

CONSTITUTION OF IMMANUEL BAPTIST CHURCH

PREAMBLE

We declare and establish this constitution for the preservation and security of the principles of our faith, and so that this body may be governed in an orderly manner. This constitution will preserve the freedom of this body in its relation to other churches of the same faith.

Article I – General

1.1 Legal Name

The legal name of this non-profit organization is the Immanuel Baptist Church, Incorporated, Elizabethtown, Kentucky.

1.2 Definition and Purpose

Immanuel Baptist Church is a redemptive body of Christ, through the power of the Holy Spirit. It shall be the purpose of this church to proclaim the gospel of Jesus Christ to the whole world. This will be accomplished by worship, witness, education, fellowship and ministry.

1.3 No Contractual Rights

Nothing contained in this Constitution, the church By-laws, church policies, or other documents shall be construed to create any contractual rights, express or implied, between the church and any of its members, employees, volunteers, or other persons.

Article II – Statement of Faith

2.1 God – We believe that there is one and only one living and true God, revealed to us as the Father, Son and Holy Spirit, equal in every divine perfection. We believe that God created man in his own image, innocent of sin, and having freedom of choice. By his free choice, man sinned against God and brought sin and death into the human race. We believe that God sent His Son into the world to save the world; God sends the believers into the world to continue the work of Christ. We believe that God is the source of all material and spiritual blessings; all that we have and are, we owe to Him. Therefore, we are obligated to serve Him with our time, talents and material possessions.

2.2 The Holy Bible – We believe that the Holy Bible was written by men divinely inspired and is the record of God’s revelation of Himself to man.

2.3 Salvation – We believe that salvation is God’s gift of grace to all who repent and accept Jesus Christ as Savior and Lord. “For we are his workmanship, created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them.” (Ephesians 2:10 ESV)

2.4 Church – We believe that Christ expressly commissions His church to reach into the world that everyone might be saved. We believe that Immanuel Baptist Church is the continuing expression of the body of Christ and as a local autonomous body, operates through democratic processes under the lordship of Christ. We recognize that this church, as the body of Christ, is among the redeemed of all ages. We believe that the first day of the week is the Lord’s Day, commemorating His resurrection from the dead and is to be used in worship and spiritual devotion.

2.5 Church and State - We believe that the church and state should be separate. A free church in a free state is the Christian ideal. This implies the right of free access to God by all and the right to form and propagate religious beliefs without interference by the civil power.

2.6 Ordinances – We believe that the church has two ordinances: *Baptism and the Lord’s Supper*. Baptism is the immersion of a believer, upon the command of Christ, in the name of the Father, the Son and the Holy Spirit. It unites the believer in the death, burial and resurrection of the Lord, symbolizing the believer’s death to sin and resurrection to new life. The Lord’s Supper is a symbolic act of obedience whereby members of the body of Christ partake of the bread and the fruit of the vine to memorialize the death of Christ and to anticipate His second coming.

2.7 Marriage and Sexuality – We believe God has ordained marriage and defined it as the covenant relationship between a biological man, a biological woman, and Himself. Immanuel Baptist Church will only recognize marriages between a biological man and a biological woman. Further, the Pastors/Ministers and staff of Immanuel Baptist Church shall only participate in weddings and solemnize marriages between one biological man and one biological woman. Finally, the facilities and property of Immanuel Baptist Church shall only host weddings between one biological man and one biological woman (see Appendix A).

2.8 Sanctity of Human Life - We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalm 139).

2.9 We believe that The Baptist Faith and Message as updated and adopted by the Southern Baptist Convention in 2000 is a further guide to our basic beliefs (copy is maintained in the church office).

2.10 Final Authority – We believe that this *Statement of Faith* does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Immanuel Baptist Church’s faith, doctrine, practices, policies and discipline, the Executive Council and Senior Pastor are Immanuel Baptist Church’s final interpretive authority on Bible’s meaning and application.

2.11 Conclusion – We believe that Ephesians 3:20-21 is a fitting conclusion for these statements of faith. “Now to him who by the power at work within us is able to do far more abundantly than all that we ask or think, to him be glory in the church and in Christ Jesus to all generations, forever and ever. Amen.” (ESV)

Article III – Church Covenant

3.1 Statement – Since we have committed ourselves to Jesus Christ and have experienced the acceptance, forgiveness, and redemption of God our Father, we covenant together as members of Immanuel Baptist Church that with God’s help through the guiding presence of the Holy Spirit:

1. We will walk together in brotherly love.
2. We will show loving care for one another and encourage, counsel and admonish one another.
3. We will assemble faithfully for worship and fellowship, and we will pray earnestly for others as well as for ourselves.
4. We will endeavor to bring up those under our care “in the nurture and admonition of the Lord” (Ephesians 6:4).
5. We will seek, by Christian example and personal effort, to win others to Christ and to encourage their growth toward Christian maturity.
6. We will share one another’s joy and endeavor to bear one another’s burdens and sorrows.
7. We will oppose all conduct which compromises our Christian faith and will uphold high standards of Christian morality.
8. We will prove the reality of our conversion by living godly, fruitful lives.
9. We will maintain a faithful ministry of worship, witness, education, fellowship and service.
10. We will be faithful stewards of our resources and abilities in sharing the gospel with people of all nations.
11. We will, in the event of transfer to some other community, as soon as possible, unite with another church where we can carry forward the spirit of this covenant.

