



CALVARY  
MEMORIAL  
CHURCH

# CALVARY MEMORIAL CHURCH

## Constitution & Bylaws - 2016

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## **NAME**

The name of this organization shall be Calvary Memorial Church of Oak Park, Illinois (Calvary Memorial Church).

## **COVENANT**

Having been brought by divine grace to embrace the Lord Jesus Christ and to give ourselves wholly to Him, we do now solemnly and joyfully covenant with each other to walk together in Him with brotherly love to His glory as our common Lord.

We do, therefore, in His strength promise:

That we will commit to private and family worship and conscientiously train our children and bring them up in the nurture and admonition of the Lord;

That we will be careful to encourage each other in the faith and service of our Lord Jesus Christ;

That as we are the light of the world and the salt of the earth, we will seek God's help to enable us to deny ungodliness and every worldly lust and to walk circumspectly in the world that we may win the souls of many;

That we will cheerfully contribute of our means, as God has prospered us, for the support of a faithful and evangelical ministry among us, for the benefit of the poor, and for the spread of the gospel over all the earth;

That we will in all conditions, even unto death, strive to live to the glory of Him who has called us out of darkness into His marvelous light.

*“Now may the God of peace who brought again from the dead our Lord Jesus, the great shepherd of the sheep, by the blood of the eternal covenant, equip you with everything good that you may do his will, working in us that which is pleasing in his sight, through Jesus Christ, to whom be glory forever and ever. Amen.”*

*Hebrews 13:20-21*

## **ARTICLE I — Articles of Faith**

The Articles of Faith express the basic theological beliefs of Calvary Memorial Church. They represent the teaching position of this church and are the basis for the theological qualification of our Pastor, pastoral staff, Elders, deacons, Sunday School teachers, and the missionaries supported by this church.

### **A. The Scriptures**

We believe that the Scriptures, both Old and New Testaments, are the inspired Word of God and are therefore without error in the original writings. We further believe that this inspiration is not in different degrees, but extends equally and fully to all parts of the Bible: historical, poetical, doctrinal and prophetic. We, therefore, believe in the absolute authority of the Bible in all matters of faith and practice.

John 10:35; II Timothy 3:16, 17; II Peter 1:21.

### **B. The True God**

We believe in one living and true God who is the Creator of heaven and earth; who is eternal, almighty, unchangeable, infinitely powerful, wise, just and holy.

We believe that the one God eternally exists in three Persons: the Father, the Son, and the Holy Spirit; and that these three are one God, co-equal and co-eternal, having precisely the same nature and attributes, and worthy of precisely the same worship, confidence, and obedience.

Matthew 3:16, 17; Matthew 28:19, 20; Mark 12:29; John 1:14; Acts 5:3, 4; II Corinthians 13:14.

### **C. God the Father**

We believe in God the Father, Creator and Sustainer of all things, perfect in holiness, wisdom, power and love. We believe that He concerns Himself mercifully in the affairs of men; that He hears and answers prayer; that He sent His Son into the world; that He saves from sin and death all who come to Him through His Son, the Lord Jesus Christ.

Genesis 1:1; Psalms 7:9; Matthew 5:48; John 3:16; Acts 13:17-25; Acts 14:15-17; Acts 17:24-28.

### **D. The Person and Work of Jesus Christ**

We believe in the deity of Jesus Christ, that He was conceived of the Holy Spirit, born of the Virgin Mary, lived a sinless life, and is fully God and fully Man. We believe that our redemption has been accomplished solely by the blood of our Lord Jesus Christ, who was made to be sin, and made a curse for us, dying in our place that we might be forgiven. We believe that He died not only for our sins, but

also for the sins of the entire world. We believe that He was raised from the dead in bodily form and that He ascended into heaven, where He sits at the right hand of God the Father interceding for us.

We believe in the personal, bodily, imminent and premillennial return of our Lord Jesus Christ for His Church and His subsequent millennial reign over restored Israel and the kingdoms of the world.

Luke 1:30-35; 2:7; John 1:1-4; Romans 9-11; Philippians 2:5-11; Colossians 1:13-19; Hebrews 1:1-3; I Peter 3:18; I Corinthians 15:3-7; Hebrews 7:25; Acts 1:11, 15:14-17; I Thessalonians 4:13-18; I John 2:2.

### **E. The Holy Spirit**

We believe that the Holy Spirit is not merely an influence, but a divine Person; that He is the source and power of all acceptable worship and service and is our abiding Counselor and Helper. We believe that the baptism of the Holy Spirit occurs at the moment of conversion and is that act whereby believers are united with Christ as part of His body; that the Holy Spirit permanently indwells all believers in Christ; that He will never depart from the Church nor from the weakest believer; that by His indwelling the believer is enabled to live a godly life.

John 14:16,17; 16:13-15; Acts 1:8; 5:3,4; Romans 8:9; I Corinthians 6:19; 12:13; Galatians 5:22,23.

### **F. The Fall of Man**

We believe that man, although created as an innocent being in the image of God, fell from his high and holy estate through Adam's act of disobedience. As a result, sin entered the human race, leaving mankind subject to the wrath of God, spiritually dead, inherently corrupt, and incapable of pleasing God apart from a work of divine grace. Thus all men are hopelessly lost apart from the salvation that is in the Lord Jesus Christ.

