



EMMANUEL BAPTIST CHURCH CONSTITUTION

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PREAMBLE

This Constitution is adopted as a guide in matters pertaining to fellowship polity. The Word of God shall be the supreme law of this Church and shall govern any issue on which the Constitution may be silent. The Holy Spirit shall be the Supreme Guide. All members shall have the opportunity to express their desire without fear of intimidation or coercion.

ARTICLE I – NAME

The name of this Church shall be “Emmanuel Baptist Church”, located at 2 Olivier Road, Kingston 8, Jamaica.

ARTICLE II – AIM

The aim of this Church shall be to develop and maintain a Christian testimony. It shall seek by every Scriptural means to carry out the great commission of our Lord and Saviour, Jesus Christ, as set forth in Matthew 28: 19-20; and Acts 1: 8. It shall promote public worship, Christian fellowship, cooperation and evangelism:

1. By preaching and teaching of the Word of God for the salvation of unbelievers, the restoration of backsliders and the edifying of believers
2. By the administration of the ordinances and biblical discipline of the New Testament
3. By ministering to the spiritual and social needs of its constituents
4. By the spreading of the Gospel in all the earth through missions of like faith and practice and through personal evangelism
5. By maintaining a good testimony for Christ through godliness and good works
6. By conducting a Baptist church in accordance with the Word of God
7. By establishing other Baptist churches and educational institutions.

ARTICLE III – BIBLICAL TEXT

The King James Version shall be the standard Biblical text.

ARTICLE IV – ARTICLES OF FAITH

1. We believe in the scriptures of the Old and New Testament as verbally inspired of God and inherent in the original writing, and that they are of supreme and final authority in faith and practice. II Timothy 3: 16-17; II Peter 1: 19-21
2. We believe in one God, eternally existing in three persons: Father, Son and Holy Spirit. Exodus 20: 2-3; I Corinthians 8: 6; I John 5: 7; I Peter 1:2
3. We believe that Jesus Christ was begotten by the Holy Spirit, born of Mary a virgin, and is true God and true man. John 1: 1-2, 14; Luke 1: 35

4. We believe that man was created in the image of God. That he sinned and thereby incurred not only physical death, but also spiritual death, which is separation from God; and that all human beings are born with a sinful nature. Genesis 1: 26-27; Romans 5: 12; Ephesians 2: 1-3, 12
5. We believe that the Lord Jesus Christ died for our sins according to the scriptures as a representative and substitutionary sacrifice; and that all who believe on Him are justified on the ground of His shed blood. Romans 3: 24-25; I Peter 2: 24; Ephesians 1: 7; I Peter 1: 3-5
6. We believe in the “Eternal Security” of the believer; it is impossible for one born into the family of God ever to be lost. John 3:16; John 10: 27-28
7. We believe in the bodily resurrection of the crucified Lord; in his ascension into Heaven, and in His present life there as High Priest and Advocate. Luke 24: 1-9; Acts 1: 3, 9, 10; I John 2: 1-2
8. We believe in “that blessed hope”; the personal return of our Lord and Saviour Jesus Christ, when the Church will be gathered together unto Him. I Thessalonians 4: 13-17; I Corinthians 15: 51-57
9. We believe in the literal fulfillment of the prophecies and promises of the Scriptures. Isaiah 40: 8; Matthew 5: 17-18
10. We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby became children of God. John 1: 12-13; Romans 10: 9-10; John 3: 3-7
11. We believe in the bodily resurrection of the just and unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost. John 5: 21-30; I Thessalonians 4: 16; Revelations 20: 11-15
12. We believe that the Scriptural ordinances of the Church are Baptism (by immersion) and the Lord’s Supper; that Baptism should be administered to believers only as a symbol of their belief in the death, burial and resurrection of Christ, and that the Lord’s Supper should be partaken by baptized believers only, to show forth His death till He comes. Matthew 28: 11-20; Acts 8: 36-39; Romans 6: 3-5; Colossians 3: 3; I Corinthians 11: 23-32
13. We believe in the autonomy of the local church, and acknowledge Christ alone as its true head. Acts 6: 1-6; Matthew 16: 18; Matthew 18: 15-18

ARTICLE V – COVENANT

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Saviour; and, on a profession of faith, having been baptized in the name of the Father and of the Son and of the Holy Spirit; we do now in the presence of God and this assembly, most solemnly enter into agreement with one another, as one body in Christ:

1. That we will exercise a Christian care and watchfulness over each other; that we will faithfully warn, exhort and admonish each other as occasion may require. Luke 6: 42; Galatians 6: 1-2