3.2 Result – As a result of this covenant relationship, we will seek earnestly to live to the glory of God who brought us out of darkness into His marvelous light.

Article IV – Church Governance

4.1 Governance – The government of this church is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation, which are common among Baptist churches. Insofar as it is practical, this church will cooperate with and support the associational and state convention affiliated with the Southern Baptist Convention.

4.1.1 The members retain authority to govern in the following matters:

- (a) Calling and dismissing the Senior Pastor (including establishing senior pastor search team);

- (b) Calling and dismissing ministerial staff other than the Senior Pastor (including establishing search teams, as needed);
- (c) Approving persons for membership;
- (d) Approving members of the Executive Council (per criteria and procedures specified in the By-laws);
- (e) Electing deacons and leadership team members, ministry team members, church officers, and Sunday School leaders and workers;
- (f) Adopting church constitution and By-laws;
- (g) Approving amendments to church constitution and By-laws;
- (h) Approving church's annual budget;
- (i) Purchasing, selling, or encumbering real property;
- (j) Borrowing money other than consistent with the church budget;
- (k) Establishing a mission church or other church campuses;
- (l) Approving church affiliations with conventions, associations, or groups.

4.1.2 The members delegate substantial authority to govern to the Executive Council. The members authorize the Executive Council to govern on behalf of the church in all matters not specifically listed above. Article X, Section 1 of the By-laws identifies Executive Council membership (selection and terms of membership); areas of responsibility; and, operational procedures.

4.2 By-laws and Job Descriptions - This church recognizes a set of By-laws and job descriptions, which are a part of this document.

4.3 Amendments - This constitution may be amended by two-thirds (2/3) vote of those members present and voting. The amendments or alteration must be presented in writing at a Family Meeting. The resident members of this church must be promptly notified of the proposal, and the vote may then be taken on the next regular Family Meeting of the church.

BY-LAWS OF IMMANUEL BAPTIST CHURCH

Article I – Membership

Section 1.1 General

This is a sovereign and democratic Baptist church under the lordship of Jesus Christ. The membership retains the right of self-government in all phases of the spiritual and temporal life of this church.

The membership of this church shall be composed of individuals who are believers in the Lord Jesus Christ and affirm the tenets of the Church Constitution, and who offer evidence, by their confession and their conduct, that they are living in accord with their affirmations and this Constitution and By-laws, and are actively pursuing and continuing in a vital fellowship with the Lord, Jesus Christ. The Executive Council shall have final authority in all matters of church membership, as set forth and described in the By-laws.

Section 1.2 Process of Membership

All persons may offer themselves as candidates for membership in this church. All such candidates shall be presented at any regular worship service for membership in any of the following ways:

- A. By profession of faith and baptism.
- B. By promise of letter from another Baptist church.
- C. By statement of prior conversion experience followed by baptism by immersion, when no letter is obtainable.
- D. Candidates are affirmed and received for membership during the worship service and then are approved by church action at the next Family Meeting. Professions of faith are baptized without waiting until the next Family Meeting. (Amendment added 01-21-2018)

If any member feels a candidate is not suitable for membership, the matter should be referred to the Executive Council. They shall make a recommendation to the church within thirty (30) days.

Section 1.3 Responsibilities

- A. New members are required to participate in the church's New Member-Introduction to IBC orientation class.
- B. Members are expected to attend all regular services unless providentially hindered.
- C. Members are expected to bring their tithes and offerings to God's house to support the ministry and mission of the church.
- D. Members are expected to participate in the work of the church.
- E. Members are expected to participate in the Family Meetings of the church.

Section 1.4 Church Discipline

Since the church has the right to accept individuals for membership, the church must also have the freedom to discipline in cases involving a member engaging in immoral or unchristian conduct, breach of statement of faith and church covenant, disregard for the responsibilities of membership or disloyalty to the church. The church refers all matters of discipline to the Executive Council. Faithful efforts, guided by Matthew 18, shall be made to bring any such member to repentance and reconciliation through Biblical counseling, confrontation and

encouragement. In cases of members who fail to respond in repentance, the Executive Council may admonish the member, remove the person from any position of church leadership or terminate the member's membership, and may advise the church of any action.

