

THE BYLAWS
of Calvary Baptist Church of Bradenton

Accepted on May 2, 2021

Amendment 1, approved July 24, 2022:

Amend Article V1.A.2. Leadership Board Membership

Amendment is a change from a minimum of 2 years to 1 year.

The article as written:

The Leadership Board shall consist of regularly attending men who have been members in good standing of Calvary for a minimum of **1 year**, are willing to serve as leaders within the church and who meet the qualifications outlined in I Timothy and Titus.

I. Article One - Foundations

A. Name

The official name of this church shall be *Calvary Baptist Church of Bradenton, Inc.* (herein referred to as “Calvary”).

B. Character

It is a local congregation of believers called by God into fellowship with his Son in accord with the fundamental truths of the whole Word of God.

C. Government

Its government shall be democratic, vested in and executed through the body of believers composing its membership. It shall be subject to the control of no other ecclesiastical body of any kind, either inside or outside of the church.

D. Purposes

It exists to glorify and worship God and to provide a fellowship for followers of the Lord Jesus Christ who are of like “precious faith,” who subscribe to the Covenant, Articles of Faith and Bylaws of the church, and who have dedicated themselves to obey the teachings of the Word of God, to grow in the knowledge of the Lord, and to live godly lives. It also exists to promote the spread of the gospel through evangelistic, missionary and educational ministries and to receive donations, bequests and other forms of contributions to hold and disperse for these purposes.

II. Article 2 - Church Membership

A.Privileges of Membership

All regular and associate members of Calvary who are in good standing and are of the age eighteen or older shall be eligible to vote in business meetings and hold offices when meeting the required qualifications as specified herein. Within the guiding principles of Scripture and these ByLaws, all members have the privilege of exercising their talents and spiritual gifts within the church, of having fellowship and working together as a family for the edification of the church body and of maintaining a Christ honoring testimony to the world.

Members are considered to be in good standing as long as they maintain regular attendance to church services, are not living in habitual sin, and are not currently under church discipline.

B.Categories of Membership

Calvary shall have two categories of membership: regular membership and associate membership.

1. Regular Membership

Regular members are persons who belong to no other church, Calvary being their church family, though they may be an associate member of another church. Regular members have met the membership qualifications and have been accepted into membership by the congregation of Calvary.

2. Associate Membership

Associate members are persons who belong to another church distant from Bradenton but are currently worshiping and serving the Lord at Calvary. Missionaries, college students, servicemen/servicewomen and retirees who regularly attend Calvary but desire to retain membership in another church may apply for associate membership. Any person applying for associate membership shall meet all the qualifications for membership provided in Paragraph C below. With the exception of serving on either the Leadership Board or Trustee Board, associate members may vote, teach, assume leadership responsibilities and hold any elective office, provided they meet the requirements specified herein.

C. Qualifications for Membership

Any person meeting the following five qualifications shall be eligible for membership in Calvary:

- 1.** The candidate gives testimony of repentance from sin and commitment to the Lord Jesus Christ as Savior.
- 2.** The candidate has received the ordinance of water baptism by immersion as a public testimony of faith in the Lord Jesus Christ, in accordance with Matthew 28:18-20.
- 3.** The candidate has completed Calvary's membership class for prospective members.
- 4.** The candidate gives assurance of his/her personal desire to live a consistent Christian life, to fellowship together with the members of Calvary in the ordinance of the Lord's Supper, to abide by the Covenant and ByLaws of Calvary and to participate in the ministries of Calvary.
- 5.** The candidate affirms agreement with the Articles of Faith of Calvary within his/her level of spiritual maturity.

D. Procedure for Becoming a Member

After completing Calvary's membership class for prospective members, applicants for membership shall be interviewed by the Leadership Board, which shall recommend qualified candidates to the congregation for acceptance into the membership of Calvary. The congregation shall be the final authority in the matter of receiving candidates into its membership and may reject any recommended to it. Prospective members may be voted into membership at regular business meetings, special business meetings or regular worship services.

