

CONSTITUTION  
*of the*  
**EMMANUEL BAPTIST CHURCH**  
Clarksburg, West Virginia

**Preamble**

We, the members of Emmanuel Baptist Church, in orderly manner do hereby establish the following principles by which we mutually agree to be governed in the affairs of our church. We, the members of Emmanuel Baptist Church having placed our faith solely in the Lord Jesus Christ for salvation, and having been scripturally immersed in baptism following our salvation, hereby adopt the following constitution. This constitution is neither a substitute for nor a supplement to the Word of God. It is simply an application of what we believe are the teachings and principles of the Bible as applied to the people of Emmanuel Baptist Church. It is a guide to aide in the application of biblical principles to church polity. The Word of God shall be the first and final authority on all church matters, and any issue whereon this constitution is silent shall be governed by the clear statement of the Word of God.

**Article I. - Organization**

***Section 1.01 - Name***

The legal name of this organization shall be **Emmanuel Baptist Church** of Clarksburg, West Virginia.

***Section 1.02 - Purpose***

We believe the New Testament Church exists to glorify God by making more and better disciples of King Jesus. Our mission is to make more and better disciples of Jesus Christ, through the power of His gospel, in the context of the local church. We do this by demonstrating and declaring the Gospel to the lost, living in a Biblically faithful Gospel community, and reproducing ourselves through discipleship efforts.

A. Core Commitments

1. God-Centered
2. Bible-Centered
3. Gospel-Centered

- B. Ministry Essentials/Goals
  1. Exalting the Lord in worship – faithfully administering the ordinances of the church: Baptism and the Lord’s Supper (Matthew 28:19; I Corinthians 11).
  2. Evangelizing the lost in word and deed. Being obedient to the great commission and great commandment.
  3. Equipping and edifying the saints (Ephesians 4:11-12).
  4. Engaging in Mission – Mobilizing our members for effective ministry both locally and globally.
  
- C. Vision Statement and Ministry Blueprint: **We exist to magnify Jesus by making disciples who are mobilized for mission.**

## Article II. **Beliefs**

### *Section 2.01 –Statement of Faith*

Throughout the Church age, from the Apostles to today, Christians have sought to articulate their beliefs in definitive statements. The Bible, however, as the Word of God, is to be the final and only authority in all matters of faith and practice. The following Articles of Faith express the basic doctrines of the Bible we as a church believe and teach. Where this statement is silent we generally refer and adhere to the historical orthodox Christian confessions, especially the Baptist Confessions of London (1646 & 1689) and New Hampshire (1833 & 1853) (with exception of sabbatarianism).

- A. **THE SCRIPTURES** – We believe that the Bible, both Old and New Testaments, is the verbal and plenary inspired Word of God and is inerrant and infallible in the original manuscripts. The scriptures are the sufficient authority for faith and practice. They are not to be added to or subtracted from. (*Exod. 24:4; 2 Sam. 23:1-2; Isa. 1:2, 10; John 17:17; II Timothy 3:16, 17; II Peter 1:19-21; Revelation 22:18, 19*)
- B. **THEOLOGY PROPER** – We believe there is only one living and true God eternally existing in three distinct, co-equal, co-eternal persons – Father, Son, and Holy Spirit, the same in substance: perfect in holiness, boundless in love, infinite in wisdom and measureless in power. We believe God is the originator, the “first cause,” of all things physical and spiritual (including time itself). We believe God exercises sovereign control over all aspects of creation through providence. *Job 36:26, Ps. 90:2,4, John 8:58* (Gen. 1:1; Deut. 6:14; Mark 12:29; Mt. 3:16,17; 28:19,20; John 10:30; John 1:12; II Cor. 13:14; Eph. 4:4-6)
- C. **THE LORD JESUS CHRIST** – We believe that Jesus Christ is the eternally existing Son of God, begotten by the Holy Spirit and born of the Virgin Mary. He took upon Himself a human body and a human nature, yet without sin. We believe in His substitutionary death on the cross making atonement for the sins of the world, His bodily resurrection and ascension into heaven where He intercedes for believers (Luke 1:35; Ro. 3:25; John 3:16; I Cor. 15:3,4; Acts 1:3,9).
- D. **THE HOLY SPIRIT** – We believe in the deity and personality of the Holy Spirit; that He convicts the world of sin, righteousness and judgment; that He is the Agent of the new birth; that He baptizes all believers at the time of conversion thereby placing them into the Body of Christ, which is the Church; indwelling and sanctifying them, sealing and securing them unto the day of redemption; that He endures with power, guides teaches and helps believers; that it is commanded to all the saved to be filled with the Spirit (John 16:7-11; Ro. 8; Eph. 1:13,14; 5:18; I Cor. 12:13).
- E. **ANTHROPOLOGY** – We believe that mankind was created by God and in the image of God. God created mankind as male and female both image-bearers of God’s likeness. Mankind (with Adam as federal head) fell through sin and brought physical and spiritual death upon all of Creation. Humans inherit a sin nature (original sin), affecting mind, will, and emotion by birth and by choice (total depravity) and are unable to save themselves from this state. That fallen condition results in man's spiritual separation from God in time and eternity. (*Gen. 1:26-27; Ps. 51:5; Isa. 59:2; Jer. 17:9; John 3:3; Rom. 3:10-23, 5:12; I Cor. 15:21-22; Rev. 20:11-15*).

