

BY-LAWS

Revised and Reissued 4-29-2012
Added Amendments 7-11-2021

Article I

Business Meetings

1. **PRESIDING OFFICER:**

The business meetings of Emmanuel Baptist Church shall be conducted by the church Moderator, Vice Moderator, or designee.

2. **AGENDA FOR QUARTERLY AND ANNUAL BUSINESS MEETINGS:**

- A. Devotional Service
- B. Reading of Minutes
- C. Reports of Elected Officials (officers, boards, and committees)
- D. Reports of Special Committees
- E. Unfinished Business
- F. New Business
- G. Adjournment
- H. Prayer

3. **PARLIAMENTARY PROCEDURE:**

Robert's Rules of Order shall govern conduct of meeting when necessary.

Article II

Election Process

1. **NOMINATIONS:**

A. **Committee**

A committee shall be elected each year by the congregation at the spring quarterly business meeting.

B. **Members:**

The committee shall consist of the following:

Board of Deacons	1
Board of Deaconesses	1
Board of Trustees	1
Christian Education Board	1
Congregation at large	2

C. **Duties:**

The nominating committee shall present to the congregation a slate of candidates for the offices to be elected at the annual meeting.

D. **Report:**

The nominating committee report shall be submitted to the Board of Deacons at least two weeks prior to the annual meeting.

2. **TERM OF OFFICE:**

A. **Board Members:**

All members of Emmanuel Baptist Church boards shall be elected for three-year staggered terms. Term of service is limited to one partial term plus one full term with a minimum of one year break.

B. **Committees:**

Members of committees shall be elected annually.

C. **Church Officers:**

Church officers shall be elected annually.

3. **EXTENSION:**

Under extenuating circumstances, a term of office may be extended for one year by a majority vote of the congregation.

4. **VACANCIES:**

Any vacancy in any church office may be immediately filled for the unexpired term by election at a regular or special business meeting.

5. **EX-OFFICIO:**

For purposes of this document, “ex-officio” is defined as “having voice but *no* vote”.

6. **JOB DESCRIPTIONS:**

Details of each position are defined in Job Descriptions maintained in the church office.

Article III

Duties

1. **THE PASTOR shall:**

- A. Perform all the scriptural duties of his office.
- B. Under guidance of the Holy Spirit, he shall have freedom of the pulpit.
- C. Serve as Chairman of the Board of Deacons.
- D. Be an ex-officio member of all church organizations, boards, and committees.
- E. Perform other duties in connection with the work of the church as shall be delegated to and accepted by him.

2. **CHURCH OFFICERS:**

A. **Moderator shall:**

- 1. Perform the administrative duties in absence of the Pastor.
- 2. Serve as the business representative of the church.
- 3. Preside at church business meetings and Official Church Board meetings.
- 4. Serve as a member of the Board of Trustees.
- 5. Serve as chair of the Nominating Committee.

B. **Vice Moderator shall:**

- 1. Perform the duties in absence of the Moderator.
- 2. Perform other duties as delegated.
- 3. Attend Board of Trustee meetings when requested in ex-officio status..

C. **Recording Secretary shall:**

- 1. Record and maintain minutes of all business meetings of Emmanuel Baptist Church.
- 2. Prepare official correspondence in the name of Emmanuel Baptist Church as assigned.
- 3. Maintain written records of the Emmanuel Baptist Church membership.

D. **Financial Secretary shall:**

1. Maintain an accurate account of all monies received through offerings and memorial donations.
2. Deposit monies received in the Emmanuel Baptist Church bank accounts.
3. Present a detailed report of all incoming general fund financial transactions at each regular and annual business meeting of Emmanuel Baptist Church.
4. Serve as ex-officio member of the Board of Trustees and attend meetings as requested.

E. **Church Treasurer shall:**

1. Maintain an accurate account of all monies deposited in the Emmanuel Baptist Church bank accounts.
2. Make payment of all Emmanuel Baptist Church financial obligations from the general account.
3. Present a detailed report of all outgoing financial transactions at each regular and annual business meeting of Emmanuel Baptist Church and monthly reports to the Board of Trustees.
4. Serve as ex-officio member of the Board of Trustees and attend meetings as requested.

