

The By-Laws of Calvary Baptist Church
Show Low, Arizona

ARTICLE 1 - ROLES IN THE CHURCH

Section 1 – The Leadership Body

The leadership body shall be made up of the Pastors, Elders and Deacons who shall meet together as is necessary to execute the responsibilities of the leadership body or for the purpose of disseminating information between the leaders. Meetings shall be called by the Senior Pastor. The leadership body shall have the power to buy, sell, mortgage, lease or transfer real property subject to the vote of the church. The leadership body shall have the right to engage or dismiss a paid employee of the church. The office of Senior Pastor and Associate Pastor(s) are not considered to be a "Paid Employee". The leadership body shall recommend the salary and raises of the Pastors for a church vote. The leadership body has the power to call church meetings following the proper protocol found in these by-laws. The leadership body shall appoint two (2) men each year to be the official representatives of the Church and will designate such as "trustees".

A - The Senior Pastor

The Senior Pastor shall give himself primarily to the ministry of preaching, teaching, and care for the spiritual needs of the congregation. He shall be responsible for the training of all new members in special session at whatever time he deems most advisable and profitable. He shall be available for counseling and calling, which would include individual and family counseling and pastoral care to families. It shall be the privilege of the Senior Pastor to review all commissions and subordinating organizations as to their proper function in the local body of Christ. He shall be an *ex-officio* member of all commissions and may call any body or any commission together at any time. He shall be a member of the elder body. He, in agreement with the leadership body, may call the church together for special business.

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B – Associate Pastors

Associate Pastors must be particularly gifted and called to the full-time ministry of preaching and teaching. In the absence or incapacity of the Senior Pastor for defined periods of time (such as sabbatical or illness), the Associate Pastor(s) shall assume the responsibility for his duties under the oversight of the Elders.

C – Lay Pastors

Lay pastors must be gifted and called to the ministry of preaching and teaching. Lay pastors fulfill a specific need or role in a part-time volunteer position. Lay Pastors shall be under the oversight of the Elders.

D – Elders

Elders must be a member of the church for at least one (1) year, and a professing Christian for at least five (5) years, and have demonstrated a mature Christian life and proven character. Elders shall meet regularly to execute their duty of caring for the spiritual needs of the congregation in conjunction with the Senior Pastor. Such responsibilities shall include but are not limited to prayer, teaching, exhortation, visiting the sick, and conducting devotional services. They shall be responsible for the worthiness of all candidates for church membership to ensure they meet all requirements and recommend membership of qualified candidates to the Church. They shall regularly survey the church roll and at any duly-called meeting or the annual meeting submit recommendations to the church regarding necessary revisions. The Elder's wife shall also be of good Christian character and be willing to help her husband in whatever way necessary to perform his duties.

E - Deacons

Deacons must be a member of the church for at least one (1) year, and a professing Christian for at least three (3) years, and have demonstrated a mature Christian life and proven character. Deacons shall meet regularly to execute their duty of caring for the property of the church, minister to widows, visiting the sick, and administration of the benevolence fund. Deacons are to serve the church under the direction of the church leadership. They are authorized to spend up to the annual budgeted amount for routine maintenance under the supervision of the Deacon

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Chairman, but will retain the liberty to spend more than this in emergency repair and replacement of church property without consent of the Church. All donated items become the property of the church and, as such, their use is governed by the deacons.

Section 2 – Other Officers

A - Worship Coordinator

He/she must be a member of the church, a professing Christian for at least three (3) years, and have demonstrated a mature Christian life and proven character. The Worship Coordinator is to possess the necessary abilities to lead the worship of the church through music. He/she will chair the worship commission and head up the worship team as well as coordinate the choirs, musicians, and performers that are involved during the times of musical worship.

B - Treasurer

The qualifications for Treasurer: He/she must be a member of the church, a professing Christian for at least one (1) year, and have demonstrated a mature Christian life and proven character. He/she must have demonstrated ability in accounting skills. The Treasurer shall receive a report from the Financial Secretary of all funds contributed and shall disburse the same as directed by the leadership body. He/she shall present a written report of itemized disbursements at the regular business meetings showing the actual financial condition of the church.

C - Financial Secretary

The qualifications for Financial Secretary: He/she must be a member of the church, a professing Christian for at least one (1) year and have demonstrated a mature Christian life and proven character. He/she must have demonstrated ability in accounting skills. It is the financial secretary's express duty to audit all monies of the church after they have been counted and recorded on standard record slips by the Deacons. A record of the counting shall be kept by the Financial Secretary with copies given to the Treasurer, church office, and Senior Pastor. The Financial Secretary will keep an accurate set of books which record the names

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and amounts of all known donations, and will send out statements at the end of the year to the givers of record.

