

# Calvary Southern Baptist Church, Boise, Idaho

## Constitution and By-Laws of the Church

### **ARTICLE I - PREAMBLE**

For the more certain preservation and security of the principles of our faith, and to the end that this Church body may be governed in an orderly manner, consistent with the accepted tenets of the Southern Baptist Convention; and for the purpose of preserving the liberties inherent in each individual member of this Church 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 this constitution.

### **ARTICLE II - NAME**

This body shall be known as the "Calvary Southern Baptist Church" of Boise, Idaho, located at 911 S. Cole Road, Boise, Idaho 83709.

### **ARTICLE III - STATEMENT OF PURPOSE/OBJECTIVES**

To be a dynamic spiritual organism 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 be a Church which ministers unselfishly to persons in the community and the world in Jesus' name.

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

### **ARTICLE IV – STATEMENT OF BASIC BELIEFS AND DOCTRINE**

We affirm the Holy Bible as the inspired Word of God and the basis for our beliefs. This Church subscribes to the doctrinal statement of *The Baptist Faith and Message* as adopted by the Southern Baptist Convention in 2000. We voluntarily band ourselves together as a body of baptized believers in Jesus Christ, personally committed to sharing the good news of salvation to lost man-kind.

## **ARTICLE V - STATEMENT ON CHRISTIAN MARRIAGE AND SEXUALITY:**

We believe that term 'marriage' has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:24, Matt 19:4-6)

We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. (Exo 20:14, Matt 5:27-30)

We believe that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, polygamy, polyandry, bestiality, incest, pornography or any attempt to change one's sex, or disagreement with one's biological sex, is sinful and offensive to God. (Gen 1:27, Lev 18:6-23, Deut 22:5)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (1 John 1:9, Eph 2:8)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with scripture nor the doctrines of the church.

We believe that in order to provide a biblical role model to church members and the community, all persons employed by the church should abide by and agree to this Statement on Marriage and Sexuality and conduct themselves accordingly. Those who serve as volunteers in leadership positions or as church representatives should do so as well. All are welcome to attend and to serve in other capacities.

## **ARTICLE VI - CHURCH COVENANT**

This covenant is the body of rules by which the members of this Church agree to abide.

Having been led, by the Holy Spirit of God, to receive the Lord Jesus Christ as our Savior, and on the profession of our faith having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now in the presence of God, angels, and this assembly, most solemnly and joyfully enter into covenant with one another, as one body in Christ, for the advancement of this Church. We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian love, to strive for the advancement of this Church in knowledge, holiness, and comfort; to promote its prosperity and spirituality; and to sustain its worship, ordinances, discipline and doctrines.

As Christian Stewards we covenant to contribute cheerfully, systematically, and regularly to the support of this ministry, the expenses of the Church, the relief of the poor, and the spread of the gospel through all nations. We further covenant to maintain family and personal devotions; provide religious education for our children; seek the salvation of our kindred and acquaintances; walk circumspectly in the world; be just in our dealings, faithful in our engagements, exemplary in our deportment; avoid all tattling, backbiting, and excessive anger; abstain from the sale and use of illegal substances and intoxicating

drinks as a beverage; be zealous in our efforts to advance the Kingdom of our Savior. We further covenant to watch over one another in brotherly love; remember each other in prayer; aid each other in sickness and distress; cultivate Christian sympathy in feeling and courtesy in speech. We further covenant to be slow to take offense, being always ready for reconciliation and securing it without delay.

We moreover engage that when we move from this area, we will unite with some other Church where we can carry out the spirit of this covenant and the principles of God's Word.

#### **ARTICLE VII - STATEMENT OF POLICY AND RELATIONSHIPS**

The government of this Church is vested in the body of believers who compose it. Persons duly received by the members shall constitute the membership. All internal groups and committees created and empowered by the Church shall report to, and be accountable only to, the Church, unless otherwise specified by Church action. This Church is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Baptist Churches. Insofar as is practical, this Church will cooperate with and support the Treasure Valley Southern Baptist Association, the Utah/Idaho Convention, and the Southern Baptist Convention.

## **By-Laws of Calvary Southern Baptist Church, Boise, Idaho**

### **GENERAL**

This is a sovereign and 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. The membership reserves the exclusive right to determine who shall be members of this Church and the conditions of such membership as stated herein. We accept the following guidelines for governing the Church body.

