

# CONSTITUTION OF THE CALVARY BIBLE CHURCH

## WEVERTOWN, NEW YORK

### PREAMBLE

The Word of God demands that a Christian organization not only conform to the Word of God in doctrine and practice (Psalm 119:105; Galatians 1:6-8; I Timothy 4:1-5), but also that all things be done decently and in order (I Corinthians 14:10). Therefore, the members of the Calvary Bible Church shall conduct themselves according to this constitution and these bylaws set forth by its membership.

### ARTICLE I – NAME

The name of this congregation shall be the Calvary Bible Church.

### ARTICLE II – PURPOSE

This organization is and has been formed exclusively for:

1. Promoting the worship of God by the preaching of the Gospel of the Lord Jesus Christ and by the observance of the ordinances of Baptism and the Lord's Supper.
2. Leading people to a saving knowledge of Jesus Christ.
3. Assisting Christians to grow in the grace and knowledge of the Lord Jesus Christ.
4. Providing Christian training for our children and young people.
5. Doing all we can as the Lord enables us to support foreign and home missions.
6. Building, purchasing, and maintaining churches, parsonages, schools, chapels and such other religious, educational, and other charitable institutions as may be appropriate.

### ARTICLE III – STATEMENT OF FAITH

#### SECTION 3.01 – THE HOLY SCRIPTURES

We believe that the Bible is God's Word, without error in its original writing, that every word is included in the Bible because God wanted it there and all passages are equally divine, it was written by men, divinely inspired, and that it is the supreme, final, and only authority in all matters of doctrine, faith, and life.

**(II Timothy 3:16-17; I Corinthians 2:13-16; II Peter 1:20-21; Hebrews 4:12; Revelation 22:18-19).**

#### SECTION 3.02 – THE TRINITY OF THE GODHEAD

We believe in one God, immutable (changeless), eternally existing in three persons (the Father, the Son, and the Holy Spirit), perfect in holiness, infinite in wisdom, and measureless in power.

**(Matthew 3:16-17, 28:19)**

### **SECTION 3.03 – GOD THE FATHER**

We rejoice that He concerns Himself mercifully in the affairs of men, that He hears and answers prayers, and that He graciously saves from sin and death all who come to Him through faith in Jesus Christ. **(I Thessalonians 1:9; Hebrews 11:5-6; Acts 17:24-28; Leviticus 11:44; John 4:24).**

### **SECTION 3.04 – JESUS CHRIST**

We believe in Jesus Christ, the eternal and only begotten Son of God, conceived of the Holy Spirit, of virgin birth, who made atonement for the sins of the world by His death. He is true God and true man, the only sinless human and the only one who could be the Savior of mankind. We believe in His bodily resurrection, in His ascension and in His visible return to the earth according to His promise. He is the only mediator between God and man.

**(John 1:1-19; Luke 1:26-35; Matthew 28:1-20; Acts 1:9-11; I Timothy 3:16; I Corinthians 15:3-4; Romans 1:3-4; 5:9; John 3:16; Hebrews 8:1; 9:12; 5:9; 7:25).**

### **SECTION 3.05 – THE HOLY SPIRIT**

We believe that the Holy Spirit is the third person of the Trinity; sent by God to convict the world of sin, of righteousness, and of judgment; that He regenerates the sinner by the Word of God; and that he permanently indwells each believer, and therefore the church at large. He seals, enlightens, instructs, gifts, and guides every born-again believer, and is the Source of power for Godly living, Christian service and spiritual worship.

**(John 16:7-15; 14:16-17; Acts 2:38; II Corinthians 1:22; Galatians 5:22-23; Ephesians 1:13, 4:30; Romans 12:1-8).**

### **SECTION 3.06 – CREATION AND DEPRAVITY OF MAN**

We believe in the Genesis account of creation, that man was created in the image of God, with the Divine intention that man should glorify God, enjoy His fellowship, live his life in the will of God and by this accomplish God's purpose for man in the world. Man, however, by his own choice, sinned and thereby incurred not only physical death but spiritual death also, bringing about separation from God. Man is sinful, both by nature and by choice, and is therefore totally depraved.

**(Genesis 1-3; Romans 5:12; 3:10, 23).**

### **SECTION 3.07 – SALVATION**

We believe that man is totally unable to save himself because of his sinful nature and his guilt in the original sin of Adam. All men, therefore, deserve eternal punishment. We further believe that God, who is rich in mercy, sent His only Son to be our Savior from the penalty and power of sin. The Lord Jesus Christ died for our sins according to the Scriptures, as our substitutionary sacrifice. All those who reach moral responsibility become accountable for thought, word and deed, and must be justified by faith alone based on His shed blood, and furthermore, are eternally saved because of the perfect, finished work of Christ in His death on the cross and His subsequent victory over death.

**(Romans 5:1-2, 16-18; John 3:16-18, 36, 6:40; Ephesians 2:8-9).**

### **SECTION 3.08 – CHURCH**

We believe that the universal Church consists of all those who believe on the Lord Jesus Christ, are redeemed through His blood, and are born again of the Holy Spirit. Christ is the Head of the Body, the Church, which has been commissioned by Him to go into all the world as a witness, preaching the Gospel to all nations. We believe that the local church is a body of believers in Christ who are joined together to glorify God, through the worship of God, through edification by the Word of God, through prayer, through the proclamation of the Gospel, and through observance of the ordinances of baptism and the Lord's Supper. While recognizing that water baptism has no saving merit, it is our conviction that after one is saved, water baptism is the next step in order to portray to the world the believer's union with Christ. It is our conviction that the Scriptural method of water baptism is immersion. We believe that Jesus Christ instituted the Lord's Supper to commemorate His death until He comes. We further believe that water baptism by immersion is to be observed but once and is a sign of identification and a testimony to newness of life; but the Lord's Supper is to be observed often as a memorial of the broken body and shed blood of our Lord Jesus Christ. The Church is under the direct control of God through His appointed leaders and not under the control of civil authorities when in opposition to the Word of God. (Acts 2, 1:8; Ephesians 5:23-24; I Corinthians 12:12-13, 11:23-33; Mark 16:15; Colossians 1:18, 2:9-13).

