

Emmanuel baptist church

Constitution
Bylaws
&
Policy Manual

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CONSTITUTION, BYLAWS, & POLICY MANUAL

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Preamble

We declare and establish this constitution for the preservation and security of the principles of our faith, and the liberties of each individual member of this church, and the freedom of action of this body in its relation to other churches and matters of business.

We declare and establish this constitution, bylaws, and policy manual, that this body may be governed in an orderly manner in all its activities.

ARTICLE I: CONSTITUTION

Section 1: Name

The name of the church is the EMMANUEL BAPTIST CHURCH, and shall hereinafter be called "the Church."

Section 2: Address

The head office shall be in Morris, Manitoba.

Section 3: Affiliation

The Church is affiliated with the North American Baptist Conference (through which we are a member of the Baptist World Alliance) and the Manitoba Baptist Association of North American Baptist Conference.

Section 4: Purpose

Emmanuel Baptist Church exists to glorify God by being a loving discipling church.

Section 5: Covenant

As members of the Church, led by the Spirit of God to receive Jesus Christ as Saviour and Lord of our lives, publicly demonstrated through baptism in the name of the Father, the Son and the Holy Spirit, we sincerely and joyfully enter into covenant with God and with one another. By the aid of the Holy Spirit we pledge the following:

- With respect to God, we desire to be obedient children of our Heavenly Father by rejoicing in our salvation and Christian life, giving thanks to God in all things, being faithful in the practice of prayer and fostering a life of growing faith.
- With respect to the Body of Christ, we will strive for the advancement of the Church by upholding its worship, ordinances, discipline and doctrine, contributing our tithes and offerings cheerfully and regularly, and supporting its evangelistic and missionary endeavors.
- With respect to our interpersonal relationships, we agree to walk together in Christian love by remembering each other in prayer, aiding each other in sickness and distress and being courteous in our speech. We further agree to be slow to take offense, always ready for reconciliation, and mindful to seek God's Word without delay.
- With respect to our personal lives, we pledge to walk wisely in our world by being just in our dealings, faithful in our engagements, exemplary in our conduct, and abstain from every appearance of evil. In addition, we pledge to maintain personal and family devotions and instruct our children through word and example.
- With respect to our membership, we promise that upon moving from the Church, we will unite as soon as possible with some local church where we can carry out the spirit of this covenant and the principles of God's Word.

Section 6: Statement of Beliefs

See Article IV, Appendix, Section 1

Section 7: The Organization

1. The Church is a sovereign and democratic organization under the Lordship of Jesus Christ. The membership retains unto itself the right of exclusive self-government in all phases of its spiritual and temporal life.
2. The membership reserves the exclusive right to determine who shall be members of the Church and the conditions of such membership.
3. The membership reserves the exclusive right to determine who shall be the pastoral staff and directors of the Church and what their duties and authorities shall be.
4. The elected members to the Church Board shall be deemed the Directors of the Church.

Section 8: Material Gain

The Church shall conduct its activities without purpose of material gain for its members and any profits or other gains to the charity shall be used in promoting its purpose. No person shall have any capital interest in any property of the Church.

Section 9: Disposition

1. Division: In case of a division of the Church membership, the Church property shall belong to those members who abide by this Constitution.
2. Dissolution: Should conditions arise that the Church cannot continue, all of its remaining assets, after payment of its debts, will be distributed to one or more qualified donees as follows: upon approval of the membership, the Church property shall be transferred to the Manitoba Baptist Association of the North American Baptist Conference, or, if this is not possible, to the N.A.B. Conference. (See Article I, Section 10.3)
3. Amalgamation: Should conditions arise where an amalgamation with another church of the same denomination would be advisable, upon approval of the membership, the Church Board shall be authorized by the members to negotiate the terms of such consolidation. (See Article I, Section 10.3)

Section 10: Amendments to the Constitution, and Calling or Dismissing the Senior Pastor

1. Amendments to the Constitution must be approved by the Church Board, and the text presented to the membership at least two (2) Sundays prior to voting at a meeting called to amend the Constitution.
2. Calling or dismissal of the Senior Pastor must be recommended by the Church Board at a duly called meeting.
3. An affirmative vote shall consist of the following:
 - 3.1. 80% of those eligible voting members in attendance, at a duly called meeting, requiring a quorum of 50% of active church membership.