- F. **SALVATION** – We believe that salvation is entirely the work of God, given by grace through faith alone in the death, burial and resurrection of the Lord Jesus Christ. All who personally receive Jesus Christ as Savior are immediately regenerated and indwelt by the Holy Spirit. As born-again children of God, each believer possesses the imputation of a new nature, freedom from the power and judgment of sin, and is given a guarantee of eternal life. (*John 1:12, 3:1-7; 1 Cor. 15:1-4; 2 Cor. 5:17; Gal. 2:20; Eph. 2:8-9; Titus 3:5*). We believe regeneration and justification are momentary acts, while sanctification is a progressive work of God in which the sinner cooperates. (*John 3:16-18; 5:24; 10:27-30; Ro. 1:16,17; 3:24-26; 10:9; Eph. 2:8-10; Titus 3:5; Hebrews 9:11-15*).
- G. **THE CHURCH** – We believe that all true believers, upon trusting Christ as Savior are baptized by the Holy Spirit into the Body of Christ, which is The Church, described in Scripture as the People of God, Body of Christ, and Temple of the Holy Spirit, is a living organism of unified true believers who are dependent upon one another in function. A proper biblical view of Christ and the Gospel are essential in determining a true church from a false church. The Church is related to the Kingdom of God, but the Church itself is not the Kingdom of God. The local church is the atmosphere in which the memorial service of the Lord's Supper serves as a reminder and fellowship for the body of Christ. All believers are given spiritual gifts for the use of glorifying God through ministry to others resulting in evangelism, edification, and ultimately the unity of the body. Those gifts are primarily exercised in the context of a local assembly. We believe that congregational church government, under the oversight of a pastoral (elder) team assisted by deacons, best emulates the example of the New Testament polity. We believe immersion is the normative mode of baptism as a public testimony of an individual's faith in Christ (credobaptism). Each individual assembly is responsible to govern their own affairs through an administration that is a combination of the consensus of the congregation as well as the representative leadership. The congregation is the final court of appeal in church discipline (*Matt. 18; 1 Cor. 5-6; 2 Cor. 2*), doctrinal issues (*Acts 15:3-4, 22-23; 1 John 4:1*), accountability of funds (*1 Cor. 16:3*), and missionary endeavors (*Acts 13*). We believe there are two offices (Pastor and Deacon) in the New Testament that are to be normative for churches throughout the Church Age. The scriptural ordinances of the church are baptism and the Lord's Supper (*Acts 2:41-47; Ro. 12:4,5; 1 Cor. 12:12-27; Eph. 1:20-24; Col. 1:18*).

H. **FUTURE THINGS** God has chosen to reveal in His word many things about the future. End-times teaching is meant to encourage and comfort those dealing with the death of a loved one (*1 Thess. 4:18*), provide joy in the midst of affliction (for believers) (*2 Cor. 4:17*), promote holy living (*2 Pet. 3:11*), and anticipate the ultimate fulfillment of redemption (*Rom. 8:23*). We believe the end of the world is approaching. We believe in the personal and imminent return of the Lord Jesus for His redeemed ones; and in His subsequent return to earth, with His saints, to establish His Millennial Kingdom (*Zech. 14:4-11*; *Daniel 7-9*; *Acts 1:11*; *I Thess. 4:13-18*; *Rev. 19:11-16*).

Should the Lord tarry His coming, death is a future reality for every member of the human race (*Heb. 9:27*). We believe in the bodily resurrection of all men, the saved to eternal life; and the unsaved to judgment and everlasting punishment. (*Matt. 25:46*; *John 5:28-29*). We believe that the souls of the redeemed are at death, absent from the body and present with the Lord, where in conscious bliss they await the first resurrection, when spirit, soul and body are reunited to be glorified forever with the Lord. (*Luke 23:45*; *Rev. 20:4-6*; *Phil. 1:23*). We believe that the souls of unbelievers shall appear at the Great White Throne Judgment, and shall be cast into the Lake of Fire (*Luke 16:19-26*; *Mt. 25:41-46*; *II Thess. 1:7-9*; *Rev. 20:11-15*).

We also recognize that there are a variety of acceptable, orthodox eschatological positions among doctrinally faithful believers and that charity should be extended toward various viewpoints.

## Section 2.02 –Positions on Contemporary Issues

- A. **SANCTITY OF HUMAN LIFE** – We believe in the sanctity of human life traceable to the “breath of life” breathed into Adam in the Garden of Eden. We believe that life begins at conception and that abortion and euthanasia are therefore the unscrupulous ending of human life forbidden by God in the scriptures. We further believe there is a significant distinction to be made between the sacredness of human life created in the “image of God” and animal life instituted by God for man’s welfare. The image of God in man also implies a dignity to all human life regardless of age or ability. Thus, we are categorically opposed to abortion and euthanasia. (Job 1:21, 12:10, & 27:3; Genesis 1:26-28 & 2:7; Ruth 4:13; Proverbs 6:17b; 2Kings 8:12)
- B. **MARRIAGE** –We believe in the holy covenant of marriage. After creating male and female, God created marriage for them (*Gen. 2:18-25*). Marriage is a covenant in which a man and woman leave their parents and form a lifelong monogamous bond for the purposes of: picturing the relationship of Christ and His Church (*Eph. 5:22-33*), companionship (*Gen 2:20*), procreation (*Gen 1:28; Mal. 2:15*), pleasure (*Prov. 5:18-20; Heb. 13:4*), and a deterrent from temptation (*I Cor. 7:2, 9*). Thus, marriage is a permanent covenant broken only by death and specific scriptural exceptions such as unrepentant adultery, Mt 19:9. Furthermore, all expressions of sexuality outside of the bonds of marriage are deemed sinful sexual immorality. These include, but are not limited, to acts and lifestyles such as homosexuality, bestiality, prostitution, polygamy, polyandry, and polyamory. (Hebrews 13:4; Genesis 1:28 & 2:18; Matthew 19:1-6; Romans 1:26-28) We further believe that those practicing such acts should be treated with love, respect and presented the life changing news of the Gospel. Church membership is available to all those who repent of their sin and believe the Gospel 1 Cor. 6:11.
- C. **GENDER ROLES**- We believe that God deliberately created the equal yet distinct genders of male and female. Both genders, as image-bearers of God, share equal personhood and worth, with equal access to God (I Cor. 11:11-12; Gal. 3:27-28; I Pet. 3:7). The New Testament intensifies the equality between genders with equal baptism (Matt. 28:19; Acts 2:41) and reception of spiritual gifts (Acts 2:17-18; I Cor. 12:7; I Pet. 4:10). We believe that though equal in person and worth, God created complimentary (complimentarian) roles for each gender functionally (Gen. 2:18; I Cor. 11:9; Eph. 5:22-28). We believe that one’s gender is chosen by God and is part of one’s personhood, thus we oppose the transgender lifestyle.