Section 1.5 Dismissal

A church member shall be dismissed in the following ways: (1) by death; (2) by becoming a member of another Baptist church; (3) by becoming affiliated with a non-Baptist church; and (4) by action of Executive Council on behalf of the church.

Article II – Ministers

Section 2.1 Responsibilities

The ministers are called by the church to use their gifts in the areas of worship, music, education and Senior Pastoral care in meeting the needs of persons in the church and community. Normally this work is carried out by the Senior Pastor, Education and Worship Minister, Minister of Students, and other such ministers as needed. Ministers are required to read, sign and comply with the Code of Conduct (see Appendix B).

Section 2.2 Senior Pastor

The Senior Pastor reports to the Personnel Leadership Team and is responsible for leading the church to function as a New Testament church. The Senior Pastor is responsible for: (a) proclaiming the gospel; (b) leading in the areas of outreach, missions, fellowship and caring; and (c) providing administrative leadership. Specific duties are listed in job descriptions (see Appendix B).

Section 2.3 Education and Worship Minister

The Education and Worship Minister reports to the Senior Pastor and Personnel Leadership Team and is responsible for all Christian education programs, including Sunday School and discipleship programs. The Education and Worship Minister is also responsible for the complete music program of the church. Specific duties are listed in job descriptions (see Appendix B).

Section 2.4 Minister of Students

The Minister of Students reports to the Senior Pastor and Personnel Leadership Team and is responsible for planning, coordinating, directing and evaluating the student ministry (including children and youth) of the church. Specific duties are listed in job descriptions (see Appendix B).

Section 2.5 Selection

When there is a minister vacancy or when the need arises for an additional minister, a Minister Selection Team shall be elected by the church. For this team, Executive Council shall nominate one of their number, one deacon and three persons at large. Additional nominations may be made from the floor. If there are nominations from the floor, election shall be made by secret ballot. The five persons receiving the highest vote shall be the selection team. The first responsibility of the selection team shall be to secure interim leaders for any vacancies as needed. This team will collaborate with the Personnel Leadership Team to give guidance and support.

The responsibility of seeking out and recommending any minister to the church shall belong solely to the minister selection team. This includes salary and benefits working in collaboration with the Personnel and Stewardship/Debt Retirement Leadership Teams. The team shall bring for the church's consideration only one person at a time.

Section 2.6 Election

The minister's election shall take place at a meeting called for that purpose, of which one week's public notice shall be given. The church shall consider only one person at a time. Election shall be by secret ballot, an affirmative vote of three-fourths (3/4) of those present and voting being necessary for a choice. The minister, thus elected, shall serve until the relationship is terminated by his request or the church's request.

Section 2.7 Termination

The minister shall give at least a two-week notice at the time of resignation/dismissal before terminating his responsibilities. A minister may be subject to dismissal by the church only upon joint recommendation of the Executive Council and the Personnel Leadership Team. A vote of dismissal shall take place at a meeting called for that purpose, of which one week's public notice shall be given. The vote shall be by secret ballot. A three-fourths (3/4) majority of those voting shall be required for dismissal. In the case of dismissal, the minister shall be provided one month's severance pay.

Article III – Church Staff

Section 3.1 Staff Positions

The church shall employ such staff members, as the church shall need. The staff shall include all employees other than those described in Article II – Ministers. Job descriptions may be found in Appendix B. Staff members are required to read, sign and comply with the Code of Conduct (see Appendix B).

Section 3.2 Employment and Dismissal

Employment and dismissal of employees shall be upon the recommendation of the Personnel Leadership Team.

Article IV – Deacons

Section 4.1 Number

The number of deacons shall be sufficient to meet the needs of the congregation through the Care Ministry Plan (approximately 20 active church members per deacon). It shall be the responsibility of the serving deacons to recommend any changes in the number of actively serving deacons.

Section 4.2 Term

Deacons shall serve on an open-ended basis. Deacons may request leave at any time.

Section 4.3 Yokefellows

The purpose of Yokefellows is to disciple eligible men in the Care Ministry of IBC for potential deacon service.

4.3.1 Qualifications

The qualifications for Yokefellows shall be the same as for deacons (except time requirements).

4.3.2 Service

Yokefellows serve for one year. After one year, Yokefellows will have one of three options:

- a) Become a deacon pursuant to church policy;
- b) Continue as a Yokefellow for another one-year term; or,
- c) Discontinue service as a Yokefellow.