ARTICLE II: BYLAWS

Section 1: Membership and Privileges

1. Membership in the Church shall be open to all persons who have publicly professed salvation by grace through faith in Jesus Christ, have been baptized by immersion (except if prevented by infirmity), who aspire to the Statement of Beliefs, Church Covenant, and submit to the authority of the Constitution.
2. The procedure for membership shall include: an opportunity to learn the beliefs, standards, and conduct of the Church, an interview by at least two (2) members of Deacon Ministries, sharing a testimony, and a majority vote at a business meeting.
3. A member is allowed to participate in all activities of the Church except:
 - 3.1. A minimum sixteen (16) years of age is required to vote.
 - 3.2. A minimum eighteen (18) years of age is required to:
 - 3.2.1. serve as an elected officer of the Church
 - 3.2.2. vote on matters pertaining to the purchase, sale or mortgage of property
4. Membership is sustained through responsible participation in the life of the Church. Active and inactive membership lists are maintained according to the Policy Manual Section 10.
5. Termination of membership may be by request, transfer, death of the member, or recommendation by the Deacon Ministries.
6. A majority vote at a business meeting is required for termination of membership other than through request, transfer or death.

Section 2: Church Discipline

The Church shall exercise discipline whenever necessary with the aim of spiritually restoring the offender, helping others who may be tempted to similar evils and in order to uphold its own integrity as a church.

1. The scriptural guidelines pertaining to personal difficulties are found in Matthew 18:15-20, Luke 17:3, Galatians 6:1 and 1 Corinthians 5:1-5. When proper explanations and apologies are met by refusal to be reconciled, it then becomes the duty of the Church to take appropriate action.
2. The scriptural guidelines pertaining to heresy and doctrine are found in Titus 3:10. Differences of interpretation on many passages of Scripture are natural and admissible, but a "heretic" is one who denies and seeks to subvert the fundamental principles of our faith, or seeks to create division and strife within the Church. Such a person is to be admonished in love. If s/he is in error through ignorance and seems to show a teachable spirit, s/he is to be borne with patience and admonished repeatedly. If, however, s/he is incorrigible, s/he is to be excluded.
3. Should members of the Church willfully and consistently fail to uphold the Church Membership Covenant and remain unrepentant, the Church is to exercise discipline by exclusion from membership. In all cases of confession, the spirit of forgiveness and restoration should prevail.

Section 3: Waiver

The acceptance of membership in the Church shall constitute conclusive and absolute evidence of a waiver by the member of all rights of action, causes of action, and all claims and demands against

the Church, any staff member, any of the Church Board, any deacon/deaconess, or any member of the Church, in relations to disciplinary proceedings, or any proceedings arising out of the Constitution, Bylaws and Policy Manual of the Church. This provision may be pleaded as a complete estoppel in the event that such action is commenced in violation hereof.

Section 4: Organization

The internal organization and governance of the Church shall be in accordance with the Policy Manual, as amended from time to time.

Section 5: Services and Meetings

1. The members shall assemble regularly to worship God, to fellowship with like-minded believers, for evangelism, for prayer, for Christian education, and for other purposes as the needs present themselves. This shall include:
 - 1.1. Regularly scheduled worship services.
 - 1.2. Regularly scheduled communion services.
 - 1.3. A General Business meeting between January 21st and February 10th to receive the annual reports and transact any other business before the Church.
 - 1.4. A General Business meeting during November for the election of officers and approval of budgets.
 - 1.5. Other General Business meetings as required.
 - 1.6. The Church shall be advised of a meeting at least one week prior to the date of the meeting.

Section 6: Church Board

1. The Church Board shall consist of a minimum of five (5) and a maximum of twenty-four (24) individuals in addition to the Pastor(s).
2. The responsibility and authority of the Church Board shall be those outlined in the Constitution, Bylaws, and the Policy Manual of the Church.
3. The Church Board shall meet regularly as required.

Section 7: Quorums and Amendments to the Bylaws and Policy Manual

1. The quorum for any business meeting of the church shall be 20% of its active membership.
2. Amendments to the Bylaws shall require an affirmative vote of 67% of the eligible voting members present at a duly called meeting.
3. Amendments to the Policy Manual shall require a simple majority affirmative vote of the eligible voting members at a duly called meeting.
4. The quorum for the Church Board, all Ministries and committees shall be 50%. (See Article III, Section 5)

Section 8: Rules of Order

The spirit of Christ shall be observed in all meetings of the Church, the Church Board and committees. Robert's Rules of Order shall govern on questions of procedures.

ARTICLE III: POLICY MANUAL

Section 1: Our Vision

To reach and disciple people in our community by modeling Jesus Christ.