2. That we will not forsake the assembling of ourselves together on Sunday, the Lord's Day, and on any other days set aside for fellowship, for studying of the Word of God, and for prayer; but that we will uphold the public worship of God, and the observance of the ordinances of the Church: Baptism and the Lord's Supper. Hebrews 10: 24-25; Acts 2: 41-42; I Corinthians 11: 23-25; II Peter 3: 18
3. We will pray privately and with our families and not neglect the great duty of bringing up our children and those under our care in the nurture and admonition of the Lord, for the salvation of their souls, the service of Christ and the enjoyment of Heaven. Matthew 6: 6; Proverbs 22: 6; II Timothy 3: 16-17
4. That we will hide God's Word in our hearts that we might not sin against Him, and that we will meditate therein day and night. Psalm 119: 9-11; II Timothy 2: 15
5. That as we are the light of the world and the salt of the earth, relying upon the Holy Spirit who dwells within us, we will deny ungodliness and every worldly lust; that we will walk circumspectly in the world so that we may glorify God and win the souls of men. Matthew 5: 14-16
6. That we will abstain from carnal indulgences, drunkenness, disorderly conduct and smoking. That we will take no part in healing balm (so called revival meetings), obeh or any form of spiritism, witchcraft and horoscope. That we will separate ourselves unto God and live soberly, righteously and Godly in this present world. I Timothy 4: 1; John 2: 15-17
7. That we will abstain from the manufacturing, sale and use of intoxicating drinks as a beverage and from the growth, sale and use of tobacco and narcotics. I Thessalonians 5: 22; I Corinthians 6: 19-20
8. That we will cheerfully give of our finances according as God has prospered us, for the maintenance of a faithful and evangelical witness among us, and for the preaching of the Gospel around the world. I Corinthians 16: 1-2; II Corinthians 9: 6-8
9. That we will in all conditions, even unto death, strive to live righteously to the glory of Him who hath called us out of darkness into His marvelous light. Titus 2: 11-14; Luke 9:62
10. That we will endeavour to obey the great commission of our Lord, Matthew 28: 19-20 by witnessing to our loved ones, friends, associates and all others with whom we come in contact; that we will prayerfully give of our finances for the support of missions both home and abroad. Acts 1: 8; Hebrews 13: 20-21
11. That we will by the aid of the Holy Spirit, avoid gossiping, back-biting and malice, but that we will cultivate Christian empathy and courtesy in speech; that we will be slow to take offence and will always be ready for reconciliation. Ephesians 4: 25-32; I Peter 2: 1; Colossians 3: 8-10
12. That when we remove from this community of saints, we will, as soon as is possible, unite with some other church of similar faith and practice so we can live out the spirit of this covenant and the principles and practices of the Word of God. Acts 2: 41-47

ARTICLE VI – ASSOCIATIONS

This Church shall be independent and autonomous subject only to Jesus Christ, the Head of the Church. This Church shall not affiliate with any group that threatens or interferes with its sovereignty. This Church shall be obedient to the Biblical teaching of separation (II Corinthians 6: 14) and shall not fellowship with those churches, schools, associations, mission agencies and groups who deny the truths set forth in the Scriptures. This Church may, however, seek the fellowship of churches holding the same beliefs and convictions as set forth in our Articles of Faith, and taking a similar stand against modernism and apostasy.

If subsequent to fellowship, any of the above institutions makes a departure from its original biblical position, then this Church shall take the appropriate action to withdraw from its fellowship.

ARTICLE VII – GOVERNMENT

The government of this Church shall be vested in the body of baptized believers who compose its membership and are in good standing. This Church is a self-governing, independent organization and as such, is not subject to outside control or influence.

ARTICLE VIII - MEMBERSHIP

Section 1 – Eligibility

A person shall be eligible for membership in the Church if he/she has:

1. Personally believed on and received Jesus Christ as Saviour and Lord
2. Attended new believers class
3. In his or her life and conduct given evidence of having been born again into the family of God
4. Been baptized by immersion (Matthew 28: 19-20) as a result of a professed faith in Jesus Christ as Saviour and Lord
5. Provided a letter of transfer from another Church of like faith and practice (where applicable)
6. Provided a letter of commendation (where applicable)
7. Been restored.

Section 2 – Application for Membership

All candidates applying for membership in this Church must:

1. Appear before the Pastor and Deacons to give personal testimony of their faith in Jesus Christ

2. Attend membership orientation class
3. Affirm their belief in the Articles of Faith and the Covenant
4. Receive the approval and recommendation of the Pastor and Deacons
5. Express a willingness to subscribe to the Church's Constitution and By-Laws
6. Give their personal testimony before the Church after which the Church shall vote on their acceptance.

Section 3 – Duties of Members

The Covenant of the Church sets forth in general terms the duties and privileges of members. Each member is expected, in obedience to the Word of God, and under the guidance of the Holy Spirit, to fill his/her place in the Church by:

1. Faithful and prayerful attendance at services and business meetings
2. Faithful and prayerful service in the ministries and activities of the Church
3. Biblically contributing to the financial support of the Church
4. Faithfully studying the Word of God and becoming grounded in the doctrines of the Bible
5. Faithfully witnessing for Christ at every opportunity
6. Showing love and respect to the officers, leaders and fellow members of the Church.

Members who cannot attend the services of the Church shall communicate (preferably in writing) with the Pastor or Secretary of the Church within six (6) months indicating their reason(s) for not attending.

It shall be the responsibility of members who are resigning their membership to submit a resignation letter to the Pastor, and prior to leaving to discuss the matter with the Pastor and the Deacons.

Section 4 – Transfer of Members

A letter of transfer may be granted to any member in good standing who wishes to unite with another church of like faith and practice. This letter shall be addressed to a particular church, and upon the issuance of such letter, membership ceases. No letter of transfer shall be granted to any member unless approved by a vote of the Church at a regular or specially called business meeting.

Section 5 – Inactive Members

Members who fail to support the Church by their attendance for a period of six (6) months without a reasonable excuse shall be placed on the inactive membership list. Inactive members forfeit their right to vote in any business meeting or hold any office or position in the Church.

The Pastor and/or the Deacons shall make every effort to reclaim spiritually those on the inactive list. Anyone who remains on the inactive list for one (1) year shall be suspended.