- D. **RACE RELATIONS**– We believe the entire human race, as created by God, finds its ancestry in Adam and Eve and share a common blood, genetic source, and continue to be image bearers of God. Common ancestry renders all humans members of the same Adamic Race. This human brotherhood denounces all forms of racism as denials of an individual’s oneness in Adam. Furthermore, racism and segregation among believers is a denial of our oneness in Christ and in Christ’s Church.

## Article III. Church Associations

### *Section 3.01 Autonomy & Interdependence*

We believe in the autonomy of the local church, which means each local church is self-governing, self-supporting, and self-propagating. The New Testament pattern pictures churches caring for their own members (*Acts 6*), commissioning its own leaders (*Acts 13*), and disciplining its own members (*Matt. 18; 1 Cor. 5*). While we believe churches were independent in the New Testament, we also believe they function with interdependence within the broader body of Christ. Therefore, this church it may participate in fellowship and activity with other local churches or organizations as it chooses. Partner organizations should be of like faith and practice that hold to the inerrancy of scripture and core doctrines of the Gospel and be accord in the spirit of this constitution and by-laws.

### *Section 3.02 Relationships within the church and with other churches*

We believe that members of local churches should strive for unity. The Scriptures highly emphasize the **unity of the church**. Jesus’ goal was for the Church to be one (*Jn. 10:16, 17:21*). The unity of the Church is possible because of the spiritual unity which exists among true believers (*Eph. 4:4-6*). The universal (invisible) nature of the Church fosters unity because believers are “*called to be saints together with all those who in every place call upon the name of our Lord Jesus Christ*” (*1 Cor. 1:2*). Paul appealed to the churches in Corinth and Philippi to be united and of the same mind in unity (*1 Cor. 1:10,13; Phil. 2:2*) he further tells the Ephesian church to be eager to maintain unity (*Eph. 4:3*) and notes that a primary purpose of the gifts are to attain unity of faith (*Eph. 4:12-13*). The unity of the Church is a strong witness to unbelievers (*Jn. 17:23*). In addition, the New Testament gives strong warnings against those who would cause divisions within the Church (*Rom 16:17-18*).

The unity of the Church is enriched through the diversity of spiritual gifts (*Eph. 4:1-6*). The Bible’s teaching on the unity of the Church and the universal (invisible) nature of the Body of Christ naturally leads to the cooperation of local churches with one another. Local assemblies in the New Testament worked together for mercy ministries, encouragement, evangelism, and teaching. We believe that local churches should form partnerships in the Gospel with other local churches as well as with “para-church” organizations.

### ***Section 3.03 Biblical Separation***

We believe the Scriptures teach that Biblical Separation is required (*Rom. 16:17-18*) in order to maintain spiritual unity. Faithful churches, according to Scripture, must separate from false teachers (*Gal. 1:8-9; 2 Jn. 9-11*) and from brothers who are not following the traditional teaching of the Apostles (*2 Thess. 3:6*). Contending for the faith involves identification with groups faithful to the Biblical truth and a refusal to be identified (for a spiritual endeavor) with any teacher, church, or organization that denies a fundamental of the faith with reference to the Bible, Christ, and Salvation.

We also believe that believers should live lives of personal separation from sinful and worldly practices and abstain from religious apostasy. Believers should live in such a manner as not to bring reproach upon the Savior and adorn the Gospel. (*II Cor. 6:14-17; 7:1; Ro. 12:1,2; James 4:4*).

## **Article IV. - MEMBERSHIP**

### ***Section 4.01 Qualifications for Membership***

Any individual may be a covenant member of Emmanuel Baptist Church if they have are a regenerate believer in the Gospel of Jesus Christ, have been scripturally baptized, desire to join this fellowship, and are in general agreement with the constitution and statement of faith.

### ***Section 4.02 Basis of Membership (Receiving members)***

- A. By profession: Upon profession of faith and following the lord in believer's baptism, and by acceptance of our Statement of Faith and Constitution.
- B. By transfer: Upon transfer via a letter, from another church of like faith and practice, and acceptance of our Statement of Faith and Constitution.
- C. By restoration: Disciplined members may be gladly and joyfully restored to membership on the condition of their confession and restitution of the sin in question and upon approval of the membership.
- D. By Pastoral call: Pastors (Elders) and eligible immediate family automatically become members upon accepting the call to this church and acceptance of our doctrinal statement.

