

**EMMANUEL BAPTIST CHURCH
OF CRESTVIEW, FLORIDA, INC.
Constitution and Bylaws**

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Emmanuel Baptist Church of Crestview, Florida, INC. Constitution & Bylaws

We declare and establish this Constitution to preserve and secure the principles of our faith and to govern the Body of Christ with grace and order.

1. Church Name

This Body of Christ followers shall be known as Emmanuel Baptist Church of Crestview, Florida, INC. (in this document, this entity shall be referred to as “EBC”). The primary offices will be located at 3252 E James Lee Blvd, Crestview, FL 32539.

2. Mission and Vision Statements

Rather than developing a unique or contextualized mission and vision statement, EBC has chosen to adopt the biblical mission and vision statements of the Universal or Invisible Church. In Matthew 28:19-20, Jesus himself assigned the mission of the Church, commonly known as the Great Commission. In Revelation 7:9b-10, Jesus also revealed a vision of what the Church would look like once that mission was accomplished.

2.1 EBC’s Mission

“Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age.” (Matthew 28:19-20)

2.2 EBC’s Vision

“Behold, a great multitude that no one could number, from every nation, from all tribes and peoples and languages, standing before the throne and before the Lamb, clothed in white robes, with palm branches in their hands, and crying out with a loud voice, ‘Salvation belongs to our God who sits on the throne, and to the Lamb!’” (Revelation 7:9b-10)

2.3 EBC’s Mission Motto

“God with us & God through us.”

Our mission motto reminds us of why we gather and why we go.

We gather because Christ’s presence is in and amongst His churches (Revelation 1:12-13 & 20). We recognize that being in the presence of God is the greatest treasure of creation (Psalm 16:11) and the eternal purpose of the gracious redemption of His people (John 1:14 & Revelation 21:3). We see in the Great Commission that Christ’s presence with us is directly connected to our obedience to His call. We gather because God has divinely ordained to demonstrate the perfection of His glory through the glad praises of His people (Psalm 22:3).

We go because God has divinely ordained to use His people as the means of extending His gospel of grace to the lost and dying world (Acts 1:8 & Romans 10:17). Because God has come to us, we are compelled to go—to be His ministers of reconciliation (2 Corinthians 5:17-21). Because we are zealous for God’s glory

and because we are burdened for the lost, we go so that salvation can be brought to the ends of the earth (Acts 13:47).

3. Statement of Faith

EBC holds [the Baptist Faith and Message 2000](#) as its statement of faith.

4. Emmanuel Baptist Church Membership Covenant

We will worship together—gathering regularly for our mutual encouragement and the rightful honor and praise of our Lord (Hebrews 10:24-25 & John 4:23-24).

We will serve together—stewarding God’s varied grace of gifting for our common good and the building up of the Body of Christ (1 Peter 4:10-11 & 1 Corinthians 12:1-31).

We will give together—offering pleasing sacrifices to God while trusting that He will supply all of our needs and produce in us thanksgiving (Hebrews 13:16 & 2 Corinthians 9:6-15).

We will grow together—viewing Christ’s glory as both the standard of perfection and the means by which we can attain spiritual maturity (2 Corinthians 3:17-18 & Ephesians 5:1-2).

We will submit together—following faithfully the commands of Christ the Chief Shepherd and the direction of His under-shepherds as they keep watch over our souls (1 Peter 5:1-5 & Hebrews 13:17).

We will sacrifice together—counting others as more significant than ourselves while seeking the unity of the church and the advancement of God’s Kingdom over our personal preferences or comforts (Philippians 2:1-11 & Acts 4:32).

5. Ordinances

5.1 Baptism

Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer’s faith in a crucified, buried, and risen Savior, the believer’s death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to his faith in the final resurrection of the dead.

A candidate for baptism is a person who receives Jesus Christ as Lord and Savior by personal faith and who indicates a commitment to follow Christ as Lord. Baptism will be administered by a pastor and may include other participants authorized by the pastor.