A person shall be exempt from this action if he or she:

- i. Is suffering from an extended illness or
- ii. Has relocated to a different parish or country because of work or school, but wishes to remain a member or
- iii. Provides a reason that is acceptable to the Pastor and Deacons.

The Church may restore an inactive member to the fellowship on the recommendation of the Pastor and Deacons and upon evidence of the person's repentance towards God, public confession, apology to the Church and renewal of attendance and support for the Church and its ministries.

Section 6 – Discipline

The purpose of discipline in the local Church is to keep a pure testimony before the Lord and the world. It must be exercised with deep and prayerful concern for the spiritual conviction repentance and restoration of the one that is being disciplined. I Corinthians 5; II Thessalonians 3: 6; Titus 3: 10-11; Galatians 6: 1

1. The grounds for discipline shall be the failure to participate in the life of the Church and to live in the spirit of the Covenant; serious doctrinal deviation; immorality or such practices which the Church, under the guidance of the Holy Spirit and in keeping with the teaching of the Word of God, believes may warrant such action.
2. The Pastor and the Deacons shall be responsible for the initiation of disciplinary actions. Where possible, the Pastor or the Pastor and Deacon(s), or a Deacon appointed by the Pastor, will personally counsel with and make every effort to encourage those members who are in danger of being suspended or dismissed. The Church shall approve all cases of discipline at regular or specially called business meetings.
3. Disciplinary actions involve:

a. Suspension – (Out of Fellowship)

A member, who has been suspended, shall be notified by a personal letter from the Church. A suspended member will not have the privileges of a member in good standing, and cannot:

- i. Hold an office or position
- ii. Vote in a business meeting
- iii. Receive a letter of transfer or commendation.

The Church may restore a suspended member to the fellowship on the recommendation of the Pastor and Deacons and upon evidence of the person's repentance towards God, public confession, apology to the Church and renewal of support for the Church and its ministries.

b. Exclusion – (Out of Membership)

No member shall be dismissed until every effort is made, including personal visits, if possible, to reclaim him/her for Christ and the Church. Members continuing under discipline (suspension) in excess of one (1) year without repentance and restoration shall be removed from the membership roll.

Section 7 – Disciplinary Procedures

In cases of personal differences between members of the Church, the parties must endeavour to settle in the manner laid down by the Saviour in Matthew 18: 15-17 before making it a matter for Church discipline. Unresolved differences that become disruptive to the Church life shall be grounds for discipline. Any failure to follow these biblical guidelines shall also be grounds for discipline.

1. A member who is aware of any apparent violation of the covenant obligations or immoral, improper or unchristian conduct by a member should go to the person in private and discuss the issue in love. If there was a violation or inappropriate conduct and repentance did not occur, the member taking the initiative should take one or two other members to meet with the accused person in private. If repentance still does not occur, then the accusing members shall submit the charges to the Pastor and the Deacons for action. These members must be willing to give testimony in the presence of the accused.

The Pastor or in his absence, the Chairman of the Deacon Board, shall then send a letter to the accused notifying him/her of the charge(s) and requesting that the accused appear before the Pastor and Deacons to answer the charge(s).

If the accused appears, then there shall be a full and fair hearing of the case. If despite the repeated efforts of the Pastor and the Deacons to establish dialogue the accused does not appear without a satisfactory reason being given, they shall recommend to the Church the suspension of said member.

2. The Pastor and Deacons shall have the right to acquit the accused of the charge(s) if they are all convinced of his/her innocence. If, on the other hand, they vote unanimously that the accused is guilty as charged, they shall make the appropriate recommendation(s) to the Church for discipline, unless confession, repentance and proper restitution is made by the accused.
3. In cases of differences between members of the Church that are not private in nature or any public conduct by a member that could bring dishonour to the testimony of the Church, appropriate action shall be taken by the Pastor and the Deacons. If the accused person(s) are found innocent, then the Pastor shall notify the Church that the member(s) were acquitted of the charge.

Section 8 – Voting

All members in good standing, who are age 16 years and over and are present at a business meeting, may exercise this privilege.

ARTICLE IX - ORDINANCES

Section 1 - Baptism

Those professing saving faith in Jesus Christ as personal Saviour shall be immersed in water in accordance with scriptural teaching. Matthew 28: 18-20

Section 2 - Lord's Supper

The Lord's Supper (Communion) shall be normally served to the Church by the Pastor and the Deacons. In his absence, the Pastor and or the Deacons shall designate another person to lead the observance of the ordinance. It shall be served to baptized believers in fellowship with the Lord. The officiant shall state the scriptural order which places baptism before communion, and shall explain the meaning of the ordinance.

ARTICLE X - OFFICERS

Section 1 – Officers

The scriptural officers of the Church shall be the Pastor and Deacons (I Timothy 3: 1-13; Philippians 1:1). In accordance with its vision, the Church shall in the future also call or employ Associate Pastors or Ministers to manage various ministries. The selection, election and duties of the Associate Pastors or Ministers are not being addressed in the Constitution at this time.

Other officers such as Treasurer, Secretary, Sunday School Superintendent, Directors and the Members of Emmanuel Christian Academy's Board shall be elected by the Church.

Section 2 – The Pastor

1. Qualification

Any candidate for the pastoral office of the Church shall be a man of fundamental/evangelical, Baptist persuasion. His qualifications must be those of the New Testament, (1 Timothy 3: 1-7), and he must be in complete agreement with the Articles of Faith, Covenant, Constitution and By-Laws. He should have formal theological training from an institution recognized by the Church.