3. **BOARD OF DEACONS:**

The Deacons must fulfill the qualifications as prescribed in the New Testament (I Timothy 3:8-13).

The Board of Deacons shall be made up of not fewer than three members.

A Vice-Chair and Secretary shall be elected from within the Board of Deacons. The Board of Deacons shall meet monthly.

The Board of Deacons shall:

A. **Spiritual Life:**

Be charged with maintaining the spiritual life of the congregation.

B. **Member Care:**

1. Divide the Emmanuel Baptist Church membership among the Board of Deacons in order to exercise care of each member.
2. Minister to members not in good standing if necessary.

C. **Services (Sunday Worship and Mid-Week Prayer):**

1. As Chair of the Board of Deacons, the Pastor shall lead the services or appoint a leader.
2. In the absence of the Pastor, the Vice-Chair of the Board of Deacons shall lead the services or appoint a leader.
3. Make arrangements for pulpit supply in the absence of the Pastor.

D. **Ordinances:**

1. **The Lord's Supper:**

- a. Arrange a schedule of rotation for those who serve from the entire Board of Deacons past or present.
- b. Direct the preparation of the Lord's Table.

2. **Baptismal Services:**

Assist the pastor or arrange for an assistant at Baptismal Services.

E. **Special Evangelistic Meetings:**

Work with the pastor in planning for special evangelistic meetings and prepare recommendations for participation by Emmanuel Baptist Church.

F. **Hospitality:**

Make accommodation arrangements for visiting guests of the church.

G. **Record Keeping:**

Insure accurate records of all members of the church and the safekeeping of all records.

H. **Representation:**

Have representation on each of the established departments, boards, and/or committees.

I. **Benevolent Fund:**

Administer and arrange for audit of the Benevolent Fund.

J. **Board Collaboration:**

The Board of Deacons and Board of Trustees shall work together on matters of overlapping business and spiritual responsibilities as determined by the Moderator.

4. **BOARD OF TRUSTEES:**

The elected Trustees must fulfill the qualifications of I Corinthians 4:2. The Board of Trustees shall be made up of not fewer than three members.

A Chair and Secretary shall be elected from within the Board of Trustees. The Board of Trustees shall meet monthly.

The Board of Trustees shall:

A. **Legal Responsibility:**

Be charged with execution of the affairs of Emmanuel Baptist Church in accordance with legal statutes in the State of Minnesota.

B. **Church Real Estate:**

Have the responsibility of buying and selling Emmanuel Baptist Church properties under direction of the congregation.

C. **Property Care:**

Exercise care for all the properties of Emmanuel Baptist Church.

1. **Maintenance**

Be responsible for the safety, security, and maintenance of all Emmanuel Baptist Church property demonstrating a Christian testimony.

2. **Usage**

Have the authority to permit the use of the Emmanuel Baptist Church building and properties to such events as will strengthen the Christian testimony.

D. **Employees:**

Recommend to the congregation all matters regarding the employment or dismissal of employee(s), except pastor(s).

E. **Finances:**

Responsible for the finances of the church.

1. **Budget:**

a. Work in conjunction with all church boards and committees to develop an annual budget.

b. Monitor the church budget.

2. **Financial Obligations:**

Consider all financial obligations and approve payment of current bills.

3. **Expenditure Authorizations:**

- a. Refer expenditures exceeding fifteen hundred dollars (\$1,500) (effective 20, 2008) to the congregation for vote. Effective January 20, 2019, emergency expenditures up to \$10,000 can be authorized directly by the Trustee Board.
- b. Provide for two full weeks public notice on any purchase requiring church action prior to bringing before the membership for a vote.

4. **Financial Reports:**

Ensure prompt preparation of quarterly reports by all the treasurers of the church and church organizations.

5. **Annual Auditing**

Ensure annual audits are conducted of all treasurer's accounts at the close of the fiscal year or when a treasurer concludes responsibilities during the year.

6. **Offering Collections:**

A current or past Trustee shall be responsible for counting the offerings and submitting a signed receipt. A second person shall be responsible for assisting in the counting of the offerings.

F. **Board Collaboration:**

The Board of Trustees and Board of Deacons shall work together on matters of overlapping business and spiritual responsibilities as determined by the Moderator.

5. **BOARD OF DEACONESSES:**

The Deaconesses must fulfill the qualifications as noted in Scripture (Acts 9:36, 39b; Romans 16:1-2).