Section 2: Governing Policies

1. The Church has final responsibility and authority respecting any and all matters of the Church.
2. The Church delegates to the Church Board the immediate responsibility respecting programming, nominating, recruitment, and appointment of workers. This shall include temporary appointments to elected positions when required.
3. The Church delegates to the Church Board responsibility and authority respecting all matters requiring executive action, except for the following:
 - 3.1. the calling and dismissal of pastoral staff;
 - 3.2. the conditions for receiving and dismissing members;
 - 3.3. the election of the Church Board, Diaconate members, Treasurers (paid or gratuitous), and Financial Secretaries;
 - 3.4. the approval of the missions budget, operating budget, borrowing, and major items of a capital nature not included in the operating budget;
 - 3.5. Constitution, By-laws, and Policy Manual revision;
 - 3.6. any other matter of a policy nature that would seriously alter or erode the purpose and vision of the Church.

Section 3: Qualifications and Terms of Office for Elected Positions

1. Qualifications for Church Board members, Deacons, Deaconesses, Financial Secretaries, and Treasurers are found in 1 Timothy 3:1-13, Galatians 5:22-23, Philippians 2:3-5, and Luke 22:25-27.
2. The Church Board, Deacons, Deaconesses, Financial Secretaries, and Treasurers must be Church members and as evidence of spiritual maturity should exhibit a tithing lifestyle.
3. All of the above are gratuitous three-year elected positions and are scheduled on a rotational basis. If the position has been filled with less than half the term remaining, the individual may be re-elected for a full term. (See Article IV, Appendix, Section 2).
4. Election or dismissal shall be by acclamation or majority.
5. The Moderator, Vice Moderator and Church Clerk along with all Church Board members may be nominated for a second consecutive term.
6. After a Church Board member has completed a second term, s/he is required to sit out at least one year before serving on a Church Board position again.
7. The Deacons, Deaconesses, Financial Secretaries and Treasurers (paid or gratuitous) may be re-elected repeatedly.
8. Terms are based on the calendar year.

Section 4: Duties and Responsibilities of the Church Board

1. Develop and manage the programs and activities of the Church, including the authorization of minor items of expenditure up to \$1,000 per year on items not included in the annual budget.

2. Prepare for recommendation at a church membership business meeting:
 - 2.1. an annual church budget
 - 2.2. major items of expenditure not included in the annual budget
 - 2.3. Constitution changes
 - 2.4. nominations for elected positions as required
 - 2.5. transaction of such other business as may properly come before it.

Section 5: Members of the Church Board

The following positions sit on the Church Board. A brief description of their purpose and responsibilities follows. The details regarding how the work of these ministries will be accomplished are constantly reviewed and revised as the needs and programs of the Church change. It will also be the responsibility of chairpersons to ensure minutes of their meetings are kept.

1. Pastoral Staff (see Salaried Staff, Policy Manual Section 7)
2. Chairperson of Adult Ministries:
Chair Adult Ministries meetings and oversee the development, implementation, and administration of the adult educational ministries and resources.
3. Chairperson of Children & Youth Ministries:
Chair Children & Youth Ministries meetings and oversee the development, implementation, and administration of children & youth educational ministries and resources.
4. Chairperson of Deacon Ministries:
Chair the Deacon Ministries meetings to ensure that care giving be carried out effectively and in the Spirit of Christ amongst members and adherents.
5. Chairperson of Facilities Ministries:
Chair the Facilities Ministries meetings, co-ordinate and oversee all aspects of church building maintenance.
6. Chairperson of Fellowship Ministries:
Chair the Fellowship Ministries meetings and oversee all fellowship and food events of the church.
7. Chairperson of Finance Ministries:
Chair the Finance Ministries meetings, oversee the Church budget and provide leadership in the area of stewardship education.
8. Chairperson of Outreach Ministries:
Chair the Outreach Ministries meetings and oversee the co-ordination, execution, and evaluation of outreach activities in our community, country and world.
9. Chairperson of Worship Ministries:
Chair the Worship Ministries meetings and oversee the general administration of worship services.
10. Church Clerk:
Facilitate the record keeping and official correspondence arising from all Church business and Church Board meetings.
11. Moderator:
To lead and direct all Church business and Church Board meetings.
12. Vice Moderator:
Chair Finance Ministries as well as assist the Moderator in fulfilling his/her responsibilities and to take on the responsibilities of the Moderator in the event that the Moderator cannot fulfill his/her duties.

13. General Treasurer:

Assists the Vice Moderator in overseeing all financial related matters in the church.