### ***Section 4.03 Procedures for Membership***

Any person seeking membership who has personally believed and received the Lord Jesus Christ as set forth in John 1:12; 3:16, and who has been water baptized



by immersion, should present themselves for membership at the end of a regular service or to a Pastor or Deacon. Candidates for membership shall be interviewed by the Pastors and/or Deacons and upon their approval shall be given the right hand of fellowship at a regular church service or Member's Meeting.

#### *Section 4.04 Termination of Membership*

- A. Death
- B. Transfer - A member leaving this church may be granted a letter of transfer to join with another church of like faith and practice.
  - 1. Members in good standing who desire to unite with another church of like faith shall receive a letter of transfer.
  - 2. Members desiring to unite with a church whose beliefs are outside the bounds of orthodox Christianity will receive a letter of dismissal.
- C. Withdrawal - A member may withdraw his membership from this church upon a written request to the Pastors and Deacons. Membership may not be withdrawn during a church discipline process.
- D. Discipline - The procedure of disciplining an erring member applies to Pastors, Deacons, officers and any other member. The goal of discipline is to correct a member in a loving, orderly, yet firm manner with the end result in restoring the erring one back to fellowship and usefulness (Galatians 6:1).

Excommunication and termination of membership is the final and remorseful action toward those in unrepentant sin. In all cases of disorderly conduct, heretical doctrine, spiritual apathy and unrepentant sin the following policies and procedures will be followed to exclude or terminate membership.

- 1. All members who for a period of **six months** do not attend the regular services of the church, except for understandable circumstances shall, after being contacted by a pastor, be removed from membership.
- 2. Differences between individuals or sins not generally known should be handled by the wronged party or witness according to Matthew 18:15-17; that is one to one; then, two by two; finally, church to one. The church may or may not dismiss the individual depending on result of the meeting and/or secret ballot of membership. Anyone bringing a matter into the public or before the church

having not followed scriptural procedure shall be subject to rebuke.

3. Matters of formal accusation against a member shall be:
  - a. Public sins or sins known to the church or general public that are indeed scriptural sins.
  - b. Holding and persistently propagating false doctrine.
  - c. Failure to allow or seek to be reconciled to another member.
  - d. Those who are rebellious and divisive, non-submissive to the church authorities and seek to influence others in such manner (Titus 3:10; 2 Thess. 3:6).
4. Termination of membership of one under discipline will take place by congregational approval following the recommendation of the pastors and deacons. (Matthew 18:17)

#### ***Section 4.05 Privileges of Membership***

- A. The privileges of membership include the right to vote when the member reaches the age of 16.
- B. Members benefit from the spiritual instruction, pastoral care, and benevolence aide of the church.
- C. Offices of the church are open to appointed and qualified members.

#### ***Section 4.06 Expectations of Membership***

- A. Members are expected to attend services regularly (Hebrews 10:25), attend the Lord's Table in particular, as well as member's meetings.
- B. Members are expected to support the church in its worship and work to the best of their abilities through prayer, serving, and giving (1 Cor. 16:2; 2 Cor. 9:1-5; Gal 6:6).
- C. Members are expected to build relationships within the body, get involved in the lives of other members and seek to practice the "one another" passages of the New Testament. Rom 12:5, 1 Cor. 12:12-26, Eph. 4:15-16
- D. Members are expected to submit to the church's leadership, unless the leadership is in violation of scripture (Heb. 13:17; 1 Thess. 5:12-13).
- E. Members are expected to serve as God gives them opportunity and exercise their spiritual gifts in the context of the local church (1 Cor. 12).

## **Article V. Government**

#### ***Section 5.01 Polity***

This church is governed by elder led congregationalism; a congregational polity that is led by pastors who are assisted by deacons.

Congregational polity entails that the church is autonomous in regard to its own affairs and that the congregation is the final court of appeal in church discipline (Matt. 18; I Cor. 5-6; 2 Cor. 2), doctrinal issues (Acts 15:3-4, 22-23; I John 4:1), accountability of funds (1 Cor. 16:3), and missionary endeavors (Acts 13).

### *Section 5.02 Offices*

- A. The offices of this church shall be the Biblical offices of Pastor/Elder and Deacon. There may also be auxiliary offices such as Trustee, Treasurer, Sunday School Superintendent, and Youth Director. Other offices may be established by the Pastors and Deacons as necessary.
- B. The Pastors, Deacons, and Trustees make up the Leadership Team which by their consensus may also include the other auxiliary offices. All elected officers of the church shall be members in good standing, 18 years of age and older, and must agree with the doctrinal statement and by-laws, and meet the qualifications for officers before they can be nominated for an office.

### *Section 5.03 Pastor/Elders*

- A. The qualifications of a pastor are those given in I Timothy 3:1-7 and Titus 1:5-9. We believe that women are excluded from the office of pastor/elder.
- B. The duties of the Pastors shall be the spiritual oversight of the church. The Pastors shall have charge of all preaching services and prayer meetings. The pastoral team has executive power over scheduling and execution of events of the church. The Lead/Senior Pastor is the ex-officio officer of all church groups, committees, and teams. It is the ultimate responsibility of the pastors to oversee membership.
- C. The Lead/Senior Pastor shall act as the moderator in all meetings of the church. In the Senior Pastor's absence, the Moderator Pro-Tem shall preside.
- D. The Pastor shall be called for an indefinite term, which shall terminate upon thirty days written notice by either the Pastor or the church. If at any time the Pastor's personal life, belief, preaching, or teaching shall not be in accord with the doctrinal standards of this church, his services as Pastor shall be terminated immediately following a membership meeting called by the Deacons two weeks in advance and agreed to by a vote of three fourths of the members present.

