

**Constitution**  
 Of the  
**Emmaus Baptist Church**  
 Northfield, Minnesota  
 (Revised January 9<sup>th</sup>, 2008)

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## ARTICLE I Name and Organization

1. The name of this organization shall be the Emmaus Baptist Church of Northfield, Minnesota.
2. The organization took place on the 16<sup>th</sup> day of June, 1964.
3. This organization was incorporated under and pursuant to the provisions of Chapter 315, Section 315.21 of Minnesota Statutes 1945 on the 21<sup>st</sup> day of January, 1964.
4. These articles and the appended Church Policy shall establish the government and plan of worship and service for Emmaus Baptist Church.

## ARTICLE II Philosophy of Ministry (Adopted July, 1985)

1. We believe there are three primary movements in the Christian life:
  - A. The movement of our relationship to God – corporate worship and each believer’s life of devotion (Luke 10:27, Psalm 100).
  - B. The movement of our relationship with other believers – fellowship, nurture, community, training in Christian discipleship (Hebrews 10:23-25, Luke 10:27, Galatians 6:2, II Timothy 2:2).
  - C. The movement toward the world – outreach to unbelievers, mission to various human needs (II Corinthians 5: 17-20, Luke 10: 27-37, Matthew 28: 18-20).

Each of these movements is significant and important to a well-balanced Christian life. Taken together, these movements define our ministry, in which our primary goal is to bring glory to God.

2. We believe that the work of the ministries which facilitate these three movements is primarily the responsibility of the laity. This is God’s plan (Ephesians 4: 11,12). This type of service is the key to the healthy growth of the body and of the individual believer. The pastor’s primary call is to equip believers for such ministry.
3. We believe that God gives to each believer at least one spiritual gift to utilize in the ministry of Christ’s body, the church (I Corinthians 12: 1-30, Romans 12: 3-8, Ephesians 4: 7-13). Further, we believe that God grants burdens, dreams, visions, and vocations for the utilization of those spiritual gifts in ministry. The Spirit is the dynamic of ministry, but the gifts and visions of the members of the body are the mechanic through which He works (Acts 2: 17,18).
4. We believe that Christ has promised to build His church upon the faith of His followers (Matthew 16: 16-19). Therefore, we believe that the role of prayer is primary to the ministry and growth of this church (Acts 4: 24-31).
5. We believe that leadership within the church is primarily of a spiritual nature. Both clergy and lay persons of giftedness, wisdom, prayer, and spiritual maturity are confirmed by the body to lead the church (I Timothy 3: 1-13). Leaders are gifts to the church given by the Risen Lord (Ephesians 4: 7-13) and are to be trusted to lead (Hebrews 13:17). However, Biblical leadership is first and foremost marked by an attitude and practice of servanthood which is sensitive to the needs within the body (Peter 5: 1-15, II Timothy 2: 23-25).

We believe that the employment of a staff of gifted ministers is an appropriate investment in leadership to help equip the body to pursue effectiveness and excellence in fulfilling its mission.

6. We believe that the organizational form or structure of this church best conforms to the principles of Scripture when it allows the church to function as God calls it to do so, to adapt to changing needs and situations, and to reflect its cultural context whenever possible (Acts 6: 1-7).

## ARTICLE III

### Church Covenant

We promise by the aid of the Holy Spirit to forsake the ways of sin and to walk together in Christian love, unity, and in the paths of righteousness. With this in view we engage to strive together for both the peace and purity of this church; to sustain its worship and steadfastly to cherish and hold its ordinances, discipline and doctrines; to contribute as faithful stewards such time, talent and money in the measure that God prospers each of us, that the responsibility for the work of the local church and world-wide ministry of spreading the Gospel be faithfully and effectively discharged.

We also seek to maintain family and private devotions; to teach the Bible to our children; to seek the salvation of our kindred and acquaintances; to be just in our dealings and faithful in our engagements; to be exemplary in our deportment, in accordance with the Holy Scriptures (Galatians 5: 13-25, Ephesians 4: 25-32, Ephesians 5: 1-20); to combine zeal and knowledge in our efforts to advance the cause of our Savior; to make Christ first in all things both spiritual and temporal.

We further seek to give and receive admonition with meekness and affection; to remember each other in case of sickness and distress; to cultivate Christian sympathy in feeling and courtesy in speech; to be slow to take offense, but always ready for reconciliation, and, mindful of the Scriptures, to seek it without delay; to encourage one another in the blessed hope of our Lord's return.

We moreover seek that when we move from this place, we will, as soon as possible, unite with some local church where we can carry out the spirit of this covenant and the principles of the Word of God. Amen

## ARTICLE IV

### Statement of Congregational Identity (Adopted in 1997)

1. INTRODUCTION. While Emmaus is a Baptist church and affiliated with the Baptist General Conference, the members and friends of Emmaus come from a wide variety of denominational backgrounds and faith traditions. In addition, as a church strategically located in a college community, we serve students who participate in the life of our congregation from across the country during their undergraduate years at Carleton and St. Olaf. The diversity that is ours we choose to view as a source of strength and constructive possibility in the ministry to which God is calling us.

The following Statement of Congregational Identity is intended to name that which binds us together as a church, so that we might find ourselves ready to respond to the work God has in store for us in our community and in our world. We understand that this statement does not say all that each of us would like it to say. Rather, it has been informed by a process of input from our past and present pastoral leadership as well as congregational focus group discussions as we have sought to name the core values that have shaped this body of believers over the years of its existence. Our intent is to strive to become a caring congregation made up of people willing to transcend personal differences to work together in joy, that God's healing and reconciling and saving power might be known and experienced in our sphere of influence.

