church.
 2. In the case of an erring member, the vote may be taken at any business meeting of the church, and the vote shall be by written ballot. A general announcement of the purpose and time of the meeting shall be made at least one (1) week prior to the business meeting.
- E. Anyone who has been removed from membership shall receive a letter from the Church Clerk so stating.

V. Loss of Rights

- A. Persons who have withdrawn from membership or who have been stricken from the membership have no right to vote or make claim upon any of the church property and should return any such property in their possession immediately.

ARTICLE IV: OFFICES

I. Pastor

A. The Call of the Pastor

1. When the office of Pastor is vacated, the church shall move with haste to seek the will of God in selecting a new Pastor.
2. The Pulpit Committee shall invite, after careful investigation, a man of good report who is sound in doctrine, Biblical in separation, and Baptist by conviction to be considered as candidate for Pastor.
3. The church must hear the candidate speak no less than two times before voting to extend a call.
4. The Pulpit Committee shall make a recommendation to consider calling the candidate to be the Pastor.
5. A special business meeting shall be called for the purpose of voting on the prospective Pastor.
 - a. A minimum of a three-fourths (3/4) majority of the voting members present, age eighteen (18) and over, shall be needed to extend a call.

- b. Voting by written ballot is required.
 - c. Only one candidate shall be considered at a time.
 - 6. The result of the special business meeting shall be made known to the prospective Pastor under consideration as soon as possible after the meeting.
 - 7. If the vote is favorable, and if he accepts the call, he shall become Pastor and also a member of Emmanuel Baptist Church.
 - 8. Details of the call, such as salary, housing, car allowance, vacation time, etc. shall be included in a written invitation.
- B. The Provisions for the Pastor
 - 1. The church will provide a salary for its Pastor.
 - 2. The church will provide an adequate home or a housing allowance for its Pastor.
 - 3. The church will provide reasonable vacation allowances, in harmony with years of service.
 - 4. The church will provide other benefits as the Lord prospers and the members deem necessary.
 - 5. The Deacons, at each Annual Business Meeting, shall present a recommendation for a Pastoral salary and benefits package.
- C. The Tenure of a Pastor
 - 1. He is called for an indeterminate period of time and shall continue as long as that relationship is mutually agreeable to him and/or this church.
- D. The Termination of the Pastor's Ministry
 - 1. By Resignation
 - a. The Pastor may resign at any time, and his duties shall be terminated thirty days from the date of his resignation, or at another time mutually agreeable to both the Pastor and the church.
 - 2. By Church Action
 - a. The Deacons by simple majority vote may call for the resignation of the Pastor, listing their charges in writing.
 - b. If it becomes necessary to bring the charges before the church to consider dismissal of the Pastor, the Deacons shall call a special business meeting. It shall be conducted as follows:
 - i. The Chairman of the Deacons shall call the meeting to order and serve as moderator.
 - ii. The moderator shall read the charges, and the Pastor shall be permitted to answer the charges verbally and/or in writing.
 - iii. The church shall then vote by written ballot.
 - iv. It will require a majority of the voting members present to vote for dismissal.
 - c. The Pastor should be given a reasonable amount of time to vacate his office depending upon the circumstances. In case of false doctrine or immorality, he shall be removed from his office at once.
 - 3. The Pastor's salary shall continue for a minimum of thirty (30) days from the date of resignation or dismissal.
 - a. The date of resignation is the date the Pastor notifies the church of his resignation.
 - b. The date of dismissal is the date the church votes to dismiss the Pastor.

4. Upon completion of his duties, the Pastor is automatically removed from church membership.

II. Deacons

A. Office of a Deacon

1. A Deacon must be a member of this church not less than twenty-one (21) years of age, preferably a married man.
2. A man must be a member of Emmanuel Baptist Church for a minimum of six (6) months in order to be eligible to run for the office of Deacon.
3. The Deacons shall consist of no less than four (4) men, unless there is a lack of scripturally qualified men in the church.
 - a. The number of Deacons may increase as deemed necessary to carry on the ministry of the church, and as voted on by the church.
 - b. A quorum for a meeting of the Deacons shall be a majority of the membership of the current Deacons.
4. The term of office shall be for three (3) years.