Genesis 1:27; 3:6-24; Romans 5:12, 19; Ephesians 2:13; Romans 3:8-18.

### **G. The Way of Salvation**

We believe that, due to universal death through sin, no one can enter the kingdom of God unless born again, that salvation is only by grace through faith in the shed blood of Jesus Christ, and that all who receive the Lord Jesus Christ through faith are declared righteous by God and thereby become children of God.

We believe the Scriptures teach that regeneration, or the new birth, is that act of God by which the Holy Spirit imparts a new nature and a new spiritual life, not before possessed, and the person becomes a new creation in Christ Jesus. The mind is given a holy disposition and a new desire to serve God, the dominion of sin broken, and the heart transformed from a love of sin and self to a love of holiness and God.

As the believer walks in the power of the Holy Spirit, these new realities become evident in a life characterized by holiness, compassion and zeal.

Ephesians 2:1-10; John 14:6; Acts 4:12; Hebrews 9:22; John 3:1-18; II Corinthians 5:17; I Peter 1:18, 19.

## **H. The Church**

We believe the true Church of Jesus Christ had its historical beginning at Pentecost, that it is composed of all true believers in Jesus Christ, is the body and bride of our Lord, and is distinct from Israel.

We believe that since there is spiritual unity of all believers in Jesus Christ, it is our duty to love one another fervently, endeavoring at all times to keep the unity of the Spirit in the bond of peace.

We believe that the purpose of the church in the world is to glorify God through worship, prayer, teaching of the Word, observance of the ordinances, fellowship, the exercise of our gifts and talents, and the proclamation of the gospel both in our community and throughout the world.

Acts 2:1, 41-47; Romans 12:5; I Corinthians 12:12, 13; I Corinthians 10:32; Ephesians 1:22, 23; 4:3-6; Colossians 1:18; Colossians 3:14-15.

## **I. The Ordinances**

We believe the ordinances of the Church are two in number and constitute a Scriptural means of public testimony for the church in this age. One is that of believer's baptism in the name of the Father, Son and Holy Spirit; and the other is the Lord's Supper.

Matthew 26:27-30; I Corinthians 11:23-30; Matthew 28:19; Acts 16:30-33.

## **J. Marriage and Family**

We believe that marriage was ordained by God at creation as the sacred union of one man and one woman. All sexual relations must therefore be reserved for that union. Christian marriage is a representation of Christ's relationship to His church. We also believe that children are a blessing from the Lord. Thus all human life is sacred and worthy of protection from the moment of conception.

Genesis 1:26-28; 2:24; Psalm 127 & 128; 139:13-16; Matthew 19:1-10; I Corinthians 6:9-11; Ephesians 5:22-33; Hebrew 13:4.

## **K. The Security of the Believer**

We believe that those who have by faith trusted Jesus Christ as Lord and Savior are eternally secure and can never lose their salvation. We further believe it is the privilege of all believers to be assured of their salvation; that this assurance rests not in themselves, but in the promises of God; that the

Scriptures teach that such as are truly regenerate, being born of the Spirit, will not utterly fall away and finally perish, but are kept by the power of God unto the day of salvation. We also believe that the doctrine of eternal security should lead to a life of love, gratitude and obedience to God.

John 6:39; 10:27-29; Philippians 1:6; I Peter 1:3-5; I John 2:19; Romans 11:29.

## **L. Sanctification**

We believe the Scriptures teach that sanctification is the means by which, according to the will of God, we are made partakers of His holiness and that, as we practice our faith and walk in the power of the Holy Spirit, the fruit of the Spirit is manifested in our lives.

Galatians 5:22, 23; Colossians 3:8-12; II Corinthians 3:18; John 17:17; I Peter 3:18; I Thessalonians 3:12, 13; Ephesians 5:26; I Timothy 4:5; Hebrews 10:25.

## **M. Future Reward and Punishment**

We believe that at the moment of death, believers pass immediately into the presence of Christ and remain there in joyful fellowship with Him until the resurrection of the body at His second coming, after which they will be forever with the Lord in glory. We also believe that at the moment of death, the unsaved descend to Hell where they are kept under punishment until their bodies are raised at the final judgment, after which they will suffer everlasting conscious punishment separated from the presence of the Lord.

Acts 17:31; Matthew 25:31-46; II Corinthians 5:8; Philippians 1:23; Revelation 20:11-15; John 14:1-3; 3:16; II Thessalonians 1:7-10; Revelation 21:1-5.

## **ARTICLE II — Ordinances**

We believe the Scriptures teach that there are two ordinances to be observed by the local church: believer's baptism and the Lord's Supper.

### **A. Baptism**

Believer's baptism, as taught in Scripture, is an outward profession of faith by one who has accepted Jesus Christ as Savior and Lord.

Matthew 3:6, 13-16; Matthew 28:19; John 4:1, 2; Acts 9:36-38; Acts 22:16.

Baptism shall be by immersion and shall be administered at such times as shall be arranged by the pastoral staff and Elders. Since baptism is not to be entered into lightly, a committee appointed by the Board of Elders shall interview each person seeking to be baptized and shall determine his or her readiness for baptism.



## **B. The Lord's Supper**

The Lord's Supper, as taught in Scripture, is a remembrance of the atoning death of Jesus Christ, a promise of His imminent return, and a time for serious self-examination by the individual believer.

