



CALVARY CHURCH

# BYLAWS

**Effective February 17, 2013**

CALVARY BAPTIST CHURCH OF ENGLEWOOD

d/b/a CALVARY CHURCH

d/b/a CALVARY



# Preamble

In order to affirm and preserve the principles of our faith, to guarantee that this body may be governed in an orderly and efficient manner consistent with the Scriptures and applicable law, and for the purpose of preserving the unity of this church, the liberties inherent in each individual member, and the freedom of action of this body with respect to its relation to other churches of the same faith, we do declare and establish these By-Laws.

## Article 1. Name

The official name of this church shall be Calvary Baptist Church of Englewood. This church will do business as “Calvary” or “Calvary Church.” It may be referred to as “Church” within these By-Laws.

## Article 2. Purpose

The purpose for which this Church exists is to glorify God by making joyful, passionate disciples of Jesus.

## Article 3. Government

Calvary shall function as a Jesus-led, Elder-guided, and Congregationally-affirmed church. This Church is subject to the control of no denominational body, but it recognizes and sustains voluntary cooperation with the Denver Association of Southern Baptist Churches, the Colorado Baptist General Convention, and the Southern Baptist Convention.

## Article 4. Membership

### Section 1. Qualifications for Membership

To be received into the membership of this Church, each person shall confess that Jesus Christ is his/her Lord and personal Savior, and

- a. Have experienced believer’s baptism by immersion in water; or
- b. After a public profession of faith in Christ as personal Savior, and upon baptism by immersion in water as authorized by this Church. Special cases, such as medical/physical limitations, shall be voted on at a regular or specially-called business meeting; or
- c. Upon receipt of a Church letter of dismissal and recommendation from some other church of like faith and order; or

- d. By statement, acceptable to this Church, of previous membership after baptism in a church of like faith and order.

### **Section 2. Admission to Membership**

Membership becomes effective only after: 1) the candidate members have signed a then-current, Elder-approved Membership Covenant, thus committing themselves to the responsibilities it assigns; and 2) Active Members (defined below) have voted on the acceptance of candidate members at any Regular Business Meeting of this Church.

### **Section 3. Discipline of Members**

The Church is responsible for exercising discipline among its membership. Disciplinary guidelines are found in the following passages of Scripture: Matthew 18:15-17, Romans 16:17-18; I Corinthians 5 1-13; II Corinthians 2:1-11, 13:1; Galatians 6:1, II Thessalonians 3:6, 14, 15; I Timothy 5:19-20, 6:3-5; Titus 3:10-11; and James 5:19-20. In accordance with these passages, it shall be the practice of this Church to apply church discipline in a spirit of love and gentleness, with the goal of restoration.

### **Section 4. Termination of Membership**

Membership of any member of this Church may be terminated upon any of the following events occurring:

- a. the death of a member;
- b. issuance of a Church letter of dismissal by the Elders and recommendation for membership in another church of like faith and order, but the member must have the opportunity to be heard, either orally or in writing, prior to the final action by the Elders;
- c. the member's personal request, including the member's joining a church of another faith;
- d. a vote by Active Members to terminate the member's membership at any Regular or Special Business Meeting of the Church based on a recommendation by the Elders (typically as a disciplinary action), but the member must have the opportunity to be heard, either orally or in writing, prior to the vote by the Active Members.

For terminations stemming from actions under Section 4.b and 4.d of this Article, the letter of dismissal or the notice of Elder recommendation for dismissal, as applicable, must be received by the affected member at least 15 days before the proposed termination date and must contain the reasons for the proposed termination. The member's opportunity to be heard before the applicable body must occur at least 5 days before the proposed effective date of the termination.

## **Section 5. Voting of Members**

Regarding any matter coming before the Church for its determination, each Active Member that is at least 18 years of age shall be entitled to one vote, exercised in person and not by proxy. Such matters shall be determined at a Regular or Special Business Meeting of this Church held in accordance with the By-Laws. Unless otherwise stated in these By-Laws, a simple majority of the present and voting Active Members (assuming a quorum) is needed for the approval of any measure or policy that is brought before the Church for a vote.

