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# Calvary Baptist Church

## Constitution and By-Laws

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Revised August 26, 2024

1007 Ecorse Road  
Ypsilanti, Michigan 48198

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## Preamble

We, the membership of **Calvary Baptist Church**, desiring to glorify God by making disciples in a community of grace, aiming to establish ourselves in Christ and Bible-centered loyalty, do hereby adopt and set in operation this Constitution and By-Laws. This Constitution and By-Laws as adopted on the August 26, 2024 supersedes and cancels all other Constitutions and amendments thereto.

## Articles of Association

We, the members of Calvary Baptist Church, having been incorporated under the provisions of Act. No. 327, P.A. of 1931, do hereby make, execute, and adopt the following Articles of Association, to wit:

**First**, the name assumed by this corporation, and by which it shall be known in law, is the Calvary Baptist Church of Ypsilanti, Michigan.

**Second**, the location of said church shall be within the confines of the Township of Ypsilanti, County of Washtenaw, Michigan.

**Third**, the time for which said corporation shall be created shall be perpetual.

**Fourth**, the members of said church shall worship and labor together according to the disciplines, rules, and customs of independent Baptist churches.

**Fifth**, in the event that this church should make a decision to dissolve, provision shall be made by vote of the church, prior to the dissolution of the corporation, to assign all of the assets to one or more non-profit corporations of like faith, such as churches, schools, missions, or associations. None of the assets shall be given to any individual.

## Our Covenant

Having been brought by divine grace to repent of sin, to believe in the Lord Jesus Christ as our Savior, and to submit ourselves to His Lordship, and having been baptized upon our profession of faith in the name of the Father and of the Son and of the Holy Spirit, we do now, relying on His gracious aid, solemnly and joyfully renew our covenant with each other.

We will work together for the continuance of a faithful evangelical ministry in this Church as we sustain its doctrines, worship, ordinances, and discipline.

We will contribute cheerfully and regularly to the support of the ministry, the expenses of this Church, and the spread of the gospel throughout all nations.

We will not forsake the assembling of ourselves together, nor neglect to pray for one another. We will work and pray for the unity of the Spirit in the bond of peace. We desire that our church family clearly reflect a community of grace.

We will walk together in brotherly love, exercise affectionate care and biblical watchfulness over each other, rejoice with those who rejoice, weep with those who weep, bear each other's burdens, and faithfully admonish and appeal to one another as occasion may require.

We will seek by divine aid to live out and mature the fruit of the Spirit as well as forsake the deeds of the flesh. We individually and corporately commit to the holiness that is consistent with and reflective of our righteous, positional standing in Christ Jesus.

We will endeavor to disciple one another and, by a pure and loving example, seek the salvation of the lost.

Our duty is to make disciples of our family, our acquaintances, our local neighborhoods, and the nations.

We will, should we move from this place, unite with another church – as soon as possible – where we can carry out the spirit of this covenant and the principles of God's Word.

May the grace of the Lord Jesus, the love of God, and the fellowship of the Holy Spirit be with us all. Amen.

## **Article I: Definition of Church and Purpose**

For purposes of clarification in principle and operation, our Church shall adhere to the view that a church is a company of believers baptized by immersion on a credible confession of faith; having New Testament offices of pastor and deacon; participating in the ordinances; self-governing in policy; and voluntarily banded together for worship, teaching, fellowship, seeking the spiritual development of its members, ministering to its own community, and seeking the salvation of the lost through evangelism and missions at home and abroad.

## **Article II: Mode of Government**

The government of this Church is vested in the body of active members who compose it and is executed by the pastor and other elected officers as provided in this Constitution. This Church shall be self governing, not subject to the control of any other ecclesiastical body. However, it recognizes the opportunity for mutual counsel and cooperation with churches of like faith.

## Article III: Confession of Faith

### A. DECLARATION OF FAITH

1—We affirm the New Hampshire Confession of Faith, pre-millennial revision, with the exception of paragraph 16 on Christian Sabbath.

2—The Church may, when desirable, affirm other declarations of faith, provided they are in harmony with the New Hampshire Confession, the pre-millennial revision.

### B. ARTICLES OF FAITH

1—**The Scriptures:** We believe in the verbal and plenary inspiration of the Holy Bible as originally written by Spirit-controlled men. Therefore, it is the infallible Word of God and is truth without any admixture of error. We believe the Bible to be the true center of Christian union and the supreme standard by which all human conduct, creeds, and opinions shall be tried.

