

Constitution and Bylaws:

Emmanuel Baptist Church
1794 Old Georgetown Rd
Manning, SC 29102

Revised February 12, 2017

PREAMBLE

We declare and establish this constitution to preserve and secure the principles of our faith, to enable the body to function in an orderly manner consistent with the accepted tenets of Southern Baptist Convention, to preserve the liberties inherent in each individual member of this church, and to give freedom of action of this body with respect to its relation to other churches of the same faith.

The government of the church is vested in the body of believers who compose it. It is subjected to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation with other local bodies of Christ.

It is the intent and purpose of this body to cooperate in the efforts of the Santee Baptist Association, the State Baptist Convention and the Southern Baptist Convention.

Article I **NAME**

This body shall be known as Emmanuel Baptist Church of Manning, South Carolina.

Article II **PURPOSE**

The purpose of Emmanuel Baptist Church shall be:

1. To provide regular opportunities of worship.
2. To sustain the ordinances, doctrines, and ethics set forth in the New Testament for the church of our Lord Jesus Christ.
3. To nurture its members through a program of Christian Education.
4. To be a church that ministers unselfishly to persons in the community and world in Jesus' name.
5. To be a church whose purpose is to be Christ-like in our daily living by emphasizing total commitment of life, personality and possessions to the Lordship of Christ.
6. To channel its offerings to the support of God's work.
7. To proclaim among all people the Gospel of the revelation of God through Jesus Christ as Savior and Lord as set forth in the Holy Scriptures.

Article III **INCORPORATION**

This church is incorporated in accordance with the laws of the State of South Carolina governing religious bodies.

Article IV **CHURCH COVENANT**

Having, as we trust, been brought by divine grace to repent and believe in the Lord Jesus Christ and to give up ourselves to him, and having been baptized upon our profession of faith, in the name of the Father and of the Son and the Holy Spirit, we do now, relying on His gracious aid, solemnly and joyfully renew our covenant with each other.

We will work and pray for the unity of the Spirit in the bond of peace.

We will walk together in brotherly love, as becomes the members of a Christian Church, exercise an affectionate care and watchfulness over each other and faithfully admonish and entreat one another as occasion may require.

We will not forsake the assembling of ourselves together, nor neglect to pray for ourselves and others.

We will endeavor to bring up such as may at any time be under our care, in the nurture and admonition of the Lord, and by a pure and loving example to seek the salvation of our family and friends.

We will rejoice at each others' happiness and endeavor with tenderness and sympathy to bear each other's burdens and sorrows.

We will seek, by Divine aid, to live carefully in the world, denying ungodliness and worldly lusts, and remembering that, as we have been voluntarily buried by baptism and raised again from the symbolic grave, so there is on us a special obligation now to lead a new and holy life.

We will work together for the continuance of a faithful evangelical ministry in this church, as we sustain its worship, ordinances, discipline, and doctrines. We will contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the Gospel through all nations.

We will, when we move from this place, as soon as possible, unite with some other church where we can carry out the spirit of this covenant and the principles of God's Word.

May the grace of the Lord Jesus Christ, and the love of God, and the fellowship of the Holy Spirit be with us all. Amen.

Article V **ARTICLES OF FAITH**

The Articles of Faith shall be the eighteen articles adopted by the Southern Baptist Convention set forth in the tract "The Baptist Faith and Message", copyright 2000. This church receives the scriptures as its authority in matters of faith and practice. Its understanding of Christian truth as contained therein is in essential accord with the belief of the Baptist churches.

Article VI **MEMBERSHIP**

Section 1 General

The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this church.

The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.

Section 2 Qualifications

Members may be received after acceptance by church members as follows:

- a. As candidate for baptism upon profession of faith in Jesus Christ as Savior and Lord.
- b. By transfer of letter or promise of letter from another church of like faith and order.
- c. By statement satisfactory to the church that you have become a Christian and have been baptized by immersion in a church of like faith and order when no letter is obtained.

Section 3 Duties

Members are expected, first of all, to be faithful in all duties essential to the Christian life; to attend regularly all the services and activities of this church; to give regularly for its support and its causes; and to share in its organized work.