### **SECTION I**

#### **MEMBERSHIP**

The membership of Calvary Baptist Church is composed of:

- A. People who have professed Christ as their personal Savior and have been baptized by the authority of the Calvary Baptist Church by immersion and are in agreement with our church's faith and moral teachings, which are summarized in, among other places, this constitution and by-laws
- B. Those who affiliate with the Church by the transfer of membership from another Baptist Church of like faith and order, by the promise of a letter, or by the approval of the Church.
- C. Those who request affiliation with the Church by a statement that he or she has been a member of a Church of like faith and order. After examination by the Deacons or Ministerial staff, the candidate shall be presented to the Church for approval of membership. This procedure shall be followed when it is impossible to obtain a legitimate letter of membership for the individual presenting himself/herself for membership in this Church and upon approval of the Church.

If there be any dissent (one or more opposing votes) as to any candidate for membership; such candidate shall be referred to the Deacons for investigation and presentation of a recommendation to the Church. Such recommendation must be made within thirty (30) days. A simple majority vote of those present and voting in a regular business meeting shall be required to receive such candidate for membership.

The Church membership roll shall be revised annually ~~in~~ by September by a committee composed of the Pastor, Deacons, and Church Clerk. This Committee shall place on an "inactive" Church roll the names of those who, for a period of one year, lost connection with the Church by absence or indifference. Persons appearing on the "inactive" roll shall have no voting or office privileges. A person on the "inactive" roll may be restored to "active" membership by resuming regular church attendance.

New members of this Church are expected to participate in the Church's new member orientation.

## **MEMBERS' RIGHTS**

Every member of the Church (16 years of age and older), provided the member is present or provision has been made for absentee balloting, is entitled to vote at all elections and on all questions submitted to the Church in conference. Every member of the Church in fellowship is eligible for consideration by the membership as candidate for elective office in the Church. Every member of the Church may participate in the ordinances of the Church as administered by the Church.

An absentee ballot may be presented to the Church Clerk up to two (2) weeks prior to the stated election. The ballot shall be placed in a sealed envelope and held by the Church Clerk until the stated election.

## **MEMBER'S RESPONSIBILITIES**

Members are expected to be faithful in all the duties essential to the Christian Life; to develop and use their spiritual gifts; to faithfully attend the services of the Church; to give regularly and systematically for its financial support and its causes; to share in its organized work.

Members are expected to be sensitive and responsive to the needs of others and to participate in and otherwise support the Care Groups.

## **MEMBERSHIP TERMINATION**

Membership shall be terminated in any one of the following ways:

- A. Death
- B. Transfer to another Baptist Church
- C. Notice of membership of affiliation with a Church of another faith or denomination
- D. By letter of dismissal. If a member or members become a reproach to the Church because of an ill spirit, false teaching or doctrine, immoral conduct, backbiting, etc., then such individual(s) shall be dealt with in the manner taught by Christ in Matthew 18:15-17. If the person does not respond to the approaches of love, then the Church will withdraw fellowship from such person(s) and provide them with a letter of dismissal. Such dismissal will only be issued upon a majority vote of the Church in business session.
- E. By individual's request for termination of membership. A review of such request shall first be considered by the deacons, who shall make a recommendation to the Church. A simple majority vote of the Church in business meeting in support of the request shall be necessary for approval.
- F. By member's inactivity for one year, member will be moved to inactive status.

## **MEMBERSHIP RESTORATION**

Any person whose membership has been terminated for any reason may be restored by vote of the Church, upon recommendation of the Deacons and majority vote of the congregation.

## **DISCIPLINE**

If any unhappy differences arise between or among members, the aggrieved member shall follow, in a tender spirit, the rules given by our Lord in Matthew 18. It shall be the practice of this Church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The Pastor, other members of the Church staff, and Deacons are available for counsel and guidance. The attitude of members toward one another shall be guided by a concern for redemption and Christian love rather than punishment.

If a serious condition exists which would cause a member to become a source of disharmony to the general welfare of the Church, the Pastor and the Deacons will take every reasonable measure to resolve the problem in accord with Matthew 18. If it becomes necessary for the Church to take action to exclude a member a majority vote of the members present in business meeting is required; and the Church may proceed to declare the person no longer in the membership of the Church. All such proceedings shall be pervaded by a spirit of Christian kindness, compassion and forbearance.

## **SECTION II**

### **CHURCH OFFICERS**

The officers of the Church shall consist of the Pastor, ministerial staff, Moderator, Church Clerk, Treasurer, Financial Secretary, and Trustee Committee members.