*2 Pet. 1:19-21; 2 Tim. 3:15-17*

2—**The True God:** We believe there is one and only one living and true God; an infinite Spirit; the Maker and Supreme Ruler of heaven and earth; inexpressibly glorious in holiness; and worthy of all possible honor, confidence, and love. We believe that in the unity of the Godhead there are three Persons: the Father, the Son, and the Holy Spirit, equal in every divine perfection, and executing distinct but harmonious offices in the great work of redemption.

*Ex. 20:2-3; Matt. 28:19; 1 Cor. 8:6; Rev. 4:11*

3—**Jesus Christ:** We believe in the deity of the Lord Jesus Christ; His virgin birth; His sinless life; His substitutionary death on the cross for our sins; His bodily resurrection from the grave; His ascension to the right hand of God the Father, where He always lives to make intercession for the believers; and His personal, visible, imminent, and premillennial return for His own. We believe Jesus Christ is both the Son of God and God the Son, for Whom and by Whom all things were created.

*Matt. 1:18; John 1:1-13; 3:16; Acts 4:12; 2 Cor. 5:21; Col. 1:15-19; 1 Thess. 4:16; 2 Tim. 2:8; Heb. 1:8; 7:25*

4—**The Holy Spirit:** We believe the Holy Spirit is a divine Person, co-equal with God the Father and God the Son and of the same nature; He was active in the creation and in His relation to the unbelieving world; He restrains the evil one until God's purpose is fulfilled; He convicts the world of sin, of righteousness, and of judgment; He bears witness to the truth of the gospel in preaching and testimony; He is the Agent in the new birth; and He seals, empowers, guides, teaches, sanctifies, helps, and provides assurance to the believer.

*Gen. 1:1-3; Matt. 28:19; John 3:5-6; 14:16-26; 16:8-11; Rom. 8:15-16; Eph. 1:13-14; 3:16; 2 Thess. 2:6-7*

5—**The Devil or Satan:** We believe Satan is a created, fallen angel; the prince of all the powers of darkness; and destined to the judgment of eternal justice in the lake of fire.

*Matt. 4:1-3; 2 Cor. 4:3-4; Rev. 20:10*

**6–Creation:** We believe the Genesis account of God’s creation over a period of six 24-hour days and that man came by direct creation of God and not by evolution.

*Gen. 1-2; John 1:3; Col. 1:16-17*

**7–The Fall of Man:** We believe man was created in innocence, but by voluntary transgression fell from his sinless and blessed estate. Consequently, all mankind are now sinners, not only by nature, but also by choice, and are therefore under just condemnation without defense or excuse.

*Gen. 3; Rom. 1:18-32; 5:10-19*

**8–The Virgin Birth:** We believe Jesus was conceived of the Holy Spirit in a miraculous manner, born of the virgin Mary as no other man was ever born or can be born of woman, and that He is both fully God and fully man.

*Gen. 3:15; Isa. 7:14; Matt. 1:18-25; Luke 1:35; John 1:14*

**9–Atonement for Sin:** We believe the salvation of sinners is wholly of grace through the mediatorial offices of the Son of God, Who by the appointment of the Father freely took upon Himself our nature, yet without sin; honored the divine law by His perfect obedience; and made a full and vicarious atonement for our sins by His death. His atonement consisted not in setting us an example by His death as a martyr but was a voluntary substitution of Himself in the sinner’s place, the Just dying for the unjust: Christ Jesus, the Lord, bearing our sins in His own body on the tree. Having risen from the dead, He is now enthroned in heaven, sympathizing with our weaknesses as our Great High Priest. He is in every way qualified to be a compassionate and all-sufficient Savior.

*Isa. 53:4-7; Matt. 18:11; John 3:16; Acts 5:17; Rom. 3:24-25; 1 Cor. 15:3; 2 Cor. 5:21; Eph. 2:8; Phil. 2:7; Heb.2:14; 4:14-15; 1 John 4:10*

**10–Grace in the New Creation:** We believe that in order to be saved, sinners must be born again. A saved person is a new creation in Christ Jesus. It is instantaneous, not a process. In the new birth the one dead in trespasses and sins is made a partaker of the divine nature and receives eternal life, the free gift of God. This new creation is brought about in a manner above our comprehension, solely by the power of the Holy Spirit in connection with divine truth, to secure our voluntary obedience to the gospel. Proper evidence of the new birth appears in the holy fruits of repentance, faith, and newness of life.

