

**CONSTITUTION AND BY-LAWS**  
**Of the**  
**MOUNT EMMANUEL MISSIONARY BAPTIST CHURCH**  
**Of**  
**GREENVILLE, SOUTH CAROLINA**

**PREAMBLE**

For the more certain preservation and security of the principles of our faith, and to that end that this body may be governed in an orderly manner consistent with the accepted tenets of the missionary Baptist church, and for the purpose of preserving liberties inherent in each individual member of this church and the freedom of action of this with respect to its relation to other churches of the same faith, we do declare and establish this Constitution.

**ARTICLE I**

**NAME**

This body shall be known as Mount Emmanuel Missionary Baptist Church, Greenville, South Carolina, and shall be housed at 316 Spartanburg Street, Greenville SC.

**ARTICLE II**

**PURPOSE**

The purpose of this congregation is to give visible form to that faith and fellowship to which God has called His people. We acknowledge ourselves to be a local manifestation of the universal church through which Jesus Christ continues to minister to the world by his holy spirit. We shall seek to fulfill this calling through corporate worship services, through a program of Christian nurture, by which our members may be built up in their faith and love, through proclamation to human need in the name of Jesus Christ.

## ARTICLE III

### POLICY

The government of this Church is vested in the body of the believers who compose its membership, and, as such it is subject to the control of no other ecclesiastical organization. Also none of its Auxiliaries, Boards or Committees can usurp its executive governmental or policy making powers.

#### Section 1:

It shall maintain affiliation and cooperation with the Reedy River Baptist Association, the Baptist Educational and Missionary Convention of South Carolina, the National Baptist Convention U.S.A, Inc. and other associations as deemed proper and necessary.

#### Section 2:

It shall affiliate with other ecclesiastical bodies which are non denominational, inter – denominational, denominational, and inter-faith in nature, which do not contravene the church covenant or its articles of faith.

## ARTICLES IV

### DOCTRINE

This church receives the scriptures as its sole authority in matters of faith and practice. Its understanding of Christian truth as contained therein is essentially in accord with the belief of the Baptist church as indicated in the Articles of Faith herein:

#### Section 1:

This church also adopted the following covenant as a means by which members may express their intent to accept the Lordship of Jesus Christ in the affairs of daily living.

#### Section 2 – Church Covenant:

Having been led, as we believe, by the spirit of God, to receive the Lord Jesus Christ as our Saviour; and on the profession of our 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, angels and this assembly, most solemnly and joyfully enter into covenant with one another as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian Love; to strive for the advancement of this church in knowledge and holiness; to give it a place in our affections, prayers and services above every organization of human origin; to sustain its worship, ordinances, discipline and doctrine; to contribute cheerfully and consistently through tithes and offerings as God has prospered us, towards its expenses, for the support of a faithful and evangelical ministry among us the relief of the poor and the spread of the Gospel throughout the world. In case of difference of opinion in the church, we will strive to avoid a contentious spirit, and the right of the majority to govern.

We also engage to maintain family and secret devotion; to study diligently the word of God; to religiously educate our children; to seek the salvation of kindred and acquaintance; to walk circumspectly in the world; to be kind and just to those in our employ, and faithful in the service we promise others; endeavoring in the purity of heart and good will towards all men to exemplify and commend our holy faith.

We further engage to watch over, to pray for to exhort and stir up each other unto every good word and work; to guard each others reputation, not needlessly exposing the infirmities of others; to participate in each others joys and with tender sympathy bear one another's burdens and sorrows; to cultivate Christian courtesy; to be slow to give or take offence but always ready for reconciliation, being mindful of the rules of the Savior in the eighteenth chapter of Matthew, to secure it without delay; and through life amid evil report, and good report to seek to live and the glory of God, who hath called us out of darkness into his marvelous light.

When we remove from this place, we engage as soon as possible to unite where we can carry out the spirit of this covenant and the principles of God's word.

## ARTICLE V

### MEMBERSHIP

#### Section 1:

Persons may be received into membership by any of the following methods upon acceptance by the church.

By Baptism:

A person who confesses Jesus Christ as Lord and Savior and adopts substantially the views of faith and principles of this church is baptized by full emersion (Unless physical or mental abilities prohibit) may be received into the fellowship of the church.

By Letter:

A person who is in substantial accord with the views of the faith and the principles of this church may be received by letter from any other Christian Church. The church clerk is responsible for obtaining such letters.

By Restoration:

A person who has lost membership may be restored to membership upon recommendation of the Church Deacons and acceptance by the Pastor.

By Christian Experience:

A person who has been baptized previously by the water and Spirit, who chooses to associate in full membership with this church to continue their Christian experience with Jesus Christ. Members joining by Christian experience will be counseled by the Pastor to determine eligibility for Christian experience membership

By Watch Care:

A person who has located to the vicinity and seeks full membership rights to this church while maintaining membership status with their previous church body, until rejoining that particular church body.

