

**The
Constitution
of
Emmanuel
Baptist Church**

January 2016

The Constitution of Emmanuel Baptist Church

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THE CONSTITUTION OF EMMANUEL BAPTIST CHURCH

PREAMBLE:

It has pleased God in His wise providence to call together certain believers to form Emmanuel Baptist Church of Ottawa, Ontario for the worship of God and the spread of the gospel of Jesus Christ, and in order to carry out the will of God decently and in order, we hereby adopt this Constitution as our articles of governance.

ARTICLE 1: NAME

The name of the church is Emmanuel Baptist Church.

ARTICLE 2: PURPOSE

The purpose of this church is to glorify God(Ephesians 3:21) by promoting the worship of God in Spirit and in truth(John 4:23-24), by systematically teaching and preaching the whole counsel of God(Acts 20:27), by proclaiming the gospel in the power of the Spirit corporately and through personal evangelism to make committed disciples of Jesus Christ (Matthew 28: 19-20), by administering the ordinances of baptism and the Lord's Supper(Matthew 28:19, 1 Corinthians 11:23-34), by steadfast prayer(Colossians 4:2), and by the mutual encouragement of Christian fellowship(Hebrews 10:24-25).

ARTICLE 3: CHURCH COVENANT

The Spirit of the Lord has led us with assurance to receive Jesus Christ as our Saviour and Lord. We have professed our repentance toward God and our faith in the Lord Jesus Christ and have been baptized by immersion in the name of the Father, Son, and Holy Spirit. Therefore in the presence of God, solemnly and joyfully, we enter into covenant with one another as one body in Christ.

1. Our Walk with God

We engage, with the aid of the Holy Spirit, to cultivate our devotional lives and to maintain family devotions. We will seek to rear our children in the nurture and admonition of the Lord and seek the salvation of our family and acquaintances. We also commit ourselves to seek to walk in personal obedience on every path upon which the Lord may set our feet and to be zealous in our efforts to advance the kingdom of our Saviour.

2. Our Walk with One Another

We commit ourselves, with the help of the Holy Spirit, to remember each other in prayer, to walk together in Christian love and to watch over each other as brothers and sisters in order to help each other in times of sickness or distress. We will seek to bring material and financial relief to those who are in need. We will endeavour to cultivate Christian sympathy of feeling and courtesy in speech so as to avoid all backbiting, gossiping, and unrighteous anger. We will be slow to take offense and always be ready for reconciliation as our Saviour commanded.

3. Our Walk as the Church

We also engage to strive for the advancement of the church, in knowledge, holiness, and comfort. We will promote its prosperity by our giving and its spirituality by our living. We will sustain true Biblical worship, ordinances, discipline, and doctrines by our attendance and participation. We will contribute cheerfully and regularly to the support of its ministries, its expenses, and its mission. We also understand that if we are overtaken in any fault, we will be subject to Biblical discipline which seeks our restoration. We also agree that if we move away from this church, we will, as soon as possible, unite with another church of like faith and practice, where we can carry out the spirit of this covenant and the principles of God's Word.

4. Our Walk in the World

We also commit ourselves to live as witnesses of Christ in the world. We understand this to mean that we walk circumspectly in the world, abstaining from all appearances of evil and being just in our dealings, faithful in our commitments, and exemplary in our moral and ethical choices. We commit ourselves to a proper zeal in our efforts to advance the kingdom of our Saviour, both individually and as a congregation, even to the laying down of our lives for the sake of our Lord Jesus Christ and our brothers and sisters.

ARTICLE 4: STATEMENT OF FAITH

This statement of faith is a summary of the major doctrines set forth in the historic 1689 London Baptist Confession of Faith of which Charles H. Spurgeon aptly wrote, "This ancient document is the most excellent epitome of the things most surely believed among us. It is not issued as an authoritative rule or code of faith, whereby you may be fettered, but as a means of edification in righteousness. It is an excellent though not inspired, expression of the teaching of those Holy Scriptures by which all confessions are to be measured. We hold to the humbling truths of God's sovereign grace in the salvation of lost sinners. Salvation is through Christ alone and by faith alone".