Section 4 Rights

Each member has the duty to vote at all elections and on all questions submitted to the church in conference for its determination. Each member present shall be entitled to one vote which shall be exercised in person and not by proxy.

Section 5 Quorum

Those members present at these meetings shall constitute a quorum to act on matters presented, provided no provisions of the Constitution are violated.

Section 6 Termination

- a. Any member in good and regular standing who desires a recommendation and a transfer of letter to another church of like faith and order is entitled to it, provided this request is made through the church where he intends to place his membership.
- b. If a member in good standing requests to be released from their covenant obligation to this church for reasons which this church may finally deem satisfactory, after it has patiently and kindly endeavored to secure their continuance in its fellowship, such request may be granted and their fellowship terminated.
- c. Should a member become an offense to the church and its good name by reason of unchristian conduct or attitudes or by breach of covenant, doctrines, policies and practices of the church, their membership shall be terminated only after due notice and faithful effort, according to Matthew 18:15-17, to bring such a member to reconciliation. In the case of breach of covenant due to non-attendance, "due notice and faithful effort" will be defined as: 1) After 6 months of non-attendance (to a regularly scheduled meeting of the church), a letter will be sent requesting the member fulfill the covenant obligation of regular attendance; 2) After 9 months of non-attendance (to a regularly scheduled meeting of the church), an attempt will be made by the Elders to contact the member to request fulfillment of covenant obligation of regular attendance; 3) after 12 month of non-attendance (to a regularly scheduled meeting of the church) the member will be automatically dismissed from membership. Those members who are stationed overseas or on a mission for military service, who are non-resident due to the pursuit of education or those who are homebound will not be considered in breach of covenant.
- d. Membership shall be terminated on notification of death.

Article VII **OFFICERS**

Section 1 Summary

The Biblical offices in the church are elders and deacons. In addition, our church recognizes the administrative positions under this constitution of clerk, treasurer, and trustee.

Section 2 Elders

The elders shall be comprised of not less than three men who are at least 30 years of age. These men must satisfy the qualifications for the office of elder set forth in I Timothy 3:1–7 and Titus 1:6–9. Ideally, a majority of the active eldership shall be composed of church members not in the regular pay of the church (lay-elders). No elder shall hold the office of deacon during his tenure. Once elected, except for staff pastors, a lay elder shall serve for four years and shall be able to serve for two consecutive four-

year terms. No man may serve in the office of elder until he has been an active member of EBC for at least two consecutive years.

Subject to the will of the congregation, the elders shall oversee the ministry and resources of the church. In keeping with the principles set forth in Acts 6:1–6 and I Peter 5: 1–4, the elders shall devote their time to prayer, the ministry of the Word (by teaching and encouraging sound doctrine), and shepherding God’s flock. While all Elders would be required to do all tasks associated with “eldering,” some division of labor would be necessary in keeping with the gifting of each elder. Main divisions of Elder Responsibility are:

Message – Oversight of Teaching Ministries of the Church

Mission – Oversight of Outreach

Membership – Oversight of Member Development

Ministry – Oversight of Member Care

Elders have primary responsibility for employment, supervision, and evaluation of staff members. This responsibility may - on a case by case basis - be delegated to another staff member such as the Senior Pastor.

Procedure for removal/grievance:

The office of Elder may be terminated by resignation or dismissal. Any two members with reason to believe that an elder should be dismissed based upon 1 Tim. 5:17-21 should express such concern to the elders and, if need be, to the congregation. Any such action shall be done in accordance with the instructions of our Lord Jesus Christ in Matt. 18:15-17, 1 Tim. 5:17-21. Any of the elders may be dismissed by a two-thirds vote of the members at any regularly scheduled church conference of the church. Furthermore, any elder who misses 5 consecutive elders’ meetings without legitimate reason shall be automatically dismissed from office.

This body will meet at least once a month. A joint meeting with the deacons will occur at least once a quarter.