Section 2:

Termination of membership may be received for any of the following reasons;

By Letter

Any member in good standing who desires a letter of dismissal and recommendation to any other church may receive such letter, upon his request and upon the recommendation of the Board of Deacons and the Pastor. The church to which membership is requested shall be named in the request and the letter shall be sent to the pastor or clerk of that church.

### By Exclusion

Should any member be an offence to the church and its good name by reason of immoral or unchristian conduct, or by consistent breach of this covenants vows, the church may terminate membership, but only after due notice and hearing before the Board of Deacons, and after faithful efforts with the Pastor have been made to bring such member to repentance and amendment.

### By Death

## Section 3: DUTIES OF MEMBERSHIP

Members are expected, first of all to be faithful to the Scriptures, and in all the duties essential to the Christian life; and also attend continuously the services of this church; to give consistently for its support with tithing, general offerings, and other special assessments; to support the causes and work of the Church; to share in enthusiastically with the work and planned programs of the Church.

## Section 4: QUALIFICATIONS OF MEMEBERSHIP

The membership of this Church shall consist of persons who confess Jesus Christ to be the their Savior and Lord; and who after due examination by the Church as to their Christian experience, and if coming from other churches, as to their letters of dismissal and recommendations, or satisfactory substitutes thereof having been baptized and entering into its covenant, adhere to and abide by its Articles of Faith.

## Section 5: RIGHTS OF MEMEBERSHIP

Full membership are members who continuously attend this church participating consistently in church worship to include financial contributions, participation in Sunday Morning Worship Service to include Sunday School, Bible Study, and Church programs and services. Members are in good standing abiding by the above described activities of the church. Members consistently absent from church worship services and activities for a period of 60 days will be considered non active and dismissed from the membership roles of this church.

## ARTICLE VI

### OFFICERS:

The Officers of this church shall consist of the **Scriptural**, which are the Pastor(s) and Deacons. **Ecclesiastical** which consist of the Church Clerk, Treasurer, Financial Administrator, Trustees. **Sexton**, which are Superintendent of Sunday school and the Director of Christian Education.

### PASTOR

#### Section 1:

The pastor shall preach the gospel, administer the ordinances, watch over the membership, and have charge of the spiritual welfare of the congregation and the stated services of public worship. The pastor shall serve in an ex-officio capacity as advisor to all boards and committees of the church and its auxiliary organizations. The pastor is to serve as an administrative officer, to have responsibility over all affairs of the church. The pastor shall be the Moderator and may preside at all business meetings of the church except when pertinent matters related directly to Pastor dictates otherwise or when matters related to the Pastor's status or employment are of concern. The Chairman of the Deacon Board or his designee will preside over the business meeting.

#### Section 2:

When it is necessary to call a pastor, the church shall select a representative Pulpit Committee of (11) members or more which must consist of at least two youth members of the church body. It shall be the duty of this committee to take the necessary steps to secure a pastor. The Committee shall investigate the merits of every candidate under consideration in regard to personal character, education, ministry record, preaching and teaching ability in determining his/her for said pastorate. When a suitable candidate is found the committee shall recommend that person to the church for consideration.

#### Section 3:

The call of the pastor shall come before the church at a called business meeting (church conference), notice of such a meeting shall and its purpose having been read from the pulpit or by the church clerk for two successive regular scheduled meetings of the church body (Sunday and Wednesday). A vote of the majority of members present and qualified to vote shall be necessary to extend a call. Only one candidate shall be presented to the church at any one regular meeting.

#### Section 4:

The Pastor shall be called for an indefinite period of time. However a Pastors term may be ended immediately on the part of the Pastor or the Church by mutual consent. Termination of the Pastoral office may be voted on by a majority vote of the Deacon Ministry and to be presented to the church at a call church business meeting (Church Conference). The pastor termination business meeting and vote will be chaired and presided by the Chairman of the Deacon Ministry or his designee. The Pastor may be terminated immediately upon majority vote of the members of this church.

### DEACONS

#### Section 1:

There shall be a board of (7) Deacons or more. The Deacons shall be ordained to do their work according to Acts 6: 1-8 and 1Timothy 3: 8 -13.

As the need arises this office may be filled upon the recommendation from the Pastor and Deacon Board to the Church. This recommendation is to be read on two consecutive meetings (Sunday and Wednesday) of the church prior to the regular business meeting.

At such a business meeting, the recommendations may be submitted to the body.

Those persons to be accepted by the Church to fill the office of a Deacon must pass the test of moral qualifications as listed in the above mentioned Scriptures. Any member who feels that a candidate is not suited for this office must appraise the church and confront the candidate with a charge at a special meeting to determine qualifications. One who so confronts must observe two (2) requirements:

(1) Specific charges must be brought and stated in writing, presenting evidence that is clear, cogent and convincing as to its truth.