1. The Holy Scriptures

We believe that God has revealed all that is necessary to life and salvation in the sixty-six books of the Holy Scriptures which are the Word of God. All Scripture is given by inspiration of God, and as originally written is infallible, inerrant, and complete. The Bible is thus the truth, final authority, and only rule in all matters of faith and practice.

2. God

We believe that there is one true and living God existing in three persons, Father, Son, and Holy Spirit, equal in every divine perfection and executing distinct yet harmonious offices in the great work of redemption. God is Creator, Sustainer, and Sovereign of the universe, having made all things in six literal days. He is infinite in every excellence, inexpressibly glorious in holiness, and worthy of all possible honour, confidence, and love.

3. Jesus Christ

We believe that Jesus Christ is the eternal Son of God, possessing all the essence and attributes of Deity, that He came into this world by miraculous virgin birth, receiving a human body and a real human nature yet unchangeably sinless, both God and man, that He lived a perfect life of righteousness and died an actual substitutionary sacrifice for His elect people, thus accomplishing propitiation, reconciliation, redemption, and atonement for them. Jesus rose bodily, visibly, and victoriously on the third day attesting to God's acceptance of His sacrifice, He ascended into heaven and is enthroned in glory acting as our Intercessor, Great High Priest, and Advocate before the Father, and according to His promise He is coming again, personally and visibly to raise the dead, both righteous and unrighteous, and to judge all men by the eternal punishment of unbelievers and the everlasting blessedness of the righteous.

4. The Holy Spirit

We believe in the personality and absolute Deity of the Holy Spirit. His relation to the unbelieving world is to restrain evil and to convict of sin, righteousness, and judgement. His work among believers is to regenerate, seal, indwell, comfort, pray, endue, teach, guide, and sanctify.

5. Man

We believe that God made our first father Adam by direct creation (not by evolution) in the image of God, perfectly holy and upright, that he sinned and brought upon himself and all his offspring, guilt, condemnation, and death, incurring the wrath of God, thus fallen man is dead in trespasses and in sin, totally unable to keep God's laws, to understand the Gospel, to repent of sin or trust in Christ apart from divine grace.

6. Salvation

We believe that the salvation of man is divinely initiated and accomplished by the sovereign grace of God, wholly apart from the worth or works of man. It is the urgent duty of all sinners to repent and believe the Gospel and nothing prevents their salvation but their own inherent depravity and wilful unbelief. However only those called by grace do believe in Christ as their only and all-sufficient Saviour and Lord, and by the instrument of faith are justified, their sins totally pardoned and the righteousness of Christ imputed to them, solely on the merits and finished work of Christ on the cross. Salvation is the free gift of God and is forever.

7. Sanctification

We believe that the progressive sanctification of the believer is a necessary fruit of true saving faith and distinguishes genuine faith from false or superficial profession. We are to grow in grace and in holiness and in the knowledge of God's Word and will, and although our daily walk cannot alter our eternal destiny, it does affect our communion with God, the enjoyment of our salvation, and our usefulness to the church and to the lost. Through the Gospel and our union with Christ in His death, burial, and resurrection, and the indwelling Spirit, we have all the means necessary for holy living, crucifying the flesh, and the putting on of Christ.

8. The Local Church

We believe that the local church is a company of believers called together for the worship of God, the observance of the ordinances of believer's baptism and the Lord's Supper, the

preaching of the Word, fellowship, prayer, and the evangelization of the lost. We acknowledge no head but Christ and no authority but His Word. The local church is autonomous, free from outside ecclesiastical control, and the government is vested in the body of believers who compose it. Its Scriptural officers are pastors or elders or bishops and deacons. Cooperation with churches of like faith for fellowship and service is welcomed.