Section 3 Pastoral Staff

Senior Pastor

The senior pastor shall be chosen and called whenever a vacancy occurs. His election shall take place at a meeting called for that purpose, of which at least one week’s public notice has been given. A senior pastor search committee shall be appointed by the elders and approved by the church to seek a pastor. This search committee is to include two lay-elders, one active deacon, and four church members for a seven-member search committee. An elder shall chair this committee. The pastor search committees’ recommendation will constitute a nomination. The committee shall bring to the consideration of the church only one name at a time. Election shall be by secret ballot, an affirmative vote of ninety percent of those present being necessary for a choice. The senior pastor thus elected shall serve until the calling is terminated at his request,

death, or by a three-fourths majority of those present and voting. The pastor and/or church shall give at least four weeks notice prior to the termination of the calling.

The senior pastor shall be an elder. He shall perform the duties of an elder described in Section 2, above, and shall be recognized by the church as particularly gifted and called to the full-time ministry of preaching and teaching.

His call shall not be subject to the term limitation set for lay elders.

He shall preach on the Lord's Day, oversee the administration of the ordinances of baptism and communion, and perform such other duties as usually pertain to that office, or as set forth in the constitution.

In the absence or incapacity of the senior pastor the elders shall assume responsibility for his duties, any of which can be delegated.

Pastoral Staff

Pastoral staff members may serve in the eldership as long as and in so far as they meet the qualifications as defined in the church constitution excepting the following: the two year membership requirement is waived. Pastoral staff shall work with and direct those ministry teams which relate to their specific areas.

Section 4 Deacons

The deacon body shall be comprised of no less than three men who are at least 21 years of age and have been a church member for at least one year. These men must satisfy the qualifications for the office of deacon set forth in I Timothy 3:8-13 and Acts 6:1-7. Once elected, a deacon shall serve for two years. A deacon shall be able to serve for two consecutive two-year terms. They may be re-elected after a one year respite.

Under the oversight of the elders, the deacons are to:

1. Care for the temporal and physical needs of the congregation.
2. Receive, hold, and disperse benevolence, reporting on it's use to elders upon their request, reporting to the church it's total receipts and total disbursements only.
3. Oversee maintenance of buildings and grounds.
4. Oversee and support deacon ministry teams.
5. Attend to accommodations for public worship.

This body will meet at least once a month. A joint meeting with the elders will occur at least once a quarter.

Section 5 Church Clerk

The Church Clerk is responsible for recording, processing and maintaining accurate records of all church business meeting transactions. The Church Clerk (along with possible church office personnel) is responsible for all accurate church membership changes and communication of membership transitions. All church records shall be filed safely where readily available. The elected term is no longer than 3 consecutive years. The Church Clerk is nominated by the nominating committee and presented in the October Business meeting as part of the Nominating Committee Report.

Section 6 Church Treasurer

The church-elected Treasurer carries out the financial procedures and guidelines that have been approved by the church. This individual is trusted by church members to properly handle and distribute their gifts and to provide an accounting of how these gifts have been dispersed. The elected term will be three years. The treasurer shall be able to serve for two consecutive terms. The Church Treasurer is nominated by the nominating committee and presented in the October Business meeting as part of the Nominating Committee Report.

The treasurer shall be responsible for:

- a. Co-signing checks.
- b. Supervising expenditures in conjunction with budget allocations and Finance Ministry.
- c. Making financial reports at all business meetings.
- d. Chairing the Finance and Personnel Ministry.

Section 7 Trustees

The trustees elected by the church will hold in trust the church property. They shall have no power to buy, sell, mortgage, lease or transfer any property without a specific vote of the church authorizing such action. It shall be the function of the trustees to affix their signatures to legal documents involving the sale, mortgage, purchase or rental of property or other legal documents where the signatures of the trustees are required.

Article VIII **CHURCH PROPERTIES**

All properties, both real and otherwise, shall be held and used exclusively by those members who abide by the provisions of this constitution and who adhere to its doctrines and policies.

Article IX **AFFILIATION**

Emmanuel Baptist Church located in Manning, South Carolina is and shall continue to be until decided upon by church majority, a cooperating member of the Santee Baptist Association, South Carolina Baptist Convention, and the Southern Baptist Convention.