2. STATEMENT OF CONGREGATIONAL IDENTITY. Believing that God desires a relationship with us through his son, Jesus Christ, we at Emmaus seek to bear witness to that truth in our individual lives and in the corporate life of our church. We have found joy in a personal encounter with a gracious and loving God through Jesus, and we have come to believe that his life, death and resurrection were motivated by an eternal and unconditional love for each one of us. We endeavor to be an inviting, hospitable church, committed to welcoming all who seek to join us in our faith journey through worship, discipleship and shared ministry.

In our commitment to proclaiming the Bible as God's inspired work of truth for the believing community, we understand that every believer is a priest, enjoying direct access to God through faith in Christ and the intercessory work of the Holy Spirit. We believe that the Spirit endows God's people with spiritual gifts for the building up of the body, and we endeavor to earnestly seek to discover and use the gifts we have been given, as is our biblical responsibility. Our understanding of the New Testament is that God desires both men and women to use their gifts in all areas of the ministry of the church. We further embrace our Baptist heritage in its rigorous commitment to each individual's freedom in their own, unique discovery of God and in diverse

expressions of faith. These convictions lead us to believe in the inestimable worth of every individual, and that we must strive always to understand another's point of view in humbleness.

As a worshipping community, we celebrate the great variety of ways God can be praised through the gift of music. We believe that biblical worship sees God as the audience, each worshiper as performer, and the pastor, musicians and worship leaders as prompters of our corporate expression of worship. Our worship thrives when it is participatory and each one brings their gift to God's holy altar.

In our life as a church, we have come to understand Emmaus as a place of nurture and non-judgmental acceptance. While our understanding of Scripture needs to govern that acceptance, we are best able to serve as vessels of God's amazing grace when we remember our own brokenness and the healing God is doing in our lives. We recognize that in an increasingly busy world God calls us to a simplicity of lifestyle, that we might be free to fulfill our shared ministry with Jesus in binding up the brokenhearted and meeting physical needs. We also aspire to be a place where the difficult questions of life are not skirted, where faith is recognized as often being hard fought, and where no sincere question of the seeker is off limits.

Emmaus is sometimes described as being an "atypical" or "non-traditional" Baptist church. The fact that we do not own a baptistery certainly gives credence to this designation! Traditions are cherished when found to be consistent with current needs, but we believe God is continually calling us to renewal and change, that we might be the kind of wineskin that Jesus taught his followers to be – a church able to welcome the new wine of its day and to allow it to mature and so nourish God's creation.

## ARTICLE V Statement of Faith

(Adopted by the Baptist General Conference in 1951)

1. **THE WORD OF GOD.** We believe that the Bible is the Word of God, fully inspired and without error in the original manuscripts, written under the inspiration of the Holy Spirit, and that it has supreme authority in all matters of faith and conduct.
2. **THE TRINITY.** We believe that there is one living and true God, eternally existing in three persons; that these are equal in every divine perfection, and that they execute distinct, but harmonious office in the work of creation, providence and redemption.
3. **GOD THE FATHER.** We believe in God the Father, as infinite, personal Spirit, perfect in holiness, wisdom, power and love. We believe that He concerns Himself mercifully in the affairs of humankind, that He hears and answers prayer, that he saves from sin and eternal death all who come to Him through Jesus Christ.
4. **JESUS CHRIST.** We believe in Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles and teachings. We believe in His substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people, and personal, visible return to Earth.
5. **THE HOLY SPIRIT.** We believe in the Holy Spirit who came forth from the Father and Son to convict the world of sin, righteousness and judgment, and to regenerate, sanctify, and empower all who believe in Jesus Christ. We believe that the Holy Spirit indwells every believer in Christ, and that He is an abiding helper, teacher and guide.
6. **REGENERATION.** We believe that all persons are sinners by nature and by choice are, therefore, under condemnation. We believe that those who repent of their sins and trust in Jesus Christ as Savior are regenerated by the Holy Spirit.

7. THE CHURCH. We believe in the universal church, a living, spiritual body, of which Christ is the Head and all regenerated persons are members. We believe in the local church, consisting of a company of believers in Jesus Christ, baptized on a credible profession of faith, and associated for the worship, work and fellowship. We believe that God has laid upon members of the local church the primary task of giving the Gospel of Jesus Christ to a lost world.
8. CHRISTIAN CONDUCT. We believe that a Christian should live for the glory of God and the well being of humankind; that his/her conduct should be blameless before the world; that he/she should be a faithful steward of his/her possessions; and that he/she should seek to realize for himself/herself and others the full stature of maturity in Christ.
9. THE ORDINANCES. We believe that the Lord Jesus Christ has committed two ordinances to the local church; baptism and the Lord's Supper. We believe that Christian baptism is the immersion of a believer in water in the name of the triune God. We believe that the Lord's Supper was instituted by Christ for commemoration of His death. We believe that these two ordinances should be observed and administered until the return of Jesus Christ.
10. RELIGIOUS LIBERTY. We believe that every human being has direct relations with God, and is responsible to God alone in all matters of faith; that every church is independent and must be free from interference by any ecclesiastical or political authority; that, therefore, Church and State must be kept separate as having difference functions, each fulfilling its duties free from dictation or patronage of the other.
11. CHURCH COOPERATION. We believe that local churches can best promote the cause of Jesus Christ by cooperating with one another in a denominational organization. Such an organization, whether a regional or district conference, exists and functions by the will of the churches. Cooperation in a conference is voluntary and may be terminated at any time. Churches may likewise cooperate with interdenominational fellowships on a voluntary, independent basis.
12. THE LAST THINGS. We believe in the personal and visible return of the Lord Jesus Christ to earth and the establishment of His kingdom. We believe in the resurrection of the body, the final judgment, the eternal felicity of the righteous, and the endless suffering of the unrighteous.