9. Church and State

We believe in the separation of church and state, they have two separate spheres of responsibility, the church possesses no God-given authority over the state and the state possesses no God-given authority over the church or the consciences of men. Every man has the right of freedom of conscience without coercion or molestation, that is, the right of individual soul liberty.

ARTICLE 5: CHURCH MEMBERSHIP

Section A. Qualifications for Membership

1. Profess faith in Jesus Christ as their Savior and Lord.
2. Have been baptized by immersion as a believer
3. Would not be under discipline as set out in Section E.

Section B. Admission to Membership

1. Application for Membership in the Church may be initiated by either a verbal or written request to any Deacon or Elder.
2. The candidate shall be given a complete copy of the Church Constitution with the request that he or she read the said document in full.
3. The candidate is expected to understand and agree with the Church Constitution, the Church Covenant and the Statement of Faith, profess faith in Jesus Christ as Savior and Lord and be willing to submit to the authority of the Church.
4. The candidate shall meet with either a Deacon and an Elder or 2 Elders.
5. If at the interview it is determined that the candidate fails to meet the membership requirements as set out in section A, then the Elders may recommend that such person complete a preparatory course in Church matters before proceeding further with the application for Membership in the Church.

6. Once the Elders are satisfied that the applicant fulfills all the qualifications for Membership in the Church as set out in section A herein, they shall recommend such Person to the Membership for approval at the next Meeting of Members.
7. After the Person is accepted into Membership in the Church by the Membership, then such Person shall immediately be deemed to have become a Member with recognition to be made thereof at the next convenient worship service of the Church.
8. Transfers of membership from other Churches are treated as new members as set out in Section A.

Section C. Privileges and Duties of Membership

Church Membership shall carry the following privileges and duties:

1. To attend all public worship services of the Church and prayer meetings.
2. To participate in the Lord's Supper.
3. To minister to one another's spiritual needs as part of the Body of Christ;
4. To participate in Church activities and ministries as the Lord directs and personal circumstances permit to the extent allowed by the Church Constitution;
5. To financially support the work of the Church as the Lord directs and personal circumstances permit;
6. To respect and submit to the spiritual authority and procedures of the Church as expressed in the Church Constitution;
7. To attend and participate at all Meetings of Members and the right to a single vote either in person or by proxy at all Meetings of Members;
8. The right to vote shall be limited to Members aged 18 years or over;
9. The duty not to place himself or herself in a position where there is a conflict of interest between his or her duties as a Member and his or her other interests.

Section D. Withdrawal and Removal

1. Provided that a Member is not under Discipline of the Church as defined herein, a Member may withdraw at any time as a Member or of the Church and upon request by a Member, such Member may be given a letter of transfer to the church to which the Member is relocating.
2. Every Person withdrawing as a Member must do so by notification to the Elders, together with an explanation of the reasons for the request for withdrawal.
3. Upon receipt of such request for withdrawal as a Member and upon the Elders confirming that such Person is not under discipline of the Church, such Person shall be removed from the Membership roll of the Church. If a Member is under the Discipline of the Church, then notwithstanding his or her request for withdrawal,

such Person shall continue as a Member and be subject to the authority of the Church as set out in the Church Constitution until such time that the discipline process is complete, after which time such Member is free to withdraw as a Member.

4. In the event that a Member is habitually absent from the Church for 3 consecutive months without a reasonable explanation, the Elders may visit the member to determine the reason for their absence and in their sole discretion may place that Person's Membership in the Church on the inactive roll, with the result that such Member shall not have the right to vote at Meetings of Members, provided that the Elders have first sent written notice to such Person of its intention to place that Person's Membership on the inactive roll sixty (60) days thereafter.
5. A Member who is on the inactive roll may request that his or her Membership in the Church be reinstated onto the active roll of Members, in which event the Elders in their sole discretion shall determine whether such request shall be granted.
6. In the event that a Member has been on the inactive roll for a period of 6 months, then that Person's Membership may be terminated by Resolution of Members present at a Meeting of Members, in which event the Clerk shall thereafter send written notice to such inactive Member at his or her last known address to advise such Person of the termination of their Membership. The Member's Membership shall be deemed to have ceased on the date of such Members' Resolution.