D - Clerk

The qualifications for Clerk: He/she must be a member of the church, a professing Christian for at least one (1) year, and have demonstrated a mature Christian life and proven character. He/she must have demonstrated ability in secretarial skills and have some knowledge of parliamentary law. The Clerk shall keep a record of the proceedings of the church and shall have charge of all documents, papers, and letters except as otherwise provided. The Clerk shall issue letters of dismissal and recommendation. He/she shall keep a register of the church membership.

E - Chief Usher

The qualifications for Chief Usher: He must be a member of the church, a professing Christian for at least one (1) year, and have demonstrated a mature Christian life and proven character. The Chief Usher shall be responsible for maintaining proper order in the sanctuary during worship. He shall see to the seating of the congregation at all regular meetings of worship, and he shall see that offerings are taken as directed by the leadership body. He shall have the right to appoint any such assistants as needed, and he is directly responsible to the Senior Pastor and the Deacon Chairman.

F - Bible Fellowship Director

The qualifications for Bible Fellowship Director: He/she must be a member of the church, a professing Christian for at least three (3) year, and have demonstrated a mature Christian life and proven character. The Bible Fellowship Director shall approve all Bible Fellowship teachers, Directors of Vacation Bible School and Bible clubs, and all other advisors and leaders involved in teaching that are not under the direct supervision of a Pastor. The Bible Fellowship Director shall review all educational interests of the church to ensure doctrinal agreement with the church. The Bible Fellowship Director shall promote study classes for the training of workers and appoint and create the organization for the Sunday Morning classes.

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G - Building Superintendent

The qualification for Building Superintendent: He/she must be a member in good standing, faithful to the life and ministry of Calvary Baptist Church. The Building Superintendent shall have demonstrated an ability in the general maintenance and oversight of facilities and equipment. He/she shall be selected by the congregation each year.

Section 3 – The Congregation

It is the responsibility of the membership to examine closely who should or who should not be in positions of authority and leadership (Acts 6:1-6), to be discerning about what is taught (Acts 17:11), and to participate in decisions dealing with finances and other monumental importance (1 Cor. 16:3, 2 Cor. 8-19). Assemblies are to discipline their own members (Math. 18:15-17, 1 Cor. 5:1-5), commission their own missionaries (Acts 13:1-3), and provide accountability in ministry efforts (Acts 14:27). The congregation is to: submit to the elders in the area of spiritual leadership and church ministry (Heb. 13:7,17); submit to the Deacons in the areas of the physical sphere of ministry; submit to lay leaders, leading in the areas of their ministry strengths and giftedness (Eph 5:21).

ARTICLE 2 – COMMISSIONS

Section 1 - Nominating Commission The Nominating Commission shall post the nominations for congregation appointed positions four weeks before the annual meeting of the church. All other persons nominated must be contacted and permission obtained and posted two weeks before the annual meeting of the church. Nominations for Deacons/Elders must be approved by the Nominating Commission.

Section 2 - Pulpit Commission It shall be the responsibility of the Pulpit Commission to present candidates to the church to fill the office of Senior Pastor. Only one candidate may be presented at a time, and he must be voted upon before another candidate is considered. They shall present in writing to the church the name of one candidate at a time and only such as they are unanimously agreed upon as a desirable candidate.

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Section 3 - Missions Commission The responsibilities of the Missions commission shall be to:

1. Plan ahead and coordinate the yearly Missions Convention in conjunction with the Leadership Body.
2. Make recommendations to the church for all allocation of mission funds.
3. Maintain communication with missionaries supported by the church.

Section 4 - Worship Commission The responsibilities of the Worship commission shall be to:

1. Glorify God through the administration of music in the total music program of Calvary Baptist Church.
2. Appoint the pianist, the organist, musical director and choir leader with the approval of the Leadership Body.
3. Purchase music for the choir and the Church.

Section 5 - Finance Commission The responsibilities of the Finance commission shall be to:

1. Prepare a yearly Church budget.
2. Present the budget for adoption by the Church at the Annual Meeting.
3. Have charge of the Church's financial affairs, always subject to the Church and to the regulations prescribed by the laws of the State of Arizona.
4. Set sound financial policy and monitor adherence to it.

Section 6 - Auditing Commission The responsibilities of the Auditing commission shall be to:

1. Audit the books of the Treasurer of the church.
2. Present a report to the church at the first business meeting of the year.

ARTICLE 4 - SUBORDINATE ORGANIZATIONS

Section 1 The Church shall have power of general oversight and control of all subordinate organizations.

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Section 2 The head of each organization shall be responsible for their organization.

Section 3 The heads of these organizations shall be members of this Church in good standing.

Section 4 Any subordinate organization desiring the use of church property for any except their regular services shall arrange for same with the Property Deacon. Any member desiring to use the church property for any reason other than meeting of subordinate organizations shall secure permission from the Deacons and pay a fee for such use. Fee schedules for the use of any and all church properties shall be set by the Deacons, with separate schedules for members and non-members. Gratuities for the custodian shall not be included in the fee schedules.

Section 5 Subordinate organizations shall disburse all their funds through the church Treasurer.