### **SECTION 3.09 – SATAN**

We believe that Satan was the Archangel Lucifer. Because of pride he fell into sin and seeks to follow himself and not the will of God. He is a personal, powerful, reigning dignitary, the prince of demons that works in the hearts and minds of all the unsaved and is the adversary of God and His people and is the god of this age. Satan is the great enticer, deceiver, and accuser of the brethren and at God's appointed time Satan shall be cast into the lake of fire for eternity. (Isaiah 14:12-15; Ezekiel 28:12-19; II Corinthians 4:3-4; 1 Peter 5:8; Revelation 12:9-10, 20:10).

### **SECTION 3.10 – RETURN OF JESUS CHRIST**

We believe in a visible and personal and imminent return of Jesus to this earth. It is our duty, therefore, to live in readiness for His coming and by diligence in good works to make manifest to all men the reality and power of their hope in Christ. (Titus 2:11-13; I Thessalonians 4:13-17, 5:1-8; John 14:2-3; Matthew 24:29-30, 42-47; Acts 1:9-11).

### **SECTION 3.11 – BODILY RESURRECTION**

We believe in a bodily resurrection of the just to eternal life with God in heaven and a bodily resurrection of the unjust to eternal damnation, separated from God forever, in hell. (I Thessalonians 4:16; I Corinthians 15:51-57; John 5:28-29; Revelation 20:11-15).

### **SECTION 3.12 – SEPARATION AND SANCTIFICATION**

We believe that the Scriptures clearly teach nonconformity to the world for every believer; that born-again people should be separated from the world unto Christ; that it is clearly commanded of God that all believers should live lives of separation from all worldly and sinful practices; and to be holy as He is holy. We believe that positional sanctification occurs at the moment of regeneration; and that practical sanctification is to be progressive throughout the entire life span of a believer on earth. God's provision for holy living is in the believer's identification with Christ in His death, resurrection and ascension, the indwelling person and power of the Holy Spirit, and the believer's willingness to yield to Him, and by the powerful Word of God. (Colossians 3:1-4; 1:13; 2 Corinthians 3:18; 6:14-17; 7:1; Titus 2:14; I Peter 1:14-16; II Peter 3:18; Hebrews 4:12; Galatians 5:16-23; Ephesians 1:15; 2:6; 5:25-27; Romans 6:1-14; I Thessalonians 5:22).

## **SECTION 3.13 – SEXUALITY**

We believe the biblical views of human sexuality. We teach and promote abstinence from any and all sexual activity, or expression, outside the boundaries and the bonds of monogamous, heterosexual marriage. Therefore, anyone who practices sexual immorality violates God's Word. We believe that any marriage as defined by Scripture is between one man and one woman.

In a Biblical view, God defines one's gender at conception.

**(Genesis 2:23-24; Matthew 19:4,5; Romans 7:1-4; 1:26,27; Leviticus 18:12-18, 23; I Corinthians 5:9-13; I Thessalonians 4:31)**

## **ARTICLE IV – CHURCH COVENANT**

Having been led, as we believe, by the Spirit of God to receive the Lord Jesus Christ as our Savior, and on the profession of our faith, having been baptized in the name of the Father and of the Son and of the Holy Spirit, we do now in the presence of God and angels and this assembly most solemnly and joyfully enter into covenant with one another, as one body unified in Christ.

We agree, therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this church in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship by faithful attendance; to abide by its ordinances, discipline and its doctrines; to give it a sacred preeminence over all institutions of human origin; to contribute financially, cheerfully and regularly as God has prospered us, to the support of the ministry, the expanse of the church, the relief of the poor and the spread of the gospel through all nations.

We agree to maintain daily family and personal Bible reading and prayer, to instruct our children in a Christian education, to seek the salvation of our kindred and acquaintances, and to order our deportment according to the light of God's Word, and to abstain from practices that are harmful to our own Christian life or injurious to other members and dishonoring to the cause of Christ. We agree to watch over one another in brotherly love, to remember each other daily in prayer, in speech to be slow to take offense, but always ready for reconciliation and mindful of the rules of our Savior to secure both without delay, and to aid each other in sickness.

We agree that when we remove from this place, we will as soon as possible unite with some other church where we can carry out the spirit of this covenant and the principles of God's Word.

## **ARTICLE V – MEMBERSHIP (DEFINITION)**

Any person who professes faith in the Lord Jesus Christ, who has been baptized by immersion, and who is not knowingly in disagreement with the Statement of Faith and Covenant of this church shall be eligible for membership. (See Article II of the By-Laws for a complete description).

