

**CONSTITUTION AND  
BY-LAWS  
OF THE  
CALVARY BIBLE CHURCH  
HUNTSVILLE, ALABAMA**

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## **ARTICLE I. NAME**

The name of the church shall be the CALVARY BIBLE CHURCH of Huntsville, Alabama.

## **ARTICLE II. PURPOSE**

The purpose of the church shall be the evangelization of the lost at home and abroad, and the edification of believers through Bible study, prayer, worship, fellowship, and service.

## **ARTICLE III. STATEMENT OF FAITH**

### **A. The Holy Scriptures**

We believe the Scriptures, both Old and New Testaments, to be the verbally inspired Word of God, written by men in God's control, inerrant and infallible in the original manuscripts, and the final authority in faith and life.

(2 Timothy 3:15-17; 2 Peter 1:20; Psalm 19:7-9)

### **B. The Godhead**

We believe in one God, eternally existing in three persons, Father, Son, and Holy Spirit, these three being identical in essence, equal in power and glory, and possessing precisely the same attributes and perfections.

(Deuteronomy 6:4; Matthew 28:19; 2 Corinthians 13:14)

### **C. The Condition of Man**

We believe that man was created in the image and likeness of God in innocence and without sin, but that in Adam's sin the race fell, inherited a sinful nature, became spiritually dead and alienated from God, and now man of himself is incapable of remedying his lost and depraved condition. (Genesis 1:26; 3:1-24.; Romans 3:10-18; 5:12, Ephesians 2:1-3)

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

We believe that the Lord Jesus Christ, the eternal Son of God, became man without ceasing to be God, having been conceived of the Holy Spirit and born of a virgin, in order that He might reveal God and redeem sinful man. This redemption He accomplished by voluntarily giving Himself as a sinless substitutionary sacrifice on the cross; thereby satisfying God's righteous judgments against sin. After substantiating the accomplishment of that redemption by His bodily resurrection from the grave, He ascended to the right hand of His Father where He intercedes on behalf of those who trust Him. (John 1:1,2,14,18; Luke 1:34-35; Romans 3:24-26;8:34)

#### E. The Person and Work of the Holy Spirit

We believe that the Holy Spirit is the Divine Person who convicts the world of sin, that He alone brings new life to those who are spiritually dead, that He baptizes (or places) all believers into the one true Church, which is the Body of Christ, that He indwells them permanently, seals them unto the day of redemption, bestows spiritual gifts upon them, and fills (or controls) those who are yielded to Him. We reject the current "modern" teachings and practices concerning the gifts of tongues and healing on the basis that these teachings and practices are unbiblical and not the work of the Holy Spirit. (John 16:7-11; 3:5-8; 1 Corinthians 12:12; John 14:16,17; Ephesians 4:30; 1 Corinthians 12:7-11; Ephesians 5:18)

#### F. Salvation

We believe that salvation is the gift of God's grace. It cannot be gained by meritorious works, but is freely bestowed upon all who put their faith in the finished work of Jesus Christ at Calvary. All who so trust the Savior are forgiven of their sins and born into the family of God by the regenerating work of the Holy Spirit. (Ephesians 2:8-9; 1:7; John 1:12)

### G. Security, Assurance, and Responsibility

We believe that all the saved, those in whom God has accomplished His transforming work of grace, are kept by His power and are thus secure in Christ forever. It is their privilege to rejoice in the assurance of their salvation. However, this assurance must not be the occasion for sin, for God in holiness cannot tolerate persistent sin in His children, and in infinite love He corrects them. True faith in Christ is expressed by a fruitful, God-pleasing life. (John 10:27, 29; Romans 8:19-39; 1 John 5:13; Hebrews 12:6; Matthew 7:20; James 2:20)

### H. The Church

We believe that the true Church, called in Scripture the Body of Christ, is a spiritual organism into which every person who has trusted Jesus Christ for salvation in this present age has been baptized by the Holy Spirit. The Scriptures also teach the establishment and continuation of local churches, groups of redeemed individuals joined together for worship, instruction, fellowship, and service. (Ephesians 1:22-23; 1 Corinthians 12:13; Acts 2:42; 13:1-2)

### I. The Ordinances

We believe that our Lord Jesus Christ instituted two ordinances to be observed by all believers until His return, Baptism and the Lord's Supper. (Matthew 28:19; 1 Corinthians 11:23-26)