## Article VI Affiliation

This church shall maintain fellowship with the Baptist General Conference and its local district conference in accordance with Article V, Sections 10 and 11 of this Constitution.

## Article VII Membership

Membership represents a step of commitment to the church community. Taking this step expresses an individual's commitment to the life, health, outreach and ministries of this community and of its individual members. While membership is voluntary, and not a condition for participating fully in the life of the church, it is the hope and purpose of the leadership of the church that membership be considered seriously as a step of commitment to the members of this body.

### 1. Membership Requirements

Any person confessing faith in Jesus Christ as personal Savior and Lord of life and giving evidence of regeneration, and who accepts the view of faith and practice held by this church may be a candidate for membership.

## 2. Relationship Between Baptism and Membership

Baptism by immersion is the only form of baptism practiced by this church. Baptism by immersion shall be encouraged of all who desire to affiliate with the church, but is not a requirement for membership.

## 3. Becoming a Member

There are a number of steps involved in becoming a member.

- A. Persons interested in becoming a member of the church should contact a pastor or one of the members of the Church Council.
- B. Candidates for membership shall complete either a membership class, or personal instruction by the pastor/assistant pastor, or a faith foundations class. The purpose of this instruction is to familiarize the candidates with the meaning of membership and the Baptist roots of the church.
- C. Following this, the candidates shall give testimony of their personal faith in Christ before the Church Council or a subcommittee appointed by the Church Council.
- D. Names of candidates for membership shall be presented at a regular meeting of the Church Council by a pastor or a member of the Church Council. The Church Council will vote on the candidates.
- E. The candidate(s) shall be welcomed into the membership of the church by the hand of fellowship extended by the pastor or a representative of the Church Council, whenever possible at the celebration of the Lord's Supper.

## 4. Termination of Membership

There are a number of circumstances in which membership is terminated.

- A. A member can withdraw voluntarily by request to a pastor or to a member of the Church Council. In any such case the ministry staff or Church Council will notify the Church Clerk.
- B. Whenever a member becomes a full member of another church his/her membership in Emmaus Baptist Church ends. A letter of transfer to another church, with certification of standing, will be granted upon request. All such letters will be sent by the Church Clerk.
- C. The Membership Board shall periodically review, with the ministry staff, the church membership roll. The Membership Board shall annually report to the Church Clerk the number of active voting members, so that a quorum can be determined.
- D. When a member persists in conduct unbecoming to a Christian or habitually violates his or her church covenant, he/she will be counseled and gently admonished by a member of the ministry staff and/or the Church Council, in accordance with the scriptural pattern specified in Matthew 18. If such counsel and admonition fails to restore the offender, he/she may be dismissed from membership in the church by a majority vote of the Church Council.

## 5. Restoring Membership

A former member of the church whose membership has been withdrawn or revoked may have his/her membership restored by giving a satisfactory testimony of his/her Christian experience. Re-admission to membership shall follow the steps outlined in Article VII, Section 3, Subsections A, C and D.

## 6. Resolving Grievances Between Members

In all cases of grievances between members, the parties involved will seek reconciliation and counsel in accordance with the scriptural pattern specified in Matthew 18.

## ARTICLE VIII Leadership Structure

Recognizing that our church has both legal obligations to the State of Minnesota, and ethical obligations to the membership, a leadership structure is necessary. The goal of the leadership structure is to ensure maximum efficiency in operation so that staff and members alike are released to provide increased ministry opportunities by insuring timely budget creation and implementation, accurate meeting of financial obligations and clear lines of authority and supervision.

We also recognize an over-arching authority in God and in Scripture, and admit to our responsibility as members to continually study and enlighten our own understanding as to our community faith journey.

### 1. POSITIONS OF LEADERSHIP

- A. Ministry Staff. The ministry staff shall consist of the senior pastor, other ordained or licensed pastors and other staff necessary to carry out the ministry of the church.
  
- B. Elected Leaders:
  - 1. Church Chair
  - 2. Vice-Chair
  - 3. Church Clerk/Secretary of the Church Council
  - 4. Treasurer
  - 5. Financial Secretary
  - 6. Church Council at-large members
  - 7. Chairpersons of all standing and ad-hoc boards
  - 8. Nominating Board members

### 2. LEADERSHIP QUALIFICATIONS

- A. Pastor(s). The qualifications of the pastor(s) are set forth in I Timothy 3:1-7. The pastor(s) shall be sympathetic and cooperative with the Baptist General Conference and in agreement with the faith and practice of this church.
  
- B. Elected Leaders. Persons elected for leadership positions in the church have both spiritual and administrative responsibilities. (Acts 6: 1-7, I Peter 5: 1-4, I Corinthians 1:26-31.)
  - 1. The Nominating Board has the responsibility of prayerfully selecting people for these positions commensurate with their gifts and talents.
  - 2. All Elected Leaders as defined in 1B above must have been members in good standing for at least one year, and professing Christians for at least two years.
  - 3. All Elected Leaders shall be 18 years of age or older.
  
- C. Appointed Board Members.
  - 1. Persons who are not members, but who are professing Christians and in agreement with the views of faith and practice held by this church may be selected to the boards by the elected chair working in collaboration with the staff representative.
  - 2. A non-member candidate for service on a board shall complete a membership inquiry class and shall also give testimony of his/her faith in Christ before the Church Council or a sub-committee designated by the Church Council.

### 3. CHURCH COUNCIL

Leadership for the ministry of Emmaus Church is vested in a Church Council. The members of the Church Council are men and women members who use their wisdom, discernment and leadership gifts to ensure the church remains true to its vision, core values and a biblical understanding of the church. They review major decisions and strategic initiatives and are given broad authority to act on behalf of the congregation in all matters delegated to them by the constitution.