14. Board positions may be revised or removed when a ministry is no longer required and new Board positions may be added as required in accordance with Article II, Section 5 and Article III, Section 2.

Section 6: Standing Committees of the Church Board

1. Auditing Committee:

1.1. The Auditing Committee consists of three persons appointed by the Church Board annually, or as required. The Treasurer may not be an auditor.

1.2. Responsibilities:

- 1.2.1. To review the financial books of the Church at year end or as otherwise required by the Church Board.
- 1.2.2. To report to the Church on the state of the financial books at the Annual General Meeting, or when otherwise requested to do so by the Church Board.

2. Constitution Committee:

2.1. The Constitution Committee consists of:

- 2.1.1. The Moderator or appointee (Chair)
- 2.1.2. Senior Pastor
- 2.1.3. A member appointed by the Church Board from the Church Board.
- 2.1.4. A member appointed by the Church Board from outside the Church Board.

2.2. Responsibilities:

- 2.2.1. Review and/or recommend amendments to the Constitution, Bylaws and Policy Manual as requested by the Church or Church Board.

3. Nominating Committee:

3.1. The Nominating Committee consists of:

- 3.1.1. Three (3) deacons or deaconesses with one acting as the Chair.
- 3.1.2. Senior Pastor
- 3.1.3. General Financial Secretary
- 3.1.4. Member at large appointed by the Church Board.

3.2. Responsibilities:

- 3.2.1. Nominate members for positions as per Policy Manual, Section 2.

4. Pastoral Search Committee:

4.1. The Pastoral Search Committee consists of:

- 4.1.1. Moderator (Chair)
- 4.1.2. Chairperson of Adult Ministries.
- 4.1.3. Chairperson of Children & Youth Ministries
- 4.1.4. Chairperson of Deacon Ministries
- 4.1.5. Chairperson of Facilities Ministries
- 4.1.6. Chairperson of Outreach Ministries
- 4.1.7. Chairperson of Worship Ministries

4.2. Responsibilities:

- 4.2.1. Securing a Senior Pastor.
- 4.2.2. Working with the Senior Pastor when searching for associate pastoral staff.

Section 7: Salaried Staff

1. Senior Pastor:

- 1.1. **Qualifications:** The Senior Pastor must meet the elder qualifications of 1st Timothy and Titus. The Pastor shall be an ordained Minister who supports and is cooperative with the N.A.B. Conference and the Manitoba Baptist Association of the N.A.B. Conference. However, should a pastor be considered who is not ordained, the church may extend the call provided he qualifies for ordination and is willing to become ordained. The pastor must be a member of the Church.
- 1.2. **Term:** Indeterminate. A notice of two months in writing to the moderator is requested upon his resignation. The Church will give a notice of two months in writing upon dismissal.
- 1.3. **Duties:**
 - 1.3.1. Give general oversight to the life, ministry and program of the Church.
 - 1.3.2. Be the spiritual under-shepherd of the congregation, both at church and by home and hospital visitation.
 - 1.3.3. Provide leadership and vision.
 - 1.3.4. Ex-officio member of all boards and committees of the Church as required.
 - 1.3.5. Responsible for the ongoing direction and development of all paid pastoral staff.
 - 1.3.6. Represent the Church officially at Associations, Conferences and other occasions where needed.

2. Associate Pastor(s) and other Full Time Ministry Staff

- 2.1. **Qualifications:** Shall meet the elder qualifications of 1st Timothy and Titus; support and cooperate with the N.A.B. conference and the M.B.A. of the N.A.B. Conference. The Associate Pastor(s) must be a member of the Church.
- 2.2. **Term:** Indeterminate. A notice of two months in writing to the Pastor is requested upon resignation. A notice of two months will be given in writing upon dismissal.
- 2.3. **Duties:**
 - 2.3.1. Reports to the Senior Pastor.
 - 2.3.2. Responsible for the designated areas of ministry as outlined in the job description.

3. Administrative Staff and Part Time Personnel

- 3.1. **Qualifications:**
 - 3.1.1. Church member.
 - 3.1.2. Secretarial skills as outlined in the job description.
- 3.2. **Term:** Indeterminate. A notice in writing of one month to the Senior Pastor will be required upon his/her resignation, and, a one-month notice in writing will be given upon his/her dismissal by the Church Board.
- 3.3. **Hiring:** By approval of the Church Board.
- 3.4. **Duties:**
 - 3.4.1. Reports to the Senior Pastor.
 - 3.4.2. Responsible for designated tasks as outlined in the job description.