2. Election, Selection and Evaluation

- a. The Deacons are responsible for identifying prospective candidates for the Pastorate. They shall thoroughly investigate the qualifications of each candidate and on consultation with the Church Council shall recommend to the Church the one person whom they deem eligible to become the Pastor.
- b. The Church membership shall be allowed to hear, assess and discuss the candidate recommended before action is taken by the Church to elect him to the Pastorate.
- c. Notice of the date on which the selection of a Pastor will be voted shall be announced on the four Sunday morning services immediately preceding the meeting. The Pastor shall be called by a two-thirds vote of the voting members present. For such business, a quorum shall consist of 60% of the voting membership.
- d. The Pastor shall be employed on a full-time basis for an indefinite period but shall retire at the age of 65 years. If in good health, the Church may extend his

retirement to the age of 68 years, but this shall be subject to an annual assessment.

- e. The Church Council shall conduct an annual review of his performance. The performance shall be assessed against pre-determined objectives, duties and responsibilities established by the Council and approved by the Church.

3. Duties

As the under-shepherd of the flock, the Pastor shall be the spiritual leader in public and private gatherings of the Church. He shall be the moderator of the Church; an ex-officio member of all Boards and committees and therefore shall be advised in advance of all meetings. He shall also abstain from apostate and liberal organizations. To protect the office, the Pastor shall not be a signatory on any bank account held by the Church, school or other ministries. His administrative duties shall be held to a minimum. His primary duties are to:

- a. Preach the Gospel
- b. Evangelize the lost; edify and equip the saints for ministry
- c. Administer the ordinances of baptism and the Lord's Supper
- d. Guide the Church to achieve its mission and vision
- e. Exercise overall responsibility for the affairs and ministries of the Church
- f. Consult with the Deacon Board, in his planned absence, to:
 - i. Ensure speakers are provided for the pulpit
 - ii. Provide an officiant for the Lord's Table observance
 - iii. Designate someone to perform baptisms.
- g. Ensure that persons are groomed for leadership positions within the Church
- h. Coordinate the functions of the Deacons, Council, other officers, staff and committees of the Church who will undertake the administrative duties
- i. Supervise and direct the duties of the associate pastors and/or ministers
- j. Chair all Church business meetings, except for a meeting called to discuss matters related to the Pastor when the Chairman of the Deacon Board shall chair such meeting
- k. Exercise overall supervision of the non-ministerial Church staff.

4. Discipline/Termination

- a. If the Pastor is accused of:
 - i. Breaching the scriptural qualification in 1 Timothy 3: 1-7

- ii. Violating the Articles of Faith, the Covenant obligations or the Constitution
 - iii. Immoral, improper or unchristian conduct, then he has to appear before the Church Council to answer the charge(s). An accusation against the Pastor shall only be considered if it is brought by two or three witnesses (1 Timothy 5: 17, 19).
- b. If the Pastor believes he will not receive a fair hearing from the Council, he shall have the right to notify the Church at a specially called business meeting. The Church shall then determine the members who shall adjudicate the case.
 - c. The Council or the adjudicators (as the case may be) shall have the right to acquit the Pastor of the charge(s) if they are all convinced of his innocence. If the offence was public in nature, the Council or the adjudicators shall notify the Church that the Pastor was acquitted of the charge.
 - d. If, on the other hand, those hearing the case vote unanimously that he is guilty as charged, they shall make the appropriate recommendation(s) to the Church for discipline, unless confession, repentance and proper restitution is made.
 - e. If the Council or the adjudicators cannot unanimously agree on a verdict, they shall take a recommended action to the Church for a decision.
 - f. A two-thirds vote of the voting members present shall be required to approve any recommendation for discipline or to terminate the Pastor's appointment. For such business, a quorum shall consist of 60% of the voting membership.
 - g. The Pastor's appointment may be terminated prematurely by either side but a three-month notice period shall be given except for proven immorality when no notice will be given by the Church.

Section 3 - Deacons

1. Qualification

The qualification for the office of Deacon shall be such as are prescribed and set forth in the New Testament, (Acts 6: 3; 1 Timothy 3: 8-13). Only male members who are 21 years and over and have been a member of the Church for at least two (2) years shall qualify for election to the Deacon Board. They must be in complete agreement with the Articles of Faith, Covenant, Constitution and By-Laws.

2. Duties

The Deacons shall:

- a. Aid in the administration of baptism and communion
- b. Along with the Pastor, carefully examine all candidates for Church membership and make the necessary recommendations to the Church

- c. In the event of a vacancy, identify prospective candidates for the Pastorate and thoroughly investigate their qualifications
- d. Assist the Pastor in the area of Church discipline
- e. Assist the Pastor with the spiritual needs of the Church, in addition to taking a leading and exemplary role in Church visitation programmes and counseling
- f. Assume all the Pastor's responsibilities under the leadership of its Chairman in the event the Pastorate is vacant
- g. Keep a written record of all business conducted by the Deacon Board
- h. Review the performance of committees quarterly
- i. Review the membership roll quarterly to determine ministry needs
- j. Undertake any other duty the Pastor or the Church may assign.