#### A. Composition:

1. Church Chair (also chair of Church Council)
2. Vice-Chair
3. Church Clerk
4. Senior Pastor
5. Five (5) at-large members elected by the congregation

#### B. Function:

1. Pray:
  - a. for the spiritual health and growth of the church body and its individual members;
  - b. for the leadership of the church and the ministry staff;
  - c. for the outreach of the church to the community and the world.
2. Plan:
  - a. for long range ministry and program goals of the church;
  - b. for the hiring, after Finance Board review and congregational approval, of ministry staff;
  - c. for creation and dissolution of ad-hoc boards as need dictates;
  - d. for development and review of recommendations from the church standing and ad-hoc boards and staff;
  - e. for strategic budget needs;
  - f. for on-going communication with the congregation;
3. Coordinate:
  - a. the church calendar of events, programs and business meetings;
  - b. a systematic reporting schedule of boards and staff;
  - c. use of the church property by organizations within or outside the church and shall determine charges, if any.
4. Review, Evaluate & Approve:
  - a. the work of all standing and ac-hoc boards;
  - b. the work of all staff members;
  - c. the slate of board memberships;
  - d. the implementation of church programs.
  - e. the annual budget and presents the proposed budget to the congregation for approval

#### C. Executive Authority:

- a. The Church Council shall have the authority to spend not more than five percent (5%) of the annual budget in a single fiscal year for unbudgeted items without prior approval of the church.
- b. The Church Council shall have the authority to remove an individual leader or board member who is unable to carry out the responsibilities of his/her office.

#### D. Supervisory Roles:

1. The Senior Pastor is responsible for supervision of all professional ministry staff.
2. Supervision of other staff shall be determined by the Church Council.

#### E. Organization:

1. The Chairperson of the Church shall chair the meetings of the Church Council.
2. A Vice-chair shall be elected by the Church Council and preside in the absence of the Chairperson.

#### F. Terms of office:

1. Terms of office shall be three years.
2. There shall be a limit of three consecutive terms.
3. Membership terms should be staggered to provide continuity.

#### 4. STANDING BOARDS:

- A. Definition: Standing boards are those defined in the Emmaus Constitution and which consistently fulfill the obligation we have to budget, supervise and fill positions.
- B. Standing boards shall be:
  - 1. Audit Board:
    - a. The Audit Board consists of at least two persons.
    - b. The mission of the Audit Board is to oversee the review of the church's fiscal management systems.
  - 2. Finance Board:
    - a. The Finance Board consists of not fewer than five and not more than seven persons including the Treasurer. The Financial Secretary shall be an ex-officio, non-voting member.
    - b. All members of the Finance Board shall be members, must have been members in good standing for at least one year, and professing Christians for at least two years.
    - c. Shall be responsible for all legally binding agreements and contracts.
    - d. The mission of the Finance Board is to oversee the fiscal health of the church.
  - 3. Human Relations Board:
    - a. The Human Relations Board consists of not fewer than three and not more than seven persons.
    - b. The mission of the Human Relations Board is to ensure the staff is treated in a manner consistent with Christ's love for the Church while maintaining a legal structure that meets all applicable federal, state and local labor laws.
  - 4. Nominating Board:
    - a. The Nominating Board consists of not fewer than three and not more than seven persons.
    - b. All members of the Nominating Board shall be members, must have been members in good standing for at least one year, and professing Christians for at least two years.
    - c. The mission of the Nominating Board is the timely and thoughtful creation of a slate of elected leaders as defined in 1B above. The Nominating Board starts its work in October.
- C. Board Chair:
  - 1. The election process of the Chair is explained in Article IX "Elections."
  - 2. Terms of office are defined in Church Policy.
- D. Church Council Representative:
  - 1. Standing boards shall have a Church Council member assigned and he/she shall serve as a liaison to the Church Council group.
  - 2. The Church Council Representative shall be an ex-officio, non-voting member.
  - 3. The Audit Board shall be the only exception and will not have a Church Council representative.
- E. Membership:
  - 1. The Chair and staff representative or Church Council liaison shall collaborate to produce a list of people to fill any open seats, as provided for in the relevant section of Church Policy, whether created by board members concluding their terms or by resignations.
  - 2. The Church Council shall approve new board members prior to their taking office.
  - 3. Term lengths are defined in Church Policy. Board members are ordinarily expected to serve their full term, but may be asked to serve a shorter term if required in order to balance vacancies in subsequent years. Every effort should be made in filling board vacancies to stagger terms for the sake of continuity.
- F. Role:
  - 1. The role of standing boards is advisory to the Church Council.
- G. Terms of office:
  - 1. Terms of office are defined in Church Policy.
  - 2. Membership terms should be staggered to provide continuity.
- H. Changes in Standing Boards:
  - 1. Article XV of this Constitution outlines how changes are made to standing boards.

#### 4. AD-HOC BOARDS:

- A. Definition: Ad-hoc board are those which are defined in Church Policy, such that the Church Council may create, eliminate, or modify their organization as needed to further the ministry of Emmaus.
- B. Board Chair:
  - 1. The election process of the Chair is explained in Article IX “Elections.”
  - 2. Terms of office are defined in Church Policy.
- C. Staff Representative:
  - 1. Ad-Hoc boards shall have a staff representative assigned.
  - 2. The staff representative is a full voting member of the board.
- D. Membership:
  - 1. The chair and staff representative shall collaborate to produce a list of people to fill any open seats, as provided for in the relevant section of Church Policy, whether created by board members concluding their terms or by resignations.
  - 2. The Church Council shall approve new board members prior to their taking office.
  - 3. Term lengths are defined in Church Policy. Board members are ordinarily expected to serve their full term, but may be asked to serve a shorter term if required in order to balance vacancies in subsequent years.
- E. Role:
  - 1. The role of ad-hoc boards is advisory to the Church Council.
- F. Terms of office:
  - 1. Terms of office are defined in Church Policy.
  - 2. Membership terms should be staggered to provide continuity.