If more than two choices are presented before the Church, however, there will first be a vote to determine the two most popular choices. A vote will be taken on all options, with the top two choices determined by a plurality (the two largest subsets). Then a final vote will be taken between the top two choices.

An "Active Member" is one who: 1) has been a Member for at least 90 days after signing the Membership Covenant; 2) has been approved by the Church (Article 4 Section 2); and, 3) is contributing financially or giving of his/her time in attendance, work, talents, etc., to Calvary Church - which qualification shall be determined solely by the Elders. The Section of the By-Laws defining Active Members shall be read by the moderator at the business meeting whenever it is necessary as deemed by the Elders (e.g., if members have been actively recruited to influence a particular vote).

**Section 6. Powers.** For purposes of clarity, none of the following events will be final until voted on by Active Members of the Church during a Regular or Special Business Meeting.

- Placement of the: Elders; Deacons; Members; Sr. Pastor; Associate Pastors; and Ministry Directors;
- Removal for disciplinary reasons of the: Elders; Deacons; Members; and Ministry Directors;
- Determination of initial budget and increases to a previously approved budget;
- Any real property transactions (purchase, sale, lease);
- Any transactions for personal property over \$5,000 that is not specifically itemized in an approved budget;
- Major financial commitments (increase indebtedness, sale of assets that equal more than 10% of the Church's assets);
- Merger or dissolution of the Church or any Church plant (new campus or a new Church to be governed separately);

- Changes to the By-Laws;
- Installment of any officer of the Church;
- The installment of any member of the three standing committees and Chairmen as defined in these By-Laws.

### **Section 7. Meetings of Members**

- Worship Services – Public worship services shall be held on Sunday mornings of each week. Other public services for worship may be held at such other occasions as are deemed best for the advancement of the cause of Christ by direction of the Elders.
- Business Meetings
  - a. Regular Business Meetings of the members are held no less than quarterly. There will be a public announcement concerning the time and place of the meeting made in at least two regular Church worship services prior to a meeting, with the meeting to occur at least 10 days after the first announcement.
  - b. Special Business Meetings may be called at any time, but only after public announcement concerning the time, place and purpose has been made in at least two regular Church worship services prior to that meeting. No business other than that which has been announced may be conducted in a special business meeting.
  - c. Procedure. In all questions of procedure, the Church shall follow Robert's Rules of Order. An Elder shall be the moderator in all business meetings, unless he requests that a moderator be elected from the membership. A non-paid Active Member must moderate discussions regarding the budget or any compensation issues that are brought before the Church.
  - d. Quorum of Members. 25% of total Active Members on the Calvary Active Member roster shall constitute a quorum at any regular business meeting or special business meeting. The number needed for a quorum will be announced at the beginning of any business meeting.

## Article 5. Church Officers and Staff

### Section 1. Officers

- a. The officers shall consist of a chairman, vice chairman, secretary, treasurer and such other officers as deemed necessary by the Elders. Only Elders may serve as officers except for the treasurer, which will be a non-paid Active Member, but not an Elder.
- b. The officers of the Church shall be elected by a passing vote of the Church, and shall serve terms of at least two (2) years. Officers may be re-elected.
- c. Any officer who has been removed as an Elder as provided in these By-Laws will also be removed from his office as an officer without further action necessary. Vacancies in the officers of the Church by reason of death, resignation, removal, or otherwise, shall be filled by election of the Elders as soon as is reasonably possible. Until such time, an Elder may be appointed by the remaining Elders to serve in such vacancy.