*John 3:3, 6-7; Acts 16:30-31; 2 Cor. 5:17; 2 Pet. 1:4; 1 John 5:1*

**11–Justification:** We believe the great gospel blessing which Christ secures to those who believe in Him is justification. Justification includes the pardon of sin and the gift of eternal life on principles of righteousness. It is bestowed not in consideration of any works of righteousness which we have done, but solely through faith in Jesus’ redeeming blood, whereby God imputes His perfect righteousness to us.

*Isa. 53:11; Zech. 13:1; Acts 13:39; Rom. 5:1, 9; 8:1; Titus 3:5*

**12–The Righteous and the Wicked:** We believe there is a radical and essential difference between the righteous and the wicked, such that only when we are justified in the name of the Lord Jesus Christ through faith and sanctified by the Spirit of our God are we declared righteous in His sight, whereas all those who continue in unrepentance and unbelief are wicked in His sight and under the curse. This distinction also holds for all mankind after death, in the eternal joy and blessedness of the saved and the eternal conscious suffering of the lost.

*Gen. 18:23; Prov. 14:32; Mal. 3:18; Matt. 25:34-41; Luke 6:25; 16:23, 25; John 8:21; Rom. 6:17-18, 23; 7:6; 1 Cor. 6:11; 1 John 5:19*

**13–Civil Government:** We believe civil government is of divine appointment for the interests and good order of human society. We believe governing authorities are to be prayed for, conscientiously honored, and obeyed except in things opposed to the will of our Lord Jesus Christ, Who is the only Lord of the conscience and the coming King of kings and Lord of lords.

*Ex.18:21-22; 2 Sam. 23:3; Dan. 3:17-18; Matt. 22:21; Acts 4:19-20; 23:5; Rom. 13:1-7; 1 Pt 2:13-17; Titus 3:1-2*

**14–The Resurrection; Personal, Visible, and Pre-Millennial Return of Christ, and Related Events:**

We believe in:

a. The Bodily Resurrection

*Matt. 28:6-7; Mark 16:6; Luke 24:2-6, 38-43; John 20:27; 1 Cor. 15:3-8*

b. The Ascension

*Mark 16:19; Luke 24:51; Acts 1:9-11; Heb. 12:2; Rev. 3:21*

c. The High Priesthood

*1 Tim. 2:5; Heb. 2:17; 5:9-10; 8:6; 1 John 2:1*

d. The Second Coming

*John 14:3; Acts 1:11; 1 Thess. 4:16; Heb. 9:28; James 5:8*

e. The Resurrection of the Righteous Dead

*1 Cor. 15:42-44, 52; 1 Thess. 4:13-18*

f. The Change of those Living in Christ

*1 Cor. 15:51-53; Phil. 3:20, 21; 1 Thess. 4:13-18*

g. The Throne of David

*Isa. 9:6-7; Luke 1:32; Acts 2:29-30*

h. The Millennial Reign

*Ps. 72:8; Isa. 11:4-5; 32:1; 1 Cor. 15:25; Rev. 20:6, 14*

**15–Marriage, Gender, and Sexuality:**

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological gender is a rejection of the image of God within that person.

*Gen. 1:26-28; 2:18-25; Matt. 19:4-6; 1 Tim. 2:13-14; 1 Cor. 11:2-3, 8-9; Eph. 5:22-33*

We believe that the term "marriage" has only one meaning, and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union as delineated in Scripture. We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

*Gen. 2:24; Prov. 5:15-23; Song of Solomon 1-8; Mal. 2:14-16; Matt. 5:32; 1 Cor. 5:11; 1 Thess. 4:1-8; Heb. 13:4*

We believe that any form of sexual immorality (including adultery, fornication, homosexuality, lesbianism, bisexual conduct, bestiality, incest, pornography, and attempting to change one's biological sex or otherwise acting upon any felt disagreement with one's biological sex) is sinful and offensive to God.

*Gen. 18:16-19:29; Lev. 18:6-2; 20:10-16; Rom. 1:26-27; Gal. 5:19; 1 Tim. 1:8-11; Rev. 21:8*

#### **16–Divorce:**

We believe that God intends for marriage to be lifelong (Matt. 19:4-6) and for the husband and wife to be faithful to their marriage vows (Mal. 2:13-16). Divorce is not God's design in marriage and occurs because one or both spouses have not followed Christ as they should (Matt. 19:4-9). Believers above all others should reflect Christ through being models of love, problem-solving, and reconciliation. Scripture, however, also recognizes that divorce sadly occurs. It nowhere treats divorce as the "unpardonable sin", and it regulates divorce and remarriage. Therefore, we are committed as a Church to following the Scriptures in all matters pertaining to divorce and remarriage (Matt. 5:31-32; 19:3-9; 1 Cor. 7:8-15).