## ARTICLE IX Elections

### 1. PROCEDURE:

- A. The annual election shall be held in March, with the exception of the election of the Nominating Board, which will be held in October;
- B. The report of the Nominating Board shall be made public at least two weeks prior to the election;
- C. A written slate of nominees shall be available to the congregation at the election and shall serve as the written ballot;
- D. Elections shall be by written ballot with the nominee receiving the greatest number of votes for an office being elected to that position;
- E. Election may be by voice ballot if a motion is made, seconded and unanimously approved. Any single verbal objection by a qualified voter shall override the motion and call for a written ballot.
- F. At the annual election it shall be the privilege of any member present and qualified to vote to nominate any eligible person for any office. All names placed in nomination must have the consent of the nominee;
- G. There will be no voting by proxy;
- H. Absentee ballot shall be made available by the Church Clerk to qualified voters upon request and completed ballots shall be in the possession of the Church Clerk by the time of the vote.

### 2. TERMS OF OFFICE:

- A. Professional ministry staff shall serve for an indeterminate term, unless other arrangements are made at the time of hiring.
- B. All elected positions shall serve for fixed terms, as specified in Church Policy. No elected position shall serve consecutive terms to exceed ten years.
- C. All elected officers shall assume office on April 1.

### 3. VACANCIES:

- A. Vacancies occurring during the year may be filled for the remaining term.
- B. Nominees to fill vacated positions may take their position immediately upon approval of the Church Council, but must be confirmed (if the position requires) by the congregation at the next regularly scheduled meeting.

### 4. QUALIFICATIONS OF VOTERS:

- A. All matters pertaining to the purchase, sale or mortgaging of property shall be voted on only by members in good standing who have reached their 18th birthday. Such matters will require an affirmative vote of three-fourths of the votes cast.
- B. On all other matters, members in good standing who have reached their 16<sup>th</sup> birthday shall be eligible to vote. A majority vote is required for approval.

## ARTICLE X Meetings

1. **WORSHIP:** The church shall meet every Sunday for worship and may schedule other meetings as deemed necessary.
2. **THE LORD’S SUPPER:** The Lord’s Supper shall be celebrated at least once a month.
3. **BUSINESS MEETINGS:**
  - A. The annual meeting of the church shall be held in April.
  - B. A semi-annual business meeting shall be held in October.
  - C. Special business meetings of the church may be held at any time by order of the Church Council, the pastor, or upon written request of a quorum of the membership. Such request shall be submitted to the Chairperson of the Church. The time and place of the meeting and the nature of the business to be acted upon shall be read at regular services for three consecutive Sundays prior to the meeting.
4. **CHURCH COUNCIL MEETINGS:** The Church Council shall meet monthly with more or less frequency as deemed necessary.
5. **QUORUM:** A quorum shall consist of at least fifteen percent (15%) of the qualified voters.

## ARTICLE XI Staff Relations

1. **ESTABLISHMENT OF RELATIONSHIP FOR PROFESSIONAL MINISTRY STAFF:**
  - A. **Searching for Professional Ministry Staff:**

When it is necessary to call a pastor or other professional ministry staff, the Human Relations Board shall prayerfully seek the guidance of the Holy Spirit in selecting a suitable person for the designated position and shall arrange for the church to become acquainted with him/her. In seeking a suitable person, the Human Relations board shall consult with the leaders of the Baptist General Conference and take suggestions from members of the church. It shall investigate the merits of a person, giving consideration to his/her personal character, education, ministerial record and abilities. The Human Relations Board, in consultation with the Church Council, shall also formulate the terms of a call.
  - B. **Extension of the Call.**

The recommendation of the Human Relations Board concerning the call of a pastor or other ministry staff, and terms of such a call, shall be presented to the congregation at a specially called business meeting and shall only be extended after review by the Finance Board. A vote of three-fourths of the members present and qualified to vote as per Article IX, Section 4 of this Constitution shall be necessary to extend a call to anyone under consideration.
  - C. The vote shall be by written ballot, unless a motion is made to waive a written ballot receives unanimous approval.
2. **ESTABLISHMENT OF RELATIONSHIP FOR OTHER CHURCH STAFF:**

Other church staff may be called by the Church Council, in collaboration with the Human Relations Board. Salaries, benefits, and participation in opportunities for service or growth shall be fixed at the time of employment and shall only be extended after review by the Finance Board.

### 3. DISSOLUTION OF RELATIONSHIP:

#### A. Resignation.

When a pastor or other professional ministry staff resigns, the letter of resignation shall be read by the Church Council. The Church Council shall report to the congregation at the next annual or special business meeting on such resignation, and shall be charged with the responsibility of spelling out severance terms in collaboration with the Human Relations Board.

#### B. Dismissal.

A called staff relationship may be terminated by action of the Church Council upon terms it establishes, provided that when the Senior Pastor relationship is the subject of potential termination, the Senior Pastor shall not participate in the Church Council decision to terminate the relationship. Upon the affirmative vote of the Church Council to terminate the church's relationship with its Senior Pastor, the Senior Pastor shall be allowed to appeal the action to the Members. A 75% written ballot vote of the Members present at a properly noticed and called meeting of the Members is required to reverse the action of the Church Council.

## ARTICLE XII

### Finances

Finances necessary for supporting the church and its mission shall be obtained through voluntary tithes, gifts and offerings. Additional appeals for funds budgeted or non-budgeted may be made as deemed advisable by the Church Council. The church approved programs will be financed out of the treasury of the church. The fiscal year shall begin April 1st.