## **ARTICLE VI – PROPERTY**

This church shall have the power to receive, either by gift or by purchase, and to hold such real, personal, or mixed property as is authorized by the laws of the State of New York, and is deemed necessary for the business of the church, and shall have the power to dispose of such property by mortgage, deed or otherwise. All such property shall be held in the name of the church. The Board of Trustees, henceforth referred to as Church Board (see Section 3.10 of the By Laws), shall have the power to receive, purchase, acquire, sell, lease, convey, deed or otherwise transfer property of the church, but only after having been duly authorized by the church at a regular scheduled or specially called business meeting. All contracts, notes, conveyances, assignments, leases, releases and other documents and papers on behalf of the church shall be executed by the Church Board.

If division occurs in the church, the name and all property rights are retained by those adhering to the Articles of Incorporation. If the church ceases to function and its organization is dissolved, no part of the net earnings of this corporation shall ever inure to the benefit of any owner, member or officer, nor shall any private individual be entitled to share in the distribution of any of the corporate assets. Upon dissolution, all assets of the corporation must be distributed to one or more organizations recognized by the Internal Revenue Service as organized exclusively for religious purposes, and whose doctrinal statement is in agreement with the Statement of Faith of this church. Any member who has withdrawn or who has been excluded from the church loses all rights of the church. Previously agreed to property rights will be honored. The church shall be considered dissolved if so decided by the organization, or when the church has not held an annual meeting for three years, or when less than 2 members remain.

The private property of the individual members of this church shall be exempt from corporate debt.

## **ARTICLE VII – GOVERNMENT**

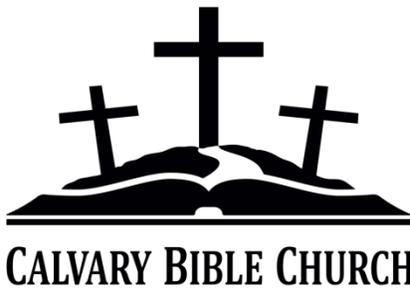
The ultimate authority in the church shall be founded upon the Bible. Though we realize the need for God's people to be organized in our efforts together, because we are the Body of Christ, we believe that a church family should be focused on being a living, active organism, not on being an organization. Calvary Bible Church believes that God raises up leadership in that Body to lead, feed, guide, guard, and protect.

The Bible indicates that the primary spiritual leaders are to be Pastor(s) and elders and that the Body should be responsive to them and other leaders within the church (I Timothy 5:17). However, those leaders should be sensitive to God's Spirit speaking through the rest of His people, the Body of Christ (I Peter 5:1-3). Thus, in a great church, we believe that leaders should be given authority to lead within certain reasonable, Biblical, and practical parameters such as budget, job descriptions, etc., and the Body responds to that leadership. However, leaders within the family should also be humble and sensitive to God speaking through the rest of the Body as well. The leadership should do their best to keep the church family informed on what God is doing in and through the church, but the church family shall primarily vote on the Pastor(s), elders, deacons, on major decisions such as buying or selling property, missionaries and on the church's budget. The administration of expenses based on the budget shall be handled by the Pastor(s), elders, deacons or other pertinent ministry leaders within their ministry areas.

## **ARTICLE VIII – AMENDMENTS TO THE CONSTITUTION**

This Constitution may be amended by a three-fourths majority vote of the members present at any regularly scheduled or specially called business meeting, providing there is a quorum present. Notice of such proposed changes must be made in writing to every active member of the congregation at least two weeks before the meeting.





## **BY-LAWS OF THE CALVARY BIBLE CHURCH WEVERTOWN, NEW YORK**

### **ARTICLE I – MEETINGS**

#### **SECTION 1.01 – MEETINGS FOR WORSHIP, FELLOWSHIP AND STUDY**

##### **A) REGULAR CHURCH SERVICES**

The church shall meet regularly on each Lord's Day for public worship. A mid-week service emphasizing prayer should be held once a week. The regularly established schedule of services may be temporarily changed or altered by the Church Board when the necessity arises.

##### **B) COMMUNION CHURCH SERVICES**

The ordinance of the Lord's Supper (Communion) shall be held at least once a month; an additional communion service may be inserted by the Church Board with proper advanced notice being given.

#### **SECTION 1.02 – ANNUAL BUSINESS MEETING**

The Annual Business Meeting of the church shall be on or around the second Sunday of January of each year. At this meeting the following shall be the order of business:

1. Prayer
2. Reading of the minutes
3. Reports
4. Unfinished business
5. New business
6. Election (Reading of I Timothy 3)
  - a. Deacons
  - b. Secretary
  - c. Treasurer
  - d. Financial Secretary
  - e. Nominating Committee (2 from membership)
  - f. Other (deaconesses and Sunday School Superintendent, as needed)
7. Adjournment

#### **SECTION 1.03 – BUSINESS MEETINGS**

In addition to the Annual Business Meeting in January, Business Meetings shall be held on or around the second Sunday of May and September.

## **SECTION 1.04 – SPECIAL BUSINESS MEETINGS**

Special Business Meetings may be called by the moderator, when he is so requested by the Pastor, by the Church Board, or by a petition of 20% of the voting membership. All Special Business Meetings shall require a verbal and written notice from the pulpit on the two Sundays preceding such meetings with no additional business to be transacted.

## **SECTION 1.05 – RULES OF ORDER**

Robert's Rules of Order shall be followed at all Business Meetings of the church, its Church Board, and its Committees.

## **SECTION 1.06 – QUORUM**

In all Business Meetings thirty percent of the active members of voting age shall constitute a quorum, except in special matters of business, such as calling a pastor, sale or purchase of property, or assumption of financial responsibility by the church, when fifty percent of the active members of voting age shall be required for a quorum. No business can be transacted at any meeting at which a quorum is not present.