### J. The Second Coming of Christ

We believe in the personal, imminent coming of the Lord Jesus Christ for His Church, and His subsequent premillennial return to earth to establish His kingdom. (1 Thessalonians 4:13-18; Zechariah 14:4-11; Revelation 19:11-16; 20:1-6)

## K. The Eternal State

We believe that at death the souls of those who have trusted Christ for salvation pass immediately into His presence and there remain in conscious bliss until the resurrection of the body at His coming for the Church, when soul and body reunited shall be associated with Him forever in glory. We believe that the souls of unbelievers remain after death in conscious misery until the final judgment of the great white throne at the close of the millennium, when soul and body reunited shall be cast into the lake of fire, not to be annihilated, but to be separated from God forever in conscious punishment. (Luke 16:19-26; 2 Corinthians 5:8; Philippians 1:23; 2 Thessalonians 1:7-9; Revelation 20:11-15)

## **ARTICLE IV. COVENANT OF FELLOWSHIP**

It is our joyful privilege to enter into this solemn covenant with God and with this local fellowship of believers. By God's enabling grace, we promise:

A. To attend as diligently as possible to the public worship of God in this place, recognizing the value and importance of both morning and evening services on the Lord's Day as well as the mid-week hour of instruction and intercession.

B. To share in the financial support of this church and its varied ministries by cheerfully, systematically, and proportionately contributing of our means as God supplies.

C. To serve the Lord willingly through this church with the abilities and the time He provides, working together in Christian love and graciousness, endeavoring to keep the unity of the Spirit in the bond of peace, and refraining from the practice and promotion of doctrines not in agreement with the Statement of Faith.

D. To engage in personal Bible study and prayer, maintain family devotions where possible, and educate such children as God entrusts to us in the doctrines of the Scripture and the principles of Christian living.

E. To endeavor to please God in every way, denying ungodliness and worldly lusts and pursuing a manner of life consistent with the gospel of Jesus Christ.

F. To attempt by prayer, by example, and by word to lead others to the personal acceptance of Jesus Christ as Savior from sin.

## **ARTICLE V. GOVERNMENT**

The government of the church, under the leadership of the Holy Spirit, shall be vested in its members and administered by the Boards of Elders and Deacons whose authority is derived from and limited by the articles of this Constitution and By-Laws.

All official board and committee meetings sponsored by the church shall be open to all members for the purpose of attendance, listening, and observation. The exception will be when it is determined by a majority vote of such board or committee that a subject has to be discussed in confidentiality. Then, only that confidential portion of the meeting will be closed. If members desire to participate in board or committee meetings, they will be permitted to do so only when prior arrangements have been made with the appropriate board or committee chairman, and then, only the topics arranged for may be presented or discussed.

## **ARTICLE VI. MEMBERSHIP**

### **A. Qualifications for Membership**

Any person desiring to unite with this church shall be interviewed by as least two Elders. The applicant shall give satisfactory testimony to his personal faith in Jesus Christ as Savior, acknowledge his agreement with the Statement of Faith, and express his intention to abide by the Covenant of Fellowship and the Constitution and By-Laws of the church. If an applicant is unfamiliar with any doctrinal issue or does not understand it sufficiently to acknowledge agreement, instruction will be given before acceptance for membership will be considered. The suggested minimum age for membership is twelve (12) years.

### **B. Reception of Members**

Upon approval of the applicant's qualifications, he shall be extended the right hand of fellowship at the next appropriate service and so be received into the membership of the church. If the new member has not heretofore been baptized, he shall arrange to be baptized in accordance with this Constitution and By-Laws.

### **C. Associate Membership**

Temporary residents who wish to take an active part in this church, yet retain membership with a church in another locality, may apply for associate membership. Associate members are received on the same basis as regular members and have the usual privileges and responsibilities of church membership with the exception of voting. Such members will be dropped from the roll when they move from this area.

#### D. Active and Inactive Membership

It shall be the responsibility of the Board of Elders to maintain an active membership roll and review it at least each July. Any member who absents himself from the services of the church for a period of six months, except for sickness or disability, and fails to respond to efforts of the Elders to renew attendance, or fails to reply to communication directed to him at his last known address, shall be placed on an inactive roll. Likewise, any member moving from Huntsville or vicinity who does not communicate with the church for a period of six months shall be placed on the inactive roll. Persons whose names are on the inactive membership roll shall not be permitted to participate in business meetings of the church or to hold church offices. They may be reinstated to the full privileges of active membership by vote of the Board of Elders upon compliance with the normal system of church attendance or satisfactory communication with the church.