E. Termination of Membership

1. Reasons

Members may have their membership in Calvary removed for any of the following reasons:

a. **Resignation**

Any member who requests that his/her membership in Calvary be removed shall be granted said request.

b. **Non-attendance**

Any resident member who willfully absents him/herself from the regular meetings and services of the church for a period of six months or more, and is unable to show to the Leadership Board satisfactory reasons for the same, or a member who has established residence elsewhere and has had sufficient time to become a member of another local church of like “precious faith,” may forfeit his/her membership in Calvary.

c. **Failure to comply with church discipline**

Any member who fails to cooperate with church disciplinary measures may forfeit his/her membership in Calvary.

2. Procedures

a. **Resignation Request**

A member who resigns from membership or requests a transfer of membership shall inform a pastor or the Leadership Board, and such request shall be reported to the congregation.

b. **Non-attendance**

The Leadership Board may establish a list of inactive members who have not attended Calvary in more than six months without any known reason. After making all efforts to contact inactive members, the Leadership Board, at a quarterly business meeting, may recommend to the congregation the removal from the membership role the name of any member who has not attended the church for a minimum of six months, especially when there is no known, legitimate reason for that person’s lack of participation in church services. Upon approval of such recommendation by the congregation, the membership shall be terminated.

c. **Discipline**

The membership of a member who fails to comply with church discipline shall, upon the recommendation of the Leadership Board and the approval of the congregation, in a quarterly or specially called business meeting, shall be terminated.

Termination of membership for any of the above reasons will result in removal from Calvary’s membership rolls.

III. ARTICLE THREE — BUSINESS MEETINGS

A. Types of Business Meetings

1. Regularly Scheduled Meetings

a. Annual Business Meeting

The annual business meeting of Calvary shall be held on the fourth Sunday of January. At this meeting, the various officers, boards, and committees shall present written reports covering their activities of the past year, a copy having been provided to the membership at least one

week prior to the annual business meeting; officers shall be elected to fill all vacancies; and other necessary business may be transacted. A meeting may be postponed for up to two weeks by unanimous agreement of the pastor and the chairmen of the Leadership Board and the Trustee Board, the congregation being notified in the Sunday morning worship service at least one week prior to the rescheduled meeting.

b. Quarterly Business Meetings

The regular, quarterly business meetings of Calvary shall be held on the fourth Sunday of April, July, and October. At these meetings, the Trustee Board shall give a quarterly financial report, a copy of this report being provided for congregational review at least one week before the meeting. Election of officers to fill mid-year vacancies and any other business may be handled. Quarterly business meetings may be postponed for up to two weeks by unanimous agreement of the pastor and the chairmen of the Leadership Board and the Trustee Board, the congregation being notified in the Sunday morning worship service at least one week prior to the rescheduled meeting.

During the April business meeting, the Missions Committee shall present the annual mission budget for congregational approval, a copy of this report being provided for congregational review at least one week before the meeting.

2. Special Business Meetings

A special business meeting of Calvary may be called at any time by the Leadership Board, the congregation being properly notified in the morning worship services at least two weeks prior to the meeting. A written agenda will also be made available at the same time as the announcement. No business other than what is published in the agenda may be considered.

B. Procedural Issues

1. Procedural Requirement

Parliamentary procedure shall be followed in all congregational business meetings as well as the meetings of all boards.

2. Quorum Requirements

A quorum, consisting of one-fifth of the active members who are in good standing must be established in order to transact business in any congregational business meeting of Calvary. For boards and committee meetings, the quorum requirement shall be two-fifths of their membership.

3. Approval Requirements

A majority vote of the members present at any congregational business meeting or board meeting at which quorum requirements have been met shall be sufficient to decide any item of business, except as otherwise stipulated in these Bylaws.

4. Moderator Requirement

Following the annual business meeting the leadership board shall select a moderator to conduct the congregational business meetings during the following year. The moderator shall serve until the conclusion of the annual business meeting of the following year. In the absence of the regular moderator, the Leadership Board shall appoint a substitute moderator. For board meetings, the board shall elect a chairman who shall chair the meeting. In the absence of a chairman, the board shall select a person to chair the meeting.

IV. Article Four – Church Staff

A. The Lead Pastor

1. Qualifications

The Lead Pastor of Calvary Baptist Church must be a born again believer who meets the qualifications outlined in I Timothy 3:1-13. This pastor must also fully believe and support Calvary's Articles of Faith.