B. Election of Deacons

1. Deacons shall be elected as outlined in these By-laws, Article VI, and "Manner of Elections".
2. Any vacancy occurring in the Deacons with an unexpired term of six (6) months or more shall be filled as follows:
 - a. A special business meeting shall be called.
 - b. Two weeks prior to the business meeting, the Church Clerk shall provide a letter naming the Deacon whose office is being vacated to all active members. A blank primary ballot shall also be provided and is to be returned as designated by the Pastor and Deacons.
 - c. A final ballot shall be prepared from the nominations by the Pastor and Deacons. This ballot shall be presented and voted upon at the special business meeting.
 - d. The Deacon elected to fill this vacancy shall hold office for the remaining period of the unexpired term.

C. Organization of Deacons

1. The Deacons shall elect from among themselves the following officers:
 - a. Chairman
 - b. Secretary
2. The Deacons shall appoint committees, as they deem necessary.

D. Responsibilities of Deacons

1. To help the Pastor in preparing all business agendas.
2. To prepare and serve the communion table and assist in baptismal services.
3. To act as the membership committee, hearing all testimonies of those seeking membership.
4. To evaluate the total church programs and to make recommendations to the church in all areas as needs arise.
5. In the area of the financial matters of the church, the Deacons shall be responsible to:
 - a. Prepare and recommend an adequate church budget on an annual basis.
 - b. Authorize all bills to be paid by the Treasurer.

- c. Appoint a committee of at least two (2) members to conduct an annual audit of the financial records of the Treasurer of the church (Article VIII, Section 1 of these By-Laws).
 - d. Assist the Financial Secretary in the counting of all monies.
6. The elected Deacons shall comprise the Board of Trustees and shall conduct the business of this church.
- a. They shall hold in trust the property of the church under the direction of the church and the laws of the state.
 - b. The Trustees are at all times the servants of the church and subject to its corporate action.
 - c. The Trustees shall have the authority to sell, lease, give away or dispose of in any manner church property not greater than one thousand five hundred dollars (\$1,500.00) in value.
 - d. The Trustees shall have the authority to spend up to one thousand five hundred dollars (\$1,500.00) as needed to maintain the church property and carry on the ministries of the church effectively.
 - e. As Trustees, the Deacons shall be responsible for the following duties:
 - i. Care for the property of the church.
 - ii. Hold, repair, invest, and preserve the property of the church.
 - iii. Superintend any improvements that are not entrusted to a special committee.
 - iv. Perform any business concerns that are assigned to them by the church.

E. Meetings of Deacons

- 1. The Deacons shall meet on a regular basis as deemed necessary to carry on the business of the church.
- 2. The Secretary of the Deacons must record the minutes of all meetings.

F. Termination of a Deacon's ministry

- 1. The Pastor and Deacons by simple majority vote may call for the resignation of a Deacon, listing their charges in writing.
- 2. If it becomes necessary to bring the charges before the church to consider dismissal of a Deacon, the Pastor and Deacons shall call a special business meeting. It shall be conducted as follows:
 - a. The Pastor shall call the meeting to order and serve as moderator.
 - b. The moderator shall read the charges, and the Deacon shall be permitted to answer the charges verbally and/or in writing.
 - c. The church shall then vote by written ballot.
 - d. It will require a majority of the voting members present to vote for dismissal.
- 3. The procedure should be done smoothly and in Christian love. In case of false doctrine or immorality, he shall be removed from his office as Deacon immediately.

