

CALVARY BAPTIST CHURCH CONSTITUTION AND BY-LAWS

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CALVARY BAPTIST CHURCH

CONSTITUTION

PREAMBLE

The members of the Calvary Baptist Church declare and establish this constitution to preserve, secure and extend the principles of our faith, and to govern the body in an orderly manner.

ARTICLE I. NAME

The name of the church shall be known as the Calvary Baptist Church of the Forks of Elkhorn, located at 36 Schoolhouse Road in Franklin County, Frankfort, Kentucky.

ARTICLE II. CHURCH COVENANT

The Covenant of Calvary Baptist Church is:

To be a dynamic spiritual body empowered by the Holy Spirit to share Christ with as many people as possible in our church, community and throughout the world.

To be a worshiping fellowship, experiencing an awareness of God, recognizing His person and responding in obedience to His leadership.

To experience an increasingly meaningful fellowship with God and fellow believers.

To help people experience growing knowledge of God and man.

To be a church that ministers unselfishly to persons in the community and world in the name of Jesus Christ.

To be a church, the purpose of which is to be Christ-like in our daily living by emphasizing a total commitment of life, personality and possessions to the Lordship of Christ.

To be a church that demonstrates the principles of stewardship toward the natural world that God created for His people.

ARTICLE III. FAITH

The Calvary Baptist Church embraces and endorses the 1963 Baptist Faith and Message as its articles of faith.

ARTICLE IV. RELATIONSHIPS

Calvary Baptist Church is an autonomous body of believers that is subject to the control of no other ecclesiastical body. Insofar as it is practical, the church may cooperate with and support the Franklin County Baptist Association, the Kentucky Baptist Convention and the Southern Baptist Convention.

CHURCH BY-LAWS

SECTION I. MEMBERSHIP

This is a sovereign democratic baptist church under the Lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this church.

Sub-Section I.1. Candidacy

Any person may offer him or herself as a candidate for membership in this church. Any such candidate shall be presented to the church at any regular church service for membership in one of the following ways:

- Profession of Faith and baptism; or
- Promise of letter from another Baptist church; or
- Statement of Faith confirming prior salvation, that was followed by baptism by immersion.

Sub-Section I.2. Voting Rights of Members

Every church member is entitled to vote at all elections and on all questions submitted to the church. However, church business conducted during the regular business meetings will be voted upon by the members who are present. All motions brought before the church at an official business meeting shall be decided by a simple majority of voting members present, unless otherwise specified in the by-laws or Articles of Incorporation.

If a member cannot be present during a church election, he or she may request an absentee ballot from a deacon or the Church Clerk. The responsibility for voting absentee is upon the individual(s) who will be absent. An absentee ballot must be submitted to the Church Clerk prior to the election. Ballots submitted after the election will not be counted.

Sub-Section I.3. Termination of Membership

Membership is terminated in the following ways: death, transfer to another church, by request of the individual, or in extreme cases, by action of the church.

It shall be the basic purpose of the Calvary Baptist Church to emphasize to its members that every reasonable measure will be taken to assist a troubled member. The Pastor/Interim Pastor, Assistant Pastor(s), deacons and members are available to counsel and assist members with problems who desire help. Redemption rather than punishment should always be the purpose of correction and counsel as described in Matthew 18:15-22. In such case, a church member may be terminated, for

cause, by a 2/3 majority vote of those members present and voting by secret ballot at an official business meeting.

SECTION II. CHURCH STAFF AND OFFICERS

The church shall call or employ such staff members as the church deems necessary. The church shall provide a written job description for all staff positions and house them in the church office. All voting for ministerial staff positions shall be by secret ballot. All staff members come under the immediate supervision of the Pastor/Interim Pastor.

The church ministerial staff shall be the Pastor/Interim Pastor, Assistant Pastor(s), Youth Minister/Director and any other church ministries staff positions the church may employ. The elected officers of the church shall be: deacons, moderator, assistant moderator, church clerk, membership chairman, treasurer, assistant treasurer, trustees, and Sunday school director. All ministerial church staff, elected church officers, and elected full-time Sunday school teachers shall be members of Calvary Baptist Church.

Note: In the case where a youth director versus a youth minister is employed, the Youth Director shall work in consultation with the Pastor/Interim Pastor and/or Assistant Pastor(s) for biblical guidance regarding youth education.

The non-ministerial staff shall be the Church Secretary, Music Director and custodial staff. Non-ministerial staff may or may not be a member of the church.

All ministerial staff shall be elected by the church upon the recommendation of the Ministerial Staff Search Committee.