- A. **GENERAL QUALIFICATIONS** – Officers must be members in good standing, attend regularly, possess a spirit of cooperation, contribute regularly and systematically to the financial support of the Church, demonstrate gifts in the area of service, be a member of this Church for one year and a Christian for two or more years.
- B. **TERM OF SERVICE** – The term of service shall be one (1) year with a maximum of three (3) consecutive terms (Pastor, Ministerial Staff and Financial Secretary excepted). Trustees shall be elected on a rotational basis so as to maintain a minimum of two experienced members on the committee each year (one new member elected each year). The mandatory three year rotation begins with the adoption of these By-Laws.
- C. **REMOVAL FROM OFFICE** – Church Officers serve at the direction of the Church body. In the event that this service is deemed out of harmony with the Church body, a vote of confidence can be called for by recommendation of the Personnel Committee, in the case of the Pastoral Staff, or by the Church Council in the case of the elected and appointed positions. A “no confidence” vote by a simple majority of active members (as defined herein) constitutes grounds for separation from service in the position.

## **PASTOR**

- A. **CALL** – The Pastor shall show evidence of personal call to the ministry and Christian maturity in his lifestyle. He shall be called for an indefinite period of time by a majority vote of the active membership of the Church on recommendation of a Pastoral Search committee. Election shall be by secret ballot at a business meeting specially called for the purpose of voting. A quorum for this business meeting consists of twenty-five percent (25%) of active membership of the Church.
- B. **QUALIFICATIONS** – The Pastor shall meet the qualifications stated in Titus 1:6-9 and 1 Timothy 3:1-7.
- C. **DUTIES** – The Pastor shall be in charge of the welfare and oversight of the Church, setting an example of Christian living and compassionate ministry to others. He shall lead in worship services preaching the gospel of Jesus Christ, and in the observance of the Church Ordinances. He shall conduct weddings and funerals as requested. He shall be a voting member of all Church committees and shall give leadership and general direction to the Church and its programs. He shall be the chief administrator of the Church Staff and office. He shall be positively evangelistic and support all missions. He shall be the moderator of all business meetings, except as authorized in these by-laws.
- D. **TERMINATION** shall be effected by two-week notice by the Pastor, or by majority vote of sixty percent (60%) of active members following a vote of no confidence of the Personnel Committee. Voting shall be by secret ballot in a special called business meeting. Absentee balloting is not permitted in a Pastoral dismissal.
- E. **PASTOR SEARCH** – In the event of termination of the Pastor, a Pastoral Search Committee shall be formed. This temporary committee shall consist of five (5) people and will seek out qualified candidates for the vacant position. In seeking a new Pastor or Staff Member, the Search Committee will follow Guidelines and Perimeters set by the Church Council.

## **MINISTERIAL STAFF MEMBERS**

- A. For purposes of these By-laws, "Staff Members" shall be defined to be those employees of the Church in a supervisory or ministerial capacity such as Minister of Music, Minister of Youth, Minister of Senior Adults, and Minister of Education. It is not intended to include the secretarial or clerical employees, child care employees, custodial or any part time or temporary employees of any nature.
- B. **CALL** – A ministerial staff member may be called and employed as the Church determines the need and has reason to believe the position can be financially supported by the offerings. Staff members shall be elected by the Church after being recommended by a Search Committee (temporary) originated for the purpose of identifying the candidates. This temporary Search Committee shall be nominated by the Nominating Committee and elected by the Church.

- C. **QUALIFICATIONS** – All ministerial staff shall meet the qualifications stated in Titus 1:6-9 and 1 Timothy 3:1-7. Ministerial Staff members shall show evidence of a personal call to the ministry and Christian maturity in their lifestyle.
- D. **DUTIES** – A job description shall be written when the need for a staff member is determined. This job description shall be written by the Personnel Committee and approved by the Church in business session.
- E. **TERMINATION** – Termination for a ministerial staff member shall be the same as for the Pastor.

## **MODERATOR**

The Moderator is a temporary position to moderate the Church in business session in the absence of the Pastor. If such position is required, the Church Clerk will call the business session to order, accept nominations from the floor, and preside over the election of a Moderator who will conduct the business of the Church. The Moderator shall serve until such time as the Pastor becomes available to assume the responsibility.