- E. Accusations or questions regarding a pastor's qualification, teaching, and conduct should be handled by following 1 Timothy 5:19-20.
- F. The Pastors' salaries shall be reviewed annually, or as necessary, by the Deacons and other officers. Their recommendations may be brought before the membership at the next business meeting or included in the next year's proposed budget. Upon approval, any adjustment will become effective by vote of the membership.
- G. If after following Mathew 18 and 1 Timothy 5:19 with without a positive response and/or a pastor is deemed to no longer be qualified to serve as pastor, he may be dismissed by a majority vote of the church at a regularly called meeting.
- H. The duties of Associate Pastors shall be determined by the Senior/Lead Pastor upon counsel from the Deacons. The qualifications, term of office, and official call shall be the same as those of the Senior Pastor. Any assistant to the Pastor must be a man the Senior Pastor feels he can freely work with.
- I. Unless otherwise designated, associate pastors will report directly to the Senior/Lead Pastor.

#### *Section 5.04 Deacons*

- A. The duties of the deacons are to be servants within the church and assist the pastors as needed. Per biblical example (Acts 6), the deacons are responsible to ensure that physical needs of the church and membership are met so that the pastors may focus on prayer and the ministry of The Word. They shall assist the pastors on visitation and in distributing the elements of the Lord's Supper. They may also act as the spiritual advisors to the pastors and assist them in matters as needed.
- B. The deacons act as the ministers of mercy by overseeing the benevolence ministry of the church. They administer the benevolence funds (deacon fund).
- C. The character qualifications of the Deacons are those found in I Timothy 3:8-13. Membership in this church must be for one year before being considered for this office. To hold this office one must be at least twenty-one years of age.
- D. Deacons are elected by Congregational vote. The process begins with nomination from the congregation or current member of the leadership team. Candidates are confirmed by the current leadership and then confirmed by congregational vote (Acts 6).

- E. The term of office for a Deacon shall be three years, and may serve two consecutive terms at the end of which he may not serve again as a Deacon for the period of one year unless requested by the Pastors to remain due to need and upon congregational approval. Any Deacon can be renewed three more years by majority vote of the Pastors and other current Deacons and confirmation by the membership.
- F. The number of Deacons shall be determined by the Pastors and existing Deacons upon approval by the membership.
- G. The Deacons shall meet as needed determined by the deacons and pastors. A majority of the Deacons at any of their meetings shall constitute a quorum.
- H. To share wisdom and insight without additional responsibilities, any Deacon upon reaching the age of 70 years old shall be eligible to be named "Deacon Emeritus." Attendance at monthly leadership meetings is not required.
- I. Should a Deacon not be able to complete his term of office due to resignation, health, moving, failure to meet the biblical qualifications, or death; the remaining Deacons shall nominate a replacement to fill the unexpired term.

#### *Section 5.05 Trustees*

- A. The trustees of the corporation of Emmanuel Baptist Church are made up of the pastors and deacons. This leadership team shall function as the board of the corporation. The senior/lead pastor shall function as the president & chairman of the corporate board. This board will have the authority (delegated by the congregation) to sign all official documents connected with legal transactions, financial transactions, and any documents required by local, state, or federal governments.
- B. The number of Trustees shall be at least four in accordance with the laws of the State of West Virginia. More Trustees may be added when deemed necessary by the existing Trustees, Deacons, and Pastors -- upon approval by the membership. Pastors and Deacons shall serve as Trustees for the full term of their ministries.
- C. If there are not four qualified individuals on the board as pastors and deacons additional individuals may be designated as "trustees" who will function similarly to that of deacons without holding the official office title and functions.
- D. Trustees that are not a pastor or deacon will serve as members of the Building and Grounds Committee. They shall meet with the Pastors and Deacons as necessary.

- E. The term of office for a Trustee shall be three years, at the end of which he may not serve again as a Trustee for a period of one year unless requested by the Pastors to remain due to need. Any Trustee can be renewed three more years by majority vote of the Pastors and other current Deacons and confirmation by the membership.
- F. Trustees shall be responsible to adhere to all rules and regulations concerning legal matters pertaining to the church, which involves federal, state, and local governments.

#### ***Section 5.06 Treasurer***

- A. The duties of the Treasurer are to oversee the reception and disbursement of all funds of the church as authorized. The Treasurer is to keep a careful record of all church finances and to submit a written quarterly report to the church.
- B. As a delegated office from the congregation and the church leadership, the treasurer shall adhere to the approved church budget and under the leadership of the pastors and deacons.
- C. The treasurer shall not disperse non-budgeted funds without congregational approval.
- D. The treasurer shall be nominated by the pastors and deacons and approved by the membership. The Pastors and Deacons may remove or replace the Treasurer when deemed necessary by them and upon approval by the membership.
- E. The treasurer shall be a member in good standing at least 21 years of age and have been a member for at least one year prior to serving as treasurer.
- F. Another member shall be appointed to assist the treasurer as needed (See Assistant Treasurer in Administrative Offices). Membership in this church must be for one year before being considered for either office.
- G. The duties of the Assistant Treasurer shall be determined by the Treasurer.
- H. The Treasurer and Assistant Treasurer shall have the power to sign checks.
- I. The term of office for a Treasurer shall be three years. If nominated again and upon receiving a satisfactory performance review by the pastors and deacons one may serve a second term. One may not serve more than 2 consecutive terms at the end of which they may not serve again as a Treasurer for a period of one year unless requested by the pastors to remain due to extenuating need and with congregational approval.
- J. The Treasurer and Assistant Treasurer shall also meet regularly with Pastors and Deacons.