5.2 The Lord’s Supper

The Lord’s Supper is a symbolic act of obedience whereby members of the church (Body of Christ), through partaking of the bread and fruit of the vine, commemorate the death of Jesus Christ and anticipate His second coming. This ordinance will be observed in any gathering deemed appropriate by the pastor(s). It will be administered by pastors and/or deacons and may include other participants authorized by the pastor.

6. Polity and Relationships

The governance of EBC is vested in the body of believers who compose it. All internal groups and teams created by and empowered by church leadership shall be held accountable to the church membership.

7. Affiliation

EBC is autonomous and maintains the right to govern its own affairs, independent of any denominational control. However, God's Word demonstrates that the local church should seek voluntary fellowship with other New Testament churches. This association is to provide help and encouragement while working together as Christ directs. This is a voluntary association that in no way involves the surrender of the individual church's freedom or dependence on God.

EBC has chosen to affiliate itself through cooperation with the Southern Baptist Convention, Florida Baptist Convention, and with the Okaloosa Baptist Association. Fundamental to this affiliation is the understanding that the Southern Baptist Convention is a fellowship of autonomous, New Testament churches that choose to work together to further the name and the renown of the living God. Voluntary contributions to local, state, national, and international mission's projects support this affiliation. Support may also be provided by sending messengers to the associational, state, and annual convention for voting on doctrinal, ethical, and procedural positions and by cooperative efforts in missional objectives. Should any of EBC's cooperating partners take actions, make decisions, or change their policies or statements of faith in such a way that conflict with EBC's belief or practices, EBC is free to disassociate from them and cease cooperation at any time.

8. Conducting Church Affairs

The conduct of the affairs of EBC not addressed in the Articles of Incorporation or this Constitution will be in accordance with the Bylaws of EBC. The Bylaws define the church's organizational structure, the rights of members in the structure, and the procedures by which these rights may be exercised.

9. Church Membership

9.1 General

Emmanuel Baptist Church (EBC) is a self-governing Southern Baptist church under the Lordship of Jesus Christ. The membership retains unto it, the right of exclusive self-government in all aspects of the spiritual and temporal life of the church as a part of the Body of Christ. The membership of EBC consists of people who received Jesus Christ as their Lord and Savior and have fulfilled all other requirements of membership. EBC's church membership process is overseen by the Lead Pastor.

9.2 Requirements

To be received into membership at EBC, a person will:

- 1) Profess faith in Jesus Christ as Lord and Savior followed by baptism, or promise a letter of recommendation from another church of like faith and practice, or statement of prior salvation experience and baptism.
- 2) Complete a membership class that will lend clarity to the mission and vision of EBC.
- 3) Agree with the EBC Statement of Faith and commit to the Membership Covenant.
- 4) Provide a record of their testimony of salvation in Jesus Christ to the church leadership.

9.3 Responsibilities of Members

It is expected that a member's signature agreement with the EBC Membership Covenant (Section 4 "Emmanuel Baptist Church Membership Covenant") will be visible in his or her life and relationships within EBC.

Only members of EBC, at least 18 years of age, are entitled to vote on items submitted at business meetings. Members must be present to vote. Questions of voting eligibility will be referred to the Servant Lead Team (Section 10.4.1 "Responsibilities").

Members of EBC shall have no property rights or other ownership interest in any assets of EBC.

9.4 Change in Membership

Membership status can be changed:

- 1) By death.
- 2) By alignment with another Southern Baptist church.
- 3) By disciplinary action of as provided in Section 9.5 "Church Discipline".
- 4) By alignment with a church of another denomination.
- 5) By request that one's name to be removed from membership.

9.5 Church Discipline

Church discipline is a biblical practice that has been given for the benefit of both the individual member and the church as a whole. Discipline shall be applied to members in cases of divisiveness, scandalous immorality, rejecting doctrines of the Christian faith, and various other expressions of unrepentant sin. The primary goal of church discipline is repentance of sin and restoration of such an individual back into the body of the church. Additionally, discipline will take place to protect the church from the corrupting influences of unrepentant sin.