## **CLERK**

A Clerk shall be elected annually by the Church and shall keep a suitable record of all the actions of the Church. (S)He shall maintain an up to date list of members, with dates of admission, dismissal, or death, together with a record of baptisms. The Clerk shall maintain a list of persons awaiting baptism and secure letters of proper credentials for all applicants for membership of the Church. The Clerk shall issue letters of dismissal voted by the Church, preserve on file all communications and written official reports, and give legal notice of all meetings when such notice is necessary as indicated in these by-laws. The Clerk shall present the minutes of the previous meeting and be prepared to read them if called upon to do so. Copies of the minutes shall be typed and made available to interested parties. The Clerk is also responsible for timely submission of the annual Church Letter.

## **TREASURER**

The Treasurer shall be elected annually by the Church. It shall be the duty of the Treasurer to pay all bills, keeping an itemized account of all receipts and disbursements. All disbursements shall be made promptly by check, and all funds received for designated causes shall be remitted at least monthly by check. Expenses or amounts not approved by the Stewardship Committee will not be paid.

The Treasurer will tender a Financial Statement for the preceding month for the Church Council, and the report will be available to members of the Church.

Within two weeks after the end of each Church fiscal year, the Treasurer will be responsible for closing out the books and doing the necessary Financial Reports, IRS and State Reports, Employee's W2's. The Church financial records shall be audited by the Audit Committee within thirty days after the end of the fiscal year. All accounts and records maintained by the Treasurer shall be considered the property of the Church and retained on Church property.

The treasurer will be responsible and oversee the Counting Committee.

Upon the rendering of the annual report at the end of the fiscal year and its acceptance and approval by the Audit Committee, the report shall be delivered to the Church Secretary, who shall keep and preserve it as a part of the permanent records of the Church.

The Treasurer shall, upon election of a successor and upon the completion of the fiscal report, promptly deliver to the newly elected Treasurer all account records and funds in his/her possession relating to the duties of the office.

An Assistant Treasurer shall be elected by the Church to perform the duties of the Treasurer in the event that the Treasurer cannot fulfill the obligation. All checks are to be co-signed by the Assistant Treasurer or a member of the Financial Committee. The Assistant Treasurer will not be classified as an officer of the Church.

### **FINANCIAL SECRETARY AND/OR CO-FINANCIAL SECRETARY**

Financial Secretary and Assistant shall be elected annually. The Financial Secretary shall record the tithes and offerings and give each donor individual credit as required by the Internal Revenue Code of the United States of America.

### **TRUSTEE**

- A. The Church shall elect one Trustee each year for a three-year term. The committee of Trustees consisting of three members will hold in trust the property of the Church. They shall have power to buy, sell, mortgage, lease, or transfer any property with approval of a simple majority vote of the Church authorizing such action. They shall act as agents of the Church to approve (by simple majority) the disposal of Church property after having it declared of no value by competent authority.
- B. The Trustees shall be vested with authority to approve or disapprove property provided as gifts to the Church if, in their majority judgment, it is or is not in the best interest of the Church to accept a specific gift.
- C. The Trustees shall have the sole authority to sign legal documents to borrow money, execute contracts, and otherwise bind the Church to legal contracts. Such authority may only be granted for each specific legal action by vote of the Church in business session. An Authorization, substantially in the form of Attachment A, for such purposes must be executed by the Church Clerk and maintained with permanent Church records.
- D. The Trustees shall annually review the insurance coverage of the Church and bring a recommendation for appropriate coverage to the Church in business meeting. They shall represent the Church in insurance claims.

- E. The Trustees shall prepare and maintain an accurate inventory of equipment and shall approve non-Church use of all equipment (except that under the control/supervision of the Audio/Visual Committee or Music Director – which shall not be used outside the Church).

### **SECTION III**

#### **COMMITTEES**

The Church shall utilize the following committees in completion of its purpose. The Pastor or his representative is an ex-officio member of all Church committees. Additional committees may be added at the recommendation of the Church Council. Every effort will be made to limit the service of one individual to no more than two functioning committees.

Each committee will have a chairperson elected by the Church in business session. The chairperson will serve a term of one year with a maximum three (3) consecutive terms in leadership of the committee. To the greatest extent possible, the committee will be balanced with experienced and inexperienced members. Each committee will be responsible for generation/submission of annual budget requests for its area of responsibility. Committees will be elected in June and serve from January 1 to December 31.

The Church may, from time to time, require the use of a temporary committee for specific purposes. If required, the creation of such committee will be approved by the Church Council; nominations for the position will be by the Nominating Committee and elected by the Church in business session. Such committees must meet the general qualifications as stated and perform such duties as stated upon creation of the committee by the Church.