## **SECTION 1.07 – VOTING**

- 1) Majority vote shall rule in all cases except where otherwise specified in this Constitution.
- 2) A three-fourth majority of those voting shall be required on the following matters of important business:
  - a. Incurring major debt,
  - b. Any matter affecting the lease, sale, purchase, mortgage or major alteration of the property,
  - c. Amendments to either the Constitution or By-Laws,
  - d. In the calling of a pastor.
- 3) Absentee ballots may be obtained from the Church Board for any of the matters requiring a three-fourth majority vote.
- 4) A minimum voting age is 18 years old.

## **ARTICLE II – MEMBERSHIP (DETAILED)**

### **SECTION 2.01 – ELIGIBILITY**

Any person who has accepted Jesus Christ as their personal Savior, who gives evidence of regeneration by leading a consistent Christian life, who has been baptized by immersion, and who is not knowingly in disagreement with the Statement of Faith of this church shall be eligible for membership.

### **SECTION 2.02 – ADMISSION PROCEDURE**

All candidates for membership shall appear before the Church Board for examination. Each candidate must be able to give a clear testimony to the fact that they have received Jesus Christ as their personal Savior in order to be approved. Those who meet with unanimous recommendation of the Church Board shall be presented to the church membership for approval.

## **SECTION 2.03 – TRANSFER OF MEMBERSHIP**

No candidate for membership shall be received on the basis of a letter of transfer of membership from another church. Such letter of transfer shall be recognized as release of membership obligations to the previous church, but the candidate in question must follow the Admission Procedure (Article 2 Section 2.02) to obtain membership.

Letters transferring membership may be granted by the church upon recommendation of the Church Board when such a request is made by a member in good standing in this church.

## **SECTION 2.04 – TERMINATION OF MEMBERSHIP**

Members shall be removed from the membership of this church for the following reasons:

1. Death
2. Transferring membership to another church
3. The request of the member
4. The decision of Calvary Bible Church

When a member's life and conduct is not in accordance with the beliefs and practices of this church in such a way as to hinder its ministry and purpose, membership can be ended. The principles of Matthew 18:15-17; Galatians 6:1; and I Corinthians 5:1-5 would be followed with the ultimate purpose of this being for restoration. This process would be overseen by the Church Board, but would be brought before the church family for prayer and restoration efforts before dismissal.

If any member is not involved in church life for a period of six months, their membership can be ended. Reasonable efforts should be made to communicate with them and to encourage them to become active again. Exceptions to this would be situations such as military personnel, college students, and seasonal residents who remain connected with the church but must be gone for a long period of time. If the person(s) have permanently moved to a new area, they should be encouraged to find a new church home there. If a member is removed from church membership, the church will make an effort to communicate that to them and that member must meet with the Church Board to be reinstated.

## **SECTION 2.05 – ASSOCIATE MEMBERSHIP**

Calvary Bible Church also offers Associate Membership to individuals who are temporarily residing in the area, such as a student, seasonal residents, etc. In order to qualify for Associate Membership a person must have a personal relationship with Jesus Christ and go through the process stated in Article 2 Section 2.02.

Associate Membership entitles an individual to the care, accountability, and partnership of a local church, while they are away from their home church. Associate Members share all the benefits and privileges of regular members, except that they are not permitted to vote on church affairs and cannot serve in any position that requires a church vote.

## **ARTICLE III – CHURCH OFFICERS**

### **SECTION 3.01 – PASTOR**

#### **A) QUALIFICATIONS**

Anyone holding the position of Pastor shall be a man of unquestionable character, living a life in accordance with the Word of God. A Pastor, by virtue of his position, is an elder and bishop, and therefore must meet the criteria of an elder as outlined in I Timothy 3:1-7; and Titus 1:5-9. These qualifications are detailed in Article III – Section 3.02(a) of these By-Laws.

He shall be in agreement with the Statement of Faith in Article III of this church's Constitution and be willing to abide by the other provisions of the Constitution and By-Laws of the church.

#### **B) DUTIES OF THE PASTOR**

The Pastor shall preach and teach the Word of God in accordance with Ephesians 4:11-12, he shall have the general oversight of the spiritual life of the church, shepherding, leading, feeding, and guiding the people to spiritual growth and service for the Lord Jesus Christ. The Pastor shall be in charge of the church services, and shall administer the ordinances of the church. He shall maintain an active visitation program, provide orientation and instruction for prospective members; and see all members, friends, and children are properly instructed in God's Word. The Pastor shall be a voting member of the Church Board and shall be an ex officio member of all other boards and committees in the church.

The Pastor shall direct and supervise other members of the pastoral staff, delegating responsibility and authority where appropriate, and promoting the effective functioning of the total staff. The Pastor in consultation with the Deacons and Elders shall establish priorities in the ministries.

He shall abide by the Word of God in his life, teaching, and preaching, taking great care in all his conduct so as to be esteemed a man of respect in the congregation and community.

#### **C) CALLING THE PASTOR**

When the election of a Pastor becomes necessary, the Church Board shall select a Pastoral Search Committee whose duty it shall be to take suitable means to determine the fitness of any candidate under consideration and to make a recommendation to the church. The Pastoral Search Committee shall find and present a qualified man to the congregation as a candidate. The candidate shall have the opportunity to preach at one or more church service(s) in coordination with those in charge of pulpit supply. The candidate shall be interviewed by the Church Board. When the candidate is selected by the Pastoral Search Committee as the preferred choice from others that have applied as candidates, he shall be invited back to preach again, and along with his wife and children living at home, meet with the congregation in an informal question and answer session. After all of the above takes place, a special church business meeting shall be called to vote on the recommended candidate.