3. Selection, Election and Administration

The Nominating Committee (See Article XVI, Section I) shall be responsible for identifying and nominating candidates once the Church Council has determined there is a vacancy. Deacons shall be elected at an annual business meeting or at a special business meeting, if the need is immediate.

After each annual business meeting, the Deacons shall meet to select a Chairman of the Deacon Board from amongst themselves. The Church shall be notified once the Chairman has been selected.

A quorum for a meeting of the Deacon Board shall be at least 60% of its members.

4. Term of Office

The Deacons shall serve continuous terms of no more than three (3) years subject to functions of the office being performed satisfactorily. The Church Council shall conduct a yearly review of the performance of each Deacon prior to the annual business meeting. The performance shall be assessed against pre-determined objectives, duties and responsibilities established by the Council and approved by the Church. The Church shall also approve a quantifiable minimum overall performance standard (and resultant score) required of each Deacon. The performance review at the end of a term shall be conducted before the July quarterly business meeting and will be used to determine whether the Deacon shall serve another term.

At the July meeting, the Pastor shall disclose the review finding and also indicate whether the Deacon has achieved the performance standard and therefore be able to serve another term. If the standard has not been achieved, he will not be eligible to serve as a Deacon for the new term beginning after the annual business meeting.

Any member, who has a justifiable basis for disagreeing with the finding, shall bring this to the attention of the Council within one (1) month of the July meeting. The Council,

excluding the Deacon under discussion, shall meet with the member to discuss the matter prior to the annual business meeting.

The terms of office for the Deacons shall be so arranged that they do not all expire the same year. Each term shall begin on the first of the month following the annual business meeting.

If a Deacon requests a leave of absence e.g. due to studies, the Nominating Committee may recommend someone to act until he is able to resume his duties.

A Deacon shall retire at the age of 65 years. If in good health, the Church may extend his retirement to the age of 68 years, but this shall be subject to an annual assessment.

5. Discipline

- a. A Deacon shall be disciplined by the Church if he breaches the scriptural qualification (1 Timothy 3; 8-13); behaves in a manner that would disrupt the unity of the fellowship; or his actions (or lack thereof) are found to breach the Covenant, Constitution or By-Laws or are in conflict with the Articles of Faith.
- b. The Deacon shall appear before the Church Council to answer the charge(s). If the Deacon believes he will not receive a fair hearing from the Council, he shall have the right to notify the Church at a specially called business meeting. The Church shall then determine the members who shall adjudicate the case.
- c. The Church Council or the adjudicators (as the case may be) shall have the right to acquit the Deacon of the charge(s) if they are all convinced of his innocence. If the offence was public in nature, the Council or the adjudicators shall notify the Church that the Deacon was acquitted of the charge.
- d. If, on the other hand, those hearing the case vote unanimously that he is guilty as charged, they shall make the appropriate recommendation(s) to the Church for discipline, unless confession, repentance and proper restitution is made.
- e. If the Council or the adjudicators cannot unanimously agree on a verdict, they shall take a recommended action to the Church for a decision.
- f. A special business meeting shall be held to discuss a recommendation for discipline. A majority vote of the voting members present shall be required to approve any disciplinary actions.

Section 4 – Church Council

1. Selection and Administration

The Church Council shall consist of the Pastor, Deacons, Treasurer, Secretary, Sunday School Superintendent, Chairman of the Board of Directors, who shall represent the directors, Chairman of Emmanuel Christian Academy's Board, who shall represent the School Board, and other elected officers. The Council shall have the option to appoint to the Council up to three (3) other members to serve a three (3) year term. The Pastor shall be its Chairman. The Chairman of the Deacon Board shall be the Deputy Chairman.

The quorum for all meetings of the Council shall comprise at least 60% of its members. The Council should formally meet at least once every quarter. The Church Secretary shall take the minutes of the Council meeting.

2. Duties

The Council shall:

- a. Promote the mission and vision of the Church and have overall responsibility for the direction, planning and coordination of the goals and objectives of the Church
- b. Prepare the annual goals and objectives for recommendation to the Church
- c. Provide input and positive feedback on the Pastor's vision and direction for the Church
- d. Have overall responsibility for the ministries and auxiliary organizations of the Church
- e. Seek approval from the Church for any new ministries to be undertaken or missions to be supported
- f. Meet annually with the Pastor to review his performance and discuss his academic or spiritual enrichment, salary, vacation arrangements, health care and any other matter that may require consideration
- g. Review the performance of each Deacon annually and determine at the end of a term whether the Deacon has achieved the performance standard required to serve another term
- h. Direct the School Board
- i. In conjunction with the Church Board, meet with the School Board at the end of the school year to assess the school's performance and set the objectives for the new school year
- j. Be responsible for determining if there is need for a change in the number of Deacons and recommend same to the Church for approval
- k. Review charges brought against a scriptural officer for conduct detrimental to the Church's testimony and recommend the disciplinary action to be taken
- l. Establish the objectives, duties and responsibilities for the offices of Pastor and Deacon for approval by the Church
- m. Be responsible for employing personnel
- n. Assess the infrastructural needs of the Church to determine if there is need for renovation or expansion

- o. Ensure preservation of the Church records
- p. Be the custodian of the constitution. As custodian, the Council shall ensure that the Articles of the Constitution are scrupulously adhered to. If the Council is notified that the Constitution is being breached and fails to resolve the breach, the Church shall take the necessary action to remedy the situation, which shall include disciplining the Council members who failed to act.