III. Elected Church Officers

A. Offices

- 1. The following offices are required:
 - a. Church Clerk
 - b. Treasurer

- c. Financial Secretary
 - 2. Other officers may be elected as deemed necessary by a majority vote of the church.
- B. Election
 - 1. All officers shall be elected by ballot vote for a term of one (1) year according to Article VI of the guidelines listed in this document regarding “Manner of Elections”.
 - 2. If any elected office should be vacated prior to the fulfillment of the elected term, the Pastor and Deacons shall be responsible for appointing a replacement.
- C. Qualifications
 - 1. All those elected to fill offices must be at least eighteen (18) years of age and active members of Emmanuel Baptist Church.
 - 2. To be eligible to run for any elected office an individual must be a member of Emmanuel Baptist Church for a minimum of six (6) months prior to the election.
- D. Job Descriptions
 - 1. Job descriptions listing the duties and responsibilities of the position must be written for all elected offices according to Section XIV of these By-Laws entitled, “Policies and Descriptions”.

ARTICLE V: MEETINGS

- I. A Place for Worship
 - A. The Church shall meet each Sunday for public worship. The Pastor and Deacons may make occasional changes.
 - B. The midweek service shall be on Wednesday evenings. The Pastor and Deacons may make occasional changes.
 - C. The ordinance of Baptism can be observed in any regular or special service so designated by the Pastor and Deacons. The Lord’s Supper shall be observed at the time prescribed by the Pastor and Deacons.
- II. Meetings for Business
 - A. In the conduct of business, rules contained in “Robert’s Rules of Order” shall govern all cases to which they apply.
 - 1. In exception, a majority vote shall establish the rule.
 - 2. Christian courtesy shall be shown in all deliberation and discussion.
 - B. The Annual Meeting
 - C. The annual business meeting shall be conducted during the month of January.
 - 1. The Quarterly Business Meeting
 - D. The quarterly business meeting shall be conducted during the months of April, July and October.
 - E. The date of the annual meeting and quarterly meetings shall be announced from the pulpit and/or published in the church bulletin a minimum of two weeks prior to such meeting.
 - F. Special Business Meetings
 - 1. Special business meetings may be called by the Pastor, Deacons, or by the written request of any ten percent (10%) of the members of the church who are eligible to vote, submitted to the Pastor and Deacons for approval.
 - 2. If the Pastor and Deacons do not approve the special business meeting request, a written explanation must be made, and a copy given to each person of the requesting group.

3. The purpose of a special business meeting shall be announced from the pulpit and/or published in the church bulletin two public services prior to such meeting.
 4. No other business shall be transacted in such a meeting.
- G. Quorum
1. A quorum of fifty percent (50%) of the active membership, eighteen (18) years of age or older, shall be required for all business meetings.
- H. Voting
1. It is understood that all matters shall be settled by a majority vote of the voting members present at any business meeting, unless the church by its Constitution or By-Laws shall limit itself to some greater percentage than a majority.

ARTICLE VI: MANNER OF ELECTIONS

- I. The nominations for church officers shall be made by primary election, which shall be held four (4) weeks prior to the regular election. Primary ballots may be obtained from the Church Clerk upon request.
- II. The Pastor and Deacons shall act as the election board.
 - A. The election board shall consider the qualifications of all nominees of the primary election according to the requirements set forth in the Bible and the policies of this church.
 - B. The election board shall inquire as to the willingness of a nominee to serve the post before putting his name on the election ballot.
 - C. The election board shall place the two (2) names that receive the most primary votes and are eligible on the election ballot for the position nominated. If there are not two (2) qualified nominees, only one (1) name shall be put on the election ballot.
- III. The regular election shall be held on the second midweek service in November.
- IV. The elected officers shall assume office on January 1st of the following year.