4.3.3 Selection

The deacon body will make recommendations for Yokefellows. The Deacon Chairman, Deacon Chairman-elect (Yokefellow Ministry Coordinator), and Senior Pastor will counsel with those recommended for Yokefellow Ministry. Those qualifying and agreeing to serve as Yokefellows will be identified to the deacon body at any regular deacons meeting.

4.3.4 Training

A Yokefellow will be paired with a deacon to gain experience in doing practical Care Ministry, attend deacons meetings and training opportunities, be faithful to the general expectations for deacons.

Section 4.4 Biblical Qualifications of a Deacon

The following qualifications are for those who will serve as Deacons of Immanuel Baptist Church.

4.4.1 Spiritual Qualifications

- A. Full of the Holy Spirit
- B. Full of wisdom
- C. Full of faith

4.4.2 Practical/Moral Qualifications

- A. Dignified
- B. Not double-tongued
- C. Not addicted to much wine
- D. Not greedy for dishonest gain
- E. First test, proving themselves blameless
- F. The husband of one wife
- G. Managing his children and household well

4.4.3 Qualifications for the wife of a Deacon

- A. Dignified
- B. Not a slanderer

- C. Sober-minded
- D. Faithful in all things

Section 4.5 Recommendation of New Deacons

The deacons shall recommend to the church for election ordained deacons who have joined the church and been actively involved for one year and at least 21 years old or older, or those who have completed at least one year as a yokefellow, or others as nominated by a church member.

Section 4.6 Election of Deacons

Deacon candidates may be elected by the church at any time. Voting will be by secret ballot.

Section 4.7 Deacons – General Expectations

4.7.1 Have a daily devotion time.

4.7.2 Attend and support Sunday School, Discipleship Training, and worship services.

4.7.3 Attendance and support of church-wide events is encouraged: i.e. VBS, choral programs, community outreach events, revivals, and other ministry opportunities as they arise.

4.7.5 Be wholly committed to the Immanuel Baptist Church Care Ministry Plan and present care ministry update at deacon's meeting.

4.7.6 Respect confidentiality in responding to ministry needs.

4.7.7 Share their faith with those outside the church.

4.7.8 Attend monthly deacon's meetings.

4.7.9 Attend Family Meetings.

4.7.10 Provide spiritual leadership to the church through encouragement and example.

4.7.11 Oppose all conduct which compromises our Christian faith and uphold high standards of Christian morality.

Article V – Trustees

Section 5.1 Number

There shall be three (3) trustees, recommended by the Leadership Enlistment Team and elected by the church.

Section 5.2 Term

The Trustees term of office shall be so arranged that there shall be one elected each year for a term of three (3) years. At the end of the three-year term, no member shall be eligible for re-election for at least one (1) year.

Section 5.3 Duties

Trustees serve as representatives of the church in all legal matters. Annually, they review and make recommendations to the church concerning the church's insurance program.

Article VI – Treasurer

Section 6.1 Selection

A treasurer and an assistant treasurer shall be recommended by the Leadership Enlistment Team and elected annually by the church.

Section 6.2 Duties

6.2.1 The treasurer is responsible for receiving, accounting, disbursing and reporting of all monies and gifts to the church.

6.2.2 The treasurer shall follow the six guidelines of the Benefit Package to disburse church funds to ministers and staff as recommended and approved by the Personnel Leadership Team and church membership.

6.2.3 The treasurer shall also serve as an ex-officio member of the Stewardship/Debt Retirement Leadership Team.

Article VII – Tellers

Section 7.1 Number

Three (3) tellers and if needed, alternate(s), shall be recommended by the Leadership Enlistment Team and elected by the church annually. The tellers shall select their own chairperson.

Section 7.2 Duties

7.2.1 Count all church offerings, including revivals and any other special offering.

7.2.2 Prepare deposit slips in duplicate, one of which shall remain in the church office for treasurer's use. Money shall be placed in bank night depository the same day it is received.

7.2.3 Have at least two (2) tellers present when money is counted. Verification must be made with signature.

7.2.4 Insure that empty offering envelopes are delivered to the Administrative Assistant in a discreet manner.

Article VIII – Moderator

Section 8.1 Selection

A moderator shall be recommended by the Leadership Enlistment Team and elected annually by the church.

Section 8.2 Duties

The moderator shall preside at all church Family Meetings. In the absence of the moderator, the chairman of deacons shall preside; or in the absence of both, clerk shall call the church to order and an acting moderator shall be chosen.

Article IX – Clerk

Section 9.1 Selection

A clerk and an assistant clerk shall be recommended by the Leadership Enlistment Team and elected by the church annually.

Section 9.2 Duties

9.2.1 Keep up-to-date minutes of all church Family Meetings and submit to Administrative Assistant.

9.2.2 Coordinate with Administrative Assistant to insure that the official copy of minutes, both hard and electronic copy, is maintained in the church office.