Section E. Resolution of Difficulties among Members

Disputes amongst Members should, as much as possible, be resolved in accordance with the principles set out in Matthew 18:15-20, Luke 17:3-4, Galatians 6:1, and I Corinthians 5:1-5. Without limiting the generality of the said passages of Scripture, the following procedure should, as much as possible, be adopted where a dispute occurs amongst Members (defined hereafter collectively as an "Individual"):

1. An Individual who believes that he has been wronged by another Individual for whatever reason shall confront such Individual with an explanation of the wrong which is alleged to have occurred;

2. If the Individual confronted does not listen to the Individual who has confronted him or her, or if the matter is not resolved, then the Individual who is alleged to have been wronged shall confront the Individual who is alleged to have caused the wrong in the presence of one or two Elders;
3. If the matter is not resolved after earnest but unsuccessful attempt(s) by the Elders to bring the offender to repentance, they shall report the matter to the Church and recommend disciplinary measures.

Section F. Circumstances Giving Cause for Discipline

An Individual shall be deemed to be under the Discipline of the Church if the Board of Elders determines by Resolution that any of the following circumstances has occurred:

1. An Individual has evidenced unethical or immoral conduct or behavior that is unbecoming of a Christian or contrary to Biblical principles and the Policies of the Church;
2. An Individual conducts evidences an unwillingness to either comply with, adhere to or submit to the Scriptural authority and procedures set out in the Church Constitution herein;
3. An Individual has propagated doctrines and practices contrary to those set forth in the Church Covenant or the Statement of Faith or the general teachings of the Church;
4. An Individual has wronged another Individual causing discord or dissension in the Church, with or without malicious intent, that is not repented of, nor has been resolved through the mechanism for dispute resolution set out in Section E.

Section G. Restoration through Discipline

Christ's exhortation to watch over one another and to bear one another's burdens in the spirit of meekness and love shall be foremost in the minds of the leadership and Members in fulfilling their responsibility for the Discipline of Individuals. The primary aim of Discipline shall be the restoration of the offender to fellowship with God and with the Church. The Church has not only the right but also the duty to practice such Discipline in a Christian manner. In administering Discipline, care shall be taken that the Members of the Church carry a worthy witness of their faith before the world both for the sake of the spiritual life of each Member and for the testimony of the Church.

Section H. Waiver

Notwithstanding anything else contained herein, Membership in the Church is given upon the strict condition that disciplinary proceedings or any other proceedings or matters arising out of the Church Constitution shall not give a Member cause for any legal action against either the Church, any Pastor, any staff Member of the Church, any Deacon, any Elder, any Officer, or any Member of the Church, and the acceptance of Membership in the Church shall constitute conclusive and absolute evidence of a waiver by the Member of all rights of action, causes of action, and all claims and demands against the Church, any Pastor, any staff member of the Church, any Deacon, any Elder, any Officer or any Member of the Church in relation to disciplinary proceedings or any other proceedings or matters arising out of the Church Constitution or involving the Church in any manner whatsoever, and this provision may be pleaded as a complete estoppel (i.e., the prevention of an action) in the event that such action is commenced in violation hereof.

ARTICLE 6: CHURCH OFFICES

The biblical offices in the church are Elders or Pastors and Deacons (1 Timothy 3; Philippians 1:1; 1 Peter 5:1-2; Acts 20:17, 28). The Senior Pastor holds the office of elder but with a particular calling and role. In addition, our church recognizes the administrative positions of Church Treasurer, Assistant Treasurer, Church Clerk, Assistant Clerk, and Church Tellers. All officers must be members of this church prior to assuming their responsibilities. The Elders shall comprise the Board of Directors.