## **Article IV: Membership**

### **A. QUALIFICATIONS**

The membership of this Church shall consist of born-again believers in the Lord Jesus Christ, who have been baptized by immersion according to Matthew 28:19-20 and Acts 8:37-38, who willingly submit to the Constitution and By-Laws of this Church, and who have been received into fellowship by regular action of the Church.



## **B. RECEPTION**

Any person agreeing to submit to the Constitution and By-Laws of this Church, and after giving satisfactory testimony of both their conversion to Christ and baptism by immersion before two or more of the deacons and a pastor, may, upon their recommendations, be received by vote of the Church into its fellowship in either of the following manners:

1–Upon profession of faith in Jesus Christ as personal Savior and baptism by immersion.

2–By restoration after having been excluded from membership or after having been removed from the active membership roll.

## **C. STATUS CHANGE**

1–**Letter of Transfer:** A letter of transfer may be granted to a member in good standing who wishes to join another church of like faith and order. This letter will be sent to a specifically named church.

2–When a member in good standing joins the membership of another church of like faith and order, that member's name shall be removed from the membership roll.

3–**Letter of Dismissal:** A letter of dismissal shall be granted to any dismissed member stating that their name has been removed from the membership roll.

### **4–Discipline and Restoration:**

A. The threefold purpose of church discipline is to glorify God by maintaining purity in the local church (1 Cor. 5:6), to edify believers by deterring sin (1 Tim. 5:20), and to promote the spiritual welfare of the erring believer by calling him or her to return to a biblical standard of doctrine and conduct (Gal. 6:1).

B. Church discipline is a biblical procedure which involves the following steps:

- First, when there is indisputable sin in the life of a member of the fellowship, there will be private confrontation and reproof undertaken by a member of the church fellowship (Gal. 6:1; Matt. 18:15; 1 Thess. 5:14; James 5:19-20).
- Second, if the member is unwilling to repent and respond, there will be a private conference involving an additional two or three witnesses including at least one pastor or deacon (Matt. 18:16).
- Third, in the event of an unwillingness to repent, the matter will be brought before the local congregation (Matt. 18:17).
- Fourth, when all efforts to effect repentance and full restoration have failed, the church has the responsibility to remove the offending member from church fellowship (Matt. 18:17; 1 Cor. 5:2, 5-7, 9-13). While progressing through these four stages, ample time for repentance and change must be allowed at the discretion of the pastors and deacons (Luke 3:8; 2 Cor.7:11). Full restoration of the individual to church

fellowship must always be the goal of church discipline (Matt. 18:15; Gal. 6:1).

C. Notwithstanding the foregoing, the pastors and the deacons in the exercise of their discretion may proceed directly to the third stage of church discipline (i.e. the informing of the church and the congregation in order that the church may call the erring individual to repentance) or to the fourth stage of church discipline (i.e. the dismissal from the fellowship and/or membership of the church) when one or more of the following have occurred: i. the transgression and the refusal to repent have been public (i.e. openly and to the offense of the whole Church) (1 Cor. 5:1-5); ii. the disciplined party has taught or otherwise disseminated doctrine deemed false or erroneous by the pastors and deacons and then chosen to disregard the direction and reproof of the pastors and deacons (Rom. 16:17); or iii. the disciplined party has been warned twice to cease from factious and divisive conduct and has chosen to disregard the warning (Titus 3:10–11).

D. The members of this church agree that there shall be no appeal to any court because of the dismissal or because of public statements to the congregation at the third or fourth stages of church discipline. Members of this church who are under discipline by the church, as defined in the previous paragraphs, forfeit and waive the right to resign from this church. Resignations from membership are possible only by church members who are in good standing and who are not under any disciplinary action.

E. Separate and apart from the process of church discipline, but subject to the discretion and approval of the pastors and deacons, a church member, nonmember regular attender, or other individual may be notified that he or she is not to be present upon church premises for such a period as is deemed necessary for the safety and well-being of others on church premises. Such required absence may, but need not, be concurrent with church discipline of that person.

**5–Inactive Membership:** Inactive membership is the designation of the member who has persistently absented himself from the in-person church services without valid reasons for a period of six (6) months or longer. Members will be designated as inactive upon recommendation of the Board of Deacons and a majority vote of the Church. Inactive members are not entitled to vote or hold office.