Mark 14:22-24; I Corinthians 10:16, 17; I Corinthians 11:23-26.

The Lord's Supper shall be observed monthly in a Sunday service and at such other times as determined by the pastoral staff and Elders. Since it is not to be entered into lightly, only believers shall be encouraged to purposefully partake in the Lord's Supper. Those appointed by the Board of Elders will serve the Lord's Supper.

## **ARTICLE III — Membership**

### **A. Eligibility**

To be eligible for membership in Calvary Memorial Church, one:

1. Must have accepted the Lord Jesus Christ as Savior;
2. Must be at least twelve (12) years old;
3. Must accept the Articles of Faith as the teaching position of Calvary Memorial Church and must be willing to submit themselves to such;
4. Must be willing to support and submit to the rules of church government as set forth in this constitution;
5. Must be willing to support this church by faithful attendance and prayer, regular Bible reading, regular financial support, prayerful consideration of any request to serve, and a willingness to be accountable to church leadership;
6. Must complete the membership procedure and be recommended for membership by a committee appointed by the Board of Elders. Final approval for membership must be by a majority vote of the Board of Elders.

### **B. Procedure**

1. A person desiring to unite with this church shall:
  - a. Attend a Membership Class conducted by the Elders and pastoral staff, which shall teach:
    - i. the Articles of Faith;

- ii. this constitution; and
    - iii. principles of membership;
  - b. Submit an Application for Membership to a member of the pastoral staff or an Elder
  - c. Subscribe in writing to the Articles of Faith and Church Covenant;
  - d. Meet with one or more members of the Elders' Membership Committee and give testimony of his or her conversion and Christian experience.
2. Acceptance into the membership of Calvary Memorial Church shall be by approval of the Board of Elders.
3. New members shall be introduced to the congregation at a Sunday worship service.

## **C. Types of Membership**

### **Membership**

Persons accepted into membership in accordance with the above procedures and who are at least eighteen (18) years of age are considered voting members. Only voting members can hold church office. (See Article IV.)

### **Associate Membership**

This category of membership is designed to allow affiliation with Calvary Memorial Church while retaining membership in another church. It shall be limited to missionaries who are supported by Calvary Memorial Church and persons who intend to remain in the area for only a short time. Applicants for associate membership must complete the same requirements as those applying for regular membership. Associate members shall be entitled to vote, but not to hold office. (See Article IV.)

### **Inactive Membership**

Any member who does not attend church services and who, in the discretion of the Board of Elders, shows no interest in the church for a period of one year and who gives no positive response to an inquiry of the Board of Elders within three months regarding such lack of interest shall automatically be transferred to the Inactive List. Members on the Inactive List are not eligible to vote or hold office. They may be transferred back to active membership status by making request of and being approved by the Board of Elders.

## **D. Termination of Membership**

Membership in Calvary Memorial Church will be terminated on the following bases:

1. Personal written request by the member;
2. Transfer of membership to another church (except as provided under Article III, par. C. 2. "Associate Membership");
3. Death of the member;

4. Member remaining on the Inactive List for a period of one year;
5. Church discipline of the member. (See ARTICLE VII.)

## **ARTICLE IV—Government**

The government of this church is vested in its membership and shall be administered through a Board of Elders ("Elders"): men chosen from, elected by, and responsible to the membership.

The Elders shall have the final responsibility and general oversight of the vision, functions, resources and ministry of Calvary Memorial Church. The Elders shall oversee the spiritual health of the church and provide shepherding care, prayer, vision and spiritual guidance as may be needed, with input from ministry staff and church membership. In fulfilling its oversight responsibilities concerning the church, the Board of Elders may, at its discretion, delegate authority to ministry staff, Deacons, committees or other parties in order to implement and supervise ministry initiatives and functional operation of the church.

The ministry staff, under the direct supervision of the Senior Pastor and the authority of the Elders, shall be responsible for the day-to-day operation of the church, including administration of specific ministry programs. The ministry staff and Board of Elders are charged with identifying and equipping lay leaders for effective ministry in the local church.

Deacons/Deaconesses (hereinafter referred to as "Deacons") are men and women chosen by the Elders and approved by ratification by the congregation (members). The Deacons function to serve the church, under the authority of the Elders, according to the principles found in Acts 6 and I Timothy 3.

While the church is a spiritual organism, this church shall be constituted as an entity in the legal environment as a not-for-profit corporation incorporated under the Illinois General Not For Profit Corporation Act of 1986 and as further amended. The Board of Elders shall serve as the Directors of this corporation and be vested with that authority pursuant to that Act.

### **Section I--Elders**

#### **A. Biblical Role**

*"So I exhort the elders among you, as a fellow elder and a witness of the sufferings of Christ, as well as a partaker in the glory that is going to be revealed: shepherd the flock of God that is among you, exercising oversight, not under compulsion, but willingly, as God would have you; not for shameful gain, but eagerly; not domineering over those in your charge, but being examples to the flock. And when the chief Shepherd appears, you will receive the unfading crown of glory."*

*I Peter 5:1-4*

**1. Shepherd the Flock (I Peter 5:2)**

Serving in all humility, Elders are to guide, direct, guard and protect the members of the body, seeking to meet their needs, assisting in any way possible, warning against harmful influences and guarding against false teachers. Elders should frequently visit the members of the body.