### Section 2. Officer Duties

- a. The chairman shall perform such duties as are incumbent on such officer, including making certain that all orders and resolutions of the Elders are carried into effect. The chairman shall have oversight of the Elder meetings as defined in Article 6, Section 7. The chairman's duties shall include, but not be limited to: establishing meetings, setting the agenda, presiding over the meetings, etc.
- b. The vice chairman shall, in the absence of a duly appointed chairman, or in the event of the chairman's inability or refusal to act, perform the duties and exercise the powers of the chairman and shall perform other duties as the Elders shall from time to time prescribe.
- c. The secretary shall record or cause to be recorded in a minute book of the Church minutes of all meetings of the Elders and all votes taken at such meetings. He shall have charge of the official records, historical information, legal documents, and seal of the Church, and he shall perform such other duties as are incident to the office of secretary and as may be assigned by the Elders or the chairman, under whose supervision he shall be.
- d. The treasurer shall serve as the overseer of the financial operations of the Church. Paid Church staff members shall be accountable to the treasurer for the adherence to the budget of the Church. He shall perform such other duties and have other responsibilities as may be assigned to him from time to time by the Elders. The Treasurer shall not be a paid staff member or Elder of the Church, but must be an Active Member. The treasurer will be a member of the Finance Committee, and has the option to act as the chair of that committee. The Elders will recommend a candidate Treasurer to the Church for approval by the Active Members.

- e. The Elders may appoint one or more of the officers to, on behalf of the Church, affix their signatures to legal documents involving the sale, mortgaging, purchase, or rental of Church property, or to any other legal document where a signature is required. They shall have no power to buy, sell, mortgage, lease, or transfer any property without prior unanimous approval of the Elders and the Church by a majority vote during a regular business meeting or special business meeting as defined in Article 4, Section 5.

## **Article 6. Elders**

### **Section 1. Definition**

The Elders are entrusted with the spiritual guidance of Calvary. Their oversight includes, but is not limited to, teaching, protecting, leading, disciplining, equipping and caring for the corporate body and her individual members as well as oversight of the ministry of Calvary. The Elders are also responsible for being obedient to the Scripture in the doctrine of the Church, establishing the overall vision of the Church and recommending new Elders or deacons for approval by the Church. The Elders are the directors of this non-profit corporation as “directors” are defined and used in the Colorado Revised Nonprofit Corporation Act. Subject to the provisions and limitations of the Act, any limitations in the Articles of Incorporation, or these By-Laws, all corporate powers shall be exercised by or under the direction of the Elders. All vocational pastors (i.e., Senior and Associate Pastors) will be deemed Elders.

The Sr. Pastor, Associate Pastors, Deacons, Ministry Directors, Ministry Team Leaders, professional staff, or any Church employee shall be accountable to the Elders as a group.

The Elders will be ex-officio members of each standing committee of the Church except where specifically stated otherwise in these By-Laws, but will not have the ability to vote in those committees.

### **Section 2. Qualifications**

The minimum qualifications for Elders shall not be less than those listed in 1 Timothy 3:1-7 and Titus 1:6-9. In addition to the minimum qualifications given in Scriptures, Elders must be male Active Members, as described in Article 4, who fully subscribe to the Baptist Faith and Message and are actively involved in ministry of the Church.



Elder candidates will be appointed only after unanimous approval of the Elders and a subsequent vote by the Active Members. However, all Elder candidates must undergo a training process as set forth by the Elders for a period of no less than six months. During this time the Active Members will be solicited for input on the Elder candidate(s), and only after completion of the six-month training period will the Elder candidate be eligible for Elder status by vote of the Active Members.

### **Section 3. Number**

The Elders shall be comprised of no less than two Elders (Vocational or Lay Elders); the Elders will set the total number of Elders beyond the minimum.

### **Section 4. Term**

Elders may serve indefinitely.