## ARTICLE XIII

### Disposition of Church Property

#### 1. DIVISION:

In the case of organic division of the church membership, the church property shall belong to those members who abide by this Constitution. Should any controversy arise in this matter, the question shall be submitted to the Board of Stewards of the Minnesota Baptist Conference and their decision is final.

#### 2. DISSOLUTION:

Should conditions arise when, for any reason, the church work cannot continue, the church property shall be transferred to the Minnesota Baptist Conference or its successor.

## ARTICLE XIV

### Parliamentary Authority

The rules in Robert's Rules of Order Revised shall govern the church in all cases to which they are applicable, and in which they are not inconsistent with the Constitution, Church Policy, or the special rules of order of this church.

## ARTICLE XV

### Amendments

This Constitution may be amended at any regular or special business meeting of the church by a two-thirds vote of those qualified and present to vote. A copy of the proposed changes shall have been posted in a conspicuous place for three successive Sundays previous to said meeting.

The Church Policy may be amended by the Church Council upon prayerful consideration of the need for a change.

# Church Policy

## Part I: Standing Boards

1. THE AUDIT BOARD SHALL:
  - A. Review the records of the church Treasurer, Financial Secretary and those of the treasurers of other church organizations and present a written report to the Church Council which shall then be presented to the church at the annual meeting. The written report will state that the records have been inspected and found to be satisfactory with respect to moneys taken in and disbursed, or suggest what information needs to be supplied before the records can be considered satisfactory. The Audit Board shall perform its duties in accordance with the procedures and policy of Emmaus Baptist Church. Financial Policy and Procedure is defined in the “Emmaus Baptist Church Financial Process Handbook.”
  - B. Present reports and perform such other duties as the Church Council shall direct.
  - C. Terms:
    1. The Chair shall serve a three (3) year term, and may serve a second term if so elected.
    2. Board Members shall serve a three (3) year term.
  
2. THE FINANCE BOARD SHALL:
  - A. Exercise supervision over all church financial matters, including:
    1. Collaboration with Board Chairs to develop annual budget;
    2. Written presentation of annual budget to Church Council for approval;
    3. Oversight of all budgets once approved;
    4. Handling of all matters pertaining to taxes and insurance;
    5. Representing the church in all legal matters;
    6. Regularly reviewing and promoting the financial condition of the church;
    7. Recommendations to the Church Council, with congregational approval, on all matters related to loans;
    8. Review and approve the expenditure of any single disbursement of funds in excess of \$5,000 for consistency with budgeted expenditures and year-to-date spending and income;
    9. Serve in an advisory role to the Church Council in all matters related to the financial impact of the staffing recommendations made by the Human Relations Board;
  - B. Maintain a safe deposit box at a Northfield bank for protection of valuable church papers and documents, and keep an up-to-date record of the contents
  - C. Meet monthly as necessary
  - D. Elect its own secretary and organize itself so as to effectively carry on its duties
  - E. Present reports and perform such other duties as the Church Council shall direct.
  - F. Be responsible for the actions of the Treasurer and Financial Secretary
  - G. Be responsible to collaborate with the Church Council to distribute designated gifts according to the wishes of the donor, with the understanding that if in the judgment of the Church Council the donor’s wishes are inconsistent with the mission of the church, the Treasurer shall return the funds to the donor.
  - H. The Treasurer shall be responsible to distribute funds according to the approved budget and provide reports as required by the Church Council. The Treasurer shall have the authority to sign checks on behalf of the church. The Treasurer shall perform his/her duties in accordance with the procedures and policy of Emmaus Baptist Church. Financial Policy and Procedure is defined in the “Emmaus Baptist Church Financial Process Handbook”.
  - I. The Financial Secretary shall be responsible to account for all received funds and provide confidential annual statements of account to each contributor. The Financial Secretary shall sign checks in the absence of the Treasurer. The Financial Secretary shall perform his/her duties in accordance with the procedures and policy of Emmaus Baptist Church. Financial Policy and Procedure is defined in the “Emmaus Baptist Church Financial Process Handbook”.
  - J. The Chair of Finance Board shall collaborate with the Church Chair in all matters related to binding contracts and legal agreements.
  - K. The Chair of Finance Board shall be the only legal authority to sign binding contracts and legal agreements on behalf of the Church. In the event two signatures are required, the Church Chair shall have the authority to countersign on behalf of the Church
  - L. Terms:
    1. The Chair shall serve a three (3) year term, and may serve a second term if so elected.
    2. Board Members, including the Treasurer and Financial Secretary shall serve a three (3) year term.