ARTICLE VII: AUXILIARY ORGANIZATIONS AND COMMITTEES

- I. Auxiliary Organizations
 - A. There shall be such organizations as shall be helpful in promoting the purpose of this church.
 1. These organizations may be started with the consent of the Pastor and Deacons.
 2. These organizations shall be self-governing but finally subject to the control of the church through its Constitution, By-Laws, and church policies.
 - B. All organizations are required to confer with the Pastor no less than quarterly regarding plans and activities, and all matters of importance must be submitted to the Pastor and Deacons for approval.
 - C. All officers of auxiliary organizations and all regular teachers must be active members of Emmanuel Baptist Church.
- II. Committees
 - A. All committees of a permanent nature shall be recommended to the church by the Pastor and Deacons and must be approved by the church by a majority vote of the voting members present at any business meeting.
 - B. All committees shall be subject to the control of the church through its Constitution, By-Laws, and Church Policies.
 - C. If any member of a committee fails to attend three (3) consecutive meetings (unless prevented by illness or other excusable absence) which his office or position requires him to attend, his action shall be considered a resignation from that committee.
 - D. Dealing with Pulpit Committee

1. The pulpit committee, at such times as needed, will be made up of the deacons and any other members that the deacons shall invite to be part of the committee. The pulpit committee shall exist until the pulpit is filled.
- E. The Pastor and Deacons may appoint committees as they see fit to fill specific needs in the church.

ARTICLE VIII: FINANCES

- I. Auditing the Books
 - A. The Pastor and Deacons shall appoint an auditing committee annually to audit the books of the Church Treasurer.
 - B. The auditing committee shall consist of at least two (2) members, and shall present a report of its findings to the church at the first quarterly business meeting.
- II. Memorials Given to the Church
 - A. The Pastor and Deacons shall supervise the details regarding memorials and shall appoint a committee consisting of two (2) Deacons together with a representative of the donors' family. This committee shall consult together regarding the details of the memorial.
 - B. The Pastor and Deacons must approve the recommendation of the committee before the church can receive any memorial.
- III. Material Gifts
 - A. The Pastor and Deacons shall approve all materials gifts involving real or personal property before being given.
- IV. Organizations Within the Church
 - A. No organizations within the church (such as men's, women's, and youth groups) shall give gifts of money or material goods to missionaries or Christian workers not normally supported by the church without first receiving approval from the Pastor and Deacons.

ARTICLE IX: MISSIONS

- I. Agreement in Doctrine and Practice
 - A. The church shall support only missionaries who are in full agreement with this church's Statement of Belief and Constitution, and who are willing to affirm this in writing.
 - B. Foreign Missionary Support
 1. Missionary support shall be for one term only, and this shall be clearly stated to missionaries whom the church supports.
 2. At the end of each foreign missionary's four (4) year term on the field, he shall meet with the Pastor and Deacons of the church and be questioned concerning his doctrinal position and his work.
 3. This shall be the normal procedure, but in cases where a personal interview is absolutely impossible, detailed questions shall be submitted by mail to each missionary.
 4. Any missionary who does not satisfactorily answer such questions as may be asked of him, or who refuses to answer, or who evidences departure from the doctrinal position of this church, shall no longer receive support from the church.
 - C. Home Missionary Support
 1. Missionary support shall be for one term only, and this shall be clearly stated to missionaries whom the church supports.
 2. The support of home missionaries normally shall be reviewed every four (4) years though the church may review their work at any time it deems necessary.

3. It is to be expected that home missionaries being supported by this church shall visit the church at least once in a four-year period and shall be interviewed by the Pastor and Deacons in the same manner as foreign missionaries.
 4. Should this prove to be absolutely impossible, questioning shall be done in writing.
- D. Other Mission Support
1. Institutions, associations, and other organizations supported by the church under its missionary budget shall be required to submit to a review by the Pastor and Deacons at least once every four (4) years.
 2. An executive officer of each organization supported by the church shall answer in writing all questions pertaining to the organization's work, which may be asked in the review.
- II. Departure from Doctrine and Practice
- A. When the Pastor and Deacons discover that foreign or home missionaries, or any institutions or organizations which are supported by this church, have departed from the faith and practice of this church, these facts shall be brought to the attention of the church at a business meeting with a recommendation for appropriate action. The church shall then vote concerning the matter.