Section 1: ELDERS

The office of elder is primarily concerned with the spiritual oversight of the congregation. The main responsibilities are to shepherd the flock of God by the faithful teaching/preaching of the whole counsel of God and by godly example (1 Peter 5:1-4; Acts 20:27-28); to devote themselves to prayer and the diligent study of the Word of God (Acts 6:4; 2 Timothy 2:15); to expose and warn of false teaching and doctrinal error (Acts 20:29-31; 2 Timothy 4:1-6); to set policies (Acts 15:1-31); and to lead the church in the fulfilling of its purpose as set forth in Article 2. No elder will hold the office of deacon during his term of office.

A. Qualifications

The qualifications of an elder are clearly defined in 1 Timothy 3:1-7 and in Titus 1:5-9.

These are:

- Above reproach
- Husband of one wife
- Self-controlled
- Sober-minded
- Respectable
- Hospitable
- Able to teach
- Not addicted to alcohol
- Not violent
- Not greedy for money
- Gentle
- Not quarrelsome
- Not covetous
- Manages his own household well
- Submissive children
- Not a novice
- A good testimony by outsiders
- Just and holy
- Holds fast the faithful word

Elders must be male members who are recognized by the church as being godly and appropriately gifted. The number of elders will be determined by qualification and need.

B. Duties

The particular duties of an elder are to examine and instruct potential members, examine and recommend all prospective candidates for offices and positions, oversee the work of the deacon(s), conduct worship services, administer the ordinances of baptism and the Lord's supper, equip the membership for the work of the ministry, encourage sound doctrine and correct error, oversee the process of church discipline, coordinate and promote the ministries of the church, do the work of an evangelist, pray for the sick, and ensure that all who minister to the congregation share our fundamental doctrinal beliefs and practices. They will also be responsible annually, after consultation with the deacons and church treasurer, to prepare and present an itemized budget to the church. The elders shall select a chairman of elders' meetings and shall also elect one of their number to serve as moderator of members' meetings. Elders have the right to be ex-officio members of all church committees.

C. Selection

When the need arises for additional elders, a nominee will be interviewed by the existing elders to determine if he is biblically qualified and if so, recommended to the membership. The election of an elder will be by 75% majority vote of the membership. Normally, the election of elders will occur at the annual budget meeting.

D. Term

Since Scripture indicates no fixed term for elders, every elder shall hold office for a three-year term with the exception of the Senior Pastor who will serve for an indefinite period of time. After the three-year term, every elder will automatically be nominated for another term, and the membership will decide by vote at the annual meeting if an elder should continue in that role. Their re-election requires a 75% majority vote. There are no term limits.

E. Resignation or Dismissal

An elder's term of office may be terminated by resignation or dismissal. Notice of resignation shall be given in writing to the chairman and will take effect on the date of receipt of notice.

The dismissal of an elder must be done in accordance with the instructions of Matthew 18:15-17 and 1Timothy 5:17-21. A reasonable inquiry and hearing concerning the cause of removal shall be conducted by the remaining elders. The dismissal will be by the recommendation of the elders and confirmed by a 75% majority vote of the membership.

F. Meetings

The elders shall meet from time to time as they deem necessary to fulfil their duties. Decision-making will be by consensus, that is, a unified decision achieved by prayer, an examination of pertinent Scripture, and open discussion. Normally minutes are not required to be kept at such meetings.

Section 2: SENIOR PASTOR

A. Qualifications

The qualifications of the Senior Pastor are the same as that of an elder, only that he may be sought out and selected from outside the existing membership.

B. Duties

The Senior Pastor is an elder and shall perform the duties of an elder as described in Section 1B but he is to assume the particular role of full-time ministry in preaching and teaching the Word of God. He will work with the elders in carrying out the overall mission of the church. In the absence or incapacity of the Senior Pastor, the elders shall assume responsibility for his duties or delegate them to a substitute.