***Section 5.07 Sunday School Superintendent***

- A. The duties of the Sunday School Superintendent shall be to have general oversight and direction of the Children's Sunday School program, literature, and staff.
- B. The Superintendent shall be nominated by the pastors and deacons upon approval by the membership. The Pastors and Deacons may remove or replace the Superintendent when deemed necessary by them and upon approval by the membership.
- C. The Superintendent shall appoint an Assistant Superintendent. Membership in this church must be for one year before being considered for either office.
- D. The duties of the Assistant Superintendent shall be determined by the Superintendent.
- E. The Superintendent and Assistant will appoint teachers and workers subject to the approval of the Pastors and Deacons. Teachers are encouraged to set an example for their students in faithfulness to church attendance.

***Section 5.08 Committees & Teams***

- A. To effectively and efficiently fulfill the mission of the church committees and teams may be set up as deemed necessary by the leadership.
- B. The Pastor(s) act as ex-officio officers of all church groups, committees, and teams.
- C. Standing committees shall be chaired by a deacon. If none is available, the chair person will be appointed or approved by the leadership.
- D. Ad-hoc committees shall dissolve after their function is completed.
- E. Ministry Teams work together to accomplish a particular function in keeping with the mission of the church.
- F. Ministry Team Leaders shall be appointed by the pastor and deacons.
- G. Terms of team members shall be determined by the pastors.

***Section 5.09 Building & Grounds Committee***

- A. The Building and Grounds Committee shall oversee the care and development of the physical campus of the church and any other church properties.



- B. A deacon or trustee shall chair this committee. If a deacon or trustee is not available, the pastor(s) shall appoint the chair.
- C. The committee shall coordinate projects with the vision set forth by the pastors and deacons.
- D. The committee shall coordinate with the housekeeping team regarding routine cleaning and maintenance.
- E. The committee shall seek to involve volunteers and schedule church work days when necessary.
- F. The terms of service for committee members shall be one year.
- G. Committee Members shall be approved by the membership.

***Section 5.10 Missions committee***

- A. The missions committee shall oversee the missions outreach.
- B. The missions committee shall keep the congregation informed of the ministries of our missionaries and mission agencies.
- C. A deacon shall chair this committee. If a deacon is not available, the pastor(s) shall appoint the chair.
- D. The terms of service for committee members shall be one year.
- E. Committee Members shall be approved by the membership.
- F. The Missions committee shall review annually the church's missions support and make recommendations to the congregation.
- G. The Missions committee shall aide in the planning of events and activities to promote worldwide missions in the church body.

***Section 5.11 Pulpit Committee***

- A. In the absence of a senior/lead pastor, a pulpit committee (also named pastoral search committee) shall be formed. A pulpit committee may also be formed for the acquisition and hiring of associate pastors.
- B. The Pulpit Committee is an Ad Hoc committee and will dissolve immediately after the installation of the pastor.
- C. The Pulpit Committee shall be composed of a minimum of five (5) with seven (7) being the ideal number. The members of the committee shall be composed of the other pastors and deacons and other members upon the approval of the membership of the church. Individuals who are members in good standing and mature in their Christian walk may also be selected to serve on the committee.

- D. The committee shall elect a chairman and secretary from its members at their first meeting. If available, the chairman shall also be a deacon. This chairman will also serve as moderator of congregational meetings regarding the calling of a lead/senior pastor.
- E. Men shall be invited to preach who are in accord with the doctrine of this church. Only one candidate at a time may be brought before the membership for their consideration. An official call shall be extended to the candidate upon three-fourths of the members present voting in his favor.

### ***Section 5.12 Administrative Officers***

These officers function for a one-year term of office.

- A. Clerk - The church clerk shall keep minutes of all regular and special Members' Meetings of the Church. The clerk shall make quarterly and annual reports to the church. The clerk shall aide in preserving an accurate roll of the membership. The clerk shall serve as the church historian to aide in recording the works of the Holy Spirit at Emmanuel Baptist Church. The clerk shall render reports as requested from the pastors and deacons.
- B. Moderator Pro-Tem - This officer shall moderate Members & Business meetings in the absence of the Senior/Lead Pastor or when discussion of the compensation of said pastor is involved.
- C. Assistant Treasurer - The duties of the Assistant Treasurer shall be determined by the Treasurer.
- D. Missionary Treasurer - This officer shall take responsibility for the financial records of the missions outreach. These duties include the distribution of the missions funds to respective missionaries and partner agencies and giving a report of said funds to the church at quarterly meetings. This officer serves as a member of the Missions Committee.

### ***Section 5.13 Church Staff***

In order to meet the needs of the congregation and operate efficiently, the pastor(s) are at liberty to fill positions, salaried and unsalaried with personnel who are equipped for the task and meet the spiritual qualifications. These positions may include interns, music ministers, administrative assistants, custodial staff, and other staff positions. It is expected that the pastor (s) make a wise and prayerful decision after seeking the counsel of the deacons and in the best interest of the church. Salaried personnel may be hired only after the congregation has allocated the funds for that position in the budget. The pastor (s) is/are entrusted with the responsibility of dismissing staff members. This may include, but is not limited to those who violate the conduct required of the officers of the church, or who are remiss in their duties. Unless otherwise noted, staff members are responsible directly to the pastor (s).