Section 5 – Other Officer Positions

1. Qualification

The nominees for these positions shall have been members for a period of at least one (1) year. They shall be spiritually mature, of unquestioned character, loyal to the Word of God, dedicated to the Lord Jesus Christ and the spiritual and material welfare of the Church. They shall be faithful in attendance and participation in the regular services and the business meetings of the Church.

2. Election

The Nominating Committee (See Article XVI, Section I) shall recommend those who they believe meet the requirements of each position. The individuals shall be voted on at the annual business meeting or at a specially called business meeting, if the need is immediate. No person shall hold more than two elected positions at the same time. The committee shall also be mindful of familial relationships when nominating persons for the various positions or Boards.

3. Term of Office

The term of office shall be for a designated period. The term shall begin on the first of the month following the annual business meeting. Retiring members shall remain active until the term of the new position-holder begins. If an office-holder requests a leave of absence e.g. due to studies or pregnancy, the Nominating Committee may recommend someone to act until the person is able to resume his/her duties.

A person may be removed from office if he/she fails in the performance of their duties, fails to attend Board/Committee meetings or behaves in a manner that would generate discord or strife or impair harmonious relations within a committee or the Church.

Should a person resign, be removed from office or vacate the position e.g. due to migration, then the Nominating Committee shall recommend someone to the Church to act for the remaining tenure.

4. Positions Explained

A. Treasurer

The Treasurer shall be elected for a term of three (3) years. He/She shall:

- i. Be responsible for depositing in the bank and recording all monies received, and distributing them as directed either by the latest approved budget, the Church or the Board of Directors

- ii. Present a draft financial statement for the latest fiscal year at the annual business meeting
- iii. At each quarterly business meeting, present an itemized report of the receipts and disbursements since the last quarterly meeting
- iv. At the July quarterly business meeting, present the audited statements for the prior year to the Church for discussion and adoption. At this business meeting, he/she shall also submit the proposed annual budget for the next fiscal year for the Church's approval
- v. Advise the Church from time to time on matters likely to impact its finances, as well as investment opportunities
- vi. Be the point person for negotiating facilities with financial institutions
- vii. Approve all payment requests prior to the cheque being prepared. To protect the office, the Treasurer shall not be a signatory on any bank account held by the Church, school or other ministries.

B. Secretary

The Secretary shall be elected for a term of three (3) years. He/She shall be responsible for keeping an accurate and complete record of the proceedings of the Church; have charge of all records by ensuring that they are filed at the Church office; keep an up-to-date register of all members of the Church; maintain a record on each person elected and the expiry dates of all terms of office; give notice of Church business meetings; announce the offices to be filled at the annual business meeting; display the full membership in good standing at all business meetings, indicating those eligible to vote; confirm and verify that there is a quorum at each meeting by having the voting members sign a register; and perform such duties as may be prescribed by the Pastor or the Church Council.

C. Sunday School Superintendent

The purpose of Sunday School shall be to bring children, young people and adults to a personal relationship with God through Jesus Christ; to teach the Word of God and the principles of the Baptist faith and doctrine; to seek an increased spirituality among the participants; and to cause stimulation in scriptural knowledge and Christian service.

The Sunday School Superintendent shall be elected for a term of three (3) years. He/She shall be in charge of the administration and promotion of the Sunday School and shall work in close cooperation with the Pastor.

He/She, along with the Pastor and the Deacons, shall appoint all teachers and other workers in the Sunday School.

D. Directors

At least four (4) directors (including the Chairman) shall be elected by the Church. In addition, the Pastor, Chairman of the Deacon Board and Treasurer shall be included on the Board by virtue of their office. The elected directors shall be individuals who possess the requisite training and skills to primarily manage/oversee the business affairs of the Church. The members of this Board shall also be the directors of Emmanuel Baptist Church Limited. The directors shall be custodians of the Church's assets and shall execute all contracts, deeds, mortgages or agreements when authorized by a vote of the Church. The directors shall exercise statutory powers and duties with respect to secular business matters. The directors shall have the authority to increase the approved budgeted expenditure by no more than the amount approved by the Church at each July quarterly business meeting when the proposed budget is presented. In the event of a natural disaster, the Board is authorized to incur additional expenditure, funds permitting.

i. Duties

The duties of the directors shall include:

- a. Ensuring that the Church conforms with all laws and regulations
- b. Discussing with the Church Council the proposed remuneration for the Pastor
- c. Being responsible for the general supervision and maintenance of the Church's property
- d. Having oversight responsibility for the finances of the Church
- e. Ensuring that the Church's financial statements are prepared and audited on a timely basis
- f. Ensuring that the Church's assets are safeguarded
- g. Ensuring that systems are in place to prevent and detect irregularities
- h. Determining the remuneration of employed personnel within the approved budget of the Church
- i. Authorizing both the Church and school budgets before submission to the Church.

ii. Term of Office

The term of office for the elected directors shall be no longer than three (3) years. The terms should be so arranged that they do not all expire the same year. Upon completion of a term, the elected director will be eligible to be nominated for another term. After completing two (2)

consecutive terms, an elected director shall not be eligible for re-election until one (1) year has elapsed.

The quorum for all meetings of the Board shall comprise at least 60% of its members, including at least three (3) elected directors.

ARTICLE XI – FINANCES

Section 1 - Accounting

The fiscal year shall begin on September 1 and end on August 31 of the following year. All statutory returns and payments shall be made to the appropriate government agencies as prescribed by law. A competent and certified accounting firm, whose principals shall have no affiliation to the Church, shall annually conduct an external audit of the Church's year-end financial accounts (including its ministries/missions such as ECA).