#### E. Voting Membership

The voting membership of the church shall consist of members in good standing whose names appear on the active membership roll and who are eighteen (18) years of age or older.

#### F. Termination of Membership

Termination of membership may be by any of the following ways:

1. Death. The names of deceased members shall be removed from the roll.
2. Transfer. Members in good standing shall be granted, upon request, a letter of transfer to another church of their choice.

3. Inactivity. Any member whose name remains on the inactive membership roll for a period of one year shall be dropped from church membership by the Board of Elders and notified of such action by the Church Clerk.

4. Discipline. To maintain the peace and purity of the church, the Scripture permits the removal of any person from the membership for disciplinary reasons (Romans 16:17; I Corinthians 5:1-13; 2 Thessalonians 3:6, 2 Timothy 2:16-21).

After reasonable attempts toward restoration have been made without avail (Matthew 18:15-16; Galatians 6:1), charges shall be submitted to the Board of Elders in writing by those bringing them. The accused must be notified of the charges and of the date of their consideration by the Elders at least one week in advance of that date, and must be given opportunity to answer the charges before the Elders, if so desired.

Dismissal by discipline shall require a three-fourths (3/4) majority of the Elders voting after careful and prayerful consideration. Persons who have been so disciplined, but who demonstrate a genuine attitude of repentance, may be restored to membership in accord with the regulations which govern the reception of members.

## **ARTICLE VII. OFFICERS**

The officers of the church shall be divided into three categories: (1) the Pastor and assistants; (2) Officers subject to annual congregational election, consisting of a Board of Elders and a Board of Deacons; and (3) Church officers, appointed or elected by the Boards, such as a Church Clerk, a Church Treasurer, a Sunday School Superintendent, a Children's Church Director, and a Training Hour Director.

## A. Pastor

1. Selection. In the event of a vacancy in the pastorate of this church, the Board of Elders shall appoint a Pulpit Committee of not less than three nor more than five men, representative of the whole congregation, to arrange for pulpit supply in each regular service and to investigate prospective candidates for the pastorate. The candidate of their choice for the pastorate shall be a man of satisfactory theological training, high moral reputation, and evident spiritual discernment and gifts, who is or will become independent of any denomination, and who will subscribe without mental reservation to the Statement of Faith, Covenant of Fellowship, and Constitution and By-Laws of the church. After being interviewed by the Board of Elders and recommended to the congregation by them, the Pastor shall be elected for an indefinite period of time by a three-fourths (3/4) majority of those members present and voting by secret ballot at a congregational meeting duly called and constituted for the express purpose of considering such recommendation. Not more than one candidate shall be considered at any one meeting.

2. Termination. It shall be the prerogative of the Pastor to dissolve the pastoral relationship by giving a one month notice of such intention, or less if mutually agreed. The church may initiate termination of the pastoral relationship by calling a congregational meeting to consider the question. Such a meeting shall be called by a three-fourths (3/4) majority of the votes cast at a duly constituted meeting of the Board of Elders, or by a petition submitted to the Board of Elders signed by twenty percent (20%) of the voting membership. A simple majority of the votes cast by a secret ballot at that congregational meeting shall be sufficient to cause termination. In such case, the Pastor shall be entitled to one month's salary after the date of termination set by the congregation.

3. Duties and Privileges. The Pastor shall oversee the spiritual welfare of the church, preach the Word, and otherwise be responsible for the regular services of the church, administer the ordinances, publicly extend the right hand of fellowship to new members, and exercise watchful care for the spiritual needs of the congregation. He shall be an ex-officio member of all boards and committees with full voice and vote, and shall suggest the appointment of such committees as may be deemed necessary. His counsel and advice shall be considered by the officers of the church and in all the ministries of the church, and his position of leadership shall be held in honor and respect by all members of the church.