**GENERAL QUALIFICATIONS** – Committee chairpersons ~~must be~~ and committee members must be members in good standing, attend regularly, possess a spirit of cooperation, contribute regularly and systematically to the financial support of the Church, and demonstrate gifts in the area of service.

- A. **Audit** – The Audit Committee shall consist of two (2) persons (one person from an outside firm) who possess sufficient knowledge of the accounting/bookkeeping practices of the Church to conduct an annual review of the financial records of the church. The Committee will issue an audit report of the Church in business meeting no later than 45 days following the conclusion of the fiscal year. This committee may not consist of the Treasurer, Assistant treasurer, or a member of the Committee of Counters.
- B. **Automation** – The Automation Committee shall consist of two (2) persons who possess sufficient knowledge of computers and software so as to provide recommendations to the Church on use of software applications to be used and hardware acquisition. This Committee shall determine authorized users of Church computer equipment. Criteria used by the Committee shall be based primarily on the need for automation of the information, availability of trained staff to enter/maintain the data, and need for the resulting data.
- C. **Building and Grounds** – The Building and Grounds Committee shall consist of five (5) or more members. The Committee shall work in cooperation with the custodial staff in the completion of its responsibilities and its duties shall consist of maintenance and care of real Church property not

considered the responsibility of the custodial staff. The Committee or its chairperson shall be provided with a petty cash account and authorized to expend up to \$200.00 without Church action. In conjunction with the custodial staff, this Committee shall be responsible for the overall safety, security, care, maintenance, cleanliness, and appearance of Church real property.

The Committee shall be responsible for physical security of the buildings, assisting in the development plans for new construction and renovations to the real property as directed by the church and coordination of such activities with contiguous neighbors and with appropriate Boise City agencies. When structural modification is to be performed by outside contractors, the Committee will review the bidding and will prepare recommendations to the church regarding the bid.

Recommendations for major structural or aesthetic modification of the Church facility will require the review and approval of a Design Review Committee which is a temporary committee appointed for the specific purpose of reviewing the proposal for color coordination, quality standards, and acceptability to the congregation.

- D. **Tellers** – The Tellers shall consist of ten (10) or more individuals who demonstrate abilities in handling currency and bookkeeping and who promise to maintain confidentiality regarding the financial contributions of the individual members.

The chairman of Tellers shall prepare and maintain a roster of rotating assignments for the counters.

- E. **Evangelism** – The Evangelism Committee shall consist of three (3) individuals. They must be outreach oriented, active soul winners, and interested in sharing the Word of God on a one-on-one basis. They will administer the Church evangelism programs including revivals, evangelism conferences, witness training and related areas. They shall maintain an evangelism calendar of events for church use.
- F. **Flowers and Gifts** – This Committee shall be responsible for coordinating seasonal decorations of the Church buildings and arranging for cards and flowers to be sent to the sick and infirmed. It shall be responsible for procurement of special occasion gifts to ministerial staff as required and is practical.
- G. **Hostess** – The Hostess Committee shall consist of five (5) individuals. It shall provide leadership for social events, dinners, and fellowships. It is likewise responsible for coordinating meal preparation, table decoration and procurement of kitchen supplies
- H. **Long-Range Planning** -- The Long-Range Planning Committee shall consist of up to five (5) individuals. It shall prepare and maintain a five (5) year plan for Church growth, building accommodations, training space, and services. The plan shall be based on projections from the various department directors and committee chairmen as required. The Committee shall re-evaluate, update, and present its annual report during stewardship promotion month.

- I. **Nominating** – This Committee, consisting of up to three (3) members, shall be nominated in August and approved in November annually. Members shall serve one (1) year (January 1 through December 31). At the March business meeting during their term, they shall bring nominees for Sunday School, Church Discipleship Director, WMU Director, and Brotherhood Director. Upon their election, each Director shall become part of the Nominating Committee.

Above nominees presented must be active members of the Church and must meet the general qualifications for service. Candidates shall be advised of the general qualifications for service as they are approached by the Nominating Committee.

The list of proposed nominees is to be conspicuously posted on a Church bulletin board at least one regular service prior to their presentation for election.