C. Selection

In addition to the process for selecting elders, the church will be given adequate opportunity to assess the biblical qualifications and the teaching/preaching gifts of any potential pastor. The elders shall present only one candidate at any one time to the membership for their assessment. Before being asked to express judgment, the church must receive assurance from the elders that having interviewed the man concerned, they are in no doubt as to his wholehearted assent to the Statement of Faith and Church Covenant, and that he agrees to follow the Church Constitution. The elders are to recommend the man to be called as pastor and this recommendation must be given from the pulpit and in the church bulletin on two successive Sundays prior to a vote at a members' meeting. Upon approval by an 80% majority vote of the membership, a formal call will then be extended to the prospective pastor.

D. Term

The Senior Pastor will serve for an indefinite period of time.

E. Resignation or Dismissal

If the Senior Pastor chooses to resign, he will notify the elders in writing and shall provide no less than thirty days notice, prior to the effective date of resignation. An exit interview shall be conducted by the elders. Dismissal procedures are the same as for elders Section 1E.

SECTION 3: DEACONS

The office of deacon is primarily concerned with the physical and temporal needs and interests of the church which allows the pastor/elders to concentrate on the spiritual leadership and pastoral care of the congregation. The deacons serve under the direction of the Elders board and must be men of exemplary Christian character and proven in experience.

A. Qualifications

The Biblical qualifications of a deacon are clearly defined in 1Timothy 3:8-12. These are:

- A person of dignity
- Not double-tongued
- Not addicted to alcohol
- Not greedy for money
- Holding to the mystery of the faith with a clear conscience
- Tested
- Beyond reproach
- The husband of one wife
- Good managers of their household
- Spouses must be faithful

In addition to these, all deacons must be faithful male members of the church. The number of deacons will be determined by qualification and need.

B. Duties

The deacons are a group of able servants, assisting the elders by facilitating ministry and ensuring the work of the church is carried out decently and in order. They will oversee the practical, physical needs of the church such as supervising ushering, assisting at the Lord's Supper, being aware of members and non-members with physical or material needs and seeing that help is given where possible, etc. Duties will be assigned by the elders. Those who serve well will obtain for themselves a good standing and great boldness in the faith e.g. Stephen and Philip.

C. Selection

Nominations for the office of deacon will be made by the elders board and passed by a majority vote of the church membership. Normally, the election of deacons will occur at the annual budget meeting.

D. Term

Since Scripture indicates no term for deacons, each deacon will be asked for a two-year commitment. At the end of the term, his service will be reviewed by the elders and if approved by them and a majority vote of the membership, he will continue to serve another term if he so chooses.

E. Resignations and Dismissals

Although encouraged to fulfil his term unless incapacitated or moving away, a deacon is free to resign upon written notice to the elders board. A deacon may also be removed from office in the case he no longer fulfils the qualifications as set out in section 3A. This dismissal will be by the recommendation of the elders board and confirmed by the majority vote of the membership.

F. Meetings

Deacons will meet from time to time as necessary with the elders to discuss issues and to plan further and better ways to serve the congregation.

SECTION 4: CHURCH TREASURER AND ASSISTANT TREASURER

A. Qualifications

The Church Treasurer and Assistant Treasurer shall be faithful members of the church. They shall not be elders in the church.

B. Duties

The Church Treasurer shall be responsible to handle the receipt and disbursement of all church monies in a professional, timely, and upright manner. The Treasurer shall receive all regular and special offerings from the tellers and deposit them in the appropriate account. He or she shall keep an accurate record of any other contributions made from time to time to the general fund or other funds that may exist. They shall keep an accurate and full account of all assets, liabilities, receipts, and disbursements of the church, be responsible to issue and sign checks on behalf of the church, and to pay all routine accounts and other authorized expenses. The Treasurer shall render to the church membership an annual report detailing the financial condition of the church and at other times as may be necessary. The Treasurer will aid the elders and deacons in preparing the church budget. He or she will ensure that donors' information is kept in strict confidentiality.

The Assistant Treasurer shall perform all the duties of the Church Treasurer in his or her absence and carry out other duties as directed from time to time by the Treasurer.