4. Pastoral Assistants. Upon recommendation of the Board of Elders, the congregation may call such paid pastoral assistants as shall be considered necessary for the most effective ministry of the church, such as a Minister of Christian Education, a Minister of Youth, a Minister of Music, or a Minister of Visitation. The procedure for selecting and terminating such assistants shall be the same as that for the Pastor. Their duties and privileges shall be stipulated in writing by the Board of Elders and shall be carried out under the direct supervision of the Pastor, or in his absence, the Board of Elders.

Pastoral Assistants shall not be considered members of the Board of Elders and will have no vote at Board or Committee meetings, nor will they perform the duties and functions of Elders, except as authorized by proper authority. Pastoral Assistants may attend regularly scheduled Board and applicable committee meetings, but shall attend special meetings of same only by invitation. Pastoral Assistants may

participate in events and services which are the responsibility of the Elders at the discretion of the Board of Elders. The channel of communication to Pastoral Assistants for such events and services will be through the Pastor.

## B. Elected Officers

The following two Boards shall consist of men who are active members of the church, who are twenty-one (21) years of age or older, and who are elected by the congregation at its annual meeting.

(If an elected officer, or a relative of an elected officer, is an employee of the church, when issues arise affecting or involving such an individual, the involved officer shall be dismissed from the board meeting during the discussion and during the vote on such issues.)

### 1. Elders

#### a. Qualifications

The moral and spiritual qualifications of an Elder are found in I Timothy 3:1-7 and Titus 1:5-9. Elders should be nominated and elected in the light of these God-given requirements.

#### b. Number and Term of Office

##### (1) Number of Elders

The board size shall be twelve elders, the exception being a lower number if that is all who will agree to be nominated for the office.

(2) Term of Office

Elders shall be elected to serve for a term of three years. The terms shall be staggered such that four Elders shall be elected each year. An Elder will not be nominated for successive terms. He will again be eligible for nomination to the office of Elder after one year has elapsed. He will, however, be eligible for election to other offices during the off year. The Pastor shall be considered an Elder, and his term shall not expire so long as he holds the pastorate of this church.

c. Selection

(1) Nominating Committee

At least six weeks before the last Sunday of the church year a Nominating Committee shall be appointed by the Elders consisting of six members. Membership to this committee is not set, but shall be representative of the church membership at large, with at least half being from the Board of Elders and a minimum of one from the Board of Deacons. Written nominations for elective offices shall be submitted to the church until the close of the evening service of the last Lord's Day of the church year. All persons so nominated shall be subject to approval by the Nominating Committee as meeting the constitutional requirements of the office to which nominated. The Nominating Committee shall publish the names of candidates for offices in the Church Bulletin for at least two consecutive Sundays prior to the annual congregational meeting. There shall be no nominations from the floor at the annual congregational meeting. The Nominating Committee shall, when so requested, provide a written reply stating the reasons for the rejection of a properly nominated person to an office.

(2) Election and Assumption of Office

Voting will be by secret ballot. Each voter may vote for as many nominees as there are positions to be filled. A nominee, to be elected, must receive votes totaling more than 50% of the number of members voting. When there are more nominees than positions, those nominees receiving the greatest number of votes shall be elected, unless they did not receive more than 50% . If all positions are not filled on the first vote and there are more remaining nominees than unfilled positions, then another vote will be conducted on the remaining nominees. In no case will more than three votes be taken. All officers shall take office immediately following the Annual Business Meeting in which they were elected. Should a board vacancy (as defined in Paragraph VII.B.1.g.) occur during the church year, the Board of Elders may appoint a temporary officer until the next annual congregational meeting, when a replacement will be elected to serve the remainder of the unexpired term.

d. Organization, Meetings, and Quorum

At the first meeting of the Board of Elders after the annual congregational meeting, the newly elected and continuing Elders shall elect from their number a chairman, a vice-chairman, a Church Clerk, and a parliamentarian. They may also appoint such committees as are necessary for the effectual oversight of the activities of the church. The regular meetings of the Board of Elders shall normally be held monthly at the church as the board may determine. Special meetings may be called at the request of the Pastor, the Chairman of the Board, or a majority of the Elders. The time and place of special meetings will be such that it will not put undue hardship on church members wishing to attend.