**2. Lead Through Example (I Peter 5:3)**

Elders are to provide a Scriptural role model and are to set a pattern before the flock of a rightly ordered life—with a single purpose: to glorify God.

**3. Teach and Exhort (I Timothy 3:2)**

Elders are to see that the flock is fed through insightful and accurate Biblical instruction and admonition.

**4. Refute Those Who Contradict Truth (Titus 1:9)**

Elders are to confront those who teach doctrine contrary to the Articles of Faith or who continue in a pattern of behavior contradictory to Biblical truth. Thus, Elders are to guard against the strategies of Satan, so that the truth of Christ will remain credible to both the congregation and the community.

**5. Oversee the Church of God (Acts 20:28)**

The Elders carry the primary and ultimate responsibility for overseeing the ministry of the local church. When necessary, the Elders shall delegate responsibilities and leadership opportunities to the ministry staff, Deacons and members of the body.

**6. Pray for the Sick (James 5:14-15)**

Elders are to visit the sick and to pray for the spiritual and physical well-being of members of the congregation.

**B. Qualifications**

**1. Biblical**

*“Therefore an overseer must be above reproach, the husband of one wife, sober-minded, self-controlled, respectable, hospitable, able to teach, not a drunkard, not violent but gentle, not quarrelsome, not a lover of money. He must manage his own household well, with all dignity keeping his children submissive, for if someone does not know how to manage his own household, how will he care for God's church? He must not be a recent convert, or he may become puffed up with conceit and fall into the condemnation of the devil. Moreover, he must be well thought of by outsiders, so that he may not fall into disgrace, into a snare of the devil.”*

*I Timothy 3:2-7*

*“[An elder must be] above reproach, the husband of one wife, and his children are believers and not open to the charge of debauchery or insubordination. For an overseer, as God's steward, must be above reproach. He must not be arrogant or quick-tempered or a drunkard*

*or violent or greedy for gain, but hospitable, a lover of good, self-controlled, upright, holy, and disciplined. He must hold firm to the trustworthy word as taught, so that he may be able to give instruction in sound doctrine and also to rebuke those who contradict it.”*

*Titus 1:6-9*

## **2. Personal**

- a. Must be men whose lives clearly demonstrate conformity to the Biblical guidelines found in I Timothy 3:2-7 and Titus 1:6-9.
- b. Must be a voting member of Calvary Memorial Church.
- c. Must have demonstrated an active involvement in the ministry of Calvary Memorial Church while a regular attender and/or member.
- d. Must be able and willing to wholeheartedly, without any mental reservation, endorse, defend, and abide by the Articles of Faith of Calvary Memorial Church.

## **C. Responsibilities**

1. The Board of Elders, both individually and collectively, shall serve the church by fulfilling the Biblical roles described in ARTICLE IV, Section I, par. A.
2. The Board of Elders shall have general oversight over all aspects of the church, including members and organizations within the church and relationships with other churches and organizations outside the church.
3. The Board of Elders shall provide oversight over the Senior Pastor, the ministry staff and the Deacons, and the corporate body of the church.
4. The Board of Elders shall be responsible to establish designated areas of ministry as required to carry on the overall functions and mission of the church. Leadership of these various ministry areas, as authorized and approved by the Board of Elders, shall be provided by the ministry staff and/or by the Deacons. The Board of Elders shall be required to define the scope of each designated area of ministry.
5. The Chairman, Assistant Chairman, and Secretary (other than the Senior Pastor) of the Board of Elders shall be elected at the beginning of each fiscal year by majority vote of the Board of Elders. The Chairman shall chair all board meetings and congregational meetings. The Assistant Chairman or other officer, as necessary, shall serve in the absence of the Chairman.
6. In order to conduct business, the quorum requirement for the Board of Elders shall be a simple majority.
7. The Board of Elders, with the consultation of the staff, shall prepare a budget for presentation to the membership for approval.
8. In accordance with state law, the Board of Elders shall have ultimate responsibility over all legal and fiscal affairs of the church.

9. After an elder's term is expired, the former elder, at the approval of the Board of Elders, may continue to serve the church in shepherding roles described in ARTICLE IV, Section I, par. A. After an expired term, the former elder will not have voting rights on the Board of Elders.

#### D. Selection

1. The Board of Elders will consist of a minimum number of 8 and a maximum number of 12 Elders, plus the Senior Pastor.
2. As limited above, the Board of Elders may be expanded or decreased in number as the Elders determine the need; any such change in number must be approved by the membership at the annual election (ARTICLE IV, Section VI, Par. A).
3. Candidates for the position of elder shall be selected by the Nominating Committee (ARTICLE IV, Section V, Par. A).
4. The term of service for an elder shall be three (3) years. An elder may serve two (2) consecutive terms after which he will be required to take a one (1) year sabbatical leave from any elected church office. Notwithstanding the provisions of this Article IV, Section I, Par. D.4, an elder who serves to complete a vacated term is still eligible to serve two (2) consecutive terms following the completion of the vacated term. In such circumstance, the elder may serve more than 6 consecutive years (two full terms).
5. One-third (1/3) of the Board of Elders shall be selected each year.
6. If an elder's term is not completed, the remainder of his term shall be filled pursuant to the following steps:
  - a. The elder representatives currently serving on the Nominating Committee will discuss potential candidates for the vacant elder position with all members of the Board of Elders.
  - b. The elder representatives on the Nominating Committee will meet with a quorum of the Nominating Committee and select a candidate(s) for interview and final selection.
  - c. The Nominating Committee will assess candidates in the same manner outlined in the normal elder selection process (per Article IV, Section 1, B and C).
  - d. The Nominating Committee may present a candidate with an invitation to serve the remainder of the uncompleted term.
    - i. If the candidate declines to accept the nomination, the Nominating Committee will repeat the preceding steps.
    - ii. If none of the candidates identified by the initial list of candidates are selected, the Nominating Committee has the option to end the search process (and leave the vacant position unfilled) or search for other suitable candidates.