- J. **Nursery** – The Nursery Committee shall consist of up to two (2) individuals. The Committee will monitor nursery activities, procure supplies, and interview and hire nursery workers. Salaries of the workers shall be established by the Personnel Committee.
- K. **Missions** – The Missions Development Council shall consist of up to five (5) individuals. This committee will recommend new mission works, start the new work, and monitor existing mission activities. The committee will issue a report on the status of each supported mission in the business meeting. The committee will be responsible for establishing guidelines and policy of any new mission established by the Church. This committee will actively promote Lottie Moon and Annie Armstrong offerings.
- L. **Personnel** – The Personnel Committee shall consist of up to five (5) individuals. They will work with the Pastor in handling staff administration. They will make staff recommendations, prepare job descriptions, and recommend salaries and benefits for each paid Church position. They will review and present current and projected Church staff needs quarterly. The committee will deal with staff relationships and needs and evaluation of the Pastors' performance. Paid staff will have access to the Personnel Committee provided they have first tried to receive direction from the Pastor. If they do not receive satisfaction from the Pastor, they shall request a meeting with the Personnel Committee.
- M. **Prayer** – The Prayer Committee shall consist of up to five (5) individuals. This Committee will project, organize, coordinate, and support all the prayer needs and activities of the church and its members. It shall formulate the prayer chain and plan and direct annual prayer emphases. It shall coordinate prayer emphasis during revivals and preparation for revivals. Its primary responsibility shall be to increase the prayer awareness of this Church. The Committee shall maintain a calendar of prayer events of the Church. They will also serve as the Telephone Committee for notification needs.
- N. **Publicity** – The Publicity Committee shall consist of up to three (3) individuals. It shall be aware of publicity opportunities, coordinating those with appropriate organizations, committees, etc., to convey the understanding of Calvary Baptist Church to the public. This Committee shall develop and approve signage and advertising expenditures, as well as coordinate bulletin board displays with activities of the Church and seasons of the year.

- O. **Recreation** – The Recreation Committee shall consist of up to three (3) members. It shall direct and coordinate a Church recreation program for all age groups. It shall recommend to the Trustees appropriate activities chairpersons or coaches for the various athletic activities and assure that a Christian attitude is present in each of the events. It shall also be responsible for acquisition and maintenance of all Church athletic equipment and preparation and maintenance of the annual Church athletic calendar.
  
- P. **Stewardship** – The Stewardship Committee shall consist of up to five (5) individuals (two of which are the Church Treasurer and Assistant Treasurer). They shall develop stewardship/budget awareness programs for the Church, promote stewardship, develop and present the annual Church budget, and monitor budget performance throughout the fiscal year, recommending adjustments as necessary.
  
- Q. **Audio/Visual** – The Audio/Visual Committee shall consist of up to three (3) individuals. It shall maintain the sound, tape generation, and other audio/visual equipment; maintain and recommend purchase of new sound equipment; and develop and maintain an inventory of Church owned audio/visual equipment
  
- R. **Transportation** – The Transportation Committee shall consist of up to three (3) individuals. They shall recommend purchase of vehicles, develop and maintain control and rules for the use of Church owned vehicles. They shall prepare a list of authorized vehicle operators, arrange for maintenance of the vehicles and make recommendations to the Trustees for appropriate insurance coverage. They shall maintain a vehicle use calendar for the Church year.
  
- S. **Youth** – The Youth Committee shall consist of up to ten (10) individuals. This Committee will plan and budget youth activities beyond those of Sunday School and will work with the Youth Director to provide youth activities and ministries. Membership shall consist the Youth Director, parents and other youth leaders who are active in youth ministries. The Youth Director will serve as Chairman of this Committee.
  
- T. **Ushers** – The Ushers Committee shall consist of eight (8) or more individuals. It shall be their responsibility to assure that the persons attending Church Services are properly greeted upon entry to the building that they are escorted to their seat and that the Church Attendance experience is a pleasant one. They shall assist in the service by taking the weekly offering. Ushers are exempted from the three consecutive terms of service rule.

## **SECTION IV**

### **CHURCH PROGRAMS AND ORGANIZATIONS**

The Church shall maintain programs for Bible teaching; Church member training; Church leadership training; new member orientation; mission education, action, and support; music education; and such other programs as the Church may deem appropriate. All organizations related to the Church programs shall be under Church control with all officers being elected by the Church and reporting regularly to the Church. All program activities are subject to Church coordination and approval. The church shall provide

the human, physical, and the financial resources for the appropriate advancement of these programs. All workers in program organization will be elected in June and will serve from September 1 through August 31.

Each program director is required to submit an annual budget request, provide annual input to the Long-Range Planning Committee, as well as maintain a calendar of events of his particular area of responsibility.

