

Excerpted from Calvary Memorial Church's Constitution & Bylaws-2016

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 (3/4) 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.