2. Accountability

The Lead Pastor shall be accountable to Jesus Christ, the Leadership Board, and the congregation of Calvary Baptist Church.

3. Duties and Responsibilities

The Lead Pastor is responsible and accountable for all ministry activity at Calvary and should have primary concerns for the glory and honor of Jesus Christ, the salvation of the lost in the surrounding community and the spiritual health of Calvary and its members. To accomplish this purpose, the Lead Pastor shall cultivate and lead a staff of ministers, support staff and volunteers.

The Lead Pastor is also responsible for all teaching of God's word at Calvary. While the Lead Pastor is not required to perform the entirety of teaching that takes place, he is responsible to ensure all teaching is in alignment with both the Bible and Calvary's Articles of Faith.

The Lead Pastor shall serve as a voting member of the Leadership Board and regularly attend Leadership Board meetings. At each meeting, the Lead Pastor will provide a report, either verbal or in writing, concerning the overall health and direction of Calvary.

The Lead Pastor shall regularly attend Trustee Board meetings but will not serve as a voting member of the Trustee Board.

Specific duties are listed in the lead pastor's job description from which he will be evaluated by the Leadership Board on an annual basis.

B. Hiring the Lead Pastor

If, for whatever reason, Calvary finds itself in need of a new Lead Pastor, the following procedure should be followed. First, the Leadership Board or a search committee appointed by the Leadership Board shall seek applicants, review applications and

conduct primary interviews. Any applicant to be interviewed must submit a written salvation testimony, personal statement of faith, philosophy of ministry, video or audio of a recent sermon, and a list of references. Once an applicant is selected, they shall be asked to candidate before the church congregation. The candidate process shall include a sermon delivered during a Sunday morning service and a time of general question and answer before the church to be held at a separate meeting. After the candidate process is complete, the Leadership Board will vote whether or not to present the applicant to the church for approval. Upon approval by 2/3 of the entire Leadership Board, the Trustee Board will create a compensation package and present it to the applicant. Upon acceptance of the compensation package, the applicant will then be presented to the church in either a regular business meeting or a special business meeting. Approval by 80% of Calvary's membership present at the meeting is required in order for the applicant to be hired as the Lead Pastor of Calvary Baptist Church.

C. Hiring Other Full Time Ministry Staff

Other pastoral staff includes, but is not limited to, the titles of associate pastor, pastor, minister, and director. If at any time the Leadership Board feels that additional ministry staff is needed to carry out the ministry at Calvary, they may hire additional pastoral staff using the following procedure. First, the Leadership Board or a search committee appointed by the Leadership Board shall seek applicants, review applications and conduct primary interviews. Any applicant to be interviewed must submit a written salvation testimony, personal statement of faith, philosophy of ministry, and a list of references along with their application and/or resume. When an applicant is selected, they will be asked to candidate before the church. The candidate process will include an observation within the area of their primary ministry to be determined by the Leadership Board, and a time of general question and answer before the church. After the candidate process is complete, and upon approval by 2/3 of the entire Leadership Board, the board will present the applicant to the church for approval. Upon an affirmative vote of the Leadership Board, the Trustee Board will create a compensation package and present it to the applicant. Upon acceptance of the compensation package, the applicant will then be presented to the church in either a regular business meeting or a special business meeting. Approval by 80% of Calvary's membership present at the meeting is required in order for the applicant to be hired as a ministry staff member of Calvary Baptist Church.

D. Hiring Part Time Ministry Staff

Part time ministry staff may include, but is not limited to, part time pastors, directors and ministers. If at any time the Leadership Board feels that additional part time ministry staff is needed to carry out the ministry at Calvary, they may hire additional part time ministry staff using the following procedure. First, the Leadership Board or a search committee appointed by the Leadership Board shall seek applicants, review applications, and conduct primary interviews. Any applicant to be interviewed must submit a written salvation testimony and a resume including references to the leadership board. If the Leadership Board feels the applicant should be called to

serve at Calvary, being verified by a majority vote of the Leadership Board, he shall be presented to the Trustee Board to negotiate a compensation package and then presented to the church with the Leadership Board's recommendation. A vote will then be held either at a regular business meeting or a special business meeting. An 80% majority of Calvary's membership present at the meeting is necessary to call the pastor and add him to Calvary's staff.