The Treasurer shall present the audited statements to the Church for discussion and adoption by the subsequent July quarterly business meeting.

Section 2 - Method of Finance

All members are requested to prayerfully and carefully read Matthew 23: 23 and II Corinthians 8-9. We, who are under grace, should not be giving less than those who were under the law. Genesis 28:22; Leviticus 27: 30; Proverbs 3: 9; Malachi 3: 8-10

The Church shall be supported by the tithes, offerings, pledges and gifts of its membership and those who are in sympathy with the work, along with any fund-raising activity approved by the Church. No member shall accept any gift knowing it is from a source that is suspicious, illegal or unholy. All forms of unscriptural methods of raising funds shall be avoided.

ARTICLE XII– MISSIONS

It shall be the policy of the Church to regularly support only Christian missions engaged principally in evangelization and the establishment of churches, Christian schools, hospitals, etc. for the furtherance of the Gospel. The Church shall support no mission or missionary that is not in agreement with the Articles of Faith.

ARTICLE XIII – CHURCH RELATED MINISTRIES

The Church may embark on specific ministries to enable it to fulfill its aim under Article II of the Constitution. The Church Council shall maintain control of all such ministries and shall be given regular reports on their operations.

Section 1 - Emmanuel Christian Academy

Emmanuel Christian Academy (ECA) is a ministry of the Church to provide Christian education to the wider community.

The School Board shall be comprised of the Pastor, two (2) Deacons, a representative from the Church Board and three (3) other members elected by the Church. The Pastor shall determine the Deacons and Church Board representative he intends to nominate for election to the School

Board. The Nominating Committee shall nominate at least four (4) persons for the three (3) remaining positions on the Board. The Board members shall serve a term of three (3) years. Once constituted, the Pastor shall select the Chairman from amongst the other Board members.

The School Board shall ensure that the policies, programmes and activities at the school are consistent with governmental regulations and Church's policies. They shall have the authority to direct the affairs of the school; determine the tuition and fees to be charged; employ and determine remuneration of school staff; manage receipts and payments of all funds of the school. After consulting with the Church Board, the School Board Chairman shall present the proposed school budget to the Church for approval at the July quarterly business meeting. The Chairman shall also present a quarterly status report to the Church at each quarterly business meeting. The Church Council has oversight responsibility for the School Board.

ARTICLE XIV – AUXILIARY ORGANIZATIONS

All auxiliary organizations shall be appointed by the Church. These shall be self-governing but subject to the control of the Church Council, and may include Men's Fellowship, Ladies' Fellowship, Youth Fellowship and any other as may be considered necessary by the Church.

ARTICLE XV – MUSIC MINISTRY

The Church Council shall appoint the Music Director. All members of the Music Ministry shall be members of the Church in good standing. Exceptions may be made for children 16 years and under. Appointments to the choir shall be made by the Music Director after consultation with the Pastor.

ARTICLE XVI – COMMITTEES

The standing committees of the Church shall be Nominating, Internal Audit, Finance and Mission/Evangelism. The Church shall review at its July quarterly business meeting, or at such other times as it may desire, the need for additional committees.

Members of each committee, excepting Finance, are selected annually by the Nominating Committee to serve a one (1) year term, unless otherwise indicated. The members shall be announced to the Church at the annual business meeting. Each committee shall elect its own chairperson after this meeting.

Section 1 – Nominating Committee

At the July quarterly business meeting, the Church shall appoint a Nominating Committee consisting of three (3) members along with the Pastor and a Deacon. Once constituted, they shall then select someone (other than the Pastor and Deacon) from amongst themselves to chair the committee.

At the annual business meeting, the committee will nominate candidates for all elected positions, excluding the Pastor. To determine its nominees, the committee will be required to interview potential candidates to ascertain their willingness to serve, and to ensure they are qualified to serve. The committee shall endeavour to nominate at least two (2) persons for each elected position.

They shall also select the members of the various committees after first determining their desire to serve. The committee shall also be mindful of familial relationships when nominating or selecting persons for the various positions, Boards and committees.

At least two (2) months prior to the annual business meeting, the nominees for each position shall be posted on the notice board. Any member, who has a justifiable basis for opposing a nominee, should bring this to the attention of the committee at least one (1) month prior to the meeting.

Section 2 – Internal Audit Committee

It shall be the duty of this committee to examine the financial records of the Church throughout the fiscal year and to report the results to the Church at the annual business meeting or at such other time as the situation may demand.

Section 3 – Finance Committee

The members of the Church Board shall comprise the Finance committee. The Chairman of this Board shall also chair the Finance committee. This committee shall have oversight responsibilities for ensuring that the Treasurer fulfils the responsibilities outlined under Article X, Section 5: 4A.

Section 4 – Mission/Evangelism Committee

It shall be the duty of this committee to work closely with the Pastor to plan crusades, mission conferences, etc.; assist with follow-up ministry; coordinate the Church's personal evangelism and visitation programmes in hospitals, homes and the community; assist in preparing and distributing literature e.g. tracts, handbills, and process information from visitors' cards etc.