All non-ministerial staff members and elected officers shall be elected through the procedures of the nominating committee each year except deacons and custodial staff. Deacons shall be presented to the church for vote. Custodial staff shall be recommended to the Church Council for vote by the Trustees/Board of Directors. Trustees/Board of Directors shall direct the work of the custodial staff.

All ministerial and non-ministerial staff shall serve until his/her request or the church's request terminates the relationship. They shall give at least two weeks' notice at the time of resignation before terminating their responsibilities. The church may waive this requirement.

Any ministerial and non-ministerial staff position resignation should be submitted in writing to the Pastor/Interim Pastor who shall submit the resignation to the Church Council which shall present it to the church at the next business meeting.

Sub-Section II.1. Pastor/Interim Pastor/ Assistant Pastor(s)

The Pastor/Interim Pastor is responsible for working with the Assistant Pastor(s), Youth Director/Minister, deacons, Church Council, and church committees to lead the church in all functions. As the spiritual leader of the church, the Pastor/Interim Pastor should work with these entities to help the church engage in a fellowship of worship, witness, education and ministry. The Pastor/Interim Pastor, together with his supportive network, shall proclaim the gospel and care for the membership of the church.

The Pastor/Interim Pastor and Assistant Pastor(s) will lead the congregation, organizations and church staff to perform their duties. The Pastor/Interim Pastor shall be an ex-officio member on all committees, unless the Pastor/Interim Pastor deems necessary to be excluded.

The specific responsibilities for the Pastor/Interim Pastor and Assistant Pastor(s) are written in the corresponding job descriptions housed in the church office.

A pastor/interim pastor and assistant pastor(s) shall be chosen and called by the church whenever a vacancy occurs. In the case that a pastor resigns, his resignation shall be submitted to the Church Council to be presented to the church. A pastor/interim pastor or assistant pastor(s) may, for cause and upon recommendation of the Church Council, be removed from his position by a 2/3 majority of those members present and voting by secret ballot at an official business meeting. Such actions shall take effect immediately.

The election of a pastor/interim pastor shall be by secret ballot. An affirmative vote of $\frac{3}{4}$'s of those voting (including absentee ballots) shall constitute a call. The election shall take place at a meeting called for that purpose, of which at least two weeks public notice has been given. The election of a pastor/interim pastor shall be held following Sunday morning services.

Sub-Section II.2. Deacons

The tasks of deacons are to serve with the Pastor/Interim Pastor and staff in performing church ministries. The scripture teaches the emphasis is on ministry. Deacons should be supporters of the church both fiscally and physically. Deacons shall be responsible for the spiritual and service issues of the church. Deacons shall work with the Pastors and the Church Council to support all work of the church.

There shall be as many deacons as the current deacon body shall deem necessary. Any man who believes he meets the criteria below and desires to serve as Deacon shall submit his name to the current deacon body for consideration to serve as Deacon. The present deacon body, together with the Pastor/Interim Pastor, shall present the names of the proposed men to serve as deacons to the Church two weeks prior to voting by the church members present. These men will have been interviewed by the present deacon body, together with the Pastor/Interim Pastor, and deemed qualified to serve as deacons.

Any male church member 25 years of age or older who demonstrates evidence of having a personal relationship with Jesus Christ, the kind of wisdom which would enable him to perform the tasks required of a deacon and who meets the criteria established in the Bible for people that serve in leadership positions is eligible to serve as a deacon. In addition, the church deacon should be committed to the ministries of the church in teaching/learning, worship, fellowship, show good stewardship of time and talents, and be prayerfully supportive of the Pastor/Interim Pastor, staff, and other leaders of the church. A church ministerial staff member shall not be eligible to serve as a deacon. The church is under no obligation to constitute as an active deacon a person who comes to the church from another church where he has served as a deacon.

Deacons shall be elected at the conclusion of a Sunday morning worship service during the month of August. The election shall be announced at least one week in advance. New deacons will take office September 1. After serving a term of four (4) years, a deacon may rotate off the deacon body for at least one year, after which a deacon shall be eligible for another four (4) year term. There shall be no

limit to the number of four (4) year terms a deacon may serve if he is elected by the church according to the procedures established to elect deacons.

In case of death, removal or incapacity to serve, an unexpired term may be filled at any time through the year by following the election procedures. In the event a deacon chooses to step down from the position for whatever reason, resignations should be submitted to the Pastor/Interim Pastor who will submit the resignation to the Church Council.