E. Hiring Non-Ministry Staff

Non-ministry staff includes any paid staff that serves in a non-ministry role. Job titles in this category include, but are not limited to, secretary, custodian, maintenance supervisor, bookkeeper, security personnel, church musician, and personal assistant. If at any time the Leadership Board or the Trustee Board feels additional non-ministry staff are needed, they may begin the following process to fill the need.

First, the job description detailing the desired qualifications and responsibilities of the position will be presented to the Trustee Board by the Lead Pastor or Trustee Board Chairman along with a compensation package to be approved by the trustees. Upon approval of this job description, the Trustee Board will search for a person to fill the position. When a person is found who meets the requirements listed in the job description, they will be interviewed by a panel consisting of the Lead Pastor and one member of the Trustee Board. If this panel believes the applicant being interviewed should be hired, they will be presented to the Trustee Board for final approval. If the vote of the Trustee Board reaches majority approval, the applicant will be hired as a non-ministry staff member of Calvary. No congregational vote is required to hire non-ministry staff.

F. Termination of Staff

1. Termination of the Lead Pastor and Other Ministry Staff

If the Leadership Board feels the Lead Pastor or a member of the ministry staff should be removed from service for any reason, including but not limited to moral failure, incompetence, failure to perform duties, financial concerns or no longer needing the position, they may, by two-thirds majority vote of the entire board, begin the following process for termination. Grievances and/or reasons for termination must be first presented in writing to the staff member in question and the staff member must be given the opportunity to voluntarily resign. If the staff member refuses to resign, the grievances and/or reasons will be made available to the congregation of Calvary, both in writing and by announcement in a congregational assembly (morning worship service, business meeting, etc.). A special business meeting will then be called to vote on the termination of the staff member in question. At this meeting, the staff member in question will have the opportunity to address the congregation if they choose. The congregation will also have the opportunity to ask any questions they feel necessary. Upon conclusion of this time of discussion, a vote will be called by secret ballot to decide whether the staff member will be relieved of their position. A majority vote is required for termination.

If at any time, the Leadership Board feels that the staffer in question should be suspended from serving in their ministry role, they may do so with a majority vote of the entire Leadership Board. If a majority vote is received, the staffer in question will be suspended without pay until a final decision is made by the congregation.

In the event that a staff member is terminated or chooses to resign, the Trustee Board will make any decisions concerning severance pay or continuation of benefits including, but not limited to, housing and insurance.

2. Termination of Non-Ministry Staff

If the Trustee Board feels any member of the non-ministry staff should be removed from service for any reason, including but not limited to moral failure, incompetence, failure to perform duties, financial concerns or no longer needing the position, they may, by majority vote, begin the following process for termination. Grievances and/or reasons for termination must be first presented in writing to the staff member in question and the staff member must be given the opportunity to voluntarily resign. If the staffer in question refuses to voluntarily resign, the Trustee Board may forcibly terminate the employee by a majority vote. The grievances and/or reasons will also be made available to the congregation in writing. No congregational vote is required to terminate a non-ministry position.

3. Termination Initiated by Petition

A majority percentage (51%) of members in good standing may present to the Leadership Board a petition requesting that a congregational vote be taken to terminate the services of a pastor. The petition shall bear the signatures and printed names of the petitioners and state the grounds (1 Timothy 5:19-21). Within thirty days of its presentation, the Leadership Board shall vote upon such petition. Upon a majority vote of the Leadership Board in agreement with the petition a special business meeting of the church shall be called at the earliest possible date following the procedures set forth in Article Four F. The Leadership Board shall present the petition for dismissal to the congregation as a motion. When presenting the petition, the Leadership Board shall declare to the congregation the result of its own vote on the matter. The congregation shall vote upon the motion by secret ballot. The presence of the pastor in question at this meeting shall be solely by the discretion of the Leadership Board. He shall not, however, be permitted to vote at any meeting of the Leadership Board or congregation on questions regarding his removal or discipline.