In accordance with the biblical pattern outlined in Matthew 18:15-17, a person who evidences such sin will be confronted in an initial one-on-one meeting followed by escalating engagement by the Pastors and other church leaders. If the steps of discipline are exhausted, the leaders will consider removing a person from the Membership while continuing to pray and hope for reconciliation and restoration. Depending on the circumstances, this removal may or may not include a prohibition to attend church services and other events. In addition, the process of discipline might include disclosure to EBC membership of the circumstances leading to this decision. Those so disciplined can be restored to fellowship when the leaders have determined that appropriate repentance has occurred. Matters of church discipline, including restoration to membership, shall be directed by the Lead Pastor and the Servant Lead Team based on these biblical principles (Matt 18:15-17, 1 Cor 5:1-13, Gal 6:1, 1 Tim 5:19-20, Titus 3:10-11).

10. Church Leadership

10.1 EBC Leadership

EBC is a pastor led church whose leadership consists of a Lead Pastor, Pastors, Ministerial Staff, the Servant Lead Team, Deacon Ministry Team, and Officers. Additionally, EBC has Administrative and Ministry Teams responsible for operations or specific ministry functions.

10.2 Lead Pastor and Ministerial Staff

The Lead Pastor is responsible for leading EBC to function as a New Testament church; the Ministerial Staff

oversee their respective ministries which include, but is not limited to, worship, missions, small groups, students, children, and preschool. The Lead Pastor and Ministerial Staff are employed to equip members for ministry.

Any EBC Pastor must meet the biblical qualifications of Pastor/Overseer/Elder (1 Timothy 3:1-7, Titus 1:5-16, 1 Peter 5:1-11). EBC will ordain qualified men to be pastors for gospel ministry. Any Pastor of EBC must be ordained by EBC or a church of like-faith.

10.2.1 Selection of Lead Pastor

In pursuit of a new Lead Pastor, the Deacon Ministry Team, will nominate for EBC approval, a Pastor Search Team (PST) comprised of up to 7 EBC members and 2 alternates to seek out a Lead Pastor candidate.

It is the sole responsibility of the PST to identify a Lead Pastor candidate for consideration and present their nomination to the church body. The PST will bring the candidate forward once they reach unanimous consent (majority of team members fully agree, the minority of team members fully support, but no team members disagree with the candidate selection). Upon reaching unanimous consent, and prior to bringing the candidate to the church for a vote, the PST will present their nomination to the Servant Lead Team and the Deacon Ministry Team to give leadership an opportunity to meet and have discussions with the candidate. The PST will provide updates to the church during the candidate selection process and will bring only one candidate forward at a time.

The presentation and affirmation of the Lead Pastor candidate shall be at a business meeting in accordance with Section 11 “Church Meetings”. The meeting will include a presentation of the Pastor Search Team’s recommendation and a vote of EBC members. The selection of the candidate shall be approved by the affirmative vote of 85% of the EBC members present and voting at said meeting.

An affirmative vote of 85% of the EBC members present and voting at said meeting authorizes the Search Team to complete and document the agreements constituting the call of the Lead Pastor.

10.2.2 Selection of Interim Lead Pastor

In the occurrence of a Lead Pastor vacancy, the Servant Lead Team may hire an Interim Lead Pastor. This decision is to be made with consent of the Deacon Ministry Team.

10.2.3 Selection of Ministerial Staff

The selection and nomination of a Ministerial Staff candidate is the responsibility of the Lead Pastor.

The Lead Pastor oversees the selection and nomination process which consists of increasingly detailed question and answer dialog, interviews, and exposure to additional EBC leadership as God affirms the candidate. After satisfactory completion of this process the Deacon Ministry Team is responsible for recommending the Ministerial Staff candidate to EBC members.

The presentation and affirmation of the Ministerial Staff candidate shall be at a business meeting in accordance with Section 11 “Church Meetings”. The meeting will include a presentation of the Deacon Ministry Team’s recommendation and a vote by EBC members. The selection of the Ministerial Staff candidate shall be approved by the affirmative vote of 85% of the EBC members present and voting at said meeting. An affirmative vote of 85% of the EBC members present and voting at said meeting authorizes the Lead Pastor or his designee, to complete and document the agreements constituting the call to EBC.