### **Section 5. Removal**

Any Elder may be removed from the office of Elder, for valid cause. The removal of an Elder will also, without further action, remove that Elder from any officer position and from the Elder's ministerial duties and position (i.e., Sr. Pastor or Associate Pastor), but would not itself remove him as a member of the Church. Discipline of Elders must be consistent with the standards set forth in Matthew 18:15-20 and I Timothy 5:17-19. The Elder body will determine specific procedures for removal. These procedures may be altered, amended, repealed or restated by an Elder resolution. The Elders shall have the authority to recommend removal of another Elder, but members shall also have the ability to initiate an Elder's removal at a Special Business Meeting called for that purpose. A written notice of proposed removal of any Elder shall be given to such Elder at least ten (10) days prior to the meeting at which an action to affect such removal is to be taken to ensure that the Elder is given a reasonable opportunity to defend himself. The Elder shall have the opportunity to answer the charges in the presence of his accusers, but shall not be present during the discussion and vote on his removal. Such removal shall take place only upon and after a passing vote of three-quarters (75%) of Active Members present (assuming a quorum) of the Church at a Business Meeting. The Elder under consideration for removal shall not have voting rights.

Should multiple Elders be in process of removal, the Elders in question may not participate in any votes on the removal of other Elders until their status as an Elder has been resolved.

## **Section 6. Definition of Lay Elders and Vocational Elders**

Lay Elder is defined as an Elder who is not in the employ of the Church as a part-time or full-time staff member. A Vocational Elder is defined as an Elder who is in the employ of the Church as a part-time or full-time staff member. The criteria to establish if the Elder is a part-time or full-time staff member will be determined by the Elders and the Personnel Committee.

Lay Elders shall not receive compensation or salaries for their service. Lay Elders must be Active Members of the Church. Vocational Elders may receive reasonable compensation for fulfilling their vocational responsibilities as employees of the Church. A Vocational Elder shall not vote on nor determine his own personal salary or benefits.

When the term "Elder" is used in these By-Laws, there should be no distinction between Lay Elders and Vocational Elders unless specifically stated.

## **Section 7. Meetings**

The Elders shall meet as necessary for prayer, shepherding and ministry oversight.

## **Section 8. Definition of Quorum and Passing Vote**

A proper quorum is defined as 100% of the Elders unless an Elder requests to be excused or is incapacitated, in which case a quorum will be 100% of the non-excused and non-incapacitated Elders. A quorum is required for voting matters. Elders may vote in person or by proxy. A passing vote must be 100% of the Elders.

## **Section 9. Elder / Senior Pastor**

- a. Qualifications. See Article 6, Section 2 above.
- b. Duties. The Sr. Pastor is responsible for leading the Church to function as a New Testament church. As one of the spiritual overseers of the Church, he shall preach and teach the Word of God, counsel and visit, lead the public Church services, administer the ordinances, and lead its members in a practical Christian life. The Sr. Pastor shall be an Elder and will be accountable to the other Elders. The job description of the Elder/Sr. Pastor will be determined by the Elders with the concurrence of the Personnel Committee.
- c. Removal. See Article 6, Section 5 above.
- d. If for any reason the Sr. Pastor position becomes available, the procedure to replace him is found in these By-Laws and the Policies.

## **Section 10. Elder / Associate Pastors**

- a. Qualifications. See Article 6, Section 2 above.
- b. Call. It shall be the responsibility of the Elders to recommend vocational ministerial staff (Associate Pastors) to the Church. Upon the unanimous recommendation of the Elders, a Business Meeting will be established to vote on the placement of a potential Elder/Associate Pastor. However, no Elder/Associate Pastor may be hired and placed into service immediately as an Associate Pastor or Elder. All Elder/Associate Pastor Candidates may be hired only as Ministry Directors (see Article 7, Section 1). After a six-month training process as described in Article 6, Section 2 above, the candidate may become eligible to be added as a permanent Elder/Associate Pastor.
- c. Duties. The job description of the Elder/Associate Pastor will be determined by the Elders with the concurrence of the Personnel Committee. Any Associate Pastor will be an Elder and accountable to the other Elders.
- d. Removal. See Article 6, Section 5 above.