The church's financial records shall be audited once a year.

C. Term

The Church Treasurer and Assistant Treasurer shall be nominated by the elders and elected by majority vote of the membership normally at the annual meeting. They shall serve for a two-year term and following a successful performance review by the elders, they may be nominated and elected for a further term. There are no term limits.

SECTION 5: CHURCH CLERK AND ASSISTANT CLERK

A. Qualifications

The church clerk and assistant clerk will be faithful members of the church.

B. Duties

The church clerk shall accurately take note and record the minutes of all regular and special members' meetings of the church, conduct all correspondence on behalf of the church arising out of such meetings, and maintain the official record of the active membership roll and the inactive membership roll. The church clerk shall be the custodian of all historical and legal documents of the church.

The assistant clerk shall perform all the duties of the church clerk in his or her absence and aid the church clerk as required.

C. Term

The church clerk and assistant clerk will be nominated by the elders and elected by a majority vote of the membership normally at the annual meeting. They will serve a two-year term and after a successful performance review by the elders, they may be nominated and elected for a further term. There are no term limits.

SECTION 6: CHURCH TELLERS

A. Qualifications

Besides being a faithful member of the church and at least 16 years of age, a Church Teller must not be an elder, the treasurer or assistant treasurer. On rare occasions when one or more tellers are not available, the treasurer and/or assistant treasurer may perform the duties of a teller.

B. Duties

The responsibilities of a Teller are to carefully and accurately count and record all regular and special offerings of the church as instructed by the treasurer. When counted and recorded, the Tellers will pass the offering and signed tally sheet to the treasurer or assistant treasurer. There must be a minimum of two Tellers present to perform their duties and on any given day, the two should not be family relatives. A monthly Tellers' schedule should be maintained and a copy given to the treasurer and assistant treasurer. It is preferable that the Tellers fulfil their duties following rather than during the church service. Church Tellers must keep all information regarding offerings confidential.

C. Term

Candidates for Teller will be nominated by the elders and elected by a majority vote of the membership normally at the annual meeting. They will serve for a two-year term. Their service will then be reviewed by the elders and if approved, they may be nominated to serve another term and once again elected by majority vote of the members. There are no term limits.

ARTICLE 7: MEETINGS

Section A - Worship Meetings

At least one worship service shall be held each Lord's Day (Sunday) and may be held throughout the week as the church determines. The church will endeavor to maintain at least one prayer meeting a week.

Section B – Members’ Meetings

In every meeting together, members shall act in that spirit of mutual trust, openness, humility, and loving consideration which is appropriate within the body of Christ. When agreement among the members over significant matters is not obvious, it is desirable that a decision be postponed to provide further opportunity for prayer and reflection in seeking the will of God.

1. Annual General Meeting

There shall be an Annual General Meeting of Members at such time and place as determined by the Board of Elders to do the following:

- a. Hear reports of the previous year concerning the activities of the church,
- b. Review and approve the financial statements for the immediately preceding year,
- c. Transact any other business.

2. Budget Meeting

A Budget Meeting of Members shall be held at such time and place as determined by the Board of Elders to do the following:

- a. Elect Members to serve on the Board of Elders, as required, for the next fiscal year;
- b. Elect Members to the office of Deacon, as required, for the next fiscal year;
- c. Elect Members to serve in other positions, as required, for the next fiscal year;
- d. Review and approve the budget for the upcoming year;
- e. Transact any other business.

3. Special Meetings

At the request of the Board of Elders special meetings of the Members shall be called when deemed necessary.

4. Notice of Meeting

Notice of Membership Meetings for the Annual General Meeting, for the Budget Meeting, and for Special Meetings, shall be given to Members verbally from the pulpit and in the Church bulletin at least two Sundays prior to the date of the Membership Meeting. The notice for all Membership Meetings shall include the date, time, place and purpose of the meeting.