(2) Remember the words of Jesus, "He that is without sin, let him cast the first stone."

Persons passing the test will be placed on probation for (6) six months, in which time they will undergo rigorous training and preparation for the task. At the end of this period and upon recommendation to the church, the candidate or candidates shall be ordained.

Candidates for the office of Deacon upon approval by the Pastor and the Deacons shall be elected/re-elected by the members present at the annual church conference or at any regular scheduled church meeting of the church body.

Deacons shall hold office for a period of one year as long as they shall faithfully discharge their duties. Any Deacon, who for a period of (3) months, fails to perform the duties of his office faithfully automatically vacates the same. The church may, for good and sufficient cause, remove any Deacon from office.

The Board shall choose annually a chairman, a vice chairman, a secretary and a treasurer and shall meet as often as necessary. Special meetings may be called by the pastor in consultation with the Chairman, who shall notify other board members. A majority of the members shall constitute a quorum.

The Board shall in every way assist the pastor; cooperate with the pastor in providing pulpit supply and the leaders of the prayer meeting; visit the members; care for the sick, needy and distressed members of the Church; use the missionary fund as needed.

The Deacon Board shall oversee and approve the overall administration of church affairs to include but not limited to all financial matters, church planning, church upkeep to include structures owned and operated by the church, church operations, financial oversight of church auxiliary functions, membership business affairs, and overall support and implementation of the mission of the church. The Deacon Board is responsible for incorporating the Pastor into the trustee's activities and functions.

The Deacon Board shall promote Christian instruction and ministry to the Church membership; provide for the ordinances and aid in the administration.

## TRUSTEES

### Section 1:

There shall be a board of (7) Trustees or more. The Trustees shall be assigned to do their work and to assist the Deacon's in their charge according to Acts 6:1-8 and 1 Timothy 3:8-13.

As the need arises this office may be filled upon the recommendation from the Pastor, Deacon Board and Trustee Chairman to the Church. This recommendation is to be read on two consecutive meetings (Sunday and Wednesday) of the church prior to the regular business meeting.

At such a business meeting, the recommendations may be submitted by the body.

Those persons to be accepted by the Church to fill the office of a Trustee must pass the test of moral qualifications as required in the above mentioned Scriptures (Deacon Qualifications). Any member who feels that a candidate is not suited for this office must



appraise the church and confront the candidate with a charge at a special meeting to determine qualifications. One who so confronts must observe two (2) requirements:

(1) Specific charges must be brought and stated in writing, presenting evidence that is clear, cogent and convincing as to its truth.

(2) Remember the words of Jesus, "He that is without sin, let him cast the first stone."

Persons passing the test will be placed on probation for (6) six months, in which time they will undergo rigorous training and preparation for the task. At the end of this period and upon recommendation to the church, the candidate or candidates shall be confirmed (installed) as Trustees.

Trustees shall hold office for a period of one year as long as they shall faithfully discharge their duties. Any Trustee, who for a period of (3) months, fails to perform the duties of his office faithfully automatically vacates the same. The church may, for good and sufficient cause remove any Trustee from office.

The Trustee Board shall choose annually a chairman, a vice chairman, a secretary and a treasurer and shall meet as often as necessary. Special meetings may be called by the pastor in consultation with the chairman, who shall notify other board members. A majority of the members shall constitute a quorum.

The Trustee Board shall in every way assist and cooperate with the pastor and deacons. The Trustee Board shall be responsible for the overall administration of church affairs to include but not limited to all financial matters, church planning, church upkeep to include structures owned and operated by the church, church operations, financial oversight of church auxiliary functions, membership business affairs, and overall support and implementation of the mission of the church. The Trustee Board is responsible for communicating their activities and functions to the Deacons and Pastor.

The Trustee Board shall promote Christian instruction and ministry to the Church membership; provide for the ordinances and aid the Pastor and Deacons in the administration.

### CHRISTIAN EDUCATION

The Board of Christian Education shall consist of members elected by the church body. In addition to the elected members, the following persons shall serve by virtue of their office as ex-officio members with voting privileges. They are the Pastor, Director of Christian Education, and the general Superintendent of Sunday School.

The work of the Christian Education Board will be divided into the following areas: Children, Youth/Young Adults and Adults, Leadership Development Education for Missions, Athletics/Recreation, the Church Arts, and Library. A member of the board shall be responsible for each of these areas. The chairperson of the area will function with and through committees, particularly the age-group chairperson.

The Director of Christian Education shall be responsible for the organization, administration and supervision of the entire education program of the church.

