

OPERATIONAL GUIDE OF IMMANUEL BAPTIST CHURCH

I. CHURCH MEETINGS

SECTION 1. Worship Services

The church shall meet regularly each Sunday morning and evening for preaching, instruction, evangelism, and for the worship of Almighty God, and on Wednesday evening for Bible Study, and prayer. These meetings shall be open to the entire membership of the church and for all people and shall be conducted under the direction of the pastor.

SECTION 2. Regular Business Meetings

Regular business meetings shall be quarterly on a designated Wednesday night.

SECTION 3. Notice of Called Meetings

Notice of all specially called business meetings of the church shall be given by announcement Sunday prior to the meeting, unless extreme urgency renders such a notice impracticable.

SECTION 4. Quorum

The quorum consists of those that attend the business meeting, provided it is a stated meeting or one that has been properly called.

SECTION 5. Parliamentary Rules

Roberts Rules of Order, Revised is the authority for parliamentary rules of procedure for all business meetings of the church.

SECTION 6. Fiscal Year

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

II. COMMITTEES

SECTION 1. General

All church committee members shall be selected by the nominating committee and elected by the church annually unless otherwise indicated in the description below. The following committees shall be elected or appointed.

SECTION 2. Baptism Committee

The baptism committee shall consist of the deacons and their wives. The baptism committee is appointed to assist in preparing for the ordinance of the baptism. The committee is responsible for preparing the candidates and the baptistry for the ordinance. This is a deacon committee and is appointed by the chairman of the deacons.

SECTION 3. Lords Supper Committee

The Lords Supper committee prepares the elements and the equipment for the observance of the Lord Supper. The committee does the preparatory and maintenance work needed to observe the memorial service. The committee will prepare the elements on a schedule approved by the church. This is a deacon committee and is appointed by the head of deacons.

SECTION 4. Church Ushers

Every regular church usher shall be selected by the nominating committee and elected by the church. The user shall be led by the head usher also selected by the nominating committee and elected by the church. The ushers are to greet people as they enter and leave the church, seat people at the proper time, provide bulletins and/or other materials at the time of seating. The ushers shall be attentive to the needs of the congregation and the pastor

SECTION 5. Benevolence Committee

The benevolence committee is to perform acts of benevolence to persons in need in the name of Christ and His church. These needs may be physical, social, or mental. This is a deacon committee. Any two deacons may compose this committee.

SECTION 6. Flower Committee

The flower committee is responsible for securing, arranging, and disposing of floral arrangements for church services, and for providing flowers for bereaved members.

SECTION 7. Nominating Committee

The nominating committee coordinates the staffing of all church leadership positions that are filled by volunteers. The nominating committee recommends persons for all volunteer positions to be elected by the church. This committee is elected annually from the floor of the church.

SECTION 8. Building and Grounds Committee

The building and grounds committee assists the church in matters relating to the property's administration. Its work includes such areas as maintaining all church properties for ready use, recommending policies regarding use of properties, recommending employment of maintenance personnel, and chairman of committee will supervise maintenance personnel.

SECTION 9. Recreation Committee

The recreation committee will serve the church in seeing that all recreation activities sponsored by the church or any organizational unit are properly planned and that they contribute to the ultimate objectives of the church.

SECTION 10. Nursery Committee

The Nursery Committee is to coordinate the church's Nursery activities and to help nursery parents and teachers work together. The committee will see that adequate provisions are made for nursery children each time they are at church.

SECTION 11. Public Relations Committee

The public relations committee is to know and discover the public relations needs and choose the means of communication to persons inside and outside the church. The committee is responsible for discovering what needs to be communicated and to communicate with the proper audience.

SECTION 12. History Committee

The History committee is to preserve and use the historical documents of the church. The committee is especially concerned with gathering and preserving available church records, recording full and accurate records, and using the records to help members understand and appreciate their heritage and mission.

SECTION 13. Kitchen Committee

The kitchen committee is responsible for formulating and recommending to the church policies for the kitchen and communicating these policies to church members, such as scheduling and supplies.

SECTION 14. Kindergarten Committee

The church kindergarten committee is to study the needs for, and possibilities of, a kindergarten program, to help in the organization of this program where it is considered wise, and to serve as a liaison between the church and the kindergarten.

SECTION 15. Stewardship Committee

The stewardship committee develops and recommends an overall stewardship information plan, and administers the gifts of church members, using sound principles of financial management.

SECTION 16. Missions Committee

The missions committee seeks to discover possibilities for local missions' projects, shares findings with church program organizations, and serves the church in establishing and conducting such missions' projects as may be assigned to it.

III. PROGRAM ORGANIZATIONS

SECTION 1. General

All organizations of the church shall be under church control, all officers being elected by the church and reporting regularly to the church. It is understood that the pastor is an ex officio officer of all the organizations named, and his leadership is to be recognized in them.

SECTION 2. Sunday School

There shall be a Sunday School, divided into departments, and classes for all ages and conducted under the direction of a Sunday School Director, for the study of Gods Word. Sunday School is to be conducted each Sunday morning.

The tasks of the Sunday School is to teach the biblical revelation; lead in reaching all prospects for the church; lead all church members to worship, witness, learn, and minister daily; provide and interpret information regarding the work of the church and the denomination.

SECTION 3. Church Training

There shall be a Church Training program, divided into departments for all ages and conducted under the direction of the Church Training Director. Church Training is to be conducted each Sunday evening which shall serve as the training organization of the church.

The tasks of the Church Training program shall be to teach systematic theology, Christian history, Christian ethics, and church policy and organization; give orientation to new church members; train all church members to worship, witness, learn, and minister daily; train leaders for the church and denomination; discover, recruit, and train potential leaders; provide for specialized training; provide organization and leadership for special projects of the church; provide and interpret information regarding the work of the church and the denomination.

SECTION 4. Women's Missionary Union

There shall be a Women's Missionary Union with such officers and such forms or organization as needed. The tasks of the Women's Missionary Union shall be to teach missions; lead persons to participate in missions; provide organizations and leadership for special mission projects of the church; provide and interpret information regarding the work of the church and the denomination.

SECTION 5. Men's Fellowship

There shall be a Men's Fellowship. This fellowship shall be directed by a leader who shall be elected by the church. The tasks are to trach missions, lead all men, young men, and boys to participate in missions' activities; provide organization and leadership for special projects of the church; provide and interpret information regarding the work of the church and the denomination. This shall be used to enhance the fellowship of the church.

SECTION 6. Church Music Program

There shall be a Church Music program, with officers and/or organizations that are needed. The music tasks shall be to teach music and hymnody; provide music and musicians for the congregational services and the organizations of the church; lead persons to participate in hymn singing; train persons to lead, sing, and play music; provide organization and leadership for special projects for the church; provide and interpret information regarding the work of the church and denomination.