Notice of a regular or special meeting of the board shall be given from the pulpit, or in the bulletin, or by telephone, at least one day prior to the meeting. A majority of all the board members shall constitute a quorum for the Board, and the acts of the majority of those members present and voting shall be the acts of the entire Board unless otherwise specifically required by law or by this Constitution and By-Laws.

e. Duties

The Elders shall comprise the ruling body of the church and shall have the power and authority to act in behalf of the church except as limited below (f). It shall be the duty of the Elders to care for the church in its spiritual condition, to guard the purity of doctrine and life of the church, and to discipline the church in accordance with the Word of God. The Elders shall be responsible for examining all who seek membership in the church. They shall act for the church in the acceptance and dismissal of members, and shall maintain an active membership roll. They shall assist the Pastor in administering the ordinances, counseling the erring and needy, comforting the sick and afflicted, and in supplying the pulpit in his absence. They shall control the distribution of benevolent funds. They shall appoint the Sunday School Superintendent, Children's Church Director, Training Hour Director, and such other officers and committees as may be necessary. They shall inform the congregation of all major decisions made in their meetings. All Elders shall have equal standing and authority with no preferred status by seniority. However, positions of leadership and responsibility will vary according to the executive offices of the Board and its various appointments, which shall be in consonance with other provisions of this Constitution and By-Laws.

f. Limitations

The board of Elders shall not assume any of the following prerogatives without express congregational consent:

- (1) To amend this Constitution and By-Laws.
- (2) To call or dismiss a Pastor or pastoral assistant.
- (3) To purchase, sell, or mortgage real property.
- (4) To purchase unbudgeted supplies, materials, or equipment totaling more than \$5,000 per purchase.
- (5) To incur expenses for the church exceeding the revenue of the church, except to meet promptly such fixed current expenditures as may be necessary to secure continuity in the work of the church.
- (6) To adopt an annual budget.
- (7) To adopt any home or foreign missionary for regular monthly support or alter the amount of regular support given to any missionary of the church.
- (8) To infringe upon any other right reserved to the congregation by law or by the articles of this Constitution and By-Laws.

g. Termination

The office of Elder shall be considered vacant when any one of the following occurs:

- (1) Death
- (2) Resignation
- (3) Refusal to fulfill the responsibilities designated in this Constitution and By-Laws, and so declared by a majority present and voting at a duly called meeting of the Board of Elders.
- (4) Absence from three consecutive meetings of the Board without an excuse which is acceptable to the majority present and voting at a duly called meeting of the Board of Elders.

(5) Removal by a three-fourths (3/4) majority of those present and voting at a duly called meeting or the Board of Elders if an officer:

- (a) Shows himself by person or attitude to be disturbing the purity, peace, or unity of the church, or
- (b) Has admitted to changing his views regarding the Statement of Faith, or
- (c) Fails to live in harmony with the standards expressed in the Covenant of Fellowship and the Constitution and By-Laws of the church, or
- (d) Expresses continued and consistent opposition to a properly elected pastor of the church, and is in the minority in such opposition.

(6) The congregation may by a two-thirds majority vote at a properly called church business meeting recall any elected officer for a stated cause, and thus remove such an elected officer from his office.

## 2. Deacons

### a. Qualifications

The moral and spiritual qualifications of a Deacon are found in I Timothy 3:8-13.

Deacons should be nominated and elected in the light of these God-given requirements.

### b. Number and Term of Office

The number of Deacons on the Board and their term of office shall be the same as that for the Elders.

c. Selection

The procedure for nominating and electing the Deacons and for filling unexpired terms shall be the same as that for the Elders.

d. Organization, Meetings, and Quorum

At the first meeting of the Board of Deacons after the annual congregational meeting, the Deacons shall elect from their number a chairman, a vice-chairman, and a secretary. They shall also appoint a Church Treasurer, such assistants to the treasurer as may be deemed necessary, and any committees considered to be essential to the adequate management of the material matters of the church. The regular meetings of the Board of Deacons shall be held monthly at such time and place as the Board may determine. Special meetings may be called at the request of the Pastor, the Chairman of the Board, or a majority of the Deacons. Notice of a regular or special meeting of the Board shall be given from the pulpit, in the bulletin, or by telephone at least one day prior to the meetings. A majority of all the Board members shall constitute a quorum for the Board, and the acts of the majority of those members present and voting shall be the acts of the entire Board unless otherwise specifically required by law or by this Constitution and By-Laws.

e. Duties

It shall be the duty of the Deacons to assist the Elders in the administration of the church. All major actions of the Deacons shall be subject to approval by the Board of Elders and shall be presented to the Board of Elders at its monthly meeting by the Chairman of the Board of Deacons or his appointee. It shall be the duty of the Deacons to have the care of all matters pertaining to the physical properties and

finances of the church, subject to the same limitations as those upon the Elders. They shall take all necessary measures for the protection and maintenance of church buildings and property and shall supervise the use of same.