4. Custodian:

- 4.1. **Qualifications:**
 - 4.1.1. Does not need to be a Church member.
- 4.2. **Term:** Indeterminate. A notice in writing of one month to the Moderator will be required upon his/her resignation, and the Church Board will give a notice of one month in writing upon his/her dismissal.

- 4.3. Hiring: by approval of the Church Board.
- 4.4. Duties:
 - 4.4.1. Reports to the Chair of Facilities Ministry (or Sr. Pastor in the absence of a Chair).
 - 4.4.2. Responsible for the designated tasks as outlined in the job description.
- 5. Staff Code of Conduct:

All paid staff shall annually agree to and sign the Staff Code of Conduct Agreement to be kept on file in the Church Office. (See Article IV, Appendix, Section 2)

Section 8: Finance Ministries

- 1. Finance Ministries personnel:
 - 1.1. Chairperson – Vice Moderator
 - 1.2. General Treasurer
 - 1.3. Missions Treasurer
 - 1.4. Financial Secretaries
 - 1.5. Senior Pastor
- 2. Responsibilities
 - 2.1. Develop and recommend budgets, and oversee other financial obligations of the Church.
 - 2.2. Develop and monitor ongoing stewardship education programs.
- 3. Signing Officers
 - 3.1. Signatories for all General Treasury matters shall be two of the following: General Treasurer, General Financial Secretary, Chair of Finance Ministries.
 - 3.2. Signatories for all Mission Treasury matters shall be two of the following: Missions Treasurer, Missions Financial Secretary, Chair of Finance Ministries.
 - 3.3. Signatories for all legal matters of the Church shall be two of the following: Moderator, Vice Moderator, Chair of Facilities Ministries.

Section 9: Deacon Ministries

- 1. Deacon Ministries personnel:
 - 1.1. The number of Deacons or Deaconesses shall be no less than 6 OR, based on one (1) deacon or deaconess for every 25 average attendees or fraction thereof, no more than 12.
 - 1.2. Every effort should be made to ensure a balance of men and women serving in this ministry.
- 2. Responsibilities:
 - 2.1. Oversee the care ministry and the Benevolent Fund of the Church.
 - 2.2. Oversee the status and standards of membership as outlined in Article III, Section 10.
 - 2.3. Oversee discipline in the church as outlined in Article II, Section 3.
 - 2.4. Oversee the ordinances of the Church.
 - 2.5. Responsible for pulpit supply in the absence of the pastor.
 - 2.6. Support and counsel the Pastor in his role.
 - 2.7. Annually review the salary and compensation package for all pastoral staff and to make recommendations to the Chairperson of Finance Ministries for budget considerations.

Section 10: Status and Standards of Membership

1. Active Membership:

The standard for active membership shall include:

- 1.1. Participation and regular involvement in the ministry of this Church.
- 1.2. Contribution of one's time, talent and financial resources to the ministry of the Church.
- 1.3. Continuing adherence to the principles and practices of the Church as set out in its Constitution.
- 1.4. Members who, for special reasons acceptable to the Deacon Ministries (i.e., missionaries, students, shut-ins) desire to maintain membership in this Church, shall remain Active Members, and an effort shall be made to maintain contact with them.

2. Inactive Membership:

- 2.1. Any member of this Church who has not maintained fellowship with this Church through attendance and contributions for a period of one year shall be placed on the inactive list.
- 2.2. Movement of members to the inactive list will be initiated by the Deacon Ministries following their semi-annual review of the membership list. If a semi-annual review of the membership list results in a change of status, the Church shall be advised.
- 2.3. All members placed on the inactive list shall be notified of this fact in writing, and thereafter, shall not be counted as Active Members in the official reports of the Church. Inactive Members forfeit voting privileges.
- 2.4. Every effort shall be made to reinstate Inactive Members into Active Membership. Reinstatement is to be at the discretion of the Deacon Ministries based upon a visible attempt by the member to live according to the standards of Active Membership.
- 2.5. Members will remain on the Inactive Membership list until, upon recommendation of the Deacon Ministries; they shall be erased from membership after the Church vote. (See Article II, Section 6.2 & 6.3) Such members are to be informed in writing of this action if possible.

Section 11: Church Use Policy

This congregation reserves the right to rent or allow use of its premises only by individuals or groups not incompatible with our goals, values and statements and for purposes which are not incompatible with our goals, values and statements.