**GENERAL QUALIFICATIONS** Program directors shall be members in good standing, attend regularly, possess a spirit of cooperation, contribute regularly and systematically to the financial support of the Church, and demonstrate gifts in the area of service.

## **LIST OF PROGRAMS AND ORGANIZATIONS**

### **A. SUNDAY SCHOOL**

The Sunday School Department shall have such officers and organizations as the Sunday School program requires. It shall be organized by departments and/or classes for all ages and shall be conducted under the direction of a Sunday School Director elected by the Church. The Sunday School is the basic organization for the Bible teaching program. Its task shall be to teach Biblical revelation, reach persons for Christ, then follow through for Church membership. It shall be responsible for discipleship and assimilation of members into the Church. It shall be responsible for the Church inreach and outreach programs. The Outreach Director shall be a general officer of the Sunday School Department when designated by the Church.

The Sunday School should acquaint members with the work of Southern Baptist organizations, including missions, schools, hospitals, and cooperative program functions.

### **B. CHURCH DISCIPLESHIP (Church Training)**

Church Discipleship shall be organized by departments for all ages and conducted under the direction of a Church Education Director. The Church Discipleship Training organization shall serve as the training and discipleship unit of the church. Its task shall be to train Church members to perform the functions of the Church. It shall train Church leaders, orient new Church members, and provide programs for study of Christian ethics and history. It shall also train the membership in Church policy and organization as well as provide information on work of the Church and the Baptist denomination. It shall provide appropriate study to strengthen individuals in their relationship in the home, Church, community and work place.

### **C. WOMEN'S MISSIONARY UNION**

Women's Missionary Union (WMU) shall have such officers and organizations as the program requires. It shall be the mission education, mission action and mission support organization of the Church for women, young women, girls, and preschool children. It shall teach missions, engage in mission action, support world missions through prayer and gifts, and provide and interpret information regarding the mission work of the Church and denomination. It shall, with

the assistance of the Brotherhood and Church Council, establish the financial goals for the annual Home and Foreign Mission Offerings.

#### **D. BROTHERHOOD**

Brotherhood shall have such officers and organizations as the program requires. The Brotherhood shall be the Church's organization for mission education, mission action, and mission support for men, young men, and boys. It shall teach missions, engage in mission giving programs, and provide and interpret information regarding the work of the Church and denomination. It shall, at the direction of the leadership, develop and maintain the Church Social Ministries to members of the Church and the community. The Brotherhood shall assist the WMU in establishing the Annual Mission Goals.

#### **E. CHURCH MUSIC**

The Music Department shall have such officers and organizations as the program requires. Under the direction of the Church elected Music Director, it shall be the music education, training, and music presentation organization of the Church. It shall teach or provide music for the Church and community, and provide and interpret information regarding the work of the Church and denomination. It shall provide for proper care and protection of music supplies and instruments and maintain an inventory of Music Department assets.

The Director is to cooperate with the Pastor and other leaders in the selection of suitable music for all occasions where such services are needed, assure the presence of vocal and instrumental music for each service, lead in the development of graded choir programs, and manage the Church music budget.

#### **F. CHURCH COUNCIL**

The Church Council shall serve the Church by leading in planning, coordination, and evaluating the ministries and programs of the church and its organizations. It is not intended to be a ruling body of the Church – rather a guiding body.

The primary functions of the Church Council shall be to recommend to the Church suggested objectives and Church goals; review and coordinate ministry and program plans recommended by Church Officers, organizations, and committees; recommend to the Church the use of leadership, calendar time, and other resources according to program priorities; and to evaluate achievements in terms of Church objectives and goals.

Regular members of the Church Council shall be Church Officers, Directors of the various Church program organizations, and all committee Chairmen. All matters agreed upon by the Council which call for action not already approved shall be referred to the Church in business meeting for approval or disapproval. It shall meet monthly or at the call of the Moderator as deemed necessary. The Church Staff will serve as ex officio members. Council meetings are open to members.

## **G. DEACONS**

### **Qualifications**

Specific qualifications for the office of Deacon are found in 1 Timothy 3:8-13 and Acts 6:2-3.

General Qualifications – Deacons shall be members in good standing, attend regularly, possess a spirit of cooperation, contribute regularly and systematically to the financial support of the Church, demonstrate gifts in the area of service, be a Christian for at least two (2) years, and be a member of Calvary Baptist Church for at least one (1) year.