5. Omission of Notice

The accidental omission to give notice of any meeting or any irregularity in the notice of any meeting or the non-receipt of any notice by any Member shall not invalidate any Resolution passed or any proceedings taken at any Meeting of Members. This is for accidental omissions only. A member or group of members are not to be willfully excluded from attending a Meeting of Members

6. Quorum

A quorum for an Annual General Meeting, Budget Meeting or other special Meetings of Members shall be constituted when the combined number of members present and legitimate proxies total at least one-half of the total Membership of the Church (save and except inactive Members) immediately prior to the time of the meeting in question. The number of proxies shall not exceed one-third of the members present. No business shall be transacted at any Meeting of Members unless the requisite quorum is present at the time of the transaction of such business. If a quorum is not present at the time appointed for a Meeting of Members or within such reasonable time thereafter as the Members present may determine, the Members present and entitled to vote may adjourn the meeting to a fixed time and place but may not transact any other business, and the provisions with regard to notice shall apply to such adjournment.

7. Chairperson

An Elder or a Member designated by the Board of Elders shall act as Chairperson of all Members' Meetings and shall only be entitled to vote in the event of an equality of votes.

8. Majority Vote

At all Meetings of Members, every question shall be determined by Resolution, being a majority of votes of Members present or represented by proxy, unless otherwise specified elsewhere in the Constitution. In exceptional circumstances at

the recommendation of the Board of Elders, an increased majority may be required with the agreement of the Membership present.

9. Voting Procedure

Every question submitted to any Meeting of Members shall be decided by a show of hands, except where a secret ballot is provided for or requested as stated below. In the case of an equality of votes, the Chairperson of the Meeting shall either by a show of hands or by secret ballot, as applicable, have the casting vote. At any Meeting unless a secret ballot is provided, a declaration by the Chairperson that a motion has been carried or carried unanimously or by a particular majority or lost or not carried by a particular majority shall be conclusive evidence of the fact. A secret ballot may be held either upon the decision of the Chairperson or upon request of any Member and shall be taken in such manner as the Chairperson directs. The result of a secret ballot shall be deemed to be the decision of the meeting at which the secret ballot was held. A request for a secret ballot may be withdrawn.

10. Voting Rights and Proxies

Votes at Meetings of Members may be given either personally or by proxy, provided that the proxy appointed is a Member and represents no more than one other Member at such meeting. At every meeting at which a Member is entitled to vote, every Member appointed by proxy to represent another Member shall have one vote for himself or herself and one vote for the Member represented by proxy. A proxy may be in the following form or some similar form:

"The undersigned Member of Emmanuel Baptist Church hereby appoints _____, as the proxy of the undersigned to attend and act at the Meeting of the Members of the said Church to be held on the ____ day of _____, 20____, and at any adjournment or adjournments thereof in the same manner, to the same extent, and with the same power as if the undersigned were present at the said meeting or such adjournment or adjournments thereof.

DATED the _____ day of _____, 20____.

_____ <Signature of Member>

11. Adjournment

A motion to adjourn is generally used to end the meeting without completing some of the scheduled business, which is then carried over to either the next regular meeting (as "old business") or to a special (or "adjourned") meeting. A motion to adjourn can be made by a church member who has the floor, and the motion must be seconded. The chairperson must put the motion to a vote without delay or

debate. A motion to adjourn cannot be made when the assembly is engaged in voting, or verifying the vote, but is in order after the vote has been taken. The motion to adjourn takes precedence of all others, except a motion "to fix the time to which to adjourn," to which it yields. It is not debatable, nor can it be amended or have any other subsidiary motion applied to it; nor can a vote on it be reconsidered. It may be withdrawn.

ARTICLE 8: AMENDMENTS

This constitution may be amended by a 75% majority vote of the membership present at any members' meeting, provided the proposed amendment(s) have been announced from the pulpit and in the church bulletin two successive Sundays prior to such vote, and provided the proposed amendment(s) have been clearly stated and their purpose given.