ARTICLE IV: APPENDIX

Section 1: Statement of Beliefs

In continuity with our immediate forefathers and the larger fellowship of Baptists throughout our history, we seek to practice and propagate by God's grace the following convictions:

1. The Bible

We believe the Bible is God's Word given by divine inspiration, the record of God's revelation of Himself to humanity (II Timothy 3:16). It is trustworthy, sufficient, without error—the supreme authority and guide for all doctrine and conduct (1 Peter 1:23-25; John 17:17; II Timothy 3:16-17.) It is the truth by which God brings people into a saving relationship with Himself and leads them to Christian maturity (John 20:31, I John 5:9-12; Matthew 4:4; 1 Peter 2:2).

2. God

We believe in the one living and true God, perfect in wisdom, sovereignty, holiness, justice, mercy and love (I Timothy 1:17; Psalm 86:15; Deuteronomy 32:3-4). He exists eternally in three coequal persons who act together in creation, providence and redemption (Genesis 1:26; I Peter 1:2; Hebrews 1:1-3).

a. The Father reigns with providential care over all life and history in the created universe; He hears and answers prayer (1 Chronicles 29; 11-13; Matthew 7:11). He initiated salvation by sending His Son, and He is Father to those who by faith accept His Son as Lord and Savior (I John 4:9-10; John 3:16; John 1:12; Acts 16:31).

b. The Son became man, Jesus Christ, who was conceived of the Holy Spirit and born of the Virgin Mary (John 1:14; Matthew 1:18). Being fully God and fully man, He revealed God through His sinless life, miracles and teaching (John 14:9; Hebrews 4:15; Matthew 4:23-24). He provided salvation through His atoning death in our place and by His bodily resurrection (I Corinthians 15:3-4; II Corinthians 5:21; Romans 4:23-25). He ascended into heaven where He rules overall creation (Philippians 2:5-11). He intercedes for all believers and dwells in them as their ever-present Lord (Romans 8:24; John 14:23).

c. The Holy Spirit inspired men to write the Scriptures (II Peter 1:21). Through this Word, he convicts individuals of their sinfulness and of their righteousness of Christ, draws them to the Savior, and bears witness to their new birth (James 1:18; John 16:7-11; I Thessalonians 1:5-6; Romans 8:16). At regeneration and conversion, the believer is baptized in the Holy Spirit (I Corinthians 12:13). The Spirit indwells, seals and gives spiritual gifts to all believers for ministry in the church and society (Romans 8:9-11; Ephesians 1:13-14; Romans 12:5-8; I Peter 4:10). He empowers, guides, teachers, fills, sanctifies and produces the fruit of Christ-likeness in all who yield to Him (Acts 4:31; Romans 8:14; I Corinthians 2:10-13; Ephesians 5:18; II Thessalonians 2:13; Galatians 5:16; 22-23).

3. Angels & Demons

We believe God created an order of spiritual beings called angels to serve Him and do His will (Psalm 148:1-5; Colossians 1:16). The holy angels are obedient spirits ministering to the heirs of salvation and glorifying God (Hebrews 1:6-7; 13-14). Certain angels, called demons, Satan being their chief, through deliberate choice revolted and fell from their exalted position (Revelation 12:7-9). They now tempt individuals to rebel against God (I Timothy 4:1; I Peter 5:8). Their destiny in hell has been sealed by Christ's victory over sin and death (Hebrews 2:14; Revelation 20:10).

4. Man

We believe God created man in His own image to have fellowship with Himself and to be steward over His creation (Genesis 1:26-28). As a result, each person is unique, possesses dignity and is worthy of respect (Psalm 139:13-17). Through the temptation of Satan, Adam chose to disobey God; this brought sin and death to the human race and suffering to all creation (Genesis 3; Romans 5:12-21; 8:22). Therefore, everyone is born with a sinful nature and needs to be reconciled to God (Romans 3:9-18,23). Satan tempts people to rebel against God, even those who love Him (Ephesians 4:27; II Corinthians 2:11; Matthew 16:23). Nonetheless, everyone is personally responsible to God for thoughts, actions and beliefs and has the right to approach Him directly through Jesus Christ, the only mediator (Romans 14:12; I Timothy 2:5).

5. Salvation

We believe salvation is redemption by Christ of the whole person from sin and death (II Timothy 1:9-10; I Thessalonians 5:23). It is offered as a free gift by God to all and must be received personally through repentance and faith in Jesus Christ by the regeneration of the Holy Spirit (Galatians 2:20; Colossians 1:27). As a child of God, the believer is acquitted of all guilt and brought into a new relationship of peace (Romans 5:1). Christians grow as the Holy Spirit enables them to understand and obey the Word of God (II Peter 3:18; Ephesians 4:15; I Thessalonians 3:12).