A Pastor shall be elected by a three-fourths vote of the church members present and voting, at a meeting for which a call has been given at the regular Sunday worship service on two successive preceding Sundays. The Church Board shall immediately notify the pastor-elect of the action of the church and upon his affirmative reply make arrangements for his moving and installation. Upon installation, the Pastor and his wife shall automatically become members.

## **D) TERMINATING THE PASTOR**

The Pastor shall be engaged for an indefinite period. Should the Pastor desire to terminate his engagement, he may do so by giving the church two months' advance notice. Whenever dismissal proceedings may be in order against the Pastor on the grounds of the qualifications of Pastor, he shall be given the opportunity to appear before the deacons and elders in his own defense. Should two-thirds of the deacons and elders vote in favor of dismissal, the Pastor shall be relieved of pastoral duties until the congregation votes on the issue. If a majority of the congregation favors the dismissal, the pastor shall be removed from office immediately. After removal from office, the church shall continue its financial obligation to the Pastor for the period of thirty days.

## **SECTION 3.02 – ELDERS**

### **A) QUALIFICATIONS**

Anyone holding the position of Elder shall be a man of unquestionable character, living a life in accordance with the Word of God. He must meet the criteria outline in I Timothy 3:1-7; and Titus 1:5-9. He shall be in agreement with the Statement of Faith in Article III of this Church's Constitution and be willing to abide by the other provisions of the Constitution and By-Laws of the church.

An Elder Must Be:

- 1) A man who demonstrates his faith by the way he lives (Hebrews 13:7)
  - Has a good grasp of biblical doctrine (I Timothy 4:16)
  - Is able to use appropriate Scriptures to explain the Statement of Faith in Article III of the church Constitution (I Timothy 4:16)
  - Is able to instruct others by appropriately applying Scriptures to life situations (Romans 15:14)
- 2) A proven leader
  - Willing and able to direct and exercise authority in the church
  - Willing and able to correct, rebuke and encourage others (II Timothy 4:2)
  - Willing and able to confront in love (Titus 3:10)
- 3) A man with a good reputation
  - Blameless (I Timothy 3:2; Titus 1:6-7)
  - A good testimony in the world (I Timothy 3:7)
  - Of good behavior (I Timothy 3:2)
- 4) A man with self-control
  - Self-controlled (Titus 1:8)
  - Not given to drunkenness (I Timothy 3:3; Titus 1:7)
  - Not quarrelsome (I Timothy 3:3)
  - Not self-willed (Titus 1:7)
  - Not quick tempered (Titus 1:7)

## **A) QUALIFICATIONS (CONTINUED)**

- 5) A man with godly values
  - Not greedy for money (I Timothy 3:3; Titus 1:7)
  - Not covetous (I Timothy 3:3)
  - A lover of what is good (Titus 1:8)
  - Holy (Titus 1:8)
  
- 6) A man with a loving heart
  - Gentle (I Timothy 3:3)
  - Hospitable (I Timothy 3:2; Titus 1:8)
  - Temperate (I Timothy 3:2; Titus 1:7)
  
- 7) A man with a healthy home
  - Husband of one wife (I Timothy 3:2; Titus 1:6)
  - Manages his house well (I Timothy 3:4)
  - Children are obedient and respectful (I Timothy 3:4; Titus 1:6)
  - An elder's wife shall be:
    - Worthy of respect (I Timothy 3:11)
    - Not a slanderer (I Timothy 3:11)
    - Sober-minded (I Timothy 3:11)
    - Trustworthy in everything (I Timothy 3:11)
  
- 8) A man with a mature faith
  - Not a novice (I Timothy 3:6)
  - Holding fast the faithful Word (Titus 1:6)
  - Able to exhort (Titus 1:9)
  - Able to teach (I Timothy 3:2)

## **B) NUMBER OF ELDERS**

There shall be at least 3 Elders (including the pastor(s)), providing qualified church members can be found. This number may be added to as deemed necessary. Candidates for elder shall originate from the Church Board and then go through the process of ordination to become an elder.

## **C) PROCESS OF ORDINATION OF ELDERS**

For those who aspire to Elder, the overarching qualification of being “above reproach” will be considered as well as the categories of the moral character, home life, spiritual maturity and public reputation of a Godly leader (I Timothy 3; Titus 1). Below is the process of examining an aspiring Elder:

- 1) Each aspiring Elder should fulfill and practice the qualifications described in I Timothy 3 and Titus 1.
- 2) Each aspiring Elder will write a personal Doctrinal Statement with supporting Scriptures on the following (with guidance and assistance from the Pastor, if needed):

## **C) PROCESS OF ORDINATION OF ELDERS (CONTINUED)**

- Bibliology – Revelation, Inspiration, Illumination, Authority, Interpretation, and Sufficiency of Scripture
- Theology Proper – Incomprehensibility and Knowability of God; Triunity of God; Nature of God – Attributes
- Christology – Eternality; Deity; Incarnation; Impeccability; Kenosis; Death and Resurrection; Current Ministry of Christ
- Pneumatology – The Person and Work of the Holy Spirit
- Angelology – Angels, both holy and fallen
- Anthropology – Original state of man; the fall of man; the total depravity of man; the makeup of man
- Hamartiology – Origin of sin; Nature of sin; Effects of sin
- Soteriology – God’s sovereignty in salvation; Human responsibility and faith; Justification; Sanctification; Perseverance of the saints; Extent of atonement
- Ecclesiology – Formation of the universal church; Local church; Ordinances; Offices
- Eschatology – The rapture; Tribulation; Second coming; Millennium