The Director of Christian Education shall be responsible for:

Developing and interpreting to the constituency of the church the educational objectives or goals;

Studying the educational needs of the Church and for making decisions concerning time schedules, educational use of housing and equipment, and the elimination or addition of classes or organizations;

Identifying and appointing trained educational workers;  
Identifying curriculum of the educational programs,

Preparing the educational budget of the Church submitting the same budget to the financial board.

#### CHURCH SECRETARY

The Church Secretary shall be recommended by the Pastor and Deacons, and elected by the membership of the Church. The church secretary shall have the following duties: preparing church bulletins, maintaining the official church minutes of all meetings as requested, and other tasks assigned by the pastor and membership of the church.

#### FINANCIAL SECRETARY

The Church Financial Secretary shall be recommended by the Pastor and Deacons, and elected by the membership of the Church. The financial secretary shall be responsible for maintaining the church checkbook and bank statement; writing all church checks; balancing the checkbook; keeping accurate tabulations on all funds in all church accounts, maintaining accounts payable files; payroll and quarterly and annual tax returns

#### TREASURER

The Church Treasurer shall be recommended by the Pastor and Deacons, and elected by the membership of the Church. The Treasurer must be present to receive an accurate accounting of all monies collected and counted at the church. In addition the Treasurer shall be one of four persons authorized to sign checks. The Treasurer is responsible for the auditing of the church financial statements to include all assets and liabilities at the church.

### CHURCH CLERK

The Church Clerk shall be recommended by the Pastor and Deacons, and elected by the membership of the Church. The Church Clerk shall be responsible for all correspondence and announcements, management of membership contributions with quarterly financial reports of member contributions. The church clerk is responsible for providing an accurate membership count of the church body to include new members, separations and deaths.

## ARTICLE VII

### MEETINGS

#### Section 1: WORSHIP SERVICES

Public services shall be on each Lord's Day (Sunday) and Wednesday Night of each week.

The Lord's Supper shall be celebrated on the first Sunday of each month, and at such other times as the church may determine.

Occasional worship meetings may be scheduled by the Pastor, Deacons, or by vote of the church

#### Section 2: BUSINESS MEETINGS (CHURCH CONFERENCE)

The annual Business Meeting shall be on the second Tuesday in January for the purpose of the regular transaction of such business that may become before it, the election of officers, and the annual reporting church officers and auxiliaries.

A majority of members present of the church in good standing, qualified voters, shall transact church business at its regular or special call business meetings.

Special meetings may be called by the Pastor or the Chairman of the Deacon Board. Notice of such meetings and the subject for which it is called shall be given on the Sunday and Wednesday proceeding the date of the meeting. At any of the regular meetings of worship the church may with out notice act upon the reception of members, upon the dismissal of members to other churches, and upon the appointment of delegates to councils, associations, and convention may vote upon ordinary business of the council.

### ARTICLE VIII

#### CHURCH YEAR

The fiscal year of the Church shall be the calendar year.

### ARTICLE IX

#### RULES OF ORDER

##### Section 1:

The Hiscox Directory is the book on which our Church is incorporated.

##### Section 2:

The rules contained in the most recent edition of the Robert's Rules of Order shall govern the business proceedings of the Church in all cases where they are not inconsistent with this Constitution.

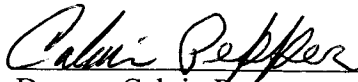
### ARTICLE X


#### AMENDMENTS

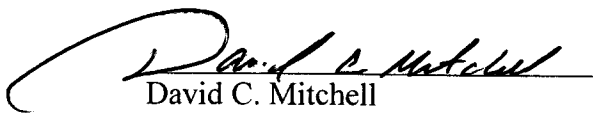
This Constitution may be amended at any regular or called business meeting of the Church by a majority vote of those present and voting, and that notice of such amendment, stating the proposed change, shall have been given from the pulpit or by the church clerk on two successive meetings of the church body (Sunday & Wednesday).

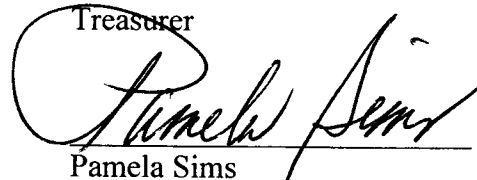
This Constitution and By- Laws of Mount Emmanuel Baptist Church was approved and ratified after (3) official readings of the document. The final reading and ratification of the Constitution and By-Laws of Mount Emmanuel Baptist Church occurred at a called church business meeting on October 22, 2008 at 7:30 pm

The following officers were witness to the ratification of the Constitution and By-Laws of Mount Emmanuel Baptist Church

  
Deacon Calvin Pepper  
Chairman Deacon Ministry

  
Deacon James Brown  
Treasurer

  
David C. Mitchell  
Chairman Trustee Ministry  
Church Clerk

  
Pamela Sims  
Financial Secretary  
Trustee