## **Article 7. Ministry Staff and Church Staff**

### **Section 1. Ministry Directors**

- a. Qualifications. Each Ministry Director must meet the same qualifications as those listed in Article 6, Section 2 above, however, women may lead specific ministries as deemed appropriate by the Elders.
- b. Call. It shall be the responsibility of the Elders to recommend other Ministry Directors to the Church. Upon the unanimous recommendation of the Elders, a Business Meeting will be established to vote on the placement of a Ministry Director.
- c. Duties. The job description of the Ministry Directors will be determined by the Elders with the concurrence of the Personnel Committee. All Ministry Directors will be committed indefinitely to the position and will be accountable to the Elders.
- d. Removal. The removal of any of the Ministry Director shall follow the same guidelines as those pertaining to the removal of a Deacon (Article 8, Section 4).

### **Section 2. Ministry Team Leaders**

- a. Qualifications. Each Ministry Team Leader must meet the qualifications as set forth by the Elders.
- b. Call. It shall be the responsibility of the Elders to place Ministry Team Leaders into service at Calvary. Upon the unanimous recommendation of the Elders, Ministry Team Leaders may begin serving at Calvary.
- c. Duties. The job description of the Ministry Team Leaders will be determined by the Elders. All Ministry Team Leader positions are considered temporary.

- d. Removal. The removal of any of the Ministry Team Leaders may occur by unanimous vote of the Elders.

### **Section 3. Church Staff**

All other staff, such as the secretary, pre-school director, building maintenance, and administrative assistants shall be employed to the Church by the Elders with the concurrence of the Personnel Committee. These job descriptions shall be written by the Personnel Committee with the concurrence of the Elders.

## **Article 8. Deacons**

### **Section 1. Qualifications**

A Deacon shall be an Active Member of this Church. A Deacon shall faithfully and actively support the activities of this Church (Acts 6:1-6) and shall possess the Scriptural qualifications found in I Timothy 3:8-13, and shall have been appointed by this Church or a church of like faith and order.

### **Section 2. Call**

The Chairman of the Deacons shall nominate candidate Deacons to the Elders as the need arises. Only after unanimous approval of the Elders and a subsequent vote by the Active Members, candidate Deacons may begin service at Calvary.

A Deacon candidate will have been a member of Calvary for one year prior to nomination. Each candidate will be notified of his nomination by letter, accompanied by a copy of the qualifications for Deacon adopted by this Church in these By-Laws.

The candidate will serve for a minimum of 6 months as a Yoke-fellow (or Deacon in training) prior to recommendation for ordination from the Chairman of Deacons. A Chairman of Deacons will be recommended to the Elders for approval by the Deacons.

### **Section 3. Duties**

In accordance with the teaching of the New Testament, Deacons are servants of the Church (Acts 6:1-6). Specific duties of the Deacons are set forth in Deacon training materials and may be revised as deemed necessary by the Elders. The Deacons are accountable to the Elders.

## **Section 4. Removal**

Any Deacon may be removed from the office of Deacon along with all duties and position for valid cause. Discipline of Deacons must be consistent with the standards set forth in Matthew 18:15-20 and I Timothy 5:17-19. The Elder body will determine specific procedures for removal. These procedures may be altered, amended, repealed or restated by an Elder resolution. The Elders shall have the authority to recommend removal of a Deacon. A written notice of proposed removal of any Deacon shall be given to such Deacon at least ten (10) days prior to the meeting at which an action to affect such removal is to be taken to ensure that the Deacon is given a reasonable opportunity for defense. The Deacon shall have the opportunity to answer the charges in the presence of the accusers, but shall not be present during the discussion and vote on removal. Such removal shall take place only upon and after a passing vote of three-quarters of Active Members present (assuming a quorum) of the Church at a Business Meeting. The Deacon under consideration for removal shall not have voting rights.

## **Section 5. Meetings**

The Deacons shall meet as deemed appropriate by the Chairman of the Deacons.

## **Article 9. Committees & Ministry Teams**

The Elders will appoint Ministry Teams/Committees as may be necessary to carry out the various plans of the Church program efficiently and effectively. Committee Chairs will provide a report to the Church during business meetings when asked to do so. Ministry Team Directors/Leaders will provide monthly reports to the Elders but will not be responsible to provide reports at business meetings unless asked to do so.