- e. If a candidate accepts the nomination of the Nominating Committee, the Board of Elders shall ratify the candidate by a three-quarters (3/4) majority vote.
- f. Upon approval by the Board of Elders, the elder-nominee may immediately begin serving on the Board of Elders. The newly appointed elder, pursuant to this Article IV, Section I, Par. D.6, shall hold office until the expiration of the unexpired term of the replaced member of the Board of Elders.
- g. Actions taken by the Board of Elders to fill a vacancy on the Board of Elders shall be ratified by a two-third (2/3) majority vote of the members at the next called business meeting where a quorum is present.
- h. Upon completion of the partial term, the replacement nominee remains eligible for future elder candidacy, as provided in Article IV, Section 1D.

### **E. Elder Emeritus**

Former members of the Elder Board who are at least 60 years old and have served at least two full terms may be designated as an Elder Emeritus. This designation is awarded by a unanimous vote of the Board of Elders. This designation is an honorary title bestowed in recognition of years of faithful service as an elder. An Elder Emeritus will not have voting rights on the Board of Elders, but is eligible to assist the Elder Board in special or unique shepherding or leadership needs.

### **F. Church Policy and Procedure Manual**

The Elders shall establish and maintain a manual of overall church policy and procedures that shall provide, among other things: specific guidance for effective function and ministry of Calvary Memorial Church; guidelines, standards of conduct and practice related to ministry staff and volunteers engaged in ministry; policies governing the use of church resources; matters of safety; reporting relationships, initiatives, and other operational policies. Additions and amendments to the Church Policy and Procedure Manual shall be ratified by three-quarters (¾) majority vote of the Board of Elders. The Secretary of the Board of Elders, in conjunction with assigned ministry staff, shall be responsible for the maintenance and management of the Church Policy and Procedure Manual. Church members may review the manual by request of the Board of Elders.

## **Section II -Deacons**

### **A. Biblical Role**

*“Now in those days when the disciples were increasing in number, a complaint by the Hellenists arose against the Hebrews because their widows were being neglected in the daily distribution. And the twelve summoned the full number of the disciples and said, ‘It is not right that we should give up preaching the word of God to serve tables. Therefore, brothers, pick out from among you seven men of good repute, full of the Spirit and of wisdom, whom we will*

*appoint to this duty. But we will devote ourselves to prayer and to the ministry of the word.’ And what they said pleased the whole gathering, and they chose Stephen, a man full of faith and of the Holy Spirit, and Philip, and Prochorus, and Nicanor, and Timon, and Parmenas, and and Nicolaus a proselyte of Antioch. These they set before the apostles, and they prayed and laid their hands on them. And the word of God continued to increase, and the number of the disciples multiplied greatly in Jerusalem, and a great many priests became obedient to the faith.”*

*Acts 6:1-7*

Scripture guides churches to call Deacons for service in any manner that advances the mission and function of a church, particularly if they can serve church members who are in financial, emotional or physical need. Elders and ministry staff shall identify, train, and delegate spheres of responsibility and service opportunities to men and women who meet Biblical qualifications and have been tested, pursuant to I Timothy 3:10, for the role of Deacons, especially in circumstances that enable Pastors and Elders to be more focused and dedicated to their primary responsibilities in the areas of teaching, preaching, shepherding and prayer. Per Acts 6, tasks and responsibilities shall be identified for each deacon.

## **B. Qualifications**

### **1. Biblical**

*“Deacons likewise must be dignified, not double-tongued, not addicted to much wine, not greedy for dishonest gain. They must hold the mystery of the faith with a clear conscience. And let them also be tested first; then let them serve as deacons if they prove themselves blameless. Their wives likewise must be dignified, not slanderers, but sober-minded, faithful in all things. Let deacons each be the husband of one wife, managing their children and their own households well.”*

*I Timothy 3:8-12*

### **2. Personal**

- a. Must be men or women whose lives clearly demonstrate conformity to Biblical guidelines.
- b. Must be voting members of Calvary Memorial Church.
- c. Must have demonstrated an active involvement in the ministry of Calvary Memorial Church while regular attenders and/or members.
- d. Must be able and willing to wholeheartedly endorse and subscribe to the Articles of Faith of Calvary Memorial Church.



### C. Responsibilities

1. A title and description of responsibilities for each deacon will be approved by three-quarters ( $\frac{3}{4}$ ) majority vote of the Elder Board.
2. The deacon shall report directly to the Board of Elders or a representative designated by the Board of Elders (e.g., elder, staff member, elder emeritus, committee chair, etc.).