Article X **MISSION**

In obedience to Matthew 28:18-20, the church shall consistently maintain an interest in world missions (association, state, home and foreign) and shall actively participate in world missions through its prayers, contributions, and cooperation with other churches in whatever plan is common to the churches.

Article XI **MEETINGS**

Section 1 Worship

- a. Public services shall be held on the Lord's Day of each week.
- b. Prayer Meetings shall be conducted on Wednesday evening of each week.
- c. The Lord's Supper shall be observed monthly.
- d. Other religious meetings may be held as directed by the Pastor at his discretion or by vote of the church.

Section 2 Business

- a. The church shall meet once each quarter for the purpose of conducting or transacting any business it may see fit or deem necessary.
- b. The church moderator will conduct all business conferences. The Chairman of the Elders will serve as Moderator. In the absence of the moderator, the vice-chairman of Elders shall act in his place. In the absence of the vice-chairman, the Senior Pastor shall serve as moderator.
- c. A Parliamentarian can be appointed by the moderator to instruct the moderator in parliamentary procedure.
- d. Special meetings shall be called by the Elders provided the church body is notified of such meetings at least one week in advance.

Article XI **AMMENDMENTS**

The Constitution may be amended at any regular business session of the church, provided two weeks notice shall have been given that an amendment is to be presented for consideration, and provided that the substance of Article Five be not changed, and provided that two-thirds of the church members present vote in favor of the amendment.

By Laws

Article I ELECTIONS

Section 1 Biblical Offices

General Statement

The appointment of elders and deacons is the prerogative of the Lord Jesus Christ alone (Ephesians 4:11). He has ordained that each local church, under the guidance of the Holy Spirit, exercise the responsibility of recognizing those whom He is appointing to be elders and deacons in that particular church (Acts 6:3; Titus 1:5). Elders and Deacons are ordained to office by the laying on of hands by the eldership (Acts 6:6; I Timothy 4:14). This is an expression of approval for which the elders are responsible (I Timothy 5:22). Therefore, each officer must have the approval, not only of the church as a whole, but of the eldership in particular (Acts 14:23; Titus 1:5). The Lord's appointment of an individual to either of these offices is recognized by means of that individual's particular office and his own conviction that the Lord is calling him to minister in that office. The responsibility to recognize the gifts of Christ to His church is a matter of such gravity that it should be accompanied by much prayerful waiting on God for guidance, a careful consideration of the relevant passages of Scripture, and an objective evaluation of each man considered for a particular office (Acts 6:6, 14:23). These activities are the responsibility of each individual member of the church as well as of the church as a whole.

Election Procedures

- i. Elders & Deacons— Generally speaking, these men will be elected one month prior to the October business meeting although, if need should arise, an elder may be elected at any time. Each year, three months prior to the October Business Meeting, the Elders will review the Biblical requirements for Elders and Deacons, and then go over the list of male members in good standing to consider whether or not new names should be presented to the congregation for election as Elders and/or Deacons. They shall then post on the bulletin board all nominees for said offices by the first Sunday in September. If there are no nominees to be presented, then the Elders will communicate that on the bulletin board at this time. If there are those in the congregation who have Scriptural grounds for objecting to any of the nominees, they shall personally bring these to the attention of the Elders no later than one week prior to the Special Election meeting. At the Special election meeting the Elders will present the nominees to the congregation for the proper action. Each nominee shall be voted on separately and independently from the other nominees. Each nominee for office must receive 85% of votes from those present and voting. Those elected in the special Election meeting will take office after the October Business Meeting.