The Board of Deaconesses shall be made up of not fewer than three members.

A Chair and Secretary shall be elected from within the Board of Deaconesses.

The duties of the Board of Deaconesses shall be as follows:

A. Spiritual Life

1. Serve in the spiritual life of the church by concern and a ministry of prayer.
2. Send flowers, gift, or greeting card to ill or hospitalized members or non-members in regular attendance.

B. Ordinances:

Assist the Deacons with the following:

1. Preparing the table for the Lord's Supper.
2. Attending female candidates at Baptismal Services as needed.

C. Hospitality:

1. Appoint a leader who will arrange for reception in church following funerals at family request as needed; offer assistance to bereaved and sorrowing families..
2. Provide leadership and coordination for serving of refreshments following selected Sunday evening services; assist with coffee following Sunday morning worship as needed.
3. Coordinate various service projects in the community (serving at Union Gospel Mission, Salvation Army Christmas giving tree, and other projects).
4. Provide services such as making/delivering meals; providing transportation to shut-ins and others requiring assistance.

D. Board Collaboration:

The Board of Deaconesses shall work with the Board of Deacons on matters of spiritual responsibilities and other business as directed by the Pastor.

6. BOARD OF CHRISTIAN EDUCATION:

The Christian Educators that are elected shall be committed:

- A. To study the Word of Truth (II Timothy 2:15 and Psalms 25:4, 5) and continue to learn instruction from the Holy Scriptures (II Timothy 3:14-17)..
- B. To diligently teach children to love the Lord, our God (Deuteronomy 6:4-7) and train them in the way of righteousness (Proverbs 22:6 and 20:11).

The Board of Christian Education shall consist of not fewer than three members from the church-at-large for a three-year staggered term. A Chair, Sunday School Superintendent, and Secretary shall be elected within the Board. The Pastor will be an ex-officio member.

The Board of Christian Education shall be accountable to the Board of Deacons in the performance of its duties with occasional reports and recommendations.

The Board of Christian Education as a whole shall:

A. Appointment of Teachers:

1. Approve appointment of teachers, substitute teachers, department superintendents, youth group literature, children's church leaders, nursery staff, and Bible School workers.
2. Establish the Sunday School staff each year and fill teacher vacancies or make necessary changes during the year.

B. Curricula

1. Recommend curricula and studies for the Sunday School, Bible School, and youth activities.
2. Recommend curricula and studies for Adult Bible Studies during the Sunday School hour and other church times.

C. Other:

1. Develop a Christian Education calendar of activities to integrate with church calendar.
2. Review group programs.
3. Approve leadership training for Christian Education workers.
4. Provide oversight to church library including selection of Librarian, library budget/purchases, and establishing policies/practices.

Chairman of the Christian Education Board:

Provide spiritual and administrative leadership to the CE Board and Sunday School staff follows:

- A. Keep spiritual aims uppermost by reaching, teaching, recruiting, and follow-up.
- B. Inform the congregation about Christian education opportunities and activities.
- C. Administer standards for the Sunday School and its workers.
- D. Administer budgets for Christian Education groups.
- E. Prepare and present a report for each church business meeting.

Sunday School Superintendent:

- A. Preside at teachers' and workers' meetings.

Sunday School Superintendent (Cont'd.)

- B. Ensure teaching materials and equipment are provided for each staff member.
- C. Work with staff in planning programs and coordinate with the church calendar.
- D. Recruit and schedule teachers for various programs.
- E. Encourage participation of teachers in training opportunities.

Secretary:

- A. Prepare accurate minutes of all meetings.
- B. Maintain accurate Sunday School records.
- C. Prepare a Christian Education calendar as developed by Committee.

7. **MUSIC COMMITTEE:**

The Music Committee shall consist of three members. The choir director and organist shall serve as ex-officio members. A Chair and Secretary shall be elected from within the committee.

The Music Committee shall:

- A. Secure special music for the regular and/or special church services.
- B. Recommend to Board of Trustees care and tuning of pianos, organ, and other music property of the church.
- C. Make recommendation to the Board of Deacons for church approval of Choir Director, Organist, and Pianists.

8. **AUDITING COMMITTEE:**

The Auditing Committee shall consist of two members.