10.2.4 Selection of Interim Ministerial Staff

In the occurrence of a Ministerial Staff vacancy or need, the Lead Pastor may hire Interim Ministerial Staff. This decision is to be made with the consent of the Servant Lead Team.

10.2.5 Employment Packages

Employment packages for Lead Pastor and Ministerial Staff will be established by the Finance Team based on recommendations from the Personnel Team. The Personnel Team will send the salary & benefits package (base salary, insurance, paid time off /vacation, bonuses, relocation expenses, and tuition assistance) to the Finance Team, who will review the package in order to determine the impacts to the budget. For the hiring of any Ministerial Staff position, the Finance team will send the final salary and benefits package to the Lead Pastor for approval. For the hiring of Lead Pastor, the Finance team will send the final salary and benefits package to the Servant Lead Team for approval. The Personnel Team will create an offer letter and send it to the candidate once the hiring package is approved. The Personnel Team will send a copy of the signed offer letter, identifying acceptance by the candidate, to the Executive Pastor for records keeping. Staff salaries are not publicly disclosed, but EBC members may acquire this information through the Personnel Team or the Finance Team.

10.2.6 Resignation

Should the Lead Pastor decide to resign, a written resignation will be submitted to the Servant Lead Team which provides at least four weeks' notice before terminating responsibilities as Lead Pastor. The office of Lead Pastor will be considered vacant at the time pastoral responsibilities are terminated. Should any Ministerial Staff decide to resign, a written resignation will be submitted to the Servant Lead Team which provides at least two weeks' notice before terminating responsibilities as a staff member. The office of that staff member will be considered vacant at the time staff responsibilities are terminated.

10.2.7 Dismissal of Ministerial Staff

When conditions warrant dismissal, the Servant Lead Team has the authority to remove a Ministerial Staff person from their position. Such action can take place after the Personnel Team brings a recommendation of dismissal to the Servant Lead Team. Upon a vote of two-thirds (2/3) majority of the Servant Lead Team for removal, the Ministerial Staff person will be dismissed from their position. When appropriate, the Servant Lead Team and the Personnel Team will determine a fair separation package. Dismissal from ministerial office does not mean permanent disqualification from ministry.

10.2.8 Dismissal of Lead Pastor

When conditions warrant dismissal, the church may take action to remove the Lead Pastor from his position. Such action shall take place at a business meeting in accordance with Section 11 "Church Meetings," or by action of the Servant Lead Team. The meeting will include a presentation of the dismissal recommendation and a vote by EBC members. A dismissal vote of the Lead Pastor requires a quorum of at least twenty percent (20%) of the church membership with a vote of at least two-thirds (2/3) majority in favor of dismissal. If these requirements are met, the termination of his duties shall be effective immediately. When appropriate, the Servant Lead Team and the Personnel Team will determine a fair separation package. Dismissal from ministerial office does not mean permanent disqualification from ministry.

10.3 Deacon Ministry Team

In accordance with the meaning of the work and practice of the New Testament, deacons are to be servant

leaders of the church. The deacons provide leadership in the service-oriented and administrative matters pertaining to the physical needs of the church (Acts 6:1-4; 1 Tim. 3:8-13). Based on the scriptural qualifications, deacons serve in areas such as finances (1 Tim. 3:8), administration (1 Tim. 3:12), visitation (1 Tim. 3:11), and ministering to the needs of the church family (Acts 6:1-4).

10.3.1 Deacon Qualifications

Any EBC deacon must meet the biblical qualifications of the New Testament office of deacon (1 Tim 3:8-13). EBC will ordain qualified men for deacon ministry. Any deacon of EBC must be ordained by EBC or a church of like-faith. EBC deacons must be EBC members.