### 3. THE HUMAN RELATIONS BOARD SHALL:

- A. Plan for the hiring, with congregational approval, of ministry staff; for the termination of ministry staff; and for on-going communication with the congregation and with the Church Council.
- B. Present recommendations to the Church Council regarding the hiring of office personnel.
- C. Assist the senior pastor to review and recommend salaries and salary changes for the ministry staff, professional staff and office personnel, after consultation with the Finance Board.
- D. Ensure that all staff salaries, benefits, and participation in opportunities for service or growth shall be fixed at the time of the call and shall be reviewed by the Human Relations Board periodically, and especially when preparing the annual budget.
- E. Writing and updating all staff job descriptions.
- F. Maintain a system of evaluation, and periodically review job descriptions, of the ministry and church staff.
- G. Serve as a liaison between the church community and the church staff, and between members of the church staff. The Board will serve as ombudsman in regard to inter-staff relations; resolve issues related to work conditions, schedules and safety; provide encouragement, promote a healthy work environment, and hear grievances church staff members may bring to them.
- H. When necessary, to call a pastor or other professional ministry staff, the Human Relations board shall follow procedures as established by this constitution and the Church Council:
  - 1. Conducts search for professional staff as defined in Article XI
  - 2. Extend the Call as defined in Article XI
  - 3. Present only one candidate to the church at one time.
  - 4. Ensure that when the call has been approved by the church, it is sent to the candidate by the Church Clerk,
  - 5. Ensure that in all cases the candidate's written acceptance of the call shall establish the pastoral relationship as of the date agreed upon by the church and the candidate.
- I. When necessary to dissolve a relationship with a pastor or other professional ministry staff, the Human Relations Board shall follow procedures as established by this constitution and the Church Council:
  - 1. Ensure process is followed as defined in Article XI.
  - 2. Ensure that in the case of resignation by a pastor or other professional ministry staff the date of dissolution be no more than sixty (60) days or no less then thirty (30) days after the acceptance of the resignation by the church.
  - 3. Make recommendation to the Church Council for immediate dismissal, if in their judgment, the continuance of the pastor's ministry would be detrimental to the mission of the church.
  - 4. Ensure that severance arrangements are offered as appropriate for the tenure of the pastor or professional staff member in the case of resignation or dismissal.
- J. Meet at least quarterly, and when needed, on an emergency basis.
- K. Elect its own secretary and organize itself so as to effectively carry on its duties.
- L. Present reports and perform such other duties as Church Council shall direct.
- M. Terms:
  - 1. The Chair shall serve a three (3) year term, and may serve a second term if so elected.
  - 2. Board Members shall serve a three (3) year term.

### 4. THE NOMINATING BOARD SHALL:

- A. Prepare, post for two weeks prior to the annual election, and present at the annual election, a slate of elected leaders, nominating at least one person to fill each vacancy as required throughout their tenure as needed in accordance with Article IX.
- B. Nominate persons to fill vacancies at such times as they may occur during the year.
- C. Elect its own secretary and organize itself so as to effectively carry on its duties.
- D. Present reports and perform such other duties as the Church Council shall direct.
- E. Shall serve in an advisory role to the Board Chairs and Staff as needed throughout their tenure.
- F. Terms:
  - 1. The Chair shall serve a three (3) year term.
  - 2. Board Members shall serve a three (3) year term.
  - 3. Nominating Board Members shall serve only one consecutive term.

## **Part II: Ad-Hoc Boards**

### **1. THE ADULT MINISTRIES BOARD SHALL:**

- A. Be responsible, along with the Pastor of Adult ministries, for development and implementation of policy in the area of Adult Ministries.
- B. Be responsible, along with the Pastor of Adult ministries, for creation of an annual budget and tracking spending against budget throughout the year.
- C. Collaborate with the Pastor of Adult ministries to provide opportunities for the spiritual formation of the adults of the church, seeking to foster vital growing relationships with Jesus Christ that result in lives of godliness and service to others.
- D. Collaborate with the Pastor of Adult ministries in creating opportunities for service, Bible study, local outreach, fellowship and relationship-building.
- E. Elect its own secretary and organize itself so as to effectively carry on its duties.
- F. Present reports and perform such other duties as the Church Council shall direct.
- G. Terms:
  - 1. The Chair shall serve a three (3) year term, and may serve a second term if so elected.
  - 2. Board Members shall serve a three (3) year term.

### **2. THE BUILDINGS AND GROUNDS BOARD SHALL:**

- A. Be responsible for the operation and maintenance of the church building and grounds.
- B. Collaborate with the Finance Board in all matters pertaining to property taxes and property insurance.
- C. Supervise minor alterations to existing properties.
- D. Present recommendations to the Church Council regarding the hiring of custodial personnel.
- E. Have authority to spend no more than \$5,000 without prior budget approval for emergency situations.
- F. Be responsible for all church vehicles:
  - 1. Vehicle Use Policy
  - 2. Vehicle maintenance
  - 3. Collaborate with the Finance Board in matters of vehicle insurance.
- G. Terms:
  - 1. The Chair shall serve a three (3) term, and may serve a second term if so elected.
  - 2. Board Members shall serve a three (3) year term.

### **3. THE CHILDREN'S MINISTRIES BOARD SHALL:**

- A. Be responsible, along with the Director of Children's Ministries, for development and implementation of policy in the area of Children's Ministries.
- B. Be responsible, along with the Director of Children's Ministries, for creation of an annual budget and tracking spending against budget throughout the year.
- C. Collaborate with the Director of Children's Ministries to plan and implement Sunday School, children's worship, Vacation Bible school, church nursery, and other programs involving children up to and including the fifth grade
- D. Collaborate with the Director of Children's Ministries to select curriculum and enlist and train teachers/leaders necessary for the aforementioned programs.
- E. Elect its own secretary and organize the board so as to effectively carry on its duties.
- F. Present reports and perform such other duties as the Church Council shall direct.
- G. Terms:
  - 1. The Chair shall serve a three (3) year term, and may serve a second term if so elected.
  - 2. Board Members shall serve a three (3) year term.

4. THE OUTREACH BOARD SHALL:

- A. Be responsible for development and implementation of policy in the area of Outreach, including both overseas missions and local outreach.
- B. Be responsible, along with a staff member designated by the Senior Pastor, for creation of an annual budget and tracking spending against budget throughout the year.
- C. Maintain a continuing program of information and promote our state, national and foreign missions.
- D. Encourage church and individual prayer and financial support of mission projects, missionaries, and other Christian evangelistic mission efforts.
- E. Promote evangelistic outreach of the church to the local community.
- F. Promote and coordinate all programs of outreach visitation.
- G. Promote involvement in specific community needs.
- H. Be responsible for arranging transportation to Emmaus services as needed.
- I. Elect its own secretary and organize itself so as to effectively carry on its duties.
- J. Present reports and perform such other duties as the Church Council shall direct.
- K. Terms:
  - 1. The Chair shall serve a three (3) year term, and may serve a second term if so elected.
  - 2. Board Members shall serve a three (3) year term.

