**EMU Handbook**

**2023-2024**

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**I.Executive Committee Positions**

**The EMU President is responsible for . . .**

* + establishing in January, with the help of the executive committee, what will be the agenda and the meeting days and times for the executive committee and the general body for the upcoming year
	+ conducting monthly EMU executive and general body meetings
	+ communicating with ministry liaisons about EMU work
	+ spearheading international mission projects
	+ attending meetings of the EMU affiliate organizations
	+ working with the financial secretary in setting the budget priorities for the EMU
	+ communicating regularly with circle chairs about the mission work being done in each circle
	+ communicating with new members in the membership process
	+ temporarily serving as chair of a circle when a circle loses its chair for any reason
	+ completing, with executive committee members, a yearly review of the EMU handbook
	+ placing a meeting-agenda template on the EMU website
	+ review the EMU handbook yearly and, in discussions with the executive committee, make any necessary revisions

**The EMU First Vice President is responsible for . . .**

* + conducting EMU executive meetings and general body meetings when the President is unable
	+ presiding over two meetings a year
	+ providing devotion—scripture reading and opening prayer—during executive committee meetings and the general body meetings
	+ communicating with new members in the membership process
	+ assisting President in the developing EMU international mission projects
	+ attending meetings of the EMU affiliate organizations

**The EMU Second Vice President is responsible for . . .**

* + conducting EMU executive meetings and general body meetings when the First Vice President is unable
	+ presiding over two meetings a year
	+ doing the closing prayer during executive committee meetings and general body meetings
	+ communicating with new members in the membership process
	+ assisting the President in the developing EMU international mission projects
	+ attending meetings of the EMU affiliate organizations

**The EMU Recording Secretary** **is responsible for . . .**

* + taking minutes during meetings of the EMU executive committee and general body meetings
	+ developing an EMU roster, which will have three points of contact: e-mail addresses, phone numbers, physical addresses
	+ working with the President in keeping information on the EMU website updated (<https://emuatl.org>)
	+ contacting those who have indicated via the EMU website their desire to join the EMU, recording their contact information, and notifying circle chairs of those wishing to join their missionary circles
	+ identifying ways of improving communication within and outside of the EMU
	+ sending cards, e-mails, and other forms of correspondence to acknowledge the illnesses, the losses, the major celebrations, and the milestones (weddings, graduations, etc.) of EMU members

**The Assisting Recording Secretary** is responsible for . . .

* working under the direction of the Recording Secretary
* taking minutes at meetings of the EMU executive committee and general body when the Recording Secretary is absent

**Outreach Coordinator is responsible for . . .**

* joining the EMU President in March and April as he or she meets individually with each circle to assess the mission activity agenda planned by that circle
* providing a report during each EMU general body meeting of the mission activities of each circle

**The Financial Secretary is responsible for. . .**

* familiarizing herself or himself with the financial tools used by Ebenezer Baptist Church
* providing a financial report at meetings of the EMU executive board and general body
* managing accurate records of the EMU’s revenue, expenses, and balances
* maintaining copies of receipts, purchase vouchers, and transfer vouchers
* conferring with the EMU President and First Vice President every quarter to discuss the financial health of the EMU
* conferring with the EMU President to set budget priorities and to provide the proposed yearly budget at the January executive board meeting
* serving as the point of contact for executive committee members, circle chairs, and other EMU members who pose questions concerning financial considerations around various EMU activities

**The Assistant Financial Secretary is responsible for. . .**

* working under the direction of the Assistant Financial Secretary
* performing the duties of Financial Secretary in her or his absence
* assisting the Financial Secretary in fulfilling her or his responsibilities

**Circle Chairs** are responsible for . . .

* establishing regular meetings for their circle each year
* creating and maintaining a circle roster and delivering that roster to the EMU recording secretary
* meeting with their circle members in January to establish an agenda of mission activities for the year
* meeting with or communicating with the President and First Vice President in March or April to discuss their agenda of mission activities and other general concerns related to their circle
* developing a succession plan if he or she must step down as chair permanently or temporarily
* notifying the President and First Vice President of any recent leadership changes experienced by the circle

**II. Length of Service for Executive Committee Members**

**Rational:** The procedures and processes outlined below are meant (1) to ensure that all EMU members who are desirous of leadership roles have such an opportunity, (2) to ensure that there exist a fair, just, and equitable process by which EMU members come into leadership positions, (3) to avoid leaders serving to the point of burn out, and (4) to ensure that there exists proper mentoring and training before EMU members assume leadership positions

**The Nominating Committee**

The Nominating Committee is made of past Presidents of the EMU. In October,
November, and December, members of the committee will meet with the EMU President, First Vice President, and Second Vice President to discuss succession planning and possible candidates for the upcoming election year. The Nominating Committee members will discuss and finalize the voting ballot with the executive committee in November and make the ballot available so that the EMU general body can vote on officers in December.