ARTICLE X: USE OF CHURCH BUILDING

- I. Authority for Use of Buildings
 - A. The Pastor and Deacons shall exercise the authority to approve the use of the building for any activity.
 - B. They may refuse the use of the building for any activity which is contrary to church belief or policy.
- II. Weddings
 - A. The church building may be used for weddings upon approval of the Pastor and Deacons.
 - B. It is the responsibility of the wedding party to provide for the cleaning of the church following the wedding.
- III. Funerals
 - A. The church may be used for funerals at the discretion of the Pastor and Deacons.
- IV. Profit Making
 - A. The buildings and facilities of this church shall not be used for profit making.
- V. Petitions and Causes
 - A. No one shall circulate a petition or organize a cause without permission from the Pastor and Deacons.

ARTICLE XI LICENSING AND ORDINATION

- I. Licensing
 - A. Any member who believes he is called of God to the work of the ministry, and desires to be licensed by this church must have:
 1. In the judgment of this church, demonstrated evidence of piety, zeal, and aptness to teach.
 2. Preached in the hearing of this church.
 - B. He shall make his desire known to the Pastor and Deacons.
 1. Upon their satisfaction of his call to the ministry, the Deacons shall recommend to the church that a license be granted.
 2. Such proposal shall be granted provided a three-fourths (3/4) majority of the voting members present at any regular business meeting shall agree thereto.

- C. The duration of this license shall be for one (1) year from the date of issue but may be renewed annually after a review by the Deacons.
 1. No license granted by this church shall be valid after the licensee removes his membership from the church.
 2. It shall be within the power of the church to annul or withdraw a license at any time after an investigative hearing conducted according to the guidelines of 1 Corinthians 13:4-7.
 3. A majority vote of the voting members present at a business meeting is necessary to revoke a license to preach.

II. Ordination

A. The Examination Council

1. When, in the judgment of the Deacons, a man who is an active member of this church is called to the Christian ministry, it shall be within the power of the Deacons to recommend to the church that an examination council be called.
 - a. The examination council shall be called by a majority vote of the voting members present at any business meeting.
 - b. The Deacons shall send invitations to the Pastor and two (2) members from churches of like faith and practice for the purpose of examining the candidate.
2. The examination council shall thoroughly examine the applicant for ordination as to his call to Christian ministry, education, Christian experience, reputation, doctrinal belief, and demonstrated efficiency in Christian service (1 John 4:1-6).
 - a. After hearing the recommendation of the examination council, the church shall vote on the ordination of the applicant.
 - b. A three fourths (3/4) majority of the voting members present at any business meeting is necessary to approve the ordination of the applicant.
 - c. Upon a favorable vote of the church, the ordination service shall proceed at the discretion of the applicant.
3. The following shall NOT be ordained to the ministry of this church:
 - a. One who has not served six (6) months as Pastor, assistant Pastor or in definite Christian work in such manner as to convey reasonable evidence of God's call to the ministry.
 - b. One who cannot conform to the qualifications of a Pastor as set forth in 1 Timothy 3:1-7 and Titus 1:6-14.

B. Revocation of Ordination

1. It shall be within the power of this church to discipline, even revoke the ordination certificate of any minister ordained by this church.
 - a. An investigative hearing must be conducted according to the guidelines of 1 Corinthians 13:4-7.
 - b. A majority vote of the voting members present at any business meeting is necessary to revoke an ordination certificate.
 - c. The minister does not necessarily need to be in attendance.
2. The minister shall have the privilege of appealing his case to the congregation within sixty (60) days of the church vote.

ARTICLE XII LEGAL PROVISIONS

- I. This church shall have the right to own, buy or sell tangible properties, both real and personal, in its own name and through properly elected officers, when authorized by a vote of the church. The Deacons shall be responsible for all legal matters of the church.