9.2.3 Work with Administrative Assistant to send electronic notification of minutes of quarterly business meetings to church Family Members (including appropriate attachments reflecting all business transacted).

9.2.4 Review periodically master membership list of members, checking for dates of admission, record of baptisms, and dismissals or death.

9.2.5 Prepare correspondence, as needed, regarding church membership.

9.2.6 Prepare and submit the Annual Church Letter to the local association office.

Article X – Executive Council

Section 10.1 Executive Council Purpose

The members delegate substantial authority to govern to the Executive Council. The members authorize the Executive Council to govern on behalf of the church in all matters not specifically designated to members. These matters are listed in the Constitution (Article IV, 4.1, Church Governance). The areas of responsibility of the Executive Council are: (1) decision-making; (2) accountability; (3) planning; and, (4) operational procedures. Specific duties for each area are identified in Section 10.7.

Section 10.2 Membership

The Executive Council is comprised of five members: Senior Pastor and four members elected at a church Family Meeting. Senior Pastor will be a voting member of this council but will not serve as chairperson.

Section 10.3 Spiritual Qualifications for Executive Council Members

Persons desiring to serve and elected by the church to serve on the Executive Council should exhibit the biblical qualifications for church leaders found in 1 Timothy 3:1-7 and Titus 1:6-9. These spiritual qualifications include the following: above reproach, sober-minded, self-controlled, respectable, hospitable, not quarrelsome, gentle, not a recent convert, not puffed up with conceit, not quick tempered, not greedy for gain, not arrogant, well thought of by outsiders, a lover of good, upright, holy, disciplined, and holding to the trustworthy Word.

Section 10.4 Selection

10.4.1 In the first year of establishing the Executive Council, a list of eligible nominees will be identified by the Senior Pastor and two members from the adhoc Policy Committee. Thereafter, eligible nominees will be identified by a Selection Committee comprised of the Senior Pastor, Chairperson of the Executive Council, Chairman of the Deacons, and the Church Clerk.

10.4.2 The Selection Committee will identify nominees who meet the following criteria: (a) member of IBC minimum of three years; (b) servant heart; (c) prior service on at least two

church committees; (d) regular attendance in Sunday School and worship; (e) gifts/talents and experience in one or more of the following areas: leadership; administration; decision-making; collaboration; and interpersonal skill. A list of nominees will be presented to the church membership at a Family Meeting for a secret ballot vote with results reported at the end of the Family Meeting. The four nominees with the most votes will serve on the Executive Council. The Selection Committee must identify nominees to be presented at the fourth quarter Family Meeting.

Section 10.5 Terms of Membership

Members will serve a four-year term. A member may serve two consecutive terms, if elected; however, after the second term, he/she must take at least one year off before being eligible for re-election. An incumbent member(s) desiring to serve another term and having the support of the Selection Committee will be placed on the ballot.

Section 10.6 Dismissal

Members may resign at any time or be removed by dismissal. Dismissal is by recommendation of the council and requires a two-thirds vote of members present at a church Family Meeting. In the event of a vacancy, the Executive Council will appoint a replacement. The new member will be announced at the next Family Meeting.

Section 10.7 Areas of Responsibility

The members delegate substantial authority to govern to the Executive Council. The members authorize the Executive Council to govern on behalf of the church in all matters listed below.

10.7.1 Decision-making

- A. Develop policy, By-laws.
- B. Revise policy, By-laws, based on systematic, annual reviews and from input from staff members implementing the policies.
- C. Monitor implementation of policy through on-going communication with Leadership Ministry Teams.
- D. Resolve issues presented by Senior Pastor, Leadership and Ministry Team(s) or church member(s) in the following decision-making areas:
 - (1) Constitution, policy and By-laws interpretation, application, disputes;
 - (2) Issues and conflicts *arising from oversight* of facilities, programs and ministries;
 - (3) Issues relating to short-term and long-term planning;
 - (4) Approval of out-of-state and out-of-country mission trips;
 - (5) Standard operational procedures of the church;
 - (6) Disciplining and/or dismissing church members (see Sections 1.4 and 1.5);
 - (7) All matters not stated in Article 4.1 in the Constitution.
- E. Determine issues requiring action of church members
- F. Council decisions are final.

10.7.2 Accountability

- A. Responsible for the overall welfare of the church.

- B. Take responsibility for insuring that all Leadership and Ministry Team chairs have copies of church policy and By-laws that apply to their respective teams and understand the responsibilities of their teams.
- C. Assign Council members to serve as a resource to each Leadership and Ministry Team, assisting teams in interpreting and applying policy and By-laws.
- D. Monitor work of Leadership and Ministry Teams by maintaining clear and open communication with team chairs and by reviewing minutes of team meetings.
- E. Give attention to a particular area of ministry until it is completed or determined that it is no longer necessary to the overall ministry of the church.
- F. Bless new ministries as initiated by the Holy Spirit and needed by the church.