5. THE WORSHIP BOARD SHALL:

- A. Be responsible, along with the Director of Worship, for development and implementation of policy in the area of Worship.
- B. Be responsible, along with the Director of Worship, for creation of an annual budget and tracking spending against budget throughout the year.
- C. Collaborate with the Director of Worship in planning regular and special worship services.
- D. Collaborate with the Director of Worship in recruiting and training ushers, musicians, and audio/visual technicians, and providing flowers and other decorations for the sanctuary.
- E. Elect its own secretary and organize itself so as to effectively carry on its duties.
- F. Present reports and perform such other duties as the Church Council shall direct.
- G. Terms:
  - 1. The Chair shall serve a three (3) year term, and may serve a second term if so elected.
  - 2. Board Members shall serve a three (3) year term.

6. THE YOUTH BOARD SHALL:

- A. Be responsible, along with the Youth Pastor, for development and implementation of policy in the area of Youth Ministry.
- B. Be responsible, along with the Youth Pastor, for creation of an annual budget and tracking spending against budget throughout the year.
- C. Support the Youth Minister in fellowship and prayer and help enlist volunteers necessary to carry out the youth program.
- D. Be an advocate for the youth program by motivating and encouraging youth and adults in their involvement.
- E. Elect its own secretary and organize itself so as to effectively carry on its duties.
- F. Present reports and perform such other duties as the Church Council shall direct.
- G. Terms:
  - 1. The Chair shall serve a three (3) year term, and may serve a second term if so elected.
  - 2. Board Members shall serve a three (3) year term.

## **Part III: Duties of Ministry Staff:**

### 1. THE MINISTRY STAFF COVENANT:

- A. We are intentional about our relationship with God:
  - 1. Our individual ministries flow out of our relationship with Jesus.
  - 2. We seek to model Christ like behavior and to be persons of integrity.
  - 3. We practice spiritual disciplines.
  
- B. We are called to be a part of a team:
  - 1. We affirm, respect and speak well of others.
  - 2. We function interdependently.
  - 3. We recognize the relationship of our individual ministries to the “big picture” of ministry at Emmaus
  - 4. We address conflict in an open and direct manner with the persons involved, but we never embarrass them in public.
  - 5. We maintain confidentiality.
  - 6. We support and celebrate each other’s ministries.
  - 7. We participate in staff meetings, retreats and all-church events
  - 8. We respect deadlines and meeting times.
  - 9. We are committed to seeking balance in our lives—professionally, personally and familially—and to strive toward self-awareness and healthy boundary-keeping in each of these areas.
  - 10. We collaborate with our respective Board Chairs to fulfill the mission of the church boards.
  
- C. We are both servants and equippers:
  - 1. Our focus is to make disciples (fully devoted followers) of Jesus Christ.
  - 2. We seek to be creative and innovative, doing ministry with excellence and striving for continual improvement.
  - 3. We are pro-active in meeting new people.
  - 4. We help people connect and build community.
  - 5. We affirm the people of Emmaus as ministers and equip them for ministry through identifying, recruiting, training, enlisting, coaching, evaluating, and celebrating their ministries.
  - 6. We model and practice pastoral ministry, valuing people more than programs. As such, we value intentional, relational ministry, seeking ways to encourage and pray for those with whom we serve as a dimension of our equipping role.
  - 7. In an effort to give ourselves in our work most centrally to those situations and opportunities that we are personally gifted and called to, we will ask of ministry opportunities, “Am I the person to be directly involved with this person or program?” And if so, “What is my plan to equip another/others to sustain this ministry when my direct role is complete?”
  
- D. We are ambassadors for Emmaus, and for the wider Body of Christ:
  - 1. We support Emmaus with our prayers, presence, gifts and service
  - 2. We have a global vision of ministry
  - 3. We are aware of current events in our community, nation and world and use discernment to respond appropriately.

**Part IV:**  
**Duties of Lay Leaders & Lay Staff:**

1. THE CHURCH CHAIR SHALL:

- A. Plan for and preside at all annual, quarterly, special and election meetings of the church.
- B. Plan for and preside at all meetings of the Church Council.
- C. Meet regularly with the Senior Pastor to encourage and to share concerns as they give leadership to the church.
- D. Collaborate with the Chair of the Finance Board in all matters related to binding contracts and legal agreements and serve as in an advisory capacity to the Church Council in matters of contracts and agreements.
- E. Have the authority to countersign on behalf of the Church in the event two signatures are required for a binding contract or legal agreement.

2. THE CHURCH CLERK SHALL:

- A. Serve as Secretary of the Church Council.
- B. Prepare and distribute minutes and be responsible for other correspondence of the Church Council.
- C. Prepare and distribute minutes of all regular scheduled or special business meetings of the church. Prepare an annual report summarizing all business meetings.
- D. Keep an accurate record of the church membership, issue letters of dismissal and conduct any correspondence necessary for membership transfers.
- E. Keep church files on matters that concern church business

3. THE CHURCH HISTORIAN:

- A. Duties include gathering, cataloging and storing official church documents, including, but not limited to:
  - 1. Emmaus Church Constitutions and revisions over the years.
  - 2. Church Council and Board minutes from 1964 forward.
  - 3. Church Directories.
  - 4. Representative number of photos, slide shows, Power Point Presentations and other items of significance to God's work at Emmaus.
- B. Documents shall be updated by the historian annually.
- C. Nominating Board shall provide a candidate for this position to the Church Council for approval.
- D. Term shall be three (3) years.