- II. No monies may be raised without the approval of the Pastor and Deacons.
- III. No profit shall ever accrue to the benefit of any individual from the assets, holdings, or transactions in which this corporation may become involved.
- IV. In the event of dissolution of this corporation, all its debts shall be fully satisfied. None of its assets or holdings shall be divided among the members or other individuals but shall be irrevocably designated by corporate vote prior to dissolution to such other nonprofit religious corporations as are in agreement with the letter and spirit of the Statement of Belief adopted by this church and in conformity with the requirements of the United States Internal Revenue Service Code (Section 501 C-3).

ARTICLE XIII AMENDMENTS

- I. The Deacons must propose to the church all amendments to the Articles of Incorporation, Constitution, Statement of Belief, and By-Laws.
- II. There shall be at least a thirty (30) day notice before any amendment is considered in a business meeting.
 - A. A public announcement shall be given stating the nature of the amendment(s) and the date of the scheduled business meeting when the vote is to be taken.
 - B. The proposed amendment(s) shall be posted or made available for any member who requests a copy, thirty (30) days prior to the business meeting when the vote is to be taken.
- III. Amendments to the Articles of Incorporation, Constitution, or Statement of Belief shall be made after prayerful consideration only by the affirmative vote of at least three-fourths (3/4) of the membership present at any business meeting of the church.
- IV. Amendments to By-Laws shall be made after prayerful consideration and shall be approved by a simple majority vote of the voting members present at any business meeting and subject to the same thirty (30) day notice.
- V. A Quorum of the voting membership shall be present to consider amendments. The church shall set the effective date of the amendment at the time of approval.
- VI. The Dissolution clause in the By-Laws may NOT be amended or deleted (Article XII, Section IV).

ARTICLE XIV POLICIES AND DESCRIPTIONS

- I. Policies for Church Ministry
 - A. Ministry policies shall be prepared under the direction of the Pastor and Deacons and must be approved by a majority vote of the voting members present at any regular or special business meeting of the church.
 - B. There shall be at least a two (2) week notice before any policy is to be considered or reviewed for change at a business meeting.
 1. A public announcement shall be given stating the nature of the policy and the date of the scheduled business meeting when the vote is to be taken.
 2. The proposed policy shall be posted or made available for any member who requests a copy no later than two (2) weeks prior to the business meeting when the vote is to be taken.
 - C. All members who will serve in a church ministry for which a ministry policy has been written shall be given a copy of that current ministry policy.
- II. Job Descriptions
 - A. The Church Clerk shall maintain a current list of job descriptions for the three required church officers (Clerk, Treasurer, and Financial Secretary) and any other officers that are annually elected (other than Deacon).
 - B. The Church Clerk shall keep current copies of job descriptions for all who are employees of the church other than the Pastor.
 - C. Each job description shall be a short list of duties and responsibilities of how a servant of the church is to function within the area of service or employment.

1. Those individuals whose names are on the election ballot shall be given a job description of the office prior to the election.
 2. All prospective employees shall be given a job description and must sign their agreement with the job description and the church's Statement of Belief prior to consideration for employment.
- D. Those elected to fill the designated offices are responsible for fulfilling the duties and responsibilities outlined in the job descriptions.
- E. The Pastor and Deacons shall review and make changes to job descriptions for church officers and employees as deemed necessary.

ARTICLE XV EMPLOYMENT

- I. As there is need, the Pastor and Deacons shall recommend to the church new employment positions.
- A. The recommendation shall include a salary and benefit package.
 - B. The church must vote to add a new position by a majority vote of the voting members present at any business meeting.
 - C. No employee salary or benefit package for an existing position shall be changed without a majority vote of the voting members present at any business meeting.
 - D. Employees must be members of Emmanuel Baptist Church unless a special exemption is granted by a majority vote of the voting members present at any business meeting.
- II. The Pastor and Deacons shall interview and make the decisions relative to the hiring and dismissal of all persons to fill the non-Pastoral positions approved by the church.
- A. All agreements detailing the salary and benefits of the position must be in writing and signed by the Church Clerk and the employee.
 - B. A job description shall be written for each position.