They shall be responsible for the receiving, counting, and safekeeping of church funds, and they shall direct the disbursement of such funds, within the limits of the current church budget and the articles of this Constitution and By-Laws, to meet promptly all obligations incurred by the church. They shall present for adoption at the annual congregational meeting a budget of prospective operating expenses for the coming year, including proposed salaries for personnel of the church. The Deacons, in the person of their chairman, vice-chairman, and secretary, shall act as trustees for the corporation, holding title to the properties of the church, and representing the church in all matters pertaining to civil law as directed by the church. The Deacons shall be responsible for ushering at the services of the church, and for providing every material thing for proper worship.

They shall hold themselves in readiness to assist in guiding the spiritual life of the church, in administering the ordinances, and in performing any other necessary calling.

f. Termination

The office of Deacon shall be considered vacant in the same manner as the office of Elder.

## C. Appointed Officers

### 1. Church Clerk

The Church Clerk shall be appointed by the Board of Elders as soon as possible after the annual congregational meeting, or when a vacancy occurs. He shall record or have recorded the minutes of the Board of Elders. He shall oversee official correspondence for the church. He shall provide for the safekeeping of all papers and documents of the church, except those committed to the Board of Deacons, delivering the same with all records kept by him to his successor.

### 2. Church Treasurer

The Church Treasurer shall be appointed by the Board of Deacons as soon as possible after the annual congregational meeting, or when a vacancy occurs. He shall pay all bills that have been duly authorized, keep a full account of all monies received and paid out, and submit a written monthly, quarterly, and annual report to the Board of Deacons of the financial condition of the church. He shall make his books available for audit at any time upon request by the Board of Deacons or Board of Elders.

### 3. Sunday School Superintendent

The Sunday School superintendent shall be appointed by the Board of Elders as soon as possible after the annual congregational meeting, or when a vacancy occurs. He shall supervise the operation of the Sunday School of the church. All matters pertaining to the Sunday School, such as size and location of classes, selection of literature, selection of teachers, etc., shall be determined by the Sunday School Superintendent together with the Pastor, subject to approval by the Board of Elders. He shall have an assistant, approved by the Elders, to perform his duties in his absence and to perform any responsibilities relating to the Sunday School which may be deemed advisable to delegate.

4. Children's Church Director

The Children's Church Director shall be appointed by the Board of Elders as soon as possible after the annual congregational meeting, or when a vacancy occurs. He shall supervise the operation of the Children's Church together with the Pastor, subject to approval by the Board of Elders. He shall have an assistant, approved by the Elders, to perform his duties in his absence and to perform any responsibilities relating to the Children's Church which may be deemed advisable to delegate.

5. Training Hour Director

The Training Hour Director shall be appointed by the Board of Elders as soon as possible after the annual congregational meeting, or when a vacancy occurs. He shall supervise the operation of the Training Hour along with the Pastor, subject to approval by the Board of Elders. He shall have an assistant, approved by the Elders, to perform his duties in his absence and to perform any responsibilities relating to the Training Hour which may be deemed advisable to delegate.

## **ARTICLE VIII. ORGANIZATIONS**

The organizations or agencies of the church shall include a Sunday School, a Children's Church, and a Training Hour. There may also be a ladies' fellowship, a men's fellowship, week-day boys' and girls' organizations, and a choir. Members wishing to form any other organization within the church must present a statement of their purpose, plans, and organizational structure to the Board of Elders and receive Board approval before proceeding with the organization. Officers of all church organizations must be members in good standing with the church.

## ARTICLE IX. COMMITTEES

### A. Auditing Committee

The Auditing Committee shall consist of three (3) members of the church appointed by the Board of Elders at the close of each church year to examine and audit the books and records of the Church Treasurer and Missions Committee Treasurer and to present a report to the Board of Elders.