The Auditing Committee shall:

- A. Audit the records of the Financial Secretary, the Treasurer, and all budgeted financial records within Emmanuel Baptist Church.
- B. Submit an annual report to the congregation.

9. **MISSIONS COMMITTEE:**

The Missions Committee shall consist of up to four members-at-large. A Chair and Secretary shall be elected from within the committee.

Missions Committee (Cont'd.)

The Missions Committee shall:

- A. Correspond with missionaries.
- B. Educate the congregation on missions activities and opportunities.
- C. Arrange for missionary speakers and visits at services of the church.
- D. Provide input to church mission budget.
- E. Plan and coordinate mission projects.
- F. Make recommendations to Board of Deacons.

10. HEAD USHER:

The Head Usher shall be elected annually and shall perform the following duties:

- A. Pre-schedule on a quarterly basis, ushers to collect the offering during services and post list on bulletin board.
- B. Provide guidance to ushers on proper manner for collecting offering.
- C. Arrange for maintaining order and security in the church during worship services.

11. GREETERS:

The Chair of the Greeters shall be elected annually and shall perform the following duties:

- A. Pre-schedule on a quarterly basis, two greeters for each Sunday morning worship service and post list on bulletin board.
- B. Greeters shall hand out bulletins and greet all arrivals.
- C. Pre-schedule one person to assist at entry doors, help arriving worshipers from cars, assist with elevator, place traffic cones in positions, and other duties as needed.

Article IV

Amendments

1. PROCEDURE:

Amendments to these By-Laws shall be introduced by recommendation of the Board of Deacons through formal motion at any regular business meeting. Amendments shall not be acted on until the following regular business meeting. An announcement shall be given at the worship service on the two weeks prior to any regular business meeting.

The active Emmanuel Baptist Church membership shall be informed of the conditions of the proposed amendment in a proper manner.

2. ENACTMENT:

A two-thirds majority vote of the active Emmanuel Baptist Church membership present at the meeting shall be required for acceptance. At no time can any amendment be adopted that would be contrary to historic Baptist beliefs and practices.

3. PLACEMENT:

All amendments to these by-laws shall be placed under Item 4. They shall be listed with the Article and Item that is changed, added to, or deleted. The amendments shall appear in the order of their dated occurrence as approved by congregational vote.

4. AMENDMENTS:

Amendment 1

All elected positions shall be filled by members in good standing who demonstrate the following qualities.

Honesty (II Cor. 8:21); integrity (I Pet 2:12, 17; Titus 2:7) discernment (Heb. 5:14; Rom. 12:2(b); Eph. 5:10); good stewards (Titus 1:6; I Pet. 4:10; I Cor. 4:2); prayerful (Philip. 4:6; Jas. 5:16); true to Scripture (I Tim 3:9, I Tim. 2:15); understanding of Scripture (Acts 18:26); given to unity (Philip. 4:2; Eph. 4:3; I Pet. 3:8); reasonableness/gentleness (Philip. 4:5); faithful (Luke 16:10, I Tim. 3:11); a servant's heart (Mat. 20:26; I Pet 2:16; I Pet. 4:10).

These qualities can be summed up by II Pet. 1:5-8, "...giving all diligence, add to your faith virtue, to virtue knowledge, to knowledge self-control, to self-control perseverance, to perseverance godliness, to godliness brotherly kindness, and to brotherly kindness love. For if these things are yours and abound, you will be neither barren nor unfruitful in the knowledge of our Lord Jesus Christ." Also I Tim. 4:12 & 13, "...be an example to the believer in word (speech), in conduct, in love, in spirit, in faith, in purity ... give attention to reading, to exhortation (explaining), to doctrine."

In addition, members shall demonstrate gifts relating to the board/position/committee for which they are selected.

Amendment 2

Voted on July 11, 2021 and approved.

“A condition or requirement of the EBC Constitution or By-Laws may be temporarily suspended by the EBC Senior leadership during extenuating circumstances to facilitate the continuing mission of the church. The duration of this temporary suspension is limited to one year unless approved by a majority vote of the membership. (The Senior Leadership of the church is defined as the Pastor, Moderator, Deacon Vice-Chair, Deaconess Chair, Trustee Chair, Financial Secretary and Treasurer)”