ARTICLE XVII– BUSINESS MEETINGS

At least two (2) weeks notice shall be given for the calling of a business meeting where a vote is to be taken. A business meeting shall be called when major decisions are to be made, such as approval of the Church and ECA budgets, major expenditures (not included in the latest approved budget), borrowing funds, election of officers, matters related to the office of Pastor, and amending the constitution.

None of the following actions may be taken or approved at any business meeting of the Church unless the notice of the meeting includes a statement of the nature of the proposed action:

- a. Decisions related to the office of Pastor or Deacon
- b. Borrowing money by the Church
- c. Authorizing any sale or modification of the Church's property
- d. Amending the Constitution.

Section 1 – Annual Business Meeting

The annual business meeting shall be held no later than October 31. All committees and auxiliaries shall submit a written report to the Church Council at least one (1) month prior to the meeting. The meeting shall also serve as the Annual General Meeting of Emmanuel Baptist Church Limited.

Section 2 – Church Elections

Election of officers shall be held at the annual business meeting or at a special business meeting, if the need is immediate. Those elected shall assume their duties the first day of the month following the meeting. All positions shall be elected by secret ballot.

The Church shall accede to a member's request for a secret ballot to be taken on any voting issue.

Section 3 – Quarterly Business Meetings

The quarterly business meetings shall be conducted in January, April and July or at the earliest convenient date.

The proposed budgets for the next fiscal year for the Church, school and any other ministries shall be presented to the Church for approval at the July quarterly business meeting.

At the July meeting, the Pastor shall disclose the results of a Deacon's end-of-term performance review and also indicate whether the Deacon has achieved the performance standard and therefore be able to serve another term.

Section 4 – Special Business Meeting

Special business meetings may be called by the Pastor or a majority vote of the Council or the Church Board. A meeting may also be requested by ten (10) members in good standing, providing this request, indicating the purpose of the meeting, is put in writing to the Pastor and duly signed by all.

The Church Council shall meet the members and review their request(s). If the Council is unable to resolve the issue(s) to the satisfaction of the members, they shall either call the meeting within three (3) weeks or indicate to these members that their issue(s) will be on the agenda at the next quarterly meeting, which shall be held within three months.

No special business meeting may take place without the prior knowledge of the Pastor.

Section 5 - Quorum

At all business meetings (excepting the calling/dismissing of the Pastor, amending the constitution, and buying or selling real estate), a quorum shall consist of 24 persons eligible to vote or 20% of the voting membership, whichever is greater. For the exceptions, the quorum shall consist of 60% of the voting membership.

ARTICLE XVIII – CHURCH ASSETS

This Church shall have the right to own, buy, or sell tangible properties or assets. Emmanuel Baptist Church Limited shall own all assets purchased by or donated to the Church. No income shall accrue to the benefit of any member from transactions involving the Church's assets except reasonable compensation due for services rendered.

The directors are custodians of the Church's assets. No officer, director or member shall have the right to mortgage, transfer, sell, lease or rent any of the Church's assets, or purchase any real estate, motor vehicle and major equipment for the Church or the school using Church or school funds, or conduct any construction on or modification of the Church's properties or assets except by the express authorization conveyed by an appropriate majority vote at a properly convened business meeting.

A two-thirds majority vote shall be required to approve the purchase of property or the sale of the Church's real estate, with a quorum of 60% of the voting membership required for such business.

All the facilities and properties of the Church shall be used only for those activities that are approved by the Church as being consistent with the Word of God and the ministry of the Church.

ARTICLE XIX – LIMITED LIABILITY COMPANY

The assets of the Church shall be owned by Emmanuel Baptist Church Limited. Each voting member of the Church in good standing shall be a member of the company and entitled to vote at all meetings of the company. The Board of Directors shall manage the business and affairs of the company on behalf of the members. All financial and legal transactions of the Church shall be conducted in the name of the company.

The members of the Church Board shall be the directors of the company. The Chairman of the Church Board shall also be the Chairman of the company's Board of Directors. The Pastor shall be the Managing Director of the company.

ARTICLE XX– DISSOLUTION

In the event that the dissolution of the Emmanuel Baptist Church should ever become necessary, i.e., when regular Sunday services are no longer held for a period of six (6) months or there are less than ten (10) voting members or the finances of the Church (including its ministries) are deemed insufficient to meet ongoing expenses, the elected officers and members in good standing remaining at the time of dissolution shall have full authority to enforce this provision.

All members in good standing shall be notified, in writing, at least 30 days prior to a meeting called for the dissolution. Any such member can propose a worthy recipient of the Church's assets, which has to be approved by a majority vote of those who attend this meeting. None of the Church's assets shall be divided among the current or past members.

The Church's assets shall only be assigned to one (1) or more churches or other organizations of like faith, to be utilized in fulfilling their religious purposes. These organizations should themselves be tax-exempted by Acts of Parliament or any other regulation issued by the Ministry of Finance. No current or past member may derive any benefit or gain from this assignment.

Should any church-related ministry be able to continue operating as a separate entity, it should be given priority consideration.

ARTICLE XXI– AMENDMENTS

This Constitution may be amended by a two-thirds vote of the voting members present. For such business, a quorum shall consist of 60% of the voting membership. A proposed change of any Article or Section of the Constitution must be given to the members of the Church at least one (1) month prior to the meeting when such change is to be voted on.

ADOPTION

This Constitution was adopted by a 98.4 % super-majority vote of the voting members present at a properly constituted meeting of Emmanuel Baptist Church, with a quorum of 60% of the voting membership, on the twenty-ninth day of April, 2006.