### D. Selection

1. Deacon positions may be added or ended at any time by the Board of Elders as ministry and leadership needs grow or change.
2. Deacon candidates shall be selected by a three-quarters ( $\frac{3}{4}$ ) vote of the Board of Elders.
3. Candidates for deacon positions will be submitted to the members by the Board of Elders and must be ratified by a two-thirds ( $\frac{2}{3}$ ) majority vote of the voting members present at the next business meeting where a quorum is present.
4. The term of service for a deacon position shall be two (2) years. Provided that the position remains viable and the deacon is serving in good standing, a deacon may serve up to three (3) consecutive terms with elder approval. After serving three (3) consecutive terms, the deacon must again be ratified by a two-thirds ( $\frac{2}{3}$ ) majority vote by the members present at the next business meeting where a quorum is present.
5. A deacon is eligible for consideration to serve on the Board of Elders. If nominated and selected to serve on the Board of Elders, the deacon shall relinquish his office of deacon.
6. Uncompleted deacon terms shall be filled as appointed by the Board of Elders. Such deacon shall serve the remainder of that term of office, pending ratification by two thirds ( $\frac{2}{3}$ ) majority vote of the voting members present at the next business meeting where a quorum is present.

## Section III - Church Officers

The officers of the Corporation shall be, with the exception of the Treasurer, members of the Board of Elders (Directors of the Corporation) and shall consist of the following positions: Chairman, Assistant Chairman, Treasurer, and Secretary. These officers shall be elected by majority vote of the Board of Elders annually for one year terms.

The Chairman shall serve as chairman of the congregation membership and the Board of Elders and shall preside at the meetings of the membership and the Board of Elders. In the Chairman's absence, the Assistant Chairman, or in his absence such other elder as may be appropriate, shall serve in his

place. The Chairman shall have authority to sign legal documents on behalf of the Corporation with his signature properly attested by the Corporate Secretary (see Article IV, Section 1, Par. C, #8).

The Secretary shall keep records of the church business meetings and Board of Elders' meetings and shall maintain a register of church membership records. The Secretary shall have the authority to certify the Constitution and Bylaws, Resolutions of the Members and Board of Elders and committees thereof, and other documents of the Corporation as true and correct copies thereof.

The Treasurer shall be appointed by the Board of Elders and shall be responsible for all church funds. The Treasurer shall keep accounts and records necessary to present a clear record of all transactions and shall prepare and present to the Board of Elders such reports at times as the Board of Elders may from time to time direct.

## **Section IV--Teachers/Leaders**

We believe that the ministry of teaching God's Word is a high and holy calling. The Scriptures indicate that teaching is one of the most important spiritual gifts. Those who teach must demonstrate two primary characteristics: diligence in studying the Word of God and faithfulness to impart its truths with accuracy, clarity and relevance. Because teachers will be judged more strictly, we believe that those who teach God's Word in the local church must meet higher standards in order to qualify as teachers. Romans 12:7; Ephesians 4:11; Galatians 2:20, 5:22, 23; II Timothy 2:15; James 3:1.

Therefore,

1. Anyone preaching or teaching regularly in any ministry of the church is required to be a member or associate member or be approved by the Board of Elders.
2. All teachers and leaders shall read and understand the Church Covenant and commit to live a life consistent with the high standards described therein.
3. All teachers shall read and understand the Articles of Faith and shall commit to teach nothing contrary to them.

## **Section V -Committees**

The following Committees will consist of members only:

### **A. Nominating Committee**

1. The Nominating Committee shall be responsible to nominate individuals for positions on the Board of Elders, Pulpit Committee, and the Nominating Committee.

2. The Nominating Committee will consist of seven or eight members. These shall include: two from the Board of Elders, four elected by church members, and the Senior Pastor. One (1) elder emeritus may be added to the committee, upon the discretion of the Board of Elders.
3. The four members from the membership shall be elected from a slate of no more than eight candidates (generally representing the diversity of the membership) submitted by the Nominating Committee. No more than half of these candidates may currently be serving as a deacon. The four receiving the greatest number of votes shall be elected to the Nominating Committee.
4. With Biblical qualifications in mind, members will be invited to submit names to the Nominating Committee for the positions of Elders at least six weeks prior to the business meeting.
5. For elder position(s), the Nominating Committee shall seek to select a number of elder candidates equal to the number of the open positions. Only candidates recommended by a two-thirds (2/3) majority vote of the Nominating Committee may be presented to the membership for a ratification. Candidates must then receive two-thirds (2/3) majority ratification vote by members at a business meeting where a quorum is present. If a candidate fails to be ratified, the Nominating Committee will present a new candidate for ratification at the next business meeting.
6. The Nominating Committee shall publicly post a list of its nominations for the offices to be filled one month prior to the November biannual business meeting. No nominations for elected offices will be received from the floor at the biannual business meeting.

## **B. Pulpit Committee**

1. In case of the resignation, dismissal, or death of the Senior Pastor, a Pulpit Committee shall be appointed to seek pastoral candidates and arrange for pulpit supply for all services.
2. The Pulpit Committee shall consist of eight members, four from the Board of Elders and four elected from the membership.
3. The four members would be elected at a special meeting of the membership from a slate of no more than eight candidates submitted by the Elder Board. No more than half of these candidates can currently be serving as a deacon.
4. The chairman of the Board of Elders would serve as chairman of the Pulpit Committee.
5. The procedure for calling a Senior Pastor would be as follows:
  - a. A Pulpit Committee shall be formed according to the guidelines outlined herein.