Secret ballots shall be prepared to read as follows:

Should the church end the pastor's services? Yes ____ No ____

Before the meeting is adjourned, the vote shall be tallied and the congregation notified of the result. Should the vote to end the services of the pastor be more

than majority vote of the total votes cast, the services of the pastor shall be terminated.

V. Article Five – Church Officers

A. Treasurer

The Treasurer shall sign checks to pay bills and meet commitments as approved by the Trustee Board and the Missions Committee. The Treasurer shall sign checks for all budgeted items as well as checks for special services and offerings. In the absence of the Treasurer, a substitute designated by the Trustee Board shall sign checks and notify the Treasurer of actions taken in his/her absence.

B. Financial Secretary

The Financial Secretary, with the help of assistants, shall collect and receive all monies from donations, offerings and any other receipts, and shall keep a complete record of all income, designating from whom and for what purpose said income is received, and as soon as possible, deposit them in the respective checking accounts of Calvary. The Financial Secretary and any assistants shall not come from the same household or family as the treasurer. Each January, for tax reporting purposes, the Financial Secretary shall generate and send to individual donors year-end statements of the record of their gifts to Calvary over the year just concluded.

C. Church Clerk

The Church Clerk shall keep a record of the proceedings of all business meetings of Calvary; shall issue letters as directed by the congregation; shall conduct all official correspondence; and shall safely keep all books, records and other documents of Calvary, incident to the office of the Church Clerk, delivering the same to his/her successor in office. The Church Clerk shall also affix the corporate seal of the church corporation to all documents requiring the same.

D. Head Usher

The Head Usher shall oversee the seating of the congregation, adjusting the temperature of the sanctuary, receiving offerings, and appointing of help for any other duties where assistance may be required.

E. Additional Offices

As deemed essential for the management and oversight of its affairs, upon the recommendation of the Leadership Board, the congregation may establish other offices defining the qualifications and duties.

F. Nominating Procedures

The Leadership Board shall nominate officers to serve in the areas listed above. Church members may submit names for consideration to the Leadership Board at any time throughout the year.

G. Election of Officers

Officers shall normally be elected at the annual business meeting. The method of voting shall be determined by common consent, whether ballot, voice, or show of hands. Additional elections, necessary to fill offices which become vacant during the year, may be held at any duly called business meeting.

H. Term of Service

The officers listed under Article Five shall serve for one year, through the next annual business meeting. They may be reelected to another term of service. An officer elected during a special or quarterly business meeting to fill a vacancy shall serve through the next annual business meeting.

I. Two Procedures for Termination of Service

1. Resignation

An officer listed in Article Five may remove himself/herself from office, a thirty-day notice being desired.

2. Removal

Upon the failure of an officer listed in Article Five to fulfill the obligations of his/her office, the Leadership Board may request his/her resignation from such office. In the event an officer refuses to resign from office, the congregation may, by a majority vote in favor of removal, declare the office vacant and elect another to fill the vacancy.

VI. Article Six – Governing Boards

A. The Leadership Board

1. Purpose

The Leadership Board exists to give spiritual guidance and vision to the church body and aid the Lead Pastor in his efforts to equip saints.

2. Membership

The Leadership Board shall consist of regularly attending men who have been members in good standing of Calvary for a minimum of **1 year**, are willing to serve as leaders within the church and who meet the qualifications outlined in I Timothy and Titus. The term of a Leadership Board member will be three years commencing from the business meeting in which they were elected and continuing through three annual business meetings, at which point he may be elected to serve another term. To be elected to the Leadership Board, one must either be nominated by the Leadership Board and confirmed by a congregational vote at a regular or special business meeting. An affirmative vote of no less than 80% of the church members present at the meeting is required for approval. Church members may submit names for consideration to the Leadership Board at any time throughout the year. All new members added to the Leadership Board shall be commissioned for service during a morning worship service.