- ii. Senior Pastor- For the election of the Senior Pastor see Constitution Article VII, Section 3.
- iii. Pastoral Staff- This church shall call or employ such staff members as the church shall need. All staff members other than the pastor shall be recommended to the Personnel Committee by the Pastor, considered by the elders, and employed by church action. For pastoral staff, a majority of 85% is required. The Personnel Committee, working in conjunction with the pastor, shall write a job description to be approved by the church when the need for additional staff members is determined.
- iv. Initial election of elders- The initial appointment of elders shall be done in a separate business meeting of the members of the congregation. The pastors and deacons shall recommend men that satisfy the qualifications of elders set forth in 1 Timothy 3:1-7 and Titus 1:6-9 and the qualifications of elders set forth in the Constitution of Emmanuel Baptist Church. Each man should have a personal desire to serve as elder. Each man should be serving the church by leading, teaching, and bearing responsibility in the church. The pastors and deacons will have examined each man. The congregation shall have the opportunity to question each man before the vote is taken by the congregation to affirm the elders as office bearers. Each nominee shall be voted on separately and must receive 85% affirmative vote. The term of office of elders is set by the constitution Article VII, Section 2.

Section 2 Administrative Offices

a. Election Procedures –

- i. Church Clerk – refer to Article VII, section 5 for election procedure.
- ii. Church Treasurer – refer to Article VII, section 6 for election procedure.
- iii. Trustees – When a vacancy occurs, the Elders shall nominate a candidate for the church’s approval.

Article II **CHURCH STAFF**

This church shall call or employ such staff members as the church shall need. All staff members other than the pastor shall be recommended to the Personnel Committee by the Pastor, considered by the deacons, and employed by church action. The Personnel Committee, working in conjunction with the pastor, shall write a job description to be approved by the church when the need for additional staff members is determined.

Article III **MINISTRY TEAMS AND THEIR DUTIES**

Section 1 General

The church shall elect Ministry coordinators and Ministry Teams, as may be deemed necessary to carry on the various phases of the progress of the church effectively and

efficiently. Ministry Team members must be members of the church. Each Ministry Team member shall be required to attend such meetings as necessary. Service on all ministry teams will not exceed 3 consecutive years. Team members will be eligible to serve on the team again after one year.

Section 2 Planning Team

The church council shall be composed of the Pastor, Staff, Chairman of Deacons, Church Clerk, Church Treasurer, Sunday School Director, Discipleship Training Director, and ministry coordinators. It is the responsibility of this council to plan and coordinate the church calendar, to assist in long-range planning, and to suggest objectives and church goals.

Section 3 Finance/Personnel Team

Members of the Finance/Personnel Ministry Team are to be appointed by the Deacon board. The church Treasurer shall serve on the F/P MT as Chairman. An active deacon chosen by the deacon board will serve on the F/P MT as Vice-Chairman. The function of the Finance Ministry Team is to lead the church in planning, promoting, adopting and administering the budget. Ministry chairperson shall give financial reports at church business meetings.

Duties:

- a. Review with program directors, quarterly, the expenditures to ensure proper allocation of monies and to consider adjustments to the budget.
- b. Consult with the director of each ministry annually to determine the financial resources needed for the following year.
- c. Make recommendations concerning proposed expenditures not included in church budget.
- d. To recommend an annual church budget to the deacons.

The Personnel Ministry Team will assist the church in matters related to employed administration.

Duties as follows:

- a. To survey the need for additional church staff positions.
- b. To prepare and update as necessary position descriptions for all employed personnel.
- c. To prepare and maintain an organizational manual related to the church's employed personnel.
- d. To develop and recommend salaries and benefits for employed personnel
- e. To develop and recommend to the church, policies and procedures and employed personnel administration.

Section 4 Ordinance Team

Baptism

The ministry team shall consist of two people who shall assist the pastor in preparing for Baptism and shall be responsible for preparing the candidates and the baptistery. The ministry team shall ensure the care of the baptismal robes.

The Lord's Supper

The ministry team will prepare the elements and equipment for observance of the Lord's Supper. They shall be responsible for the care of this equipment.

Section 10 Publicity

The Publicity Ministry will communicate the church's ministry to church members, prospects and the surrounding community.

Duties:

- a. To work with the program leaders and pastoral ministries' leaders to publicize the church's work.
- b. To increase church members' awareness of the ministries of the church.
- c. To upgrade publicity to achieve understanding and acceptance of the church's work.
- d. To use bulletin boards to publicize special emphasis and events throughout the church year.