3) Upon completion this personal Doctrinal Statement will need to be defended by the candidate before a panel of trusted pastors (an informal ordination)

## **D) DUTIES OF THE ELDERS**

The Elders Shall:

- 1) Meet together regularly to pray and discuss plans, issues, victories, and problems in the spiritual life of the church.
- 2) Lead, shepherd and oversee the spiritual life of the church, not lord it over others but be godly examples to the church. (I Peter 5:1-3)
- 3) Pray for the sick. (James 5:14)
- 4) Teach the Word of God when called upon by the Pastor(s).
- 5) In conjunction with the Deacons, carry out the responsibilities of the Church Board as described in Article III – Section 3.10 of this constitution.
- 6) In consultation with the Pastor provide for pulpit supply in the pastors’ absence, making sure each service is supervised by them, or someone selected by them.
- 7) Be consulted on and approve all speakers and groups desiring to speak or meet at the church.
- 8) Be responsible for all programs conducted at the church. They can delegate responsibility for such programs as necessary.
- 9) Warn, correct, rebuke, and apply church discipline as necessary.
- 10) With the deacons, exercise all powers necessary for dissolution of the church corporation, if such action is mandated by a vote of the church membership.
- 11) Assist with any other duties that the Pastor deems appropriate.

## SECTION 3.03 – DEACONS

### A) QUALIFICATIONS

The qualifications for Deacons are listed in Acts 6:3-4 and I Timothy 3:8-12. He shall be in agreement with the Statement of Faith in Article III of this Church's Constitution and be willing to abide by the other provisions of the Constitution and By-Laws of the church.

A Deacon Must Be:

- 1) A man with a good reputation
  - Known to be full of the Spirit and wisdom (Acts 6:3-4)
  - Worthy of respect (I Timothy 3:8)
  - Sincere (I Timothy 3:8)
  - Examined and proven (I Timothy 3:10) – a member for a minimum of one year.
- 2) A man with self-control
  - Not indulging in much wine (I Timothy 3:8)
  - Not pursuing dishonest gain (I Timothy 3:8)
  - Keeping hold of the deep truths of the faith with a clear conscience (I Timothy 3:9)
- 3) A man with a healthy home
  - Husband of one wife (I Timothy 3:12)
  - Manages his children and his household well (I Timothy 3:12)

### B) NUMBER OF DEACONS

There shall be at least 3 Deacons. This number may be added to as deemed necessary. The ratio should be at least one Deacon for thirty members. One-third of the Deacons are to be elected at each Annual Business Meeting to serve for a period of three years. The Nominating Committee shall present to the church membership candidates for the vacant positions.

### C) DUTIES OF THE DEACONS

In Acts 6:1-7, the first deacons were chosen by the church to perform tasks in order to free pastors/elders for prayer and ministry of the Word of God.

The Deacons shall:

- 1) In conjunction with the Elders, carry out the responsibilities of the Church Board as described in Article III – Section 3.10 of these By-Laws
- 2) Assist with administration of the ordinances of Baptism and Communion
- 3) Assist the Church Board by performing the following functions:
  - The Deacons shall keep in trust all property and arrange for repairs and improvements.
  - They shall make an annual inspection of the property and be responsible for the upkeep and management of the same.

### **C) DUTIES OF THE DEACONS (CONTINUED)**

- 4) Administer the following Helps Ministries with assistance from their wives or others as necessary:
  - Administer benevolence funds as appropriate (Acts 11:27-30)
  - Communicate emergency prayer needs through mass email.
  - See that any special needs (e.g. meals for the sick) are met in a timely fashion.
  - Facilitate hospitable welcoming for visitors and guests.
  - Manage special events (e.g. special dinners and outreach events).
  - Manage the scheduling and usage of church vehicles and equipment.
  - Manage the upkeep and cleaning of church facilities.
  - Order books, tracts and other church supplies.
- 5) Assist with any other duties that the Pastor deems appropriate.

### **D) MID-TERM REPLACEMENT OF A DEACON**

In the event that the term of a Deacon is prematurely terminated (a death, relocation, personal reasons, etc.), the Church Board will prayerfully appoint a qualified man for the remainder of that fiscal year.

### **SECTION 3.04 – DEACONESSSES**

As needed Deaconesses will be appointed by the Church Board to help carry out the functions deem necessary.

A Deaconess Must Be:

- 1) Worthy of respect (I Timothy 3:11)
- 2) Not a slanderer (I Timothy 3:11)
- 3) Sober-minded (I Timothy 3:11)
- 4) Trustworthy in everything (I Timothy 3:11)

### **SECTION 3.05 – TREASURER**

The Treasurer must be a member and shall be elected at the Annual Business Meeting of the church.

The Treasurer Shall:

- 1) Pay all bills as authorized by the Church Board.
- 2) Keep proper records of all transactions.
- 3) Present written reports which are to be included in the minutes of all Business Meetings and when requested by the Church Board. The Treasurer's records shall be the property of the church.

### **SECTION 3.06 – FINANCIAL SECRETARY**

The Financial Secretary must be a member and shall be elected at the Annual Business Meeting of the church.