3. Duties

The main duties of the Leadership Board are to oversee, guide, and guard Calvary Baptist Church while providing comfort, counsel, encouragement, and admonishment to Calvary's membership. Leadership Board members are also expected to be competent in the handling of God's word, visiting the sick and afflicted, and aiding in the administration of baptism and the Lord's Supper. The Leadership Board shall meet regularly to hear a report from the

Lead Pastor, review reports from other staff members, discuss the overall health and direction of the church and make strategic decisions regarding Calvary's vision and mission. The Leadership Board is also responsible for ensuring all teaching carried out in Calvary's ministry is doctrinally sound and in alignment with Calvary's statement of faith. To ensure this, the Leadership Board shall establish standards for all regular teachers at Calvary. The Leadership Board or the pastoral staff shall approve any temporary or substitute teachers that may be asked to serve.

The Leadership Board shall oversee and manage a benevolence fund with the purpose of helping those in need. This fund will be supplied by donations from Calvary's members and the community. The Lead Pastor may utilize these funds, not exceeding the amount of five hundred dollars per case, to help those in need as he sees fit. If a need exceeds the five-hundred-dollar amount, approval from the Leadership Board is required. Other guidelines for this fund are found in the Leadership Board's Benevolence Fund Policies.

4. Officers

Officers within the leadership board shall consist of a chairman and a secretary. The Chairman shall generate meeting agendas and act as moderator at Leadership Board meetings. The Secretary shall be in charge of taking detailed minutes for Leadership Board meetings and distributing them to the other members of the Leadership Board. A quorum of two-fifths if its membership is required before this board can conduct business.

Both the Chairman and the Secretary shall be nominated and elected by the Leadership Board at the first Leadership Board meeting following the annual business meeting of the church. Their terms shall run until the following annual business meeting of the church. If the need should arise, a new chairman and/or secretary may be nominated and elected at any time throughout the year.

5. Removal from office

a. Resignation

At any time, a member of the Leadership Board may resign his position by submitting a written notice.

b. Removal

If the Leadership Board finds that one of its members is no longer qualified to serve as a member of the Leadership Board, the Leadership Board may ask for his resignation. If the member refuses to resign, the Leadership Board may recommend to the congregation for him to be removed from the Leadership Board, giving the reason. Congregational votes for removal may take place at either a regular business meeting or at a special busi-

ness meeting. A majority vote of the members present at the congregational meeting is required to remove a member from the Leadership Board.

B. The Trustee Board

1. Purpose

The Trustee Board exists to oversee, manage, and utilize the physical property and financial assets of Calvary for the glory of God so the pastoral staff and men serving on the Leadership Board may devote their energies to the spiritual oversight of the church.

2. Membership

The Trustee Board shall consist of men who regularly attend Calvary having been a member of Calvary for no less than one year, demonstrate maturity in Christ as defined in scripture, and live in accordance with scriptural guidelines. The term of a Trustee Board member will be three years commencing from the business meeting in which they were elected and continuing through three annual business meetings, at which point he may be elected to serve another term. To be elected to the Trustee Board, one must be nominated by the Trustee Board and be confirmed by a congregational vote at a regular or special business meeting. An affirmative vote of no less than 80% of the church members present at the congregational meeting is required for approval. Church members may submit names for consideration to the Trustee Board at any time throughout the year. All new members added to the Trustee Board shall be commissioned for service during a morning worship service.

3. Duties

The duties of the Trustee Board shall include the oversight of all church properties, including parsonages and mission houses, the maintenance of all buildings and equipment, the handling of all legal matters, and the preparation of the church facilities for worship services.

The Trustee Board shall maintain the physical assets of Calvary Baptist Church including, but not limited to, all church buildings, properties, vehicles, and the repair of major damages as they occur.

The Trustee Board shall oversee the hiring, dismissal, job responsibilities, salaries, and evaluation of the maintenance personnel, office secretaries, bookkeepers, and any other non ministry employees necessary for the functioning of the church.

The Trustee Board shall recommend salaries and execute contracts for all salaried personnel. They are authorized to apply all budgeted funds, designated offerings, and gifts (except gifts designated for missions, which are the

responsibility of the Missions Committee) for all reasonable repairs and/or replacements necessary to maintain buildings and equipment.