### ***Section 5.14 Removal of Officers***

- A. We believe that those in leadership positions in this church have been given a great privilege and also a greater responsibility to protect the name of the Lord Jesus Christ. Therefore, we require that all officers and teachers be faithful in attendance to the services of the church when possible; be faithful in support of the Pastors and leaders; and be faithful in support of the programs of the church with offerings, testimony, and attitudes (Romans 12:1,2; Ephesians 4:1-3; I Timothy 4:12-16; James 3:1).
- B. Any officer not performing the duties of his/her office or whose life is found not to be consistent with the Word of God may be removed following the guidelines in the articles on discipline.

## **Article VI. Meetings and Elections**

### ***Section 6.01 Worship Services***

The church shall meet regularly on the Lord's Day for worship (*John 20:1,19, 26, , 1 Corinthians 16:2, Revelation 1:10*). The church may also meet at other times for prayer and Bible study. While scripture does not dictate explicitly, we believe that it prudent that the Lord's Supper shall be observed frequently.

### ***Section 6.02 Members Meetings***

The church shall hold regular meetings of the membership in which congregational business is conducted. Regular meetings are held quarterly in the months of February, May, August, and November.

### ***Section 6.03 Fiscal Year***

The Fiscal Year of Emmanuel Baptist Church shall be from August 1 through July 31 of each calendar year. The annual business meeting shall be the regular July quarterly meeting.

### ***Section 6.04 Special Meetings***

Special meetings may be called by the Pastors, the Deacons (when the church is without a Senior Pastor), or at the written request of ten members in good standing presented to the Pastors and Deacons with the agenda item disclosed.

### *Section 6.05 Election of Officers*

- A. The annual election of officers shall be held during the July quarterly business meeting. The election shall be by raised hand or secret ballot. New officers shall assume their duties immediately.
- B. Per Acts 6, nominations for officers are accepted from the congregation. Nominations from the membership shall be submitted two weeks in advance of the election to the Pastors and Deacons. The Pastors and Deacons shall serve as the nominating committee.
- C. There shall be no nominations from the floor. Nominations from the membership are subject to review and approval of the Pastors and Deacons.
- D. Nominations will not be made public before final approval from the nominating committee since the individual may not be biblically qualified.

### *Section 6.06 Voting*

- A. Those members present shall constitute a quorum at any meeting announced two weeks in advance.
- B. Members must be 16 years of age and in good standing to vote.
- C. Two-thirds majority shall be necessary in order to carry out action except where otherwise stated in this constitution.
- D. A vote by voice or show of hands is binding. Matters of more importance shall be decided by secret ballot or whenever requested by 10 voting members.

## **Article VII. Finances & Physical Property**

### *Section 7.01 Operating Expenses*

Church operations shall be financed primarily by free will offerings.

### *Section 7.02 Budget*

The Pastors/Elders, Deacons, and Trustees assisted by the Treasurer shall create a balanced church budget each year. An ad hoc "Budget Committee" may be established under the direction of the leadership team for this purpose. The

budget shall be submitted to the membership for approval before the beginning of the fiscal year.

### ***Section 7.03 Expenditures***

- A. Normal budgeted expenditures need not be brought before the membership for approval.
- B. From time to time it may be necessary to allow for “non-budgeted” expenditures outside of the approved annual budget. Non-budgeted expenditures shall be defined as any expenditure that cannot be reasonably included in any of the amounts or categories of the approved budget and/or any expenditure that would exceed the Church’s budget for the specified budget category said expense would be accounted for. Approval of non-budgeted expenditures will be outlined as follows: Any single non-budgeted expenditure exceeding 1% of the annual budget must be voted on by the membership. Any single non-budgeted expenditure exceeding ½ % of the budget must have the approval of the Church leadership team. Additionally, should the annual aggregate amounts of non-budgeted expenditures exceed the greater of \$5,000 or 3% of the total budget, any additional non-budgeted expenditure in excess of \$500 must be voted on by the membership.

### ***Section 7.04 Use of property***

Any organization or individuals apart from this church must receive permission from the pastors or deacons for the use of church properties and equipment.

Uses of the property for functions inconsistent with the beliefs of the church shall not be allowed.

### ***Section 7.05 Ownership of property***

Property is held in the legal name of Emmanuel Baptist Church. Trustees shall not sell, lease, or give away deeded property without congregational approval. Neither shall they mortgage or encumber property debt without congregational approval.

### ***Section 7.06 Benevolence Funds***

The fellowship of deacons act as the benevolence committee (Acts 6) and distribute the benevolence funds.

## Article VIII. Ordinations

### *Section 8.01 Qualifications*

Such men who possess the scriptural qualifications for ordination, upon recommendation by the Pastors and vote of the membership, may be considered as a candidate for ordination. The Pastor shall then call a council of no less than Four Ordained Ministers of like faith and practice. Upon examination by the council of the candidate concerning his salvation, family and personal character qualifications, call to the ministry, and doctrinal beliefs; and their unanimous decision; the candidate may then be ordained into the Gospel Ministry.

## Article IX. Integrated Auxiliaries

Integrated auxiliary organizations may be created to supplement and support the purpose, mission, and ministry of Emmanuel Baptist Church. Auxiliary organizations should not distract or conflict with the primary objectives of a New Testament local church. Auxiliary organizations must have the approval of the church leadership team for major decisions and ministry philosophy.

### **Integrated Auxiliaries:**

#### *Section 9.01 Emmanuel Christian School*

In 1972 ECS began as a ministry to train young people in a Biblical Worldview. ECS exists to aide in the discipleship, outreach, training, and equipping purposes of Emmanuel Baptist Church.