A deacon may be removed from office, for cause, by a 2/3 majority vote of those members present and voting by secret ballot at an official business meeting.

Sub-Section II.3. Moderator/Assistant Moderator

The Moderator or Assistant Moderator shall conduct all formal meetings of the church body where the business of the church is carried out.

Sub-Section II.4. Church Clerk

The church shall elect a clerk who shall keep updated records of all the actions of the church conducted in the Church Council and business meetings. The church clerk will also be responsible for submitting an annual church letter to the Franklin County Baptist Association.

The Church Clerk will also serve as Secretary of the Calvary Baptist Church of the Forks of Elkhorn, Incorporation.

Sub-Section II.5. Membership Chairman

The Membership Chairman shall keep a register of the names of members with dates of admission, dismissal or death. The chairman is also responsible for maintaining records of baptism. The chairman is to report at each business meeting all requests having been granted as well as other membership changes.

The Membership Chairman will issue letters of request of transfer of membership and complete all requisite reports, including the submitting of church membership to the Church Clerk for reporting in the annual church letter to the Association.

The Membership Chairman, upon church approval, is authorized to grant church membership letters when a request is received from another church or individual.

Sub-Section II.6. Treasurer/Assistant Treasurer

The church shall annually elect a treasurer and an assistant treasurer. It shall be the duty of the Treasurer/Assistant Treasurer to receive, preserve and maintain the offerings and other monetary donations of the church. The Treasurer/Assistant Treasurer shall make appropriate disbursements to pay the financial obligations of the church in a timely fashion. The Treasurer/Assistant Treasurer shall keep at all times an accurate record of all receipts and disbursements. It shall be the duty of the Treasurer/Assistant Treasurer to render an itemized account of all receipts and disbursements to the church at the regular bi-monthly business meeting.

Upon rendering the Associational annual report at the end of church year, the records shall be maintained as to preserve a permanent financial record. Financial records should be maintained for five (5) years before destroying.

There shall be no limit to the number of annual terms a treasurer or assistant treasurer may serve.

Sub-Section II.7. Trustees/Board of Directors

The Trustees shall serve as the Board of Directors of the Calvary Baptist Church of the Forks of Elkhorn, Incorporation. The Trustees/Directors shall operate as the church's legal and business representative. There will be four (4) trustees elected to serve a two (2) year term.

The Trustees/Directors are charged with securing, maintaining and disposing of all real and personal church property.

It shall be the function of the trustees to affix their signatures to legal documents involving the business transactions of the church.

Trustees/Directors have no authority to buy, sell, mortgage, lease or transfer real or personal property without specific vote of the church unless the expenditure is less than or equal to \$500 or there is an emergency that demands immediate attention, then the Trustees/Directors, by agreement, may expend funds or dispose of property, real or personal, without prior approval.

After serving a term of two (2) years, a trustee/director may rotate off the service for at least one year, after which a trustee/director shall be eligible for another two (2) year term. There shall be no limit to the number of 2-year terms a trustee/director may serve if he is elected by the church according to the procedures established to elect trustees/directors.

A trustee/director may be removed from office, for cause, by 2/3 majority vote of those members present and voting by secret ballot at an official business meeting.

Sub-Section II.8. Executive Board Members

The church shall elect one member and one alternate to serve with the Pastor/Interim Pastor as messengers to the Franklin Baptist Association meetings. These members shall conduct business and vote on behalf of Calvary Baptist Church membership at the Associational annual meeting.

Sub-Section II.9. Church Historian

The Church Historian will periodically review the historical materials and collections of the congregation to determine what needs to be done to update, preserve, and use the material to interpret the history of the church to people of all ages. He or she will keep records in good order and interpret the history to others, particularly emphasizing the history of faith. He or she will document events and collect materials to add to the historical record of the congregation. He or she will make suggestions to the Church Council on activities that should be done to communicate the church history to others. In addition, the historian shall work with the church Trustees to determine a centralized, archived location for the historical materials and collections.

SECTION III. STANDING CHURCH COMMITTEES

By virtue of his office, the Pastor/Interim Pastor is an ex-officio member of all committees. As such, he should be informed and invited to all meetings.

Chairs are appointed by the Nominating Committee unless noted otherwise in these By-Laws. A chair's function includes scheduling and facilitating meetings, and representing the committee at business meetings when necessary.

Ex-officio members of committees are honorary, non-voting committee members. They attend committee discussion meetings and provide input, but may not be present during voting.