The Trustee Board shall oversee and manage all financial investments held in the name of Calvary Baptist Church including, but not limited to, the general investment fund and the missions investment fund. This includes the buying and selling of stocks, bonds, and other securities.

A report on operations, including expenditures compared to the itemized budget, shall be made to the congregation at each quarterly and annual business meeting. Based on the financial performance of the church during the current fiscal year, the Trustee Board shall project an annual church budget for the coming year and shall present it to the congregation for review at least two weeks before the annual business meeting.

The Trustee Board shall determine who shall sign checks in the absence of the Treasurer as defined in the Policies.

When constructing a new building or an addition to an existing building, the Trustee Board shall establish a Building Committee and the guiding principles for that committee.

4. Officers

Officers within the Trustee Board shall consist of a chairman and a secretary. The Chairman shall generate meeting agendas and act as moderator at Trustee Board meetings. The Secretary shall be in charge of taking detailed minutes for Trustee Board meetings, distributing them to the other members of the Trustee Board and presenting a copy to the Leadership Board. A quorum of two-fifths of its membership is required before this board can conduct business.

Both the Chairman and the Secretary shall be nominated and elected by the Trustee Board at the first Trustee Board meeting following the annual business meeting of the church. Their term shall run until the following annual business meeting of the church. If the need should arise, a new chairman and/or secretary may be nominated and elected at any time throughout the year.

5. Removal from office

a. Resignation

At any time, a member of the Trustee Board may resign his position by submitting a written notice.

b. Removal

If the Trustee Board finds that one of its members is no longer qualified to serve as a member of the Trustee Board, the Trustee Board may ask for his resignation. Should the trustee refuse to re-

sign, the Trustee Board may recommend to the congregation that he be removed from the Board, giving the reason. Congregational votes for removal may take place at either a regular business meeting or at a special business meeting. A majority vote of the church members present at the congregational meeting is required to remove a member from the Trustee Board.

C. The Missions Committee

1. Purpose

The Missions Committee exists to oversee and manage Calvary's missions fund, lead the congregation in supporting missionaries both foreign and domestic and to keep the need of missions before the people of Calvary.

2. Membership

The Missions Committee shall consist of men and women who regularly attend Calvary and have been members of Calvary for no less than one year. The term of a Missions Committee member will be three years commencing from the business meeting in which they were elected and continuing through three annual business meetings, at which point they may be elected to serve another term. To be elected to the Missions Committee, one must be nominated by the Missions Committee and confirmed by a congregational vote at a regular or special business meeting. An affirmative vote of no less than 80% of the church members present at the congregational meeting is required for approval. Church members may submit names for consideration to the Missions Committee at any time throughout the year. All new members added to the Missions Committee shall be commissioned for service during a morning worship service.

3. Duties

The main duties of the Missions Committee are to manage Calvary's missions fund, seek out missionaries to support as funds are available, disburse funds to supported missionaries, keep in contact with the missionaries they choose to support, update the congregation on the state of the mission program, and to inspire a passion for missions among Calvary's membership. The Missions Committee is also to ensure all support disbursements are in line with our legal restrictions as a tax exempt organization. To carry out these duties, the Missions Committee will hold regular meetings, where they will review the financial health of the missions fund and discuss the overall health and direction of Calvary's missions program.

Each year, the Missions Committee will present a budget to the congregation at a quarterly or special business meeting detailing the missionaries they plan to support in the upcoming year and any activities they plan, including but

not limited to missions conferences, guest speakers and travel expenses. Any missionaries that the Missions Committee decides to support must be presented to the congregation and approved by an 80% vote of members present at the congregational meeting.

If at any time throughout the year the Missions Committee feels that a missionary should be added to Calvary's support roster, they may present the missionary to the congregation for approval at any regular or special business meeting.

4. Officers

Officers within the Missions Committee shall consist of a chairman and a secretary. The chairman shall generate meeting agendas and act as moderator at Missions Committee meetings. The Secretary shall be in charge of taking detailed minutes for Missions Committee meetings, distributing them to the other members of the Missions Committee and making copies available to the Leadership Board. A quorum of two-fifths if its membership is required before this board can conduct business.