10.3.2 Deacon Selection

Nominations for deacons will be made by the EBC members on a bi-annual basis, unless the current Deacon Ministry Team decides that a sufficient active team is in place. Deacon selection can occur out-of-cycle if deemed necessary by the Deacon Ministry Team. A nominee must possess the character qualities stated in 1 Timothy 3:8-13. The nominees will be reviewed and endorsed by a deacon selection team along with the Lead Pastor. The deacon selection team will be either a designated group of active deacons or all active deacons, decided by the current group of active deacons. The endorsed candidates will be recommended to the Deacon Ministry Team who will confirm their qualifications and present the endorsed candidate(s) for approval at a regular or special called business meeting of EBC.

10.3.3 Deacon Removal

A deacon may be removed from active service by resignation or grievance. After investigation and consideration of the grievance, and a determination that the grievance is true and substantial, a deacon may be removed by a majority vote of the active deacons. Dismissal from office of deacon does not mean permanent disqualification from ministry.

10.3.4 Deacon Organization

The Deacon Ministry Team chairman and the Lead Pastor will determine frequency and time of the Deacon Ministry Team meetings. The Deacon Ministry Team officers will consist of the chairman, vice-chairman, secretary, and any officers deemed necessary by the Deacon Ministry Team. The term of office for a deacon officer will be one year. Each year officers will be nominated by the Deacon Ministry Team, prayerfully selected by the preceding deacon officers in consultation with the Lead Pastor, and then approved by the Deacon Ministry Team by majority vote. The Deacon Ministry Team will keep minutes at all meetings and present them to the church office for a permanent record.

The term of office for a deacon shall be two years. Consecutive terms are encouraged and acceptable for those who are actively serving. At the completion of their two-year term of service, each deacon can acknowledge their desire to continue serving as an active deacon. Concurrent with these decisions, the Deacon Ministry Team will review and determine the need for additional deacon candidates, which will be conveyed to the church as part of the nomination process. Each year the congregation will re-affirm the active Deacon Ministry Team.

10.4 Servant Lead Team

The Servant Lead Team serves to advise and assist the Lead Pastor in the overall execution of the vision, ministry, and operations of EBC.

10.4.1 Responsibilities

The primary responsibilities of the Servant Lead Team are twofold. First, the Servant Lead Team will function as an advisory board to the Lead Pastor, providing their assessment of the current health of EBC and wise counsel on the Pastor's vision and direction for the church. Second, the Servant Lead Team will hold the Lead Pastor accountable for executing the mission of EBC and fulfilling the biblical requirements of being a Pastor.

The Servant Lead Team will meet with the Lead Pastor on a regular basis. As required, they will consider and provide input on operations and ministry matters. This team is entrusted with the following decisions;

- 1) Determining the items that will go before the congregation for vote.
- 2) Affirmation and accountability of all Administrative and Ministry Teams.
- 3) Church member discipline.
- 4) Review and maintenance of the EBC Constitution and Bylaws.
- 5) Adjudicating conflicts of interest.

10.4.2 Qualifications

Each Servant Lead Team candidate is to be characterized by spiritual maturity, involvement in the church, high morals, and a healthy family life as described in Scripture. The biblical qualifications of a deacon shall also serve as the standard of qualification for a Servant Lead Team member (See 1 Tim 3:8-13).

10.4.3 Selection

The Servant Lead Team will be comprised of up to seven (7) members. Four standing members shall be the residing chairs of the Finance Team, Personnel Team, Properties Team and the Deacon Ministry Team. Up to three non-standing members are selected from nominations submitted by EBC members. Members may be selected from Administrative Teams, the Deacon Ministry Team, or from a nomination by the Lead Pastor. The Servant Lead Team will determine the amount of members needed. These candidates will be presented to EBC for a vote of approval.

10.4.4 Terms of Service

Non-standing members will typically serve a three-year term, with a desirable rotation of two or less selected members rotating off and two or less new members rotating on each year. However, a Servant Lead Team member may serve for a longer term at the discretion of the Servant Lead Team and the Lead Pastor.