Section 11 Evangelism

The Evangelism committee performs four tasks:

- a. It engages the church in evangelism by developing a comprehensive church strategy for evangelism.
- b. Involves church members in personal evangelism.
- c. Reaches people for Christ through special events and mass evangelism.
- d. Continually emphasizes evangelism through other church ministries.

The Church Evangelism Committee leads the church to fulfill its evangelism tasks. The goal is to integrate evangelism into other church programs. Evangelism activities are coordinated through the Church Council.

Section 12 Buildings and Grounds

Ministry Coordinator serves as a member of the Church Council. Duties of the Building and Grounds Committee shall include:

- a. To present an annual budget proposal to the Finance Ministry for financial resources needed by the Building and Grounds Ministry to accomplish their assigned work.
- b. To recommend to the Personnel Ministry the employment, training, and supervision needs of maintenance personnel.
- c. To work with the Building Planning Ministry in determining future property and space needs of the church.
- d. To conduct quarterly evaluations of church facilities and grounds.
- e. To make periodic reports on work of the ministry at business meetings.
- f. To recommend policies and procedures regarding the use of space, equipment and properties.
- g. Supervise painting and building repairs.
- h. Supervise maintenance of building and property.
- i. Maintain an up-to-date inventory of all church property, mortgage loans and insurance on church property. (Such information should be kept in a safety deposit box with copies filed in the church office for ready reference.)
- j. To keep abreast of latest insurance and legal changes (innovations, programs, etc.); report such changes to the appropriate church leaders, and advise the church staff and any ministry concerning legal matters.
- k. To maintain church van, i.e., maintenance and upkeep.

Section 13 Youth Committee

This committee shall consist of at least five dedicated Christian adults and at least three youth representatives from the Youth group.

It shall be the responsibility of this council to be an advisor to the Youth minister and is to be consulted on proposed programs and activities. Its responsibility also is to include planning and preparing the Spiritual and social activities involving the youth of the church.

Section 14 Counting Committee

One of the most important ministries of the Church Finance Ministry is the procedure for handling gifts of the membership to the cause of Christ. This procedure is one of the major responsibilities of the counting section of the Church Finance Ministry.

The duties of this committee shall be twofold:

- a. To establish and maintain a concise method of receiving, counting, and depositing all monies received through the church.
- b. To provide the financial secretary all necessary and available information for proper credit to be given to those contributing.

Article IX **PROGRAM ORGANIZATIONS**

Section 1 Church Control

All ministries must be authorized by the church and at all times be subject to its supervision. All coordinators of the church ministries shall be faithful and cooperative members of this church, elected by and reporting regularly to the church. Coordinators of such ministries shall serve on the Church Council for the unification, cooperation and coordination of the total church program and work. Bible centered material may be used when approved by Pastor and ministry head.

Section 2 Sunday School

A Sunday School ministry shall be maintained by this church for the purpose of teaching the Biblical revelation of reaching people for Christ and church membership; performing the functions of the church within its constituency; providing and interpreting information regarding the work of the church and denomination.

Section 3 Discipleship Ministry

There shall be a Discipleship Ministry divided into departments for all ages and conducted under the direction of a coordinator. The Discipleship Training Ministry shall serve as the training organization of the church.

The tasks shall be as follows:

- a. To teach Christian theology and ethics.
- b. To teach Christian history.
- c. To teach Christian policy and organization.
- d. To orient new church members.
- e. To provide and interpret information regarding the work of the church and denomination.

Section 4 Music Ministry

There shall be a music ministry for the purpose of worship and praise. The duties are as follows:

- a. Congregational music.
- b. Choral activities (development of graded choirs and vocal ensembles through which music education and training of vocalists will take place.)
- c. Instrumental activities (development of organists, pianists and other instrumentalists.)
- d. Training activities (development and growth of present musicians, opportunities for training new leadership in the area of song leading, pianists, and choir leadership.)

Article X **AMENDMENTS**

The Bylaws may be amended at any regular business session of the church, provided two weeks notice shall have been given that an amendment is to be presented for consideration, and provided that two-thirds of the church members present vote in favor of the amendment.