6. The Church

We believe the Church is the body of which Christ is the head and all who believe in Him are members (Ephesians 1:22-23; Romans 12:4-5). Christians are commanded to be baptized upon profession of faith and to unite with a local church for mutual encouragement and growth in discipleship through worship, nurture, service and the proclamation of the Gospel of Jesus Christ to the world (Acts 2:41-42, 47; Luke 24:45-48). Each church is a self-governing body under the lordship of Christ with all members sharing responsibility (Acts 13:1-3, 14:26-28). The form of government is understood to be congregational (Matthew 18:17; Acts 6:3-6; 15:22-23). The ordinances of the church are baptism and the Lord's Supper.

Baptism is the immersion of a believer in water in the name of the Father, and of the Son, and of the Holy Spirit (Matthew 28:18-20). It is an act of obedience symbolizing the believer's identification with the death, burial and resurrection of the Savior Jesus Christ (Romans 6:3-5).

The Lord's Supper is the partaking of the bread and of the cup by believers together as a continuing memorial of the broken body and shed blood of Christ. It is an act of thankful dedication to Him and serves to unite His people until He returns (I Corinthians 11:23-26). To express unity in Christ, local churches form associations and a conference for mutual counsel, fellowship and a more effective fulfillment of Christ's commission (Acts 15; I Corinthians 6:1-3).

7. Church & State

We believe religious liberty, rooted in Scripture, is the inalienable right of all individuals to freedom of conscience with ultimate accountability to God (Genesis 1:27; John 8:32; II Corinthians 3:37; Romans 8:21; Acts 5:29). Church and state exist by the will of God. Each has distinctive concerns and responsibilities, free from control by the other (Matthew 22:21). Christians should pray for civil leaders, and obey and support government in matters not contrary to Scripture (I Timothy 2:1-4; Romans 13:1-7; I Peter 13-16). The state should guarantee religious liberty to all persons and groups regardless of their religious preferences, consistent with the common good.

8. *Christian Life*

We believe Christians, individually and collectively, are salt and light in society (Matthew 5:13-16). In a Christ-like spirit, they oppose greed, selfishness and vice; they promote truth, justice and peace; they aid the needy and preserve the dignity of people of all races and conditions (Hebrews 13:5; Luke 9:23; Titus 2:12; Philippians 4:8-9; I John 3:16-17; James 2:1-4).

9. *Marriage & Family*

We believe the Bible teaches that marriage refers to the covenant relationship between one man and one woman, as instituted by God in the beginning, to the exclusion of all others. (Genesis 1: 20b-24) We affirm the family as the basic unit of society and seek to preserve its integrity and stability (Genesis 2:21-25; Ephesians 6:1-4).

10. *Last Things*

We believe God, in His own time and in His own way, will bring all things to their appropriate end and establish the new heaven and the new earth (Ephesians 1:9-10, Revelation 21:1). The certain hope of the Christian is that Jesus Christ will return to the earth suddenly, personally and visibly in glory according to His promise (Titus 2:13, Revelation 1:7; 3:11; John 14:1-3). The dead will be raised, and Christ will judge mankind in righteousness (John 5:28-29). The unrighteous will be consigned to the everlasting punishment prepared for the devil and his angels (Matthew 25-41, 46; Revelation 20:10). The righteous, in their resurrected and glorified bodies, will receive their reward and dwell forever with the Lord (Philippians 3:20-21; II Corinthians 5:10; I Thessalonians 4:13-18).

Source:

North American Baptist Conference Statement of Faith adopted: MBA Annual General Session • April 20, 1996

Marriage & Family amendment adopted: MBA Annual General Session • October 13, 2007

Section 2: Staff Code of Conduct Agreement

Article III, Section 7, 5 states: “All paid staff shall annually agree to and sign the Staff Code of Conduct Agreement to be kept on file in the Church Office.”

Emmanuel Baptist Church exists to glorify God by being a loving and discipling church. This church also sees itself as a witness to the meaning of a relevant faith in its relationship with the community in which it exists. Our aim is to be a community of faith in which all of our staff serves as suitable and consistent role models for those who come in contact with our church. For that reason, we expect the conduct of every employee to be compatible with statement of faith and our purpose and vision.

As a condition of employment, every staff member voluntarily agrees to the following statement of lifestyle and conduct as an expression of the privileges and responsibilities of working in a Christian organization.