The Financial Secretary or Designated Appointee Shall:

- 1) Shall receive and count all moneys in the presence of another member.
- 2) Deposit the receipts in the proper bank accounts.
- 3) Turn over to the Treasurer a statement of such deposits.

The Financial Secretary Shall:

- 4) Keep a record of the contributions of individuals, which are given through the church.
- 5) At the end of the year each contributor should received an accurate statement of their giving.

## **SECTION 3.07 – SECRETARY**

The Secretary must be a member and shall be elected at the Annual Business Meeting of the church.

The Secretary Shall:

- 1) Keep the minutes of all congregational Business Meetings.
- 2) Keep the membership roll in order.

## **SECTION 3.08 – SUNDAY SCHOOL SUPERINTENDENT**

As needed a Sunday School Superintendent shall be nominated by the Nominating Committee and the church will elect the Superintendent at the Annual Business Meeting.

The Sunday School Superintendent Shall:

- 1) Coordinate the Sunday School
- 2) Chair the Sunday School Council, which shall be composed of the class teachers.
- 3) Alongside the Sunday School Council and the Pastor help to plan and promote the various activities of a well-rounded program of Christian education.

## **SECTION 3.09 – MODERATOR**

The Church Board shall appoint a Moderator.

The Moderator or in the Absence of the Moderator, a Person Selected by the Church Board or Pastor Shall:

- 1) Conduct all church Business Meetings.

## **SECTION 3.10 – CHURCH BOARD**

### **A) MEMBERSHIP**

The Church Board consists of all Pastors/Elders and Deacons who meet monthly to conduct the business of the church. The Church Board shall elect the Church Board Chairman, Vice-Chairman, and Secretary who will, with the Treasurer, perform the functions of corporate officers (Trustees) in accordance with New York State laws. These Board officers must be communicated to the congregation annually at a business meeting. The Church Board meeting minutes must be taken by the elected secretary and kept on file at the church office.

### **B) DUTIES OF THE CHURCH BOARD**

The Church Board Shall:

- 1) Promote the growth of the church.
- 2) Strive to lead the unsaved to Christ.
- 3) Care for the sorrowing, the sick and the needy.
- 4) Consider prayerfully and interview all applicants for church membership, and shall recommend applicants for membership to the church prior to the church membership voting on such candidates.
- 5) Encourage faithful giving and spiritual growth of the congregation.

## **B) DUTIES OF THE CHURCH BOARD (CONTINUED)**

- 6) Aid members through prayer, contact and such godly counsel as they may have occasion to give. A portion of the membership will be assigned to each Church Board member by the Pastor(s) for this purpose.
- 7) Be responsible for preparation of the budget and see that accurate financial records are kept. The Church Board shall be authorized to make a single expenditure to create an indebtedness of not more than \$5,000 on any specific item without the authorization of the church in a business meeting (except in the case of an emergency).
- 8) Not sell or encumber the real estate or other property of the church unless authorized to do so by a two-thirds vote of qualified members at the meeting of the church called for the purpose of considering such a transaction. Such a meeting of the church must be called in accordance with the provisions of the State of New York, which govern the selling, or encumbering of church property.

## **ARTICLE IV – COMMITTEES**

### **SECTION 4.01 – NOMINATING COMMITTEE**

The Nominating Committee shall consist of five members; two from the Church Board, two from the church at large, and the Pastor.

#### **A) QUALIFICATIONS**

Each member of this committee must be an active member of the church.

#### **B) SELECTION**

The members of this committee shall be elected at the Annual Business Meeting for a term of one year.

#### **C) FUNCTION**

This committee is responsible for presenting nominations to the congregation by December 15 for Elders, Deacons, Treasurer, Financial Secretary, and Sunday School Superintendent.

#### **D) ORGANIZATION**

The Pastor or Church Board Chairman shall schedule the first meeting at which a Nominating Committee Chairman shall be elected.

### **SECTION 4.02 – MISSIONS COMMITTEE**

The Missions Committee will be comprised of at least three church members, the Pastor and one member of the Church Board.

#### **A) QUALIFICATIONS**

Each member of this committee must be an active member.

#### **B) SELECTION**

The members of this committee shall be appointed by the Church Board.

#### **C) FUNCTION**

This committee is responsible for presenting nominations at the Annual Business Meeting for missionaries. This committee will also receive and post communication from our church missionaries. This committee will also ensure regular communication to our missionaries on behalf of our church.

#### **D) ORGANIZATION**

The Church Board will select their Missions Committee representative, who will also chair the Missions Committee.

## **SECTION 4.03 – PASTORAL SEARCH COMMITTEE**

The Pastoral Search Committee shall have five members, consisting of men and women; two of whom will be from the Church Board. This committee shall be established at a church Business Meeting whenever it is necessary to engage a new Pastor.

### **A) QUALIFICATION**

Each member of this committee must be an active member.

### **B) SELECTION**

The members of this committee shall be appointed by the Church Board at a special Church Board meeting.

### **C) FUNCTION**

The Pastoral Search Committee shall find and present qualified men to the congregation as candidates for Pastor according to the procedures specified in the By-Law, Article III, Section 3.01 (C) “Calling/Terminating the Pastor”

### **D) ORGANIZATION**

The Pastor or Church Board Chairman shall schedule the first meeting which a Pastor Search Committee Chairman shall be elected.

## **SECTION 4.04 – CONSTITUTIONAL COMMITTEE**

The Constitutional Committee shall consist of at least three members. This committee shall be established at a church Business Meeting whenever it is necessary to complete or revise the Church Constitution and By-Laws.