- b. The Pulpit Committee shall interview and hear men who are likely candidates for Senior Pastor as a recommendation to the Board of Elders.
  - c. Only candidates recommended by a three-fourths ( $\frac{3}{4}$ ) majority vote of the Pulpit Committee may be presented to the Board of Elders as a recommendation.
  - d. Only candidates recommended by a three-fourths ( $\frac{3}{4}$ ) majority vote of the Board of Elders may be presented by the Board of Elders to the members for a vote.
  - e. Each candidate shall speak to the congregation at least once in order to be eligible for approval at a business meeting.
  - f. A three-fourths ( $\frac{3}{4}$ ) majority vote of the voting members present at a constitutionally-called business meeting shall be necessary for a Pastor's election.
6. The Pulpit Committee selected (including its chairman) shall serve until such time as a Pastor is chosen, even though their term of office, as in the case of an elder, might expire.

### **C. Auditing Committee**

The Auditing Committee shall audit the accounts and records of all treasurers at least annually and shall report to the church the results of its audit at the first biannual business meeting. The Auditing Committee shall consist of three qualified members not currently serving as Elders or Deacons appointed by the Board of Elders from the church membership.

## **Section VI--Membership Meetings**

### **A. Business Meetings**

The church fiscal year shall end on December 31. During the year, the church shall conduct at least two business meetings.

The first business meeting shall be held on such date as the Board of Elders may determine for the primary purposes of: accepting church financial reports for the preceding year; all audit reports; all written group reports; and a presentation by the Pastor and/or church leadership of their goals for the year ahead.

The second business meeting shall be held on such date as the Board of Elders may determine for the purposes of, but not limited to, the selection of Elders, the election of Deacons and the Nominating Committee, and the approval of the church budget for the next fiscal year.

## **B. Special Meetings**

Special business meetings of the church membership may be called by the Pastor, by the Board of Elders, or by a signed petition of no less than fifteen percent (15%) of the total membership of the church.

## **C. Notice of Meetings**

Notice of date, time and nature of business to be considered must be announced during the Sunday morning worship services for two Sundays prior to any business meeting, regular or special. Written announcements of the business meeting shall be posted in conspicuous places in the church no later than two Sundays prior to the meeting.

## **D. Presiding Officer**

The chairman of the Board of Elders shall preside at all business meetings. In the absence of the chairman, the assistant chairman or other member of the Board of Elders shall preside.

## **E. Quorum**

One-quarter of the voting membership of the church as determined by the secretary and presiding elder shall constitute a quorum. No business shall be transacted without such a quorum being present.

## **F. Voting Privileges**

Any member or associate member who has attained the age of 18 shall be entitled to vote.

## **G. Rules**

All meetings shall be conducted according to Robert's Rules of Order, latest revision.

# **ARTICLE V—Ministering Staff**

## **A. Senior Pastor**

1. The Senior Pastor shall be a godly man who will prayerfully expound the Word of God, do the work of an evangelist, faithfully watch with a shepherd's concern over the flock, and honestly counsel with the Elders of the church concerning policies and ministry. He shall minister to the needs of the members. He shall be a member of the Board of Elders, the Executive Administrator, directing and coordinating the work of the church staff, and an ex-officio member of all committees. He shall automatically become a member of Calvary Memorial Church upon his installation as Pastor.

2. The Senior Pastor shall serve for an indeterminate period of time. His term of office shall be concluded by his resignation, his dismissal by the church, or by his death.
3. Each year by the end of May, the Board of Elders shall review the work of the Senior Pastor. This review is for the purpose of establishing a better Pastor/church relationship. If, after discussion, the Board has interest in giving the church membership the opportunity to have a vote of confidence in the Senior Pastor, the Board shall vote by ballot on a motion to bring the matter to the church membership for a vote at a specially-called business meeting. The Senior Pastor shall be informed of the results of the vote immediately. If a majority of the Board of Elders favors a vote of confidence by the membership, the Elders shall designate the time and meeting in which the vote shall be taken.
4. A vote of confidence may be called for by the Board of Elders or the Senior Pastor. Announcement of a meeting for the vote shall be made at least two Sundays prior to the date of the meeting. The secretary shall immediately notify the Senior Pastor in writing of the results of the vote. If the Senior Pastor receives 50% or less of the votes cast by the voting members present, he shall be required to submit a letter of resignation or be dismissed within thirty (30) days.
5. Although the principles of Christian confrontation (See ARTICLE VII) are as applicable to the Senior Pastor as to any member of the congregation, there are certain instances that, because of the position of Senior Pastor, need to be dealt with directly by the Board of Elders. These situations, involving accusations of misconduct or improper doctrine, must be first presented to the Board of Elders upon the written word of two or more witnesses. The Board shall investigate the accusation to determine its accuracy. Should the Senior Pastor be found to be in error or in need of discipline, the Board shall in love and humility admonish and counsel him. If the Board then thinks it necessary, it may institute a vote of confidence as provided above.

## **B. Assistants to the Senior Pastor**

The Senior Pastor and the Elders shall determine when a need has arisen for a new staff position. The title, salary range and job description of positions to be filled by assistants to the Senior Pastor shall be established by a three-fourths (3/4) majority vote by the Board of Elders. All ministry staff shall automatically become members upon installation. The Senior Pastor, in consultation with the Board of Elders, shall choose those individuals to fill all approved positions, both full- and part-time, to assist him in his ministry. An affirmative vote by three-fourths (3/4) of the Board of Elders shall constitute a call of such individuals. Such assistants may be dismissed by a two-thirds vote of the Board of Elders.