10.7.3 Planning

- A. Develop church's visionary, long-range plan, utilizing necessary resources for plan development, and being responsible for the plan having all the components necessary for innovation and progressive movement of the church.
 - (1) Engage in a proven process for plan development.
 - (2) Require ministerial staff to develop short-term goals supporting the long-range plan.
 - (3) Involve short-term support groups as needed.
- B. Communicate long-range plan to church and make regular reports regarding implementation (effectiveness, revisions, etc.).
 - (1) Target points on a timeline for specific events (presentation of plan; distribution of critical documents; reports to church, etc.);
 - (2) Identify critical documents (plan highlights; updates) for professional printing and distribution.
- C. Monitor the plan to ensure ongoing progress.
- D. Evaluate the plan.

10.7.4 Operational Procedures

- A. The Executive Council will meet monthly.
- B. The Chairperson in consultation with the Senior Pastor will prepare the agenda. Agenda items may come from consultation with Council members, church staff, Deacons, Leadership and Ministry teams and church members at large. Agenda and supporting documents will be provided to Council members for review one week prior to scheduled meeting.
- C. Minutes of all meetings will be filed in the office with the Administrative Assistant.
- D. The Chairperson reports for the Executive Council at quarterly Family Meetings.

Article XI – Standing Leadership Teams

There are four standing leadership teams: (1) Leadership Enlistment Team; (2) Personnel Leadership Team; (3) Church Property and Space Leadership Team; and (4) Stewardship/Debt Retirement Leadership Team.

Section 11.1 Leadership Enlistment Team

This team shall consist of five (5) members appointed by the Senior Pastor no later than the January Family Meeting. This team shall be on a rotating basis, with two (2) members appointed one year, three (3) the next. Terms are based on the calendar year. The team shall select its own chairperson. The Senior Pastor shall appoint any replacements to the team when needed. Should the church be without a Senior Pastor, the church moderator shall appoint the team.

11.1.1 Duties

- A. In consultation with the Sunday School Director, the Discipleship Training Council, and the Education and Worship Minister, discover and enlist persons to fill church education leadership positions.
- B. Select, interview and enlist church program leaders, general officers, leadership positions, and team members.
- C. Present the names of Sunday School workers no later than the July Family Meeting, to be elected by the church.
- D. Present the names of all other volunteer workers no later than the October Family Meeting, to be elected by the church.
- E. Additional nominations to any church position may be made from the floor and voting will be by secret ballot.
- F. Survey the congregation periodically to discover spiritual gifts and interests to help in providing leadership for the congregation.
- G. Team leader shall maintain ongoing communication with the designated Executive Council member.
- H. Minutes of all meetings will be filed in the office with the Administrative Assistant.

Section 11.2 Personnel Leadership Team

The Personnel Leadership Team shall consist of five (5) members, recommended by the Leadership Enlistment Team and elected by the church. Election shall be on a two-year rotating basis, two (2) members being elected one year and three (3) members the next year. Terms are based on calendar year. The team shall select its own chairperson. One member of the team will always be an active deacon.

11.2.1 Duties

- A. Prepare and maintain an employee handbook relating to the church's ministerial and support staff.
- B. Recruit, interview and recommend to the church any new non-ministerial staff.
- C. Develop and recommend salaries and benefits for ministerial and support staff to the Stewardship/Debt Retirement Leadership Team for inclusion in the church budget by August 31st.
- D. Develop and recommend policies and procedures to the church for ministerial and support staff members.
- E. Be responsible for employing and terminating all employees other than ministers. (See Article III, Section 3.2 Church Staff.)
- F. Act as mediator between all paid employees and the church.
- G. Implement and supervise an ongoing employee appraisal process.

- H. Team leader shall maintain ongoing communication with the designated Executive Council member.
- I. Minutes of all meetings will be filed in the office with the Administrative Assistant.

Section 11.3 Property and Space Leadership Team

The Property and Space Leadership Team shall consist of six (6) members, recommended by the Leadership Enlistment Team and elected by the church. Members shall serve for a term of three (3) years with two (2) members being elected each year. Terms will be based on calendar year. The team shall select its own chairperson.