### **A) QUALIFICATIONS**

Each member of this committee must be an active member.

### **B) SELECTION**

The members of this committee shall be appointed by the Church Board.

### **C) FUNCTION**

The committee shall prepare recommended additions and revisions to the Constitution and By-Laws as required. These additions/revisions must be printed and distributed to the entire active membership for review at least two weeks before the Business Meeting at which they will be submitted for church approval.

### **D) ORGANIZATION**

The Pastor or Church Board Chairman shall schedule the first meeting at which a Constitution Committee Chairman shall be elected.

## **ARTICLE V – FINANCIAL POLICY**

### **SECTION 5.01 – FUNDING**

Calvary Bible Church’s firm believe is that our Lord Jesus Christ will provide for this church, established and built upon Himself. It shall be funded by the tithes and offerings of its membership and such other funds as the Lord provides. Fees may be charged for special conferences or events. Offerings will always be counted by two members of the church (one preferably being the Financial Secretary) and the amount recorded, date and signed by both.

## **SECTION 5.02 – FISCAL YEAR**

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

## **SECTION 5.03 – SPENDING**

Members of the Church Board may authorize expenditures within the Annual Budget as agreed upon by the congregation at the Annual Business Meeting. Off-budget items may be authorized by the Church Board up to a maximum of \$5,000 per specific item without the authorization of the church in a Business Meeting (except in the case of an emergency).

## **SECTION 5.04 – AUDITING**

The Church Board will request audits as they deem necessary, to be performed by an independent auditor selected by the Church Board.

## **ARTICLE VI – MISSIONS OUTREACH**

God desires to bless people from every nation, irrespective of their language or racial heritage (Genesis 12:3), by bringing them back into a proper relationship with Himself. God uses His family (Acts 3:25) to do that. We, as part of God's family (Galatians 3:8), have a responsibility to be obedient to Christ's Great Commission to spread His Gospel to every part of the world (Matthew 28:18-20; Mark 16:15; Luke 24:45-49; John 17:18; Acts 1:8, 2:39, 13:46-47, 28:28; Romans 1:14-16, 10:18; II Corinthians 5:20, 10:16, 22; I Thessalonians 2:4; Psalm 49:6, 52:10, 66:18-19, 96; Isaiah 6:8). We believe this is our corporate responsibility as workers together and our personal responsibility as individual Christians (II Corinthians 6:1). This will be accomplished by our direct and personal involvement with missions through prayer (II Corinthians 1:11) and financial support in the form of the tithes and offerings for the various ministries of this church (I Corinthians 16:1-2).

### **SECTION 6.01 – PHILOSOPHY OF MISSIONS**

We view our missionaries as an extension of Calvary Bible Church. Therefore, our relationship with our missionaries is intimate.

### **SECTION 6.02 – MISSIONS POLICY DOCUMENT**

The Missions Policy Document provides consistent and homogeneous direction for the Calvary Bible Church missions program. It details the vision, purpose, operational practices and procedures to be utilized as we fulfill our part in building God's Kingdom through missions outreach. As such, it is dynamic in nature; thus, regular review of its effectiveness to ensure good stewardship in our missions outreach is essential. Exceptions or modifications to this Missions Policy Document require approval of the Church Board.

### **SECTION 6.03 – RESPONSIBILITY**

The Pastor along with the Missions Committee shall be responsible for the administration of the church missions program. They shall be assisted by the church staff and the Church Board as needed. The Missions Committee shall make recommendations to the congregation regarding the support levels for all missionaries. These recommendations will be voted upon during the regularly scheduled church business meetings or any other special meeting called by the Church Board.

## **SECTION 6.04 – CRITERIA FOR SUPPORTING MISSIONARIES**

Calvary Bible Church will support missionaries who are affiliated with Mission Boards of a similar doctrinal position with Calvary Bible Church. Any Mission Board seeking or receiving Calvary Bible Church support will be thoroughly investigated regarding their Board's doctrine, principles and practices to determine that they are in alignment with ours. Support for missionaries not affiliated with a missions board will be the exception and not the rule, and will require a vote by the congregation. A change of board affiliation by a missionary will require a review by the Missions Committee to determine if support will continue. The Missions Committee will make a recommendation to the congregation regarding continued support levels in accordance with the Missions Policy Document.

In determining financial support levels, increases, decreases, suspensions, terminations, etc., the Missions Committee will consider the following: financial need, association with Calvary Bible Church, marital status, family size, location of ministry, type of ministry, economics of the area, possibilities for support gathering, and other criteria deemed relevant.

## **SECTION 6.05 – MISSIONS BUDGET**

The church's Missions Budget is that portion of the Calvary Bible Church's general fund designated for missions. The foundation of the Missions Budget is undesignated giving (tithes and offerings). All giving designated to the Missions Budget shall be deposited into the church general fund. However, any monies designated for a specific missionary (or organization) will go directly to them. This is over and above the church's agreed, annual budgeted amount.

The Missions Budget will be recommended by the Church Board and voted upon at the Annual Church Business Meeting by the church membership. The approved Missions Budget will then be administered by the Missions Committee along with the church Treasurer.

## **ARTICLE VII – AMENDMENTS**

These By-Laws may be amended by a three-fourths majority vote of the active members present at any regular scheduled or special-scheduled business meeting, providing there is a quorum present. Notice of such proposed changes must be made in writing to every active member of the congregation at least two weeks before the meeting.