ARTICLE 5 - BUSINESS MEETINGS AND ORDINANCES

Section 1 The annual business meeting shall be held on a date to be selected by the leadership body on or around the end of January and announced to the congregation at least one month prior to the date. Other business meetings may be called with proper notice by the leadership body during the year as business arises that requires the consent or advice of the church. Proper notice for other business meetings requires two (2) weeks of notice (such as the weekly bulletin, from the pulpit, or by way of written notice). Special meetings involving the sale or purchase of property, the calling or dismissal of Pastors, the amending of our Constitution, shall require written notice at least one (1) week (7 days) prior to the meeting. Special meetings for matters determined serious enough by the leadership body may be called by written notice at least 3 days before the meeting.

Section 2 At all business meetings, a quorum shall consist of one-tenth (1/10) of the active church membership; however, the leadership body may determine when a quorum shall consist of 51% when not otherwise stated in the By-Laws.

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ARTICLE 6 - FUND-RAISING

Section 1 It shall be the policy of this church that no individual or organization shall engage in any activity on or off Church properties, and in the name of the church, that:

1. Would in any way suggest the raising of funds that circumvents God's plan of giving.
2. Would suggest to people giving to the activity that they are endearing themselves to God, and therefore, promoting works as a means of salvation.
3. Would allow for selling or trading for personal profit.

Section 2 Any fund-raising project must first be presented to the leadership body for approval of the means and cause of the fund-raising effort.

Article 7 - Concerning Church Discipline and Restoration **(Biblical accountability to Godly behavior)**

Section 1 - The Four Steps of Church Discipline:

1. Admonition/Correction by a single individual.
 - a. When the problem involves one believer sinning against another the goal must be reconciliation and restoration. The person who has been offended should first individually approach the offender seeking reconciliation and restoration.
(Matt 18:15, Matt 5:23-24)
 - b. When the sin of a believer is witnessed by another believer they are to lovingly admonish and correct with the purpose of restoration (and reconciliation if the sin was against the witness).
(Gal 6:1)
2. Collective attempt of admonition/correction. If the individual attempt at reconciliation and/or restoration is unfruitful the first person to confront as well as one to two members of the Leadership Body are scripturally required to go to the sinning party. (Matt 18:16-17, I Tim 5:19, II Tim 4:2, I Thess 5:12-13, Tit 2:15, 3:10)
3. Admonition/correction from the entire Church. If the collective attempt at reconciliation and/or restoration is unfruitful the sin is presented before the church for the call of repentance

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and reconciliation. (II Thess 3:14-15, Matt 18:17, I Tim 5:20, I Cor 5:9-13)

4. Disassociation/disfellowship. If the sinning party refuses to heed the call of the church to repentance and reconciliation it is the responsibility of the church to remove the individual(s) from intimate fellowship and revoke their membership. (II Cor 2:6, I Cor 5:4, Matt 18:18-19, II Thess 3:14-15)

After disassociation/disfellowship the church shall notify other like-minded congregations concerning the action (not the reason) for the discipline. (Rom 16:17, II Jn 1:9-11, I Cor 5:9-13, II Tim 3:1-5)

In cases where a sin involves a transgression that is against the whole body or if it is a threat to the unity of the Church the Leadership Body may move directly to admonition and correction from the Church.

Section 2 - Procedures for Restoration:

1. For restoration to the Church body there must be genuine repentance which is evidenced by actions and attitudes. The repentant person(s) must:
 - a. Freely acknowledge the sin.
 - b. Cease the activity for which discipline was administered.
 - c. Make restitution and/or ask for forgiveness from those hurt as applicable.
 - d. Demonstrate a genuine change of heart and a real concern and godly sorrow over the actions, not in order to be forgiven, but because of the harm caused to the glory of God and the hurt caused to others.
 - e. Demonstrates a yielding to the Spirit so that His fruit is manifested. (I Jn 1:9, Prov 28:13, Gal 6:1, Jam 5:19-20, Phil 18-19, Matt 5:23-24, II Cor 7:8-11, Ps 51:17, Gal 5:22)
2. The role of the believer(s) is to show Christ's love by reaching out to them, with support, encouragement, exhortations and challenges to spiritual maturity. (II Cor 2:7-8, Lk 22:31-32, Heb 10:24)

ARTICLE 8 – AMENDMENTS

The By-Laws may be amended by two-thirds (2/3) vote of the church members present at any business meeting where a quorum is present.

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ARTICLE 9 - CONCLUSION

In conclusion, we state this church was organized as an autonomous BAPTIST CHURCH, and shall remain the same until Jesus comes.

ARTICLE 10 - DISSOLUTION

In case this church ceases to function as a church, all real property, including all finances, shall be given to the Southwest Conservative Baptist Association, or it's successor organization qualifying as a non-profit corporation under Section 501 (c)(3) of the Internal Revenue Code, as amended.