Inactive members who persistently absent themselves from the church services for one year or longer will be removed from the membership roll upon recommendation of the Board of Deacons and a majority vote of the Church. Inactive members may return to active membership upon recommendation of the Board of Deacons and a majority vote of the Church.

**6–Death:** The names of members will be removed from the membership roll upon their death.

## Article V: Ordinances

This Church recognizes that the Lord Jesus Christ is the head of the church and the only Institutor of ordinances. It was His good pleasure to appoint only two ordinances, namely, baptism and the Lord's Supper. These must be observed.

1–**Baptism:** We believe that baptism is the immersion in water of a believer as a public profession of faith in the crucified, buried, and risen Savior with its effect in our death to sin and resurrection to a new life and is a prerequisite for Church membership. *Matt. 3:16; John 3:23; Acts 8:26-39; Rom. 6:3-5; Col. 2:12*

2–**The Lord's Supper:** We believe that the Lord's Supper is the commemoration of His death until He comes and should always be preceded by solemn self-examination.

*1 Cor. 11:23-28*

The Lord's Supper shall be observed regularly as the pastors and deacons may designate.

## Article VI: Pastors

### A. SENIOR PASTOR

1–**Qualifications:** The pastor shall be a man called of God to Christian work, who is a local-church-ordained minister, and who is in willing submission to the Church's Constitution and By-laws and agreement with the confession of faith. He shall meet the requirements of I Timothy 3:1-7 and Titus 1:5-9.

2–**Calling:** The pastor shall be called for an indefinite period of time. The calling of a pastor shall come before the Church at a business meeting. Such meeting and its purpose shall be read from the pulpit on two successive Sundays prior to the meeting by authorization of the Board of Deacons, who shall act as the Pulpit Committee. Pastoral candidates may be proposed to the Pulpit Committee by any member of the Church in good standing, and the Pulpit Committee shall duly consider any name. No candidate shall be voted upon who has not been endorsed by the Pulpit Committee. A two-thirds majority vote of all the members present and voting shall be necessary for the calling of the pastor.

3–**Duties:** The pastor shall minister to the spiritual needs of the Church as he is guided by the Holy Spirit through the Word of God. He shall serve as moderator of the Church and be a member of all boards and committees, ex officio.

4–**Considerations:** The pastor's salary and benefits package shall be reviewed annually by the deacons and submitted as part of the annual budget.

5–**Dismissal:** The pastor shall continue in office until he resigns or until his resignation is requested at a special meeting called for in the following manner:

The question of severing the pastoral relation may be considered at any regular business meeting or special business meeting by presenting to the Board of Deacons a written request for such action, representing ten unrelated families, and signed by ten adult members in good standing. A provided public notice of such meeting for such action shall have been given on two successive Sundays before such meeting. A two-thirds majority vote shall decide the question. When either the pastor or the Church desires to terminate the pastorate, either party must give a thirty (30) day notice of such termination of office, except in cases of moral or doctrinal failure, in which cases the church reserves the right to terminate the pastor's employment immediately.

## **B. ASSOCIATE PASTORS**

1–**Calling:** Associate pastors shall be selected from among biblically qualified men by the senior pastor and recommended for approval to the Board of Deacons. Such a man is then to be recommended to the Church for approval. If dismissal becomes necessary, the matter will be handled solely by the senior pastor and Board of Deacons. An associate pastor shall be a man called of God to Christian work who is in willing submission to the Church's constitution and by-laws and agreement with the confession of faith. He shall meet the requirements of I Timothy 3:1-7 and Titus 1:5-9.

2–**Duties:** Duties of associate pastors shall be put in writing by the senior pastor and Board of Deacons at the time of employment.

3–**Consideration:** An associate pastor's salary and benefits package shall be reviewed annually by the deacons and submitted as part of the annual budget.

4–Associate pastors shall work directly under the senior pastor.

# **Article VII: Officers**

## **A. GENERAL**

### **QUALIFICATIONS**

The leaders of a New Testament church are pastors and deacons. However, for the proper administration of the affairs of this Church, the following elected and/or appointed offices are also provided for: trustees, clerk, treasurer, and any other offices as may be deemed necessary to the orderly and effective function of this Church.

1–Only those persons may hold office who have acknowledged Jesus Christ as their Savior and are members in good standing of Calvary Baptist Church. They shall be elected and/or appointed for the period of time and in the manner prescribed in the Constitution and By-laws.

2–Only members who have reached the age of twenty-one or older shall be eligible to hold the office of deacon and trustee.