11.3.1 Duties

- A. Inspect and supervise maintenance and repairs of all church buildings, grounds, and equipment. (Up to \$500 may be spent without church approval. Emergency repairs may be made at the discretion of the team.)
- B. Evaluate church property needs and make recommendations to the church on an as-needed basis.
- C. Develop and recommend policies and procedures related to church property and space.
- D. Collaborate with program leaders concerning space allocations and changes in the use of facilities and property.
- E. Consult with church organization leaders and other groups concerning furniture, equipment, etc.
- F. Make recommendations to the church for funds needed for improvement, repairs and replacement.
- G. Prepare budget recommendations annually, and submit to Stewardship/Debt Retirement Leadership Team by August 31.
- H. Audit execution of all facilities policies, including contracts and fees, quarterly and report to the church.
- I. Property and Space should evaluate all facilities quarterly in regard to the performance of the custodian and report their findings to the church.
- J. Team leader shall maintain ongoing communication with the designated Executive Council member.
- K. Minutes of all meetings will be filed in the office with the Administrative Assistant.

Section 11.4 Stewardship/Debt Retirement Leadership Team

Stewardship/Debt Retirement Leadership Team shall consist of nine (9) members that are recommended by the Leadership Enlistment Team and elected by the church. There shall be three (3) members elected each year, one of which is to be an active deacon, plus the church treasurer (ex officio) and Senior Pastor (ex officio). Members shall serve three (3) years with one-third of the team rotating off each year. Terms are based on calendar year. The team shall select its own chairperson. The Stewardship/Debt Retirement Leadership Team shall have the authority to enlist the aid of any church member in the carrying out of the stewardship program of the church. The team leader of the Stewardship/Debt Retirement Leadership Team shall also file a signature card with the bank, enabling him or her to sign checks in case of any emergency.

11.4.1 Duties

- A. Plan and recommend a stewardship program to the church annually.
- B. Encourage missions giving through the Cooperative Program and the local association.
- C. Schedule activities that will promote and encourage stewardship.
- D. Lead the church in meeting its annual budget.
- E. The team shall prepare the annual church budget. The budget shall be presented to the church at the October Family Meeting. Final approval of the budget shall be voted on the following Sunday during the worship service.
- F. The team shall be responsible for all church expenditures. Any member of the church may make requests for expenditures. The team will review and approve payment of all expenditures.
- G. The team is responsible for maintaining a suitable purchase order system with controls and accountability of all church funds. Approved purchase orders will be processed to the treasurer for payment. All payments are to be completed in a timely manner.
- H. The church treasurer will be responsible for a monthly financial statement at each regular Family Meeting. The Stewardship/Debt Retirement Leadership Team will review the monthly financial statement. Additionally, they will ensure an audit is conducted annually of all treasurers' records and a report made to the church.
- I. Lead the church in retiring any existing debt.
- J. Team leader shall maintain ongoing communication with the designated Executive Council member.
- K. Minutes of all meetings will be filed in the office with the Administrative Assistant.

ARTICLE XII – Ministry Teams

Section 12.1 Ministry Teams

Ongoing ministry at Immanuel Baptist Church will be the function of IBC Ministry Teams. A Ministry Team's purpose is to carry out (serving, ministering, doing) a specific ministry or area of ministry in the church. Each ministry team will have a purpose statement and will set its own objectives for carrying out this ministry. Ministry teams exist to fulfill one of the five purposes of the church: Worship, witness, discipleship, fellowship, and missions/ministry.

Ministry teams will serve on an annual basis; team leaders will be selected by church staff and will be presented to the church by the Leadership Enlistment Team; team members can volunteer or be recruited by team leaders; teams may be of varying sizes—as large or as small as needed; teams will meet regularly and will report ministry actions and progress to their assigned staff representative (advisor) and the church; and ministry teams are asked to complete an annual report and team evaluation.

Section 12.2 Duties:

A. Baptism Ministry Team

The Baptism Ministry Team will assist church staff and candidates in any way before, during and after baptism.

B. Lord's Supper Ministry Team

The Lord's Supper Ministry Team will assist the church staff and deacons in making arrangements, setting up, cleaning up, and storing equipment and supplies for Lord's Supper observances.

C. Food Services Ministry Team

The Food Services Ministry Team will determine the food service needs of the church and coordinate the total food service ministry of the church.

D. Nursery and Preschool Ministry Team

The Nursery and Preschool Ministry Team will organize and coordinate policies, practices, worker availability, supplies, and activities in the Sunday School and worship service programs for children birth through five years old.

E. Children's Ministry Team

The Children's Ministry Team will organize and coordinate activities for children who are in kindergarten through fifth grade.

F. Student Ministry Team

The Student Ministry Team will plan and coordinate spiritual and recreational student activities, as well as explore and implement present and future ministry needs for sixth graders through college students.

G. Transportation Ministry Team

The Transportation Ministry Team will evaluate, oversee and coordinate the transportation needs of Immanuel Baptist Church, including drivers, equipment, and maintenance.

H. Media Ministry Team

The Media Ministry Team will oversee the purchase maintenance and operation of various media equipment during regular and special church services.