Sub-Section III.1. Church Council

The Church Council shall be responsible for the policy, program and membership issues of the church. The membership of the Church Council shall be a standing committee determined by holding particular church offices. The council shall consist of the Deacon Chairman, Mission Committee Chair, Treasurer, Church Clerk, Church Secretary, Sunday School Director, a representative of the Trustees, children's ministries representative and representatives of each adult Sunday school class. The Pastor/Interim Pastor and ministerial staff shall serve as ex-officio members.

Personnel matters will be managed by the Pastor/Interim Pastor and Church Council.

The Church Council shall serve as an advisory body to the church. The Pastor/Interim Pastor shall solicit counsel and input from the Church Council to review and coordinate programs and to evaluate program achievements in light of church goals and objectives.

Sub-Section III.2 Nominating Committee

The Nominating Committee shall coordinate volunteer staffing of all positions, committees and other non-ministerial officers (i.e., moderator, assistant moderator, church clerk, membership chairman, treasurers, trustees, and Sunday school director) of the church, except temporary committees and the Ministerial Staff Search Committee which will be appointed by the Church Moderator.

The Nominating Committee will make recommendations to the Church Council for discussion and then present the recommendations to the church for approval. Teachers and officers shall take office September 1 each year. The Nominating Committee shall be appointed yearly by the Church Moderator with church approval at the May business meeting.

Sub-Section III.3 Temporary Committees

All temporary committees shall be appointed by the Church Moderator to serve for an indefinite period of time to accomplish a specified task. When such a committee has completed its assigned task or function, it shall cease.

Sub-Section III.4. Ministerial Staff Search Committee

The Ministerial Staff Search Committee shall be a temporary committee made up of at least five (5) members formed to search for prospective ministerial staff as outlined in Section II. Church Staff and

Officers. The committee shall review the names of the prospective staff with the Church Council prior to presentation of the committee to the church for vote.

Sub-Section III.5. Flower Committee

The Flower Committee shall consist of a one (1) chairperson and two (2) assistants to serve a one (1) year term. This committee shall be responsible for floral arrangements in the sanctuary and other areas of the church.

Sub-Section III.6. Fellowship Committee

The Fellowship Committee shall consist of one (1) chairperson and four (4) members to serve a one (1) year term.

The Fellowship Committee shall be responsible for formulating and recommending to the church policies for the kitchen and for communicating these policies to the church. This committee shall be responsible for planning, coordinating, and conducting the use of the kitchen and supplies for special social events relating to the church family for the church year.

Sub-Section III.7. Baptism Committee

The Baptism Committee shall consist of one (1) male and one (1) female to serve a one (1) year term. This committee shall be responsible for provision of appropriate equipment and materials necessary for baptism and to assist the candidates in preparing for their baptism.

Sub-Section III.8. Lord's Supper Committee

The Lord's Supper Committee shall consist of one (1) chairperson and one (1) assistant to serve a one (1) year term.

The purpose of the committee is to maintain an inventory of all Lord's Supper equipment and materials and request additional equipment and materials as needed; see that all necessary Lord's Supper equipment and supplies are in place prior to each observance of the Lord's Supper; arrange for all Lord's Supper equipment to be gathered, cleaned, and properly stored after each observance; clean and put back in order the area used in preparing for the Lord's Supper; and evaluate the work of the committee by receiving feedback from the Pastor/Interim Pastor, deacons, and church regarding ways to improve planning and preparation.

Section IV. PROGRAMS

All programs of the church shall be under church control. The head of each program shall report to the Pastor/Interim Pastor through the head of the program. The Pastor/Interim Pastor shall review any issues with the Church Council for any potential action.

Sub-Section IV.1 Sunday School

There shall be a Sunday School, divided into classes for appropriate ages each of which shall be taught and/or facilitated by a Sunday school teacher. Sunday School will be coordinated by a Sunday

school coordinator and secretary. The tasks of the Sunday School shall be to teach God's Word, reach people for Christ, and provide information regarding the work of the church.

Sub-Section IV.2 Children's Church

Within Calvary Baptist Church there will be a Children's Church. It shall be the responsibility of the Children's Church Coordinator to ensure children's activities and classes are conducted in accordance with scripture, as well as the belief's and policies of the church. In the event a children's church class instructor is absent, the coordinator shall secure an instructor or fill the gap themselves. The coordinator is to ensure children's church instructors have supplies and adequate classroom space to conduct their activities and to guarantee the health and safety of our children.

Sub-Section IV.3 Church Nursery

The church shall operate a church nursery that shall be coordinated by the Nursery Coordinator. It shall be the responsibility of the Nursery Coordinator to maintain a list of nursery workers who will service the nursery during church functions, as needed. The coordinator will also ensure the nursery is clean and stocked with necessary supplies. In the absence of volunteers, the coordinator will assist in the nursery, as needed.