## **B. DEACONS**

**1–Number:** There shall be a minimum of three deacons. The number of deacons shall be determined according to the need of the congregation and the biblically qualified men willing to serve.

**2–Qualifications:** The deacons shall be expected to meet the requirements of Acts 6:1-7 and I Timothy 3:8-13. The deacons shall be men who are in submission to the Church's Constitution and By-laws. In addition, they shall be men who have proven themselves faithful to the Church in such matters as the regular, in-person attendance of scheduled services and the financial support of the Church. A man shall be a member of this Church for a period of twelve (12) months before being elected a deacon.

**3–Term:** Deacons shall be elected for a term of two years. Terms shall be arranged so that nearly half of the deacons shall be elected each year. Deacons shall serve no more than three terms in a row unless the nominating committee approves an exemption.

**4–Dismissal:** A sitting deacon can be removed by a  $\frac{2}{3}$  majority vote of the pastors and Board of Deacons.

### **5–Organization:**

a. **Chairman**–The deacons shall, at their first meeting after the annual business meeting, elect from their number a chairman who shall serve as moderator of the deacons of the church in the absence of the senior pastor. A man must have served at least one year on the Board of Deacons before being elected chairman.

b. **Vice-Chairman**–The deacons shall, at their first meeting after the annual business meeting, elect from their number a vice-chairman who shall serve as moderator in the absence of the senior pastor and chairman of the deacons. A man must have served at least one year on the Board of Deacons before being elected vice-chairman.

c. **Secretary**–The deacons shall, at their first meeting after the annual business meeting, elect from their number a secretary. This secretary shall be responsible for keeping an accurate record of the deacons' meetings.

### **6–Duties:**

a. The deacons are to assist the pastors in the general supervision of the spiritual work and welfare of the church. They shall be expected to visit the sick and sorrowing of the membership, investigate and address the needs of the membership, and endeavor to remedy any spiritual weakness in the Church.

b. They shall assist in the administration of the ordinances.

c. It shall be the duty of the deacons, together with a pastor, to meet and examine all candidates for Church membership and make recommendations to the church of the same. They shall review the membership rolls of the Church each year

and be responsible for recommendations to the Church in the matter of removal of inactive members from the membership roll.

d. In the absence of a senior pastor, the Board of Deacons, and any associate pastor not an applicant for the senior pastor position, shall constitute the Pulpit Committee. It shall be their duty to secure candidates for the pastorate and to arrange an opportunity for the Church to hear them preach. They shall properly investigate qualified candidates and provide regular reports to the congregation. The report of the Pulpit Committee shall have the force of a recommendation. Only one candidate shall be presented at a time for acceptance by the Church.

e. The Board of Deacons shall, with the pastors, fix or change the time, nature, or order of the public worship services of the Church as the occasion may warrant.

f. The Board of Deacons shall be responsible for the overseeing of the financial administration of the Church.

(1) The Board of Deacons shall annually appoint from the church membership a treasurer and assistant treasurer whose responsibility shall be to oversee the disbursement of all monies of the Church in accordance with the action of the Church or Board of Deacons. At least one of the two appointees shall be a deacon.

- The treasurer or assistant treasurer shall be responsible for the counting, recording, and distributing of all funds for the Church. They shall be responsible to see that all offerings are counted in the Church by no fewer than two (2) of the deacons and that a record of that count be made over their signatures.
- The treasurer or assistant treasurer shall ensure that a record is kept, by name and number, of the offerings of all individual givers and shall immediately, after the first of the year or at any time requested during the year, give to each giver an up-to-date record of their offerings. If additional helpers are required, such help will be provided by a member of the Board of Deacons or by such person(s) as they may appoint.
- The treasurer or assistant treasurer shall make a full report of income and disbursements at each regularly scheduled Church business meeting.

(2) The deacons shall be responsible for receiving, banking, and disbursing all funds of the Church and its related ministries as directed by the Church.

(3) It shall be required that no fewer than two (2) deacons shall be assigned to count the offerings and certify the same to the treasurer.

(4) The signature of no fewer than two (2) deacons shall be required on all checks written from the Church's general fund and designated accounts. Someone, excluding the pastors, may be appointed by the Board of Deacons to act as a signatory when necessary.

(5) All financial matters shall be held in the strictest confidence with the exception that financial reports shall be prepared for all regularly scheduled Church business meetings.

(6) The Board of Deacons, with the pastors, shall constitute the Budget Committee.

g. It shall be their responsibility to receive and dispense at their own discretion, in advisement with the pastors as needed, the Benevolent Fund. They shall keep the actions of this ministry confidential as appropriate to each situation.