10.4.5 Removal

Servant Lead Team members may be removed by resignation or grievance. After investigation and consideration of the grievance, and a determination that the grievance is true and substantial, a member may be removed by a majority vote of the remaining members.

10.5 Administrative Teams

Administrative Teams oversee the conduct of the specific ministry tasks for which they are responsible. They are responsible to EBC in the conduct of their tasks and will share reports of their activities through regular business meetings and church publications. EBC has three standing Administrative Teams —Finance, Personnel and Properties.

10.5.1 Finance Team

The Finance Team is responsible for the formulation and management of EBC's annual budget. This team will meet on a regular basis to discuss the financial health & financial operations of EBC. They will work to assist the Lead Pastor and Ministerial Staff in establishing policies regarding financial operations.

10.5.2 Personnel Team

The Personnel Team is responsible for establishing policies, salaries, benefits, and any other items related to the employment of EBC Staff. They also assist the Lead Pastor, as required, in addressing personnel related matters.

10.5.3 Properties Team

The Properties Team is responsible for overseeing the condition of EBC facilities, equipment, and property to ensure they remain presentable and in good working order. They will make recommendations concerning major repair, replacement, and improvement projects and assist in the contracting and work for approved projects. The Properties Team lead will coordinate with the Lead Pastor, Servant Lead Team, on recommended projects.

10.5.4 Team Establishment

The Lead Pastor, with affirmation from the Servant Lead Team, will make recommendations for the establishment or de-establishment of Administrative Teams. Team establishment or de-establishment may occur with the amendment of this document (as described in Section 13 "Amendments") Administrative Team candidates must be members of EBC and will be selected in a method established by the Lead Pastor and the Servant Lead Team.

10.5.5 Duration

All Administrative Teams will establish a three-year rotation system. In establishing this rotation, each team will determine the best way to decide who will rotate off after one year, then two years, and then three years. In some instances, exceptions may be made in which some individuals may continue for an additional year due to a particular skill set or a particular situation that warrants their continuance. These exceptions are subject to the Servant Lead Team approval.

10.5.6 Operating Guidelines

The basic guidelines for Administrative Teams are:

- 1) Administrative Teams shall consist of at least five EBC members to facilitate the rotation process.
- 2) Team members may only serve on one Administrative Team at a time.
- 3) The chairs of the teams will be selected by their respective team and affirmed by the Servant Lead Team. The chair of each team will be an ordained deacon; active or inactive.
- 4) Each Administrative Team must meet regularly, record minutes of their meetings, and submit meeting minutes to the church office for archival.
- 5) The Lead Pastor will serve as ex-officio, non-voting member of each of the Administrative Teams. He may also deputize other Ministerial Staff to these Administrative Teams in his stead.

10.6 Ministry Teams

The Ministerial Staff shall establish and lead Ministry Teams, as-needed, to assist, support, complement, and advise regarding their respective ministry area. The respective Ministerial Staff member shall establish team composition/selection, duration, and operating guidelines commensurate with the needs of their ministry area. The Ministerial Staff oversee their respective ministries which include, but is not limited to, worship,

missions, small groups, students, children, and preschool.

10.7 Corporate Officers

The EBC corporate officers will act as the legal agents of the church's incorporated entity pursuant to Florida state law regarding non-profit organizations. Corporate officers include President (Lead Pastor), Vice President (Deacon Chairman), Treasurer (Finance Chairman), and Church Secretary (Executive Pastor or Administrator). The corporate officers shall be responsible for signing any legal documents and performing all legal actions required by law. Additionally, they will designate who will sign EBC checks.

11. Church Meetings

11.1 Worship Services

The church shall meet regularly for teaching, shared life, service, connection and for making great declaration of the supremacy of Christ in all things.

EBC shall meet every Sunday morning for regular worship.

11.2 Official Church Meetings

The business of the church shall be conducted through two types of meetings: *Annual Administrative Meeting and Church Business Meeting*. Additionally, meetings may be called for the purpose of providing information, promoting dialogue on matters of interest, and promoting the objectives of EBC. These meetings will be open for the entire membership of the church.