Upon recommendation from the Senior Pastor, the Board of Elders may appoint by three-quarters (3/4) majority vote an additional executive staff member to serve as a non-voting elder ex-officio. The executive staff member will be expected to fulfill the Biblical role of an elder (Article IV, Section I, Part A). This appointment must be ratified by a two-thirds (2/3) majority vote of membership and shall be reserved for an individual 1) whose ministry staff role is executive in nature and 2) who meets the

qualifications of an elder (Article IV, Section I, Part B, items 2a and 2d). When the Senior Pastor is unable or unavailable to attend a duly called meeting of the Board of Elders because of travel, temporary leave, sickness, or vacancy, the executive staff member may exercise Elder Board voting authority.

Upon resignation or vacancy of the Senior Pastor, the executive staff member shall resign his ex-officio elder position. The Board of Elders may subsequently choose by affirmative vote of three-quarters (3/4) to call an interim executive staff member to serve until the selection of a Senior Pastor (Article IV, Section V, B-5).

Upon selection of a new Senior Pastor, the interim executive staff member (if active) shall resign his ex-officio elder role in order to provide the Senior Pastor authority to select his own candidate at the time of his choosing.

## **ARTICLE VI—Ordination**

If, in the providence of God, Spirit-filled men feel called to preach the gospel and desire ordination:

1. They may submit a written application to the Board of Elders through the Senior Pastor.
2. Upon the approval of the Board of Elders, a council of ordained ministers shall be called to examine the qualifications of the candidate assisted by designated members of the Board of Elders.
3. With the recommendation of this ordination council, the Senior Pastor and Board of Elders shall proceed with the ordination process. Upon a two-thirds (2/3) majority vote of the Board of Elders, the Senior Pastor, such ordained ministers as he may choose, and the Board of Elders shall proceed to ordain the candidate. A certificate of ordination shall be issued bearing the corporate seal of the church.
4. At their discretion, the Board of Elders may choose to license candidates for the ministry who wish to serve pending their ordination. This license, though temporary, shall have the same authority as ordination.

## **ARTICLE VII—Church Discipline**

Responsibility and authority for discipline in this church shall be vested in the Board of Elders. This authority shall extend to matters of conduct or to the promotion of doctrinal positions that, in the judgment of the Elders, are so contrary to the Word of God as to threaten the well-being of the church or cause harm to its members or attendees.

The goal of discipline is the restoration of the individual(s) involved. The individual(s) shall first be dealt with as directed in Matthew 18:15-18. If this does not lead to restoration of fellowship, the Board of Elders may require a hearing with the individual(s) involved within three weeks of written

notification by the Board of Elders. After a fair and impartial hearing, if the charges (in the judgment of the Elders) are proven true, the Elders may take disciplinary action that may include the following:

1. Suspension or termination of authority under an appointment to a committee, office or other function within the church;
2. Suspension of membership privileges for a period of time;
3. Termination of membership status;
4. Public excommunication.

In the event the accused refuses to meet with the Board of Elders, in the absence of extenuating circumstances, the Elders may take action on the basis of the evaluation of the evidence on hand.

Disciplinary action will require a three-fourths majority of the Board of Elders.

## **ARTICLE VIII—Finances**

We believe that the Lord's work should be financed through the tithes and offerings of His people, given cheerfully, systematically and freely. Those who are the stewards of the given funds will handle them faithfully and diligently in their accounting and disbursement.

Malachi 3:10; Luke 6:38; I Corinthians 4:2; I Corinthians 16:1,2; II Corinthians 9:7.

Any projects to be funded outside of the annual budget approved by the members must have the approval of the Board of Elders.

All receipts and expenditures for the preceding year are to be accounted for at the first biannual business meeting. In addition to the regular accounting required at that meeting, the Elders will respond to reasonable requests for financial information from any contributor.

The Board of Elders, with the consultation of the staff, shall prepare a budget for presentation to the membership for approval. Approval of the annual budget shall be by a simple majority vote of the members present at the annual election.

## **ARTICLE IX—Other Decisions Requiring Congregational Approval**

Should the church deem it desirable or necessary to change its location, enlarge or extend its work, and in so doing, find it necessary to rent or erect buildings, purchase or mortgage property, make major additions to the buildings, or obtain loans or encumbrances totalling more than 5% of the annual budget, such action shall be authorized by a two-thirds (2/3) majority vote of the voting members present at a constitutionally-called business meeting.



## **ARTICLE X — Amendments**

While every effort has been made to include circumstances relevant to a vital, spiritual congregation, it is not possible to foresee all future necessities for consideration or revision.

Therefore, when a need for clarification arises, the Holy Scriptures are to be the basis for decision. As amendments are needed, they may be presented in writing through any member of the Board of Elders. When amendments are accepted or revised and approved, copies of the existing items and the proposed changes shall be publicly posted at least two weeks prior to any regularly called meeting of the membership and attention directed to them in the Sunday morning services preceding the meeting.

A two-thirds majority vote of the voting members present at such meeting shall constitute adoption of the proposed amendment.