## **C. TRUSTEES**

1–**Number:** There shall be a minimum of 3 trustees.

2–**Qualifications:** They shall be members, at least 21 years of age, in good standing in the Church, and shall agree to submit to the Church's Constitution and By-Laws.

3–**Term:** Trustees shall be elected for a term of two years. Terms may be arranged as much as is possible so that at least one shall be elected each year.

### **4–Organization:**

a. **Chairman:** The trustees shall, at their first meeting after the annual business meeting, elect from their number a chairman. A man must have served at least one year as a trustee before being elected chairman.

b. **Vice-Chairman:** The trustees shall, at their first meeting after the annual business meeting, elect from their number a vice-chairman who shall serve as chairman in the absence of the chairman.

c. **Secretary:** The trustees shall, at their first meeting after the annual business meeting, elect from their number a secretary, who shall be responsible to keep an accurate record of action taken by the trustees.

### **5–Duties**

a. Agreeable to the provision of the Act of Incorporation and the laws of the state, the Church shall elect trustees to supervise and care for all buildings and property belonging to the Church.

b. The trustees shall be responsible for the care and upkeep of all equipment and facilities.

c. The trustees shall not buy, sell, mortgage, or lease property without Church approval. Extensive improvements, transfer, lease, sale, or purchase of Church property shall be in violation of this Constitution except when authorized by Church action.

d. The trustees shall not have power to close the house of worship against the senior pastor and deacons thereof under any circumstances without a vote of the Church.

e. The trustees shall make recommendations to the deacons for the hiring and firing of any custodial or maintenance personnel that are needed by the Church.

6–**Dismissal:** A trustee can be removed by a  $\frac{2}{3}$  majority vote of the trustee board.

#### **D. CLERK**

1–**Term:** The church clerk shall be elected for a term of one year.

2–**Duties:** It shall be the duty of the clerk to take minutes at each business meeting and present them when called for, along with whatever other records the Church may desire to preserve.

## **Article VIII: Committees**

At each annual meeting the Church shall elect from its membership the following committees to serve for a term of one year.

#### **A. MISSIONS COMMITTEE**

The Missions Committee shall consist of at least one deacon (appointed by the deacons) and a number of members as determined and elected by the congregation. It shall be their duty to investigate any missionary cause which may need assistance from the Church; to advise the Church as to its various missionary outreaches; to enlist the entire membership in missionary work; and to keep the Church aligned with the procedures and provisions of the Missions Policy.

#### **B. AUDIT COMMITTEE**

The Audit Committee shall consist of two (2) members who shall examine the financial records of the Church for the preceding fiscal year and provide an annual report to the Church. Furthermore, the Audit Committee is responsible to see that the financial records are properly maintained throughout the year.

#### **C. NOMINATING COMMITTEE**

1–The Nominating Committee shall consist of five (5) members.

a. Each eligible voting church member at the annual meeting may submit the names of no more than four active Church members to serve on this committee. Any individual named by the congregation may be disapproved by a  $\frac{2}{3}$  vote of pastors and the Board of Deacons. Reasons for disapproval may include but are not limited to



multiple family members named; conflicts of interest; or members in the process of church discipline. The four receiving the highest number of votes, pending approval, shall be elected to a term of one year.

b. The fifth member shall be appointed by the senior pastor and shall serve as chairman of the committee.

2—This committee, with the senior pastor, shall submit nominations for the deacons, other officers, and elected committees of the Church two weeks prior to the annual election. No person's name shall be submitted by the committee without that person's prior consent. One week before the election, the Nominating Committee's report will be voted on to accept the ballot by the congregation. This list shall be posted in a conspicuous place in the church. No nominations shall be accepted on election night.

## **Article IX: By-Laws**

The Church may adopt such By-Laws as it may see fit if such By-Laws are not in conflict with this Constitution or the Holy Scriptures.

### **A. AMENDMENTS**

This Constitution may be amended at any regularly called business meeting of the Church by a vote of two-thirds majority of eligible members present and voting. Any proposed amendment to this Constitution or By-Laws shall be presented to the Church in writing at a regularly called business meeting of the Church. The amendment shall not be voted on before the next regularly scheduled business meeting. The notice of such meeting and proposed amendment shall be announced from the pulpit, in open meeting, on three successive Sundays immediately preceding the business meeting of the Church at which said amendments are to be voted upon.