### B. Music Committee

A Music Committee, consisting of as many members as may be deemed necessary, shall oversee the musical program of the church. The Board of Elders shall appoint the chairman, who in turn shall submit to the Elders for approval the names of other prospective committee members.

### C. Christian Education Committee

The Christian Education Committee shall consist of the Sunday School Superintendent, the Children's Church Director and the Training Hour Director.

Representatives from other agencies and boards of the church may be appointed to the Committee as considered advisable by the Board of Elders. The chairman of the committee shall be the Pastor or a pastoral assistant. The Christian Education Committee shall coordinate the program of the educational agencies of the Church and recommend educational policies to the Board of Elders for approval. The Sunday School Superintendent, the Children's Church Director, the Training Hour Director, and any other directors/officers of agencies or committees having to do with Christian Education, will be under the jurisdiction of the Christian Education Committee, and will report to the Board of Elders through the Christian Education Committee.

#### D. Missions Committee

The Missions Committee shall consist of five (5) or more members, including at least two Elders, one Deacon, and two representatives at large from the congregation. All are appointed by the Board of Elders. The committee shall elect its own chairman, vice-chairman, secretary and treasurer at its first meeting after the committee membership for the new church year is complete. The duties of the Missions Committee shall be to promote missionary interest and provide missionary education throughout the church, to conduct an annual missionary conference, to recommend to the church the adoption of new missionaries and the amount of their support, and to submit a proposed missionary budget for the coming year to the Board of Deacons by the last week in August. The Missions Committee shall also administer the Scholarship Fund in accordance with the policy established by the Board of Elders.

The Missions Treasurer will receive funds only from the general fund of the church through the Board of Deacons, disburse missions and scholarship funds as directed by the Missions Committee, contingent upon church budget approval, maintain proper financial records, and make such financial records available for audit at times requested by the Boards of Elders or Deacons.

### **ARTICLE X. MISSIONARY POLICIES**

- A. As a general rule, new missionaries will be considered for support after they have presented their work to the church and have been interviewed by the Missions Committee.
  
- B. Individual missionaries being considered for support shall subscribe in writing to the church Statement of Faith. Institutions being considered for support shall submit a copy of their own statement of faith which must not contradict that of the church in any particular.

- C. Individual missionaries supported by the church should be sponsored by or affiliated with an established Board that is responsible for and can duly direct their activities.
- D. Missionary support shall be approved by the congregation and shall extend through the church year. Written notification of intended support shall be sent to the mission board at such time as new missionaries have been adopted or the amount of support has been changed.
- E. Support shall not be decreased nor terminated during the church year unless a missionary ceases to preach, teach, or live the gospel of Christ, or unless the church is financially unable to continue such support. In such cases, termination or reduction of support may be effected by a majority of those present and voting at a duly called congregational meeting, with the provision that a one month notice be given to the mission board.
- F. Support shall continue while missionaries are on furlough. If, for any reason, a missionary is unable or does not intend to continue missionary activities, his support shall automatically be terminated after six months, unless the missionary agrees to termination at an earlier date.
- G. Missionaries supported by this church shall be expected to visit the church for at least one regularly scheduled service during each furlough and write to the church at least once quarterly while on the field.

## **ARTICLE XI. CONGREGATIONAL MEETINGS**

### **A. Regular and Special Services**

The church shall meet every Lord's Day, both morning and evening, for public worship, and at least once during the week for prayer and Bible study. Special meetings, such as Bible conferences, missionary conferences, or evangelistic services, shall not exceed one month a year in the aggregate, as a general rule, and shall be arranged by the Pastor, assisted by the Board of Elders.

## B. Business Meeting

### 1. Annual Congregational Meeting.

The church year shall begin on October 1 and end on September 30, and the annual congregational meeting shall be held at the conclusion of same, on Wednesday night following the second Sunday in October. If for any reason it is impossible to conduct the meeting as stated, it shall be held one week later. Election of officers and adoption of an annual church budget shall be included in the agenda of the annual congregational meeting.

### 2. Special Business Meetings.

Special business meetings may be called at any time at the request of the Pastor, the Board of Elders, or at the written request, addressed to the Board of Elders, of not less than twenty percent (20%) of the voting membership of the church. Announcement of any special business meeting on two (2) consecutive Sundays, and notice of the time, place, and purpose of said meeting shall be announced in like manner. No business shall be transacted at such meeting except that stated in the announcement.