Both the Chairman and the Secretary shall be nominated and elected by the Missions Committee at the first Missions Committee meeting following the annual business meeting of the church. Their term shall run until the following annual business meeting of the church. If the need should arise, a new chairman and/or secretary may be nominated and elected at any time throughout the year.

5. Removal from office

a. Resignation

At any time, a member of the Missions Committee may resign his or her position by submitting a written notice.

b. Removal

If the Missions Committee finds that one of its members is no longer qualified to serve as a member of the Missions Committee, they may ask for his or her resignation. Should he or she refuse to resign, the Missions Committee may recommend to the congregation that he or she be removed from the Board, giving the reason. Congregational votes for removal may take place at either a regular business meeting or at a special business meeting. A majority vote of the church members present at the congregational meeting is required to remove a member from the Missions Committee.

VII. Article Seven – Miscellaneous

A. Scheduled Worship Services

The regular public meetings of the church for worship, Bible study and preaching shall be set by the Leadership Board. Use of church facilities by outside organizations shall not interfere with the schedule of the church, and such use shall be approved by the Trustee Board and posted in the church office.

B. The Lord's Table

The Lord's Supper shall be observed each month during a morning or evening service at a time set by the pastor and/or the Leadership Board and at other special times as may be fitting, as determined by the pastor and/or the Leadership Board.

C. Teachers

Regular teachers in the ministries at Calvary shall be members of Calvary and agree with Calvary's Articles of Faith. Standards for teachers shall be established by the Leadership Board. Visiting teachers and non-members shall be pre-approved by the pastoral staff and/or the Leadership Board.

D. Use of Church Facilities by Outside Groups

Any member desiring to use the church facilities for a wedding or other activities not directly related to the ministries of the church, shall clear these activities with the pastor and the Trustee Board. Any outside organization desiring to use the facilities and/or equipment shall obtain permission from the pastor and from the Chairman of the Trustee Board. The Trustee Board will set fees for use of the facilities.

E. Execution of Documents

All leases, contracts, notes, commercial papers and/or other documents in writing and all other legal documents not herein mentioned shall be signed by the Chairman of the Trustee Board and countersigned by the treasurer, on and in behalf of the church. All deeds and mortgages shall be signed by the Chairman of the Trustee Board and the treasurer, and attested by the church clerk, on behalf of the church.

F. Auditing

The books and records of the financial secretary and treasurer may be submitted to a certified public accountant for audit. Such officers shall present all books, records, canceled vouchers and other information in their possession whenever an audit is ordered by the church.

G. Ordination to the Gospel Ministry

Calvary may license or ordain men who believe they are called by God to the gospel ministry as either pastor, evangelist, or missionary, who have prepared themselves by pursuing theological studies, and have proven themselves through ministry. Upon receiving proofs of an applicant's gifts and the purpose of God in his life, the Leadership Board may form an ordination council, as is recognized by other churches of like faith, that is composed of men from the Leadership Board and delegates from other likeminded churches and the community. After a candi-

date has been properly examined, the examining council shall present its findings and recommendations to the Leadership Board who shall then recommend to the congregation that it approve or disapprove the ordination or licensing of the candidate. The congregational vote to approve or disapprove shall be by secret ballot. At least an 80% in favor of ordination is required to carry the motion. Once approved, a certificate of ordination will be presented.

H. Compensation

Any speaker or musician who will receive compensation for services shall be approved by the pastor in cooperation with the Leadership Board.

I. Fiscal Year

The fiscal year for the General Budget of Calvary shall begin January 1 and terminate on December 31 of each year.

J. Additional Policies

Any additional policies and procedures needed for the execution of ministry shall be written and developed by the Leadership Board, the Lead Pastor, and the church staff.

K. Non budgeted Expenses

Any expense or purchase not specified in the annual budget that exceeds 1% of the total annual budget must be approved by the church congregation at any regular or special business meeting.

L. Changing these bylaws

If the governing boards of Calvary desire to change or amend these bylaws in any way for any reason, the suggested changes must be presented in writing to the Leadership Board for review. Upon approval, changes will be presented to the congregation and voted on at a regular or special business meeting. Upon approval by an 80% majority, the bylaws shall be altered to reflect the presented changes.