### **B. SUBSIDIARY ORGANIZATIONS**

1—Leaders of all organizations, including organized classes, regular Sunday school teachers, and all elected officers of subsidiary organizations shall be active members in good standing in this Church.

2—No organization shall be formed or considered a part of the Church activities before its sponsors have submitted their plans to the pastors and Board of Deacons and approval by such has been granted.

3—The Church organizations and committees shall have the right to adopt such rules and regulations as they may deem best and most favorable to their success provided that none shall conflict with this Constitution and By-Laws or interfere with the scheduled meetings of the Church.

4—No subsidiary organization of this Church shall engage in any practice contrary to the general position of the Church.

5—No group from this Church shall participate in a gospel partnership with any group or institution of Liberal, Neo-orthodox, or Ecumenical tendency whereby the good name of Calvary Baptist Church shall become involved.

### **C. PARLIAMENTARY PROCEDURE**

1—Rules of Order: When the parliamentary procedure of a meeting is questioned, Robert's Rules of Order shall be accepted as final.

2—In respect to Parliamentary matters not fully covered in this Constitution and ByLaws, it shall be considered proper to consult *The New Directory for Baptist Churches* by Dr. Edward T. Hiscox and/or *Doctrine and Administration of the Church* by Dr. Paul R. Jackson.

### **D. MEETINGS AND ELECTIONS**

1—Meetings for worship, fellowship, praise, prayer, Bible study, etc. shall be conducted regularly. Sunday shall constitute the primary day for regular worship services.

2—The fiscal year of the Church shall close on the last day of July.

3—The Annual Business Meeting of the Church for the election of officers, the adoption of the budget, and the transaction of any other business shall be held by the last Sunday night in July.

4—The Annual Report of the Church shall be made available to the church by the end of September.

5—Additional business meetings shall be conducted on the Sunday night following the third Monday of November, February, and May, unless the church calendar requires minor adjustment. Other special meetings may be held as necessary.

6—All active members in good standing and seventeen years of age and over shall be qualified to vote in all business meetings.

7—A quorum shall constitute ten percent (10%) of the active membership for all business meetings and twenty percent (20%) for the calling or dismissal of a senior pastor.

### **E. MODERATOR**

The senior pastor of the Church, or in his absence his designee, shall be the moderator of all general and special meetings of the Church. The senior pastor shall likewise be an *ex-officio* member of all committees. During a pastorless interim, the chairman of the Board of Deacons shall be church moderator. If necessary, the Board of Deacons may by majority vote of their number elect a temporary church moderator.

### **F. PETITIONS**

No person shall circulate a petition in the Church or among the membership without ***the approval of*** the senior pastor and Board of Deacons.

## **Appendix**

### **A. OUR CHURCH'S POLICY OF STANDARDS FOR MINISTRY WORKERS**

1—All member workers must be in regular attendance at the services of the Church as commanded in Hebrews 10:25 and exemplified by the early church.

2—All non-member workers will provide, upon request from the senior pastor, a written reference to Calvary Baptist Church from the pastor, an elder or deacon of the local Bible-believing church where they attend, stating that they are an active member of that church and exhibit a pattern of Christian character and conduct.

3—We believe that in order to preserve the function and integrity of the church as the local Body of Christ, and to provide a biblical role model to the church members and the community, it is imperative that all persons employed by the church in any capacity, or who serve as volunteers, should abide by and agree to the statement on marriage, gender, and sexuality, and they should conduct themselves accordingly (Gen. 1:26-27; 2:18-25; Matt. 5:31-32; 15:18-20; 1 Cor. 6: 9-10, 18; 7:2-5; Heb. 13:4).

4—They should be committed to growing in their faith through study of God's Word, resulting in a growing love for Jesus Christ and a rejection of the things of the world (1 John 2:15-17), learning to discern between good and evil (Heb. 5:12-14), and desiring to live a life that brings glory to God and in no way hinders the testimony of Jesus Christ and Calvary Baptist Church in the community (Matt. 5:16).

5—In their role of ministry in the family of God, they should exhibit a clear sense of the importance of commitment to sound biblical doctrine and being a godly example to others in their attitudes and behavior (1 Tim. 4:12; Titus 2:7-8).

### **B. AFFIRMED STATEMENTS**

In addition to the above stated beliefs, Calvary Baptist Church affirms the following statements:

1—The Chicago Statement on Biblical Inerrancy of 1978

2—The Danvers Statement on Biblical Manhood and Womanhood of 1987

3—The Nashville Statement on Biblical Sexuality of 2017