### 3. Quorum and Conduct of Business

- a. A quorum for the transaction of business at all congregational meeting shall be twenty percent (20%) of the voting membership. The majority vote of those members present and voting shall prevail unless the vote of a greater number is required by law or by this Constitution and By-Laws.
- b. In all congregational business meetings the chairman of the Board of Elders, or in his absence, someone to be appointed by the Board of Elders shall preside.

- c. In the transaction of business, the latest edition of Robert's Rules of Order, Revised shall be used in all cases not covered by this Constitution and By-Laws.

#### 4. Voting

The chairman of the meeting shall determine the method of voting, except in such cases as secret ballot is specified in this Constitution and By-Laws. Eligibility for voting at congregational business meetings shall be limited by the articles of this Constitution and By-Laws (cf. VI.C., VI.D., VI.E.). No absentee or proxy vote shall be permitted.

### **ARTICLE XII. ORDINANCES**

#### A. Baptism

Since baptism is the outward testimony of an inward spiritual transformation, it shall be administered only to those who give evidence of having been born again by faith in Jesus Christ. The church shall accept as valid any regular form of water baptism, if it is in agreement with the considered convictions of the individual believer, but the church shall practice believer's baptism by immersion, a mode universally recognized as valid and accurately portraying the believer's death, burial, and resurrection with Christ. Infant baptism shall not be practiced.

#### B. The Lord's Supper

The Lord's Supper shall be administered as a commemoration of His death, the elements being used as emblems of His body and blood. Unless unusual circumstances dictate otherwise, it shall be observed on the first Sunday of every month, and on such other occasions as the Board of Elders shall deem desirable. It shall be open to all self-examined believers regardless of church affiliation.

### **ARTICLE XIII. ORDINATION**

The church shall have the authority to ordain qualified men to the gospel ministry. Such men shall make application for ordination to the Board of Elders. If the Elders approve the application, they shall authorize the Pastor to call an ordination council to examine the candidate regarding his Christian experience, call to the ministry, education, character, and doctrinal belief. The candidate shall be publicly ordained to the Christian ministry upon the recommendation of this council.

### **ARTICLE XIV. AMENDMENTS**

This Constitution and By-Laws may be amended by a two-thirds (2/3) majority of those members present and voting by secret ballot at a duly called congregational meeting, provided the proposed amendment has been approved by the Elders, or has been submitted by a petition signed by not less than twenty percent (20%) of the voting membership, and provided the proposed amendment has been conspicuously posted in written form for two consecutive Sundays.

A GENERAL GUIDE TO  
**THE CHURCH YEAR**  
(as provided for in the Constitution and By-Laws)

**OCTOBER**

First week. Auditing Committee appointed by Board of Elders (IX.A.)

Wednesday after second Sunday. Annual Congregational meeting, including election of officers and adoption of annual church budget (XI.B.1.)

**OCTOBER – NOVEMBER**

First Meeting of Elders. Organization of Board, election of Chairman, Vice-Chairman, Church Clerk (VII.B.1.d; VII.C.1), Sunday School Superintendent (VII.B.1.e., and VII.C.3.), Children's Church Director (VII.B.1.e., and VII.C.4.), and Training Hour Director (VII.B.1.e., and VII.C.5.).

First Meeting of Deacons. Organization of Board, election of Chairman, Vice-Chairman, Secretary, and Church Treasurer (VII.B.2.d.; VII.C.2.).

**JULY**

First Week. Elders review membership roll and begin setting it in order preparatory to the annual congregational meeting (VI.D.; VI.F.).

**AUGUST**

Last week. Missions Committee presents proposed missionary budget for coming year to Board of Deacons (IX.D.).

**SEPTEMBER**

First Week. Elders announce names of officers whose terms are expiring and the total number of vacancies to be filled on the Boards of Elders and Deacons at the annual congregational meeting (VII.B.1.b.; VII.B.1.c.; VII.B.2.b.; and VII.B.2.c.).

Monthly Deacons Meeting. Proposed budget for coming year completed by the Deacons and submitted to Elders for approval before annual congregational meeting (VII.B.2.e.).

Last Week. All suggestions for nominations to church offices from the congregation submitted in writing to the Nominating Committee (VI.D.; VII.B.1.c.; and VII.B.2.c.).

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