The Lead Pastor will preside over all church meetings which call for official action to be taken; the Chairman of Deacons will preside in the absence of the Lead Pastor and as requested or required. Meetings are to be conducted in an orderly and Christian manner.

11.2.1 Annual Administrative Meeting

The church will assemble each year on or about one month prior to the end of the calendar year (January to December) to approve the budget for the coming year, affirm Deacon Ministry Team, affirm Administrative Teams, hear reports from any teams or ministries of the church, conduct miscellaneous business as needed, and pray for the church. The Annual Meeting will be announced two weeks prior to the date of the meeting in the weekly worship services and through various means of communication to members. The church secretary will record and retain meeting minutes.

11.2.2 Church Business Meeting

The church will assemble for a business meeting upon the request of the Lead Pastor or the Servant Lead Team. A business meeting will be announced two weeks prior to the date of the meeting in the weekly worship services and through various means of communication to members. In the case of an emergency a business meeting may be called by the Lead Pastor or Servant Lead Team without the two-week notice. The church secretary will record and retain meeting minutes. The purpose of the business meeting must be communicated in the announcement. No unannounced votes can take place during a business meeting.

11.2.3 Required Call for Votes

Church approval is required for:

- 1) election of Lead Pastor and Ministerial Staff.

- 2) dismissal of Lead Pastor.
- 3) affirmation of Deacon Ministry Team and Administrative Teams.
- 4) approval of yearly budget.
- 5) securing a loan/establishing debt.
- 6) construction of new facilities.

11.2.4 Quorum

The quorum consists of the EBC members attending the church meeting, provided it is an announced meeting. The only exception to this quorum is when votes are being taken to declare the office of Lead Pastor vacant or to fill the office of Lead Pastor (Section 10.2 “Lead Pastor and Ministerial Staff”). For these situations, a quorum shall be not less than twenty percent (20%) of the total membership eligible for voting as provided in Section 9 “Church Membership”.

11.2.5 Parliamentary Procedure

For any issue requiring a congregational vote, the following procedure shall be followed;

- 1) Within a business meeting, an appropriately announced vote can be called for by the recommendation of the Lead Pastor, the Servant Lead Team, the Deacon Ministry Team, an Administrative Team, or a specially appointed team. An Administrative Team and a specially appointed team can only bring forth recommendations which are applicable to the purpose of their appointment. Should a member desire to bring an issue to the congregation for vote, they can bring the issue to the Pastors, Deacons, or an Administrative Team for consideration and discussion, who will then call for the meeting and vote if deemed appropriate.
- 2) Following the recommendation of the vote as described above, a second from a Member will be required for the recommendation to continue forward.
- 3) Following the second, the recommendation is open to discussion and questioning from all those present at the meeting. To conclude the discussion, the Lead Pastor, or other duly appointed moderator will call for any remaining discussion or questions to be voiced.
- 4) Following the discussion, the members present at the meeting will vote. Voting can take place through verbal confirmation, the raising of hands, or through ballot.
- 5) All votes will require a two-thirds (2/3) majority approval to pass unless designated as requiring a higher percentage elsewhere in this document.

11.3 Fiscal Year

The fiscal year of the church shall begin on January 1 and end on December 31.

12. Contributions

All contributions accepted by the church will be allocated to the general fund unless they are designated to an established fund. Procedures for establishing designated funds will be published by the Finance Team.

13. Amendments

It is the responsibility of the Servant Lead Team to oversee the reviewing of the EBC Constitution and Bylaws, proposing any revisions or adjustments necessary to maintain their effectiveness, and to bring these changes to the church in an administrative meeting. New bylaws may be adopted, or current bylaws may be amended or repealed by the affirmative vote of a two-thirds (2/3) majority of votes by members cast at a meeting called for such purpose, in which a quorum is present.

The church membership shall be notified of this meeting in accordance with Section 11 “Church Meetings”.

Further, a copy of the proposed changes shall be made available to members at two consecutive weeks of Sunday morning worship services in advance of the meeting.