- A. ECS is a service organization to both the local church and the Christian home as a partner in discipleship and training young people for effective Christian living. The goal of ECS is to educate in an environment that is academically excellent and passionately Christ-Centered. It is a holistic strategy to train students spiritually, intellectually, socially, culturally, and physically.
- B. As a service organization ECS, operates under the authority of Emmanuel Baptist Church represented through the School Board.
- C. If at any point it is deemed that ECS is not financially viable, inconsistent with the ministry philosophy of the church, or is distracting the church from the primary purposes and objectives of a biblical New Testament church ECS may be closed by a simple majority vote of the church membership.
- D. School Board Members
  1. The School Board is primarily made up of members of EBC. Additional members from other churches may also be added. The total number of board members should not exceed 9 members.

2. EBC Board Members: In addition to one representative from the deacons, the Lead/Senior pastor, and the School Administrator/Principal other members of Emmanuel Baptist Church shall be elected to the school board with a minimum of 4 total (including the pastor, Principal and deacon). This number may include additional pastoral staff members. Board members must be members in good standing, regularly attend services, and fulfill membership expectations listed in the membership section, as well as support and hold a compatible philosophy of Christian Education.
3. Non EBC Board Members shall be nominated by a current board member, fill out an application affirming their salvation and affirming support of our philosophy of Christian Education. They must have a pastoral reference form affirming their membership and service in a church of like faith and practice. They must be approved by a 2/3 affirmative vote of the school board.
4. The deacons will select one representative to the school board annually.
5. The term of office for a board member shall be three years, and may serve two consecutive terms at the end of which he may not serve again as school board member for the period of one year.
6. Employees of ECS (other than the ex-officio offers of Pastor and Principal) are not eligible to serve on the school board.
7. At no time should parents or grandparents of currently enrolled students exceed 50% of the school board.
8. A chairperson, secretary, and treasurer shall be elected each year for a one-year term.
9. The Lead/Senior Pastor will serve as President of the board.
10. The Principal will serve on the school board and hold one vote. He or she, however, shall recuse themselves for votes pertaining to salaries.

#### E. School Board Duties

1. It shall be the duty of the school board to establish broad policies and procedures for Emmanuel Christian School.
2. All salaries, budgets, and final human resource decisions are the responsibility of School Board.
3. The Board shall make annual review of handbooks for students as well as faculty and staff.
4. Make regular reports to the congregation regarding the state of the school and giving accurate financial reports.

#### F. Board Officer Duties

1. President = Oversee vision and direction.
2. Chairman = Facilitate Meetings, establish agendas, preside in meetings and over votes carrying out the agenda.
3. Treasurer = Prepare financial reports for regular board meetings giving an accurate picture of the financial state of the school and share

account balances. Sign checks for the school. Aide in the preparation of budget proposals.

4. Assistant Treasurer = Assist the treasurer as needed in preparing financial reports. Sign checks for the school. Aide in the preparation of budget proposals.

#### G. Fiscal Accountability

1. ECS shall administer its own funds and seek to cover its own expenses.
2. A balanced budget must be presented and approved before the beginning of each school year.
3. The budget will be prepared and approved by the school board and then submitted to the church leadership for approval. The approved budget should be included in the school's quarterly report to the congregation.
4. Without an approved balanced budget school will not start.

#### H. School Administrator

1. It shall be the duty of the Administrator to oversee day to day operations and decisions related to the school ministry and carry out the policies established by the Board.
2. The Administrator shall lead efforts to enhance the spiritual development of students and faculty.
3. The Administrator will nominate and recommend hiring of faculty and staff to the School Board.
4. The Administrator/Principle must be a member of Emmanuel Baptist Church in agreement with its doctrine and supportive of the leadership.
5. The Administrator will serve under the authority of the School Board and report directly to the Pastor(s).

#### I. Faculty & Staff

1. Employees of ECS are expected to be members of EBC unless already integrally established as a member of another Bible believing church in the area. Employees leaving other churches are expected to give EBC first preference. Exceptions must be approved by the School Board.
2. Hiring is made by the school board based on the recommendation of the Administrator. Termination of employment is made in like manner.
3. Employees of ECS must adhere to the policies and guidelines set forth in their handbook.



- J. If in the event of the Dissolution of Emmanuel Baptist Church, Emmanuel Christian School may, at the approval of the board, continue as an independent ministry and pursue its own incorporation. The current school board would continue to govern the school and Article IX Section 1 of this document would serve as the initial governing document.

## Article X. **Amendments**

This constitution may be amended at any regular meeting by two-thirds vote, provided two weeks' notice has been given with the proposed amendment stated.

## Article XI. **Dissolution**

In the event this church becomes incapable or unwilling to carry out its purpose, the church may be dissolved or merged with another assembly of like faith and practice. This shall be done by a two-thirds majority vote of the voting members present at a meeting called for the consideration of dissolution. In the event of dissolution, the title to all remaining assets of the church, after all salaries and debts are paid, shall pass to (a) non-profit organization(s). Recipient organizations must hold to the inerrancy of the Bible and the Gospel of King Jesus. Those recipient organizations shall be chosen by the current leadership and approved by the remaining members. No remuneration or assets will go to any of the members or officers of this church.

## Article XII. **Final Authority**

It is understood that we regard this Constitution to be our attempt at setting forth principles whereby things may be done decently and in order in the House of God. Nevertheless, we do not regard this document to be an end in itself. The inerrant Scriptures are now and are always to be our final authority in all matters of faith a conduct.

### **Revised Constitution History:**

Adopted: 9/25/2016 By Congregational Vote

Amendment: 4/28/19 Change Member Meeting Months

Amendment: 5/23/19 School Board Amendment