### **Section 1. Standing Committees**

The following committees will meet on a regular basis (minimum quarterly). Each committee will have a chairman. Each chairman will be responsible for communicating with the Elders about the business of the committee and will provide committee reports to the Church at Business Meetings when asked to do so by the Elders. The function of each standing committee is to provide direction and recommendations to the Church on issues where it is appropriate to provide Elder separation from the matters at hand. The membership of each committee and a committee chairman will be nominated by the Elders and approved by the Active Members.

- a. **Personnel Committee.** This committee will be comprised of at least three Active Members of the Church that are not Vocational Elders. However, Vocational Elders may be invited by the Chairman of this committee from time to time to provide input where appropriate. Vocational Elders that participate in meetings may not vote. Despite the general requirement that ex-officio members of committees not having voting rights, Lay Elders may vote on this committee, but may not represent more than 49% of voting members on this committee. A Lay Elder may not be the Chairman of this committee.

Specifically, this committee will confer to discuss and direct the following activities:

- Salaries – the committee will provide recommendations to the Church for approval on salary or hourly wages paid to any employee of the Church.
- Benefits – It will be this committee’s responsibility to recommend for approval by the Church all benefits (vacation, insurance, sabbatical, etc.) provided to any paid employee of the Church.
- Job Descriptions – the committee will work with the Elders to develop job descriptions for any employee, Ministry Director or Ministry Team Leader of the Church.

Placement Sub-committee. Should the Sr. Pastor be terminated for any reason (voluntary or involuntary) the Personnel Committee will form a sub-committee for the placement of a new Sr. Pastor. This sub-committee will be appointed by the Elders and will consist of six Active Members of the Church which will include no more than three Elders. The procedure to place a Sr. Pastor is detailed in the Policies section of these By-Laws. It shall be the responsibility of this committee to recommend an interim Sr. Pastor.

- b. **Finance.** This committee may be chaired by the Treasurer and have at least two other Active Members on it which will not be Elders. In addition, no more than two Elders may join this committee at meetings at any one time. This committee will provide oversight to the annual budget process as well as review the budget of the Church on a quarterly basis.

Specifically, this committee will:

- Analyze the income; plan and present a proposed budget for the coming year for approval by the Church;
- Study the budget for needed changes;
- Establish a plan for paying off indebtedness;
- Establish a plan for financing future programs and initiatives;

- Recommend ways to alleviate current budget deficiencies;
- Schedule expansion programs and real estate purchases;
- Enlist and oversee a Counting sub-committee, who will verify the count of contributions;
- Establish policies to minimize financial risks (i.e., spending limits, enlist multiple check signers, vendor selection, counting team/contribution management); and,
- Work with the personnel committee on appropriate salary/wage levels for paid employees of the Church.

c. **Pre-School.** This committee will consist of at least three Active Members. A member of the finance committee will also participate on the Pre-school Committee as an ex-officio, non-voting member. This committee will provide oversight of the Church's Pre-School ministry. The membership of this committee will be nominated by the Elders and approved by the Active Members.

Specifically, this committee will be chaired by the Ministry Director of the pre-school. Other members of this committee will be Active Members and will be nominated by the Elders and approved by the Church. Only with the unanimous recommendation of the Elders and subsequent vote of the Active Members, the Pre-school Director may also act as the Ministry Director and chairman of this committee.

Specifically, this committee will:

- Approve the hiring of staff with the Pre-School Director (and assistance of the Personnel Committee).
- Approve a budget each year with concurrence of the Finance Committee.
- Approve any transactions for personal property that is not specifically itemized in approved budget.
- Submit pre-school budget to Finance Committee for quarterly reviews.
- Facilitate communication between Church members and staff.
- Conduct all business relating to the school and report to the Church at business meetings, in Church meetings, in newsletters or bulletins as needed.
- Support staff in their programs.
- Promote outreach to families of students.