I. Public Relations Ministry Team

The Public Relations Ministry Team will help church members communicate with others about the church and promote the church's identity and ministries within the church and out in the community.

J. Sanctuary Beautification Ministry Team

The Sanctuary Beautification Ministry Team will arrange for the sanctuary (and other spaces) to be adorned and made beautiful for regular and special services.

K. Special Events Ministry Team

The Special Events Ministry Team will develop, plan, and coordinate special events (activities and ministries) to advance the witness and enhance the life of Immanuel Baptist Church.

L. Missions Ministry Team

The Missions Ministry Team will recommend and oversee all missions activities in the church.

M. Bereavement Meal Ministry Team

The Bereavement Meal Ministry Team will coordinate a bereavement meal for church families who have lost loved ones.

N. Recording Ministry

The Recording Ministry will plan and arrange for recordings of Sunday School lessons and work with church staff to insure delivery of recordings to those not able to attend church (e.g. shut-ins, disabled, extended absences, etc.).

Article XIII – Educational Program

Section 13.1 General

The education ministry of Immanuel Baptist Church includes the Sunday School and Discipleship programs. Sunday School/Bible Study program shall meet regularly each Sunday morning. The Discipleship programs are scheduled throughout the year as determined by the Education Minister and the Discipleship Training Council.

Section 13.2 Mission

The IBC Sunday School mission is to **seek** God and His will as we **reach** people for Christ and **teach** them Biblical truth which will enhance spiritual transformation and Christ-like maturity, equipping them to **touch** the lives of others for the glory of God.

Section 13.3 Sunday School Director

The Sunday School Director shall be recommended by the Leadership Enlistment Team and elected by the church. Election shall be for one year and will continue until the individual serving in the role determines through God's direction, a need for change. Duties of the Sunday School Director are as follows:

- A. Review and order materials for both adult and children's departments.
- B. Coordinate education and training opportunities for teachers.
- C. Insure teachers are present for class each Sunday. Assist teachers with securing substitutes when absent.
- D. Insure weekly attendance is taken and reported to the Administrative Assistant.
- E. Communicate to the Leadership Enlistment Team those teachers returning for another year of service and those who are not.

13.4 Assistant Sunday School Director

The Assistant Sunday School Director shall be recommended by the Leadership Enlistment Team and elected by the church. Election shall be for one year and will continue until the individual serving in the role determines through God's direction, a need for change. The primary duty of the Assistant Sunday School Director is to provide assistance to the Sunday School Director in meeting duties described in previous section and other duties that may be assigned.

Section 13.5 Teachers

- A. Active members of Immanuel Baptist Church.
- B. Embrace the scriptures as their authority in all matters of faith and teaching.
- C. Grounded in the Statement of Faith found in Article II of the Immanuel Baptist Church Constitution.
- D. Be prepared and utilize adopted teaching materials and resources.
- E. Be punctual and provide a positive learning environment.
- F. Maintain contact with class members including absentees.
- G. Work with class to ensure there is a care minister, fellowship director and class secretary.
- H. Teachers of preschool, children and youth will undergo a background check. At the request of the Executive Council and Sunday School Director, background checks may be required of any teacher.

Section 13.6 Materials

All materials utilized for education shall be approved and sanctioned by the education and worship minister.

Article XIV – Church

Section 14.1 Services

The church shall meet regularly each Sunday morning and evening for the purpose of proclaiming the gospel of Jesus Christ and discipling believers. There shall also be mid-week prayer service. These meetings shall be conducted by the Senior Pastor or some other person chosen by him. Should the church be without a Senior Pastor, the Minister Selection Team shall be responsible for securing leadership (see Article II – Minister Selection Team Article II, page 2).

Section 14.2 Family Meetings

The church shall hold regular Family Meetings on the second Sunday during the first month of each quarter (January, April, July and October).

Section 14.3 Special Family Meetings

Special Family Meetings may be held to consider special matters. Announcement of a special Family Meeting must be made at a regular church service at least one week in advance. The announcement must state the item(s) of business to be discussed and voted on. No item(s) of business will be considered except the matter(s) for which the meeting is called. A quorum consists of those attending the Family Meeting.

Section 14.4 Rules of Order

The Family Meeting of this church shall be conducted according to the teachings of the Holy Scriptures. A current standard code of parliamentary procedure will be followed.

Article XV – Amendments

Changes in these By-laws may be made at any regular Family Meeting following these provisions:

- A. The proposed change shall have been presented in writing at a previous Family Meeting.
- B. Copies of the proposed change(s) shall be in the hands of all resident members at least one week before the proposed change is to be discussed and voted on.
- C. Changes to the By-laws shall have a majority of votes of those present and voting.