Sub-Section IV.4 Brotherhood

The church shall operate a Brotherhood. It will be the responsibility of the Brotherhood Coordinator and Assistant Coordinator to coordinate service activities and fellowships to assist the church and community, and provide encouragement and support.

Sub-Section IV.5 Vacation Bible School

Each year the Church Council shall determine if there is enough support to conduct a Vacation Bible School during the summer for outreach to children and their families. The Vacation Bible School shall be under the direction of a committee.

The Vacation Bible School shall be staffed with volunteer teachers and workers recruited by the committee. The purpose of Vacation Bible School shall be to teach biblical truths and to serve as a means of outreach to the community.

Sub-Section IV.6 Missions

There shall be a Missions Committee made up of a director and assistant. The tasks of the Director and the Assistant shall be to engage the church in (1) participating in mission projects; (2) supporting missions through praying and giving; and (3) provide and interpret information regarding the work of the church.

Sub-Section IV.7 Church Music Program

There shall be a Church Music Program under the direction of the Music Director.

The purposes of the music program shall be to teach music; provide music for worship; prepare music, provide practice opportunity, and conduct music for church choir; and provide organization and leadership for special projects of the church.

Sub-Section IV.8 Church Website

The church will have a website that will be maintained by a website coordinator. The Website Coordinator shall serve a one (1) year term.

The coordinator shall be responsible for receiving information from all staff and/or committee chairs and posting the information on the church website. Upon request, the coordinator shall provide training on use of the website to church members at a time convenient to both parties.

Sub-Section IV.9 Sound/Video Technicians Committee

The Sound/Video Technicians Committee shall consist of two (2) chairpersons and one (1) assistant each to serve a one (1) year term.

This committee shall be responsible for formulating and recommending to the church policies and procedures for the use of the sound and video equipment for worship services and other special services and activities; managing the sound/video system during Sunday morning church services; and training church staff and volunteers in the proper use and maintenance of all such equipment as needed.

Sub-Section IV.10 Usher Coordination Program

The Usher Coordinator shall consist of one (1) member to serve a one (1) year term.

The Usher Coordinator shall be responsible for selecting, coordinating and communicating with ushers to: monitor seating during the beginning of service to ensure proper, comfortable seating for everyone; collect offering during each Sunday morning worship service; be attentive to the needs of the pastor and congregation.

SECTION V. ORDINANCES

Calvary Baptist Church believes the scripture teaches there are two (2) ordinances of the church:

Sub-Section V.1. Baptism

Any person who receives Jesus Christ as Savior through faith and who publicly professes that faith may present themselves as candidates for baptism. Baptism shall be by immersion to symbolize the death, burial and resurrection of our Savior. Baptism shall be administered either by the Pastor/Interim Pastor or other ordained ministers. Baptism shall be done as an act of worship.

Sub-Section V.2. The Lord's Supper

The Lord's Supper is a symbolic act of worship, whereby baptized members of the Church, through partaking of the bread and the grape juice, remember the death of our Lord and look forward to His second coming. The Lord's Supper will be offered to all baptized believers.

The Lord's Supper shall be observed at least quarterly and/or as it coincides with special events and emphasis.

SECTION VI. CHURCH OPERATIONS

Sub-Section VI.1. Special Services

In addition to the regular worship services, special services may be scheduled under the direction of the Pastor/Interim Pastor, with consultation from others.

Sub-Section VI.2. Business Meeting

The church shall conduct business meetings on the 3rd Wednesday night of the months of January, March, May, July, September and November. All business meetings will be conducted in accordance with Roberts Rules of Order.

Special called business meetings may be held to consider special matters of a significant nature. A one-week notice shall be given of any special business meeting. The subject, location, dates and time must be given. In the event of extreme emergency when a one-week notice is not practical, the members of the Church Council may vote by simple majority to waive the one-week notification requirement. The Church Council may change the monthly business meeting, up to one week, in case of an event affecting a significant portion of the church membership.

SECTION VII. AMENDMENTS TO CONSTITUTION, BY-LAWS AND ARTICLES OF INCORPORATION

Changes in the Constitution, By-Laws and Articles of Incorporation may be made at any regular or special called business meeting. The following provisions must be followed:

- proposed changes must have been presented in writing at a previous church service and copies made available to those present, and
- proposed changes will require an affirmative vote of 2/3 of those members present.