Conduct and Lifestyle:

As a paid staff of Emmanuel Baptist Church I recognize the importance of my work and lifestyle as a role model of the values taught in God’s Word and upheld by this church. To accomplish this I will:

1. Make myself familiar with the beliefs and practices of this church, and agree to conduct myself in ways that promote these beliefs and practices.
2. Respect my fellow staff members and deal with them in ways that reflect Christian ethical standards, including the avoidance of gossip and second-hand criticism and any other behaviour which may unjustly damage their reputation
3. Abstain from practices which this church finds unacceptable because they are seen to be in conflict with Scripture and this church’s standards for the role models of its members, including:
 - the profession and practice of non-Christian beliefs
 - profane, abusive and blasphemous language
 - abuse of alcohol and other legal drugs and use of illegal drugs
 - theft, fraud, or any other criminal activity
 - racial, religious or ethnic prejudice or membership in organizations that promote it
 - sexual activity of a promiscuous, extra-marital or homosexual nature
 - the producing or purchasing or viewing of pornographic material
 - violent or abusive behaviour or sexual and gender harassment.

I understand that while this church recognizes that all Christians have failings, this church rightly calls me to live up to the expectations outlined above. I understand that failure to do so constitutes grounds for dismissal from the church’s employment. However, I expect that allegations of failure to do so will be dealt with in a caring and loving manner that has forgiveness as it primary focus, in accordance with the principles laid out in God’s Word.

Signed: _____ Date: _____
(This form to be renewed annually)

Pastoral Staff:

As a member of the pastoral staff of Emmanuel Baptist Church, I agree that in the event of a marriage breakdown, or separation or divorce from my spouse, that I will resign from my position on the pastoral staff and work with the church leadership in a positive and cooperative manner as together we seek a reconciliation with my spouse and the possible return to Christian ministry, whether in this church or some other place.

Signed: _____ Date: _____
(This form to be renewed annually)

Section 3: Rotation schedule of elected positions

The elected positions expire at the end of the year indicated:

2010, 2013	2009, 2012	2011, 2014
2016, 2019	2015, 2018	2017, 2020
Children & Youth	Facilities	Adult
Deacon Chair	Vice Moderator	Fellowship
General Treasurer	Worship	Moderator
Church Clerk	General Financial Secretary	Missions Financial Secretary
Missions Treasurer	Deacon/Deaconess	Outreach
Deacon/Deaconess	Deacon/Deaconess	Deacon/Deaconess
	Deacon/Deaconess	

Note: See Section 9, 1 for number of Deacons/Deaconesses needed. Minimum of 6 and maximum of 12.

Section 4: Definitions

Amendments

- Amendments to the Constitution must be approved by the Church Board, and the text presented to the membership at least two (2) Sundays prior to voting at a meeting called to amend the Constitution (Article I. Section 10).
- An affirmative vote shall consist of the following:
 - ✓ 80% of those eligible voting members in attendance, at a duly called meeting, requiring a quorum of 50% of active church membership.
- Amendments to the Bylaws shall require an affirmative vote of 67% of the eligible voting members present at a duly called meeting (Article II. Section 7, 2).
- Amendments to the Policy Manual shall require a simple majority affirmation vote of the eligible voting members present at a duly called meeting.

Eligible Voting Member

- A minimum sixteen (16) years of age is required to vote (Article II. Section 1, 3).
- A minimum eighteen (18) years of age is required to:
 - ✓ Serve as an elected officer of the church,
 - ✓ Vote on matters pertaining to the purchase, sale or mortgage of property (Article II. Section 1, 3).

General Business Meeting – a duly called meeting to transact business of the Church with notice given at least one week prior to the meeting (Article II. Section 5, 1).

Membership – Participation and regular involvement in the ministry of the Church, contribution of one's time, talent and financial resources, and continuing adherence to the principles and practices of the Church as set out in its Constitution (Article III. Section 10).

Quorums

- The quorum for any business meeting of the Church shall be 20% of its active membership (Article II. Section 7, 1).
- The quorum for the Church Board, all ministries and committees shall be 50%.
- See Voting for a quorum on the calling or dismissal of senior pastor.

Voting

- Amendments to the Constitution or calling or dismissal of senior pastor
 - ✓ 80% of those Eligible Voting Members in attendance, at a duly called meeting, requiring a quorum of 50% of the active church membership (Article I. Section 10, 3)
- General business – a simple majority of those present at the meeting (Roberts Rules of Order).

Constitution, Bylaws and Policy Manual Adopted – February 13, 2008, February 6, 2011

Policy Manual Amended – March 25, 2008, January 26, 2010

Section 5: Organizational Chart