## **Section 2. Ministry Teams**

The Elders may establish various teams for the purpose of carrying out the ministry of the Church as deemed appropriate and reasonable in the eyes of the Elders. Such ministry teams may include: missions (local, international), greeters, discipleship, building & grounds, youth, benevolence, etc. The Ministry Team Directors and Ministry Team Leaders will report to the Elders in a frequency as required by the Elders in their duties as made known by the Elders. Ministry Directors and Ministry Team Leaders cannot make financial decisions for the Church or Ministry without approval from the Elders or Elder to whom they are responsible.

## **Article 10. Registered Agent**

### **Section 1. Registered Agent**

The registered agent, who is to be elected and shall serve terms of two (2) years. The Registered Agent may be re-elected. The Registered Agent shall receive communication from the State and maintain the Church's legal standing as a non-profit corporation in the State of Colorado, such as by filing the annual report.

## **Article 11. Amendments**

The By-Laws of Calvary Church may be amended, revised, supplemented, or superseded at any Regular Business Meeting or Special Business Meeting of the Church by means of a simple majority vote.



# POLICIES

Effective February 17, 2013

## I. Appointment of Pastors, Deacons, and Called Staff Members.

The leadership of the Church shall consist of Elders/pastors, deacons, and called staff members (those called by the Church for an indefinite period of time, while hired personnel, such as janitor, secretaries, or other hired personnel are not to be thought of as called members).

### A. Sr. Pastor

- a. Calling. Should this position be vacant due to the death, resignation or removal of the Sr. Pastor, a Placement Committee (see Article 8 Section 1a) shall be formed at the earliest possible date. It will be the responsibility of the committee to recommend an interim Sr. Pastor if one is needed, and to seek out a person who they unanimously feel is God-called for presentation to the Church to permanently fill the role of Sr. Pastor. The responsibility for investigation of the morals, ability, health, and spiritual depth of the candidate shall fall upon this committee. When such a man is found, he shall be invited to appear and preach to the Church at two consecutive Church services. Within one week, the Church shall be asked to cast ballots for or against the committee's recommendation. Such a vote must take place at a Regular or Special Business meeting as defined in Article IV, Section 5, Paragraph B, of the By-Laws. The Church shall issue a call contingent upon the ballot vote in which at least three-quarters (75%) of the present Active Members voting must be in favor for his nomination to be accepted.
- b. Benefits and Compensation. All compensation will be managed by the Personnel Committee whereby the appropriate issues will be brought to the Church for approval.

### B. Elders (see By-Laws Article 6)



### C. Associate Pastor

- a. Calling. It will be determined that conditions are right for the calling of an Associate Pastor, when and if the Elders/pastors decide that it is so. When such a man is found, he shall be invited to appear at Church for regularly scheduled worship meeting and opportunities will be given to Members to meet the candidate. The Church will be asked to vote at a Regular or Special Business Meeting upon the request as the need is presented to them, and at that time, the Personnel Committee will write a job description to present to the Church at the next business meeting.
- b. Benefits and Compensation. All compensation will be managed by the Personnel Committee.

### D. Finances

- a. The Church shall be primarily supported through tithes, gifts, and voluntary love offerings.
- b. Unified budget planning shall be on the basis of the previous year's expenses and shall be re-evaluated as necessary by the Finance Committee.
- c. Monetary receipts shall be deposited in the Church bank account as soon as is reasonably possible following Counting Committee verification.
- d. An Elder, appointed by the Treasurer and, in cooperation with the Finance Committee, will be responsible for the disbursement of all Church monies according to the budget allocations, provided that the funds are available.
- e. During any time of limited funds, staff salaries will be paid first, the Church operating budget, the Co-operative Program third, Associational Missions fourth. All other priority disbursement decisions shall be made by the Finance Committee.

## II. Committees & Ministry Teams

Each committee/team member candidate should engage in serious consideration and prayer before assenting to take on the committee duties.

- A. No person shall hold the chairmanship of more than one standing committee.
- B. Terms of all standing committees of the Church will expire at the end of each calendar year. All standing committee members will serve on their committees until replaced at the first Business meeting of each year.
- C. The chairman of each standing committee shall make a report to the Church at each regular business meeting as requested by the Elders.