**The President, First Vice President, and Second Vice President**

* **The President, First Vice President, and Second Vice President** will serve two years
and no more than 4 consecutive years. To be nominated, candidates should have been members of Historic Ebenezer Baptist Church for the past two years and should have been active in the EMU for the past three years.
* **Automatic succession**—the First Vice President automatically becomes President unless declining; the Second Vice President automatically becomes First Vice President unless declining; special elections will be held if an officer declines to serve in the next level of leadership for which there is automatic succession. In such a case, the Nominating Committee will bring forth the names of possible candidates and prepare and finalize a ballot in January. The EMU general body will vote on and elect its chosen candidates during the February election.

**Other Executive Committee Members**

* **Other Executive Committee Members** will serve for two years and no more than three consecutive years. Candidates will be nominated by the Nominating Committee in December. A ballot will be prepared and finalized in November. To be nominated, candidates should have been members of Historic Ebenezer Baptist Church for the past two years and should have been active in the EMU for the past three years.

**Circle Chairs, Secretaries, and Treasurers**

* **Circle Chairs, Secretaries, and Treasurers** will serve for two years and no more than 4 years; once the term of service is over for a circle chair, secretary, and treasurer, his or her circle with develop a ballot and hold an election to choose a new officer or officers.
* **Leadership Updates**: When new chairs, secretaries, and treasurers are chosen, circle chairs are asked to send that updated information immediately to the EMU Recording Secretary and President
* **Photographs**: All circle chairs are asked to designate a member or members of their circle to take photographs and videos, when possible, of circle members engaged in their mission activities and to save those pictures, sharing them with the President so that some of those photos and videos can be shared with the congregation during EMU Day and with the ministerial staff in the annual ministry reports.

**III. Yearly Events**

1. **Roses in Action[[1]](#footnote-1)**—this event is held in October and serves as EMU’s yearly fundraising event; in March, the EMU executive committee will begin planning for the event;
2. **Cottage Prayer Retreat**—this event is held in April and serves as a time of dedicated prayer for Ebenezer, the state, the nation, the world; the retreat usually includes a guest speaker. In March, the executive committee will begin planning for the event.
3. **EMU Sunday/Mission Sunday/Ebenezer Mission Sunday**—this worship service is usually held on the fourth Sunday in May. During Mission Sunday, the EMU informs the congregation of its history and the work done by circles throughout the year. On Mission Sunday, missionaries wear white, accessorized with yellow: yellow flowers for sister missionaries and yellow pocket squares and ties for brother missionaries.

**IV. Ministry Affiliations** In order to support and extend its missionary work, being certain to address both domestic
 and international concerns, the EMU will seek to connect with the ministries and
 organizations below.

1. Atlanta Missionary Baptist Association
2. New Era Missionary Baptist Convention of Georgia
3. Progressive National Baptist Convention
4. The Lott Carey Global Christian Missional Community

**V. Meeting Guidelines**

A. General Body Meetings will be held monthly

 B. Executive Committee meetings will be held quarterly: January, April, and August.

C. The Nominating Committee will meet in October, November, and December

 D. Time will be devoted during each meeting for new-member introductions.

 E. No meetings will be held in July to give members time to rest and enjoy summer
 vacations

 F. Meetings of the executive board and the general body will last for one hour or one

 hour and thirty minutes.

 G. For each general body meeting, there will be a short devotion, the reading of minutes
 and a financial report. Also, there will be a report from the Outreach Coordinator
 concerning the mission activities of each circle.

 H. For each general body meeting, circle chairpersons will ensure that one
 representative from his or her circle is present.

**General Monthly Schedule
The agenda and details of the events and meetings below will be provided at the appropriate time. (\*Executive Committee Meets)**

**\*January**: Executive Committee Meeting

**February**: General Body Meeting

**March**: General Body Meeting, Circle Chairs begin meeting with President and First Vice President

**\*April**: Executive Committee Meeting, General Body Meeting, Cottage Prayer Retreat, Circle Chairs meet with President and First Vice President

**May**: General Body Meeting, Mission Sunday

**June**: General Body Meeting

**July**: No meetings in July

**\*August**: Executive Committee Meeting, General Body Meeting,

**September**: General Body Meeting, Roses in Action[[2]](#footnote-2),

**October**: General Body Meeting, Nominating Committee Meeting

**November**: General Body Meeting, Nominating Committee Meeting finalizes ballot

**December**: General Body Meeting, Elections

1. All ministries at Ebenezer have been asked for the next three years (2023-2025) to temporarily halt fundraising efforts so that Ebenezer members can participate in the One Ebenezer Generosity campaign. [↑](#footnote-ref-1)
2. See footnote 1 [↑](#footnote-ref-2)