### **Election of Deacons**

The names of all adult male members of Calvary Baptist Church shall be presented to the Church in business session. Each member shall be allowed to nominate individuals by secret ballot. The individuals receiving the largest number of nominating votes in the nomination process shall be screened by the Deacons and Pastor, who will recommend to the Church those they feel meet the biblical and general qualifications for service and election. A Deacon election shall be conducted of those qualified for service, individuals receiving two-thirds of the votes cast will be elected as a candidate for Deacon. The candidates will appear before an Ordination Council, who will recommend to the church those felt to be qualified for service and ordained as a Deacon.

There shall be a sufficient number of active Deacons to minister to the Church and to administer the deacon Family Ministry Plan on a ratio of one Deacon to twelve families. In accordance with the meaning of the word and practice of the New Testament, deacons are to be servants of the church.

They are to be zealous to guard the unity of the spirit within the Church bonds of peace. They shall serve as a council of advice and conference with the Pastor in all matters pertaining to the welfare and spiritual work of the Church. With the Pastor, they are to consider and formulate plans for the constant effort and progress of the Church in all things pertaining to the saving of souls, the development of Christians, and the extension and growth of the Kingdom of God. It is, however, not intended that Deacons be a ruling body of the Church.

The Deacons are to establish and maintain personal fraternal relations with the membership of the Church. They are to seek to know the physical needs and the moral and spiritual struggles of the membership; and to serve the whole Church in relieving and encouraging those in need, as well as developing those who require spiritual development. In coordination with the Pastor, they are to have oversight of the discipline of the Church. In administering discipline, they are to be guided always by the principles set forth in Matthew 18:15-17, 1 Corinthians 5:9-13, and 1 Thessalonians 5:12-14. The Deacons shall be free to call upon any members of the Church to aid in the performance of their responsibilities.

During any period in which the Church is without a Pastor, the Deacons will arrange the temporary ministry unless the church in business session provides otherwise.

They shall meet at least once each month on a date set by the Deacon body. They may organize themselves into such committees as their wisdom may direct for efficiency in service and ministry.

There shall be no obligation to use as an assigned Deacon one who has been a Deacon in another Church. In such instances as one might be chosen by their Church for assignment as a Deacon, his previous ordination by another Southern Baptist Church of like faith and order shall suffice for this Church. Deacons serve from time of election/ordination until they resign at their will or at the will of the Church.

Each Deacon shall freely confer with the Pastor about all matters and cases of ministry and discipline which, in his judgment, would be most wisely and spiritually handled in private.

## **SECTION V**

A. **THE LORD'S SUPPER** -- The Lord's Supper is an ordinance of Jesus Christ, to be administered with the elements of bread and fruit of the vine and to be observed by His Church until He comes again. It is in no sense a sacrifice nor does it have any "saving" power, but is designed to commemorate His death until His return. It is the prerogative of the Church to determine its frequency. The Pastor and Deacons shall administer the Lord's Supper, with the Deacons being responsible for the physical preparation.

B. **BAPTISM** -- Baptism is an ordinance of the Lord Jesus Christ, obligatory upon every believer, wherein (s)he is immersed in water in the name of the Father, and of the Son, and of the Holy Spirit, as a sign of his fellowship with the death and resurrection of Jesus Christ, the believer's death to self and a resurrection to a new life in Jesus. It is a public testimony of the believer's faith and a prerequisite to Church membership and participation in the Lord's Supper. It is to be administered by the Pastor or other ordained person and should be administered during any worship service. The Deacons will provide assistance to the Pastor in administering baptism.

A person who professes Christ and is not baptized after a reasonable length of time shall be counseled by the Pastor, ministerial staff or Deacon. If negative interest is ascertained on the part of the candidate, (s)he no longer can be considered as awaiting baptism.

## **SECTION VI**

### **CHURCH ADMINISTRATION, CHURCH MEETINGS, WORSHIP MEETINGS**

Public services shall be held on the Lord's Day, Wednesday evening and other special meetings as approved by the Church.

### **Business Meetings:**

- A. At any of the regular meetings for worship, the Church may, without special notice, act upon the receiving of members, but not upon other business.
- B. Regular business meetings are to be held as determined by the Church.
- C. The Pastor may, and shall when requested by the Church Council, Deacons, or a standing committee, call from the pulpit a special business meeting, which shall be announced at two regular services on two separate days preceding the day fixed for such meeting.
- D. Quorum. A quorum constitutes the majority of those present and voting except for the call of a Pastor or amending this Constitution and By-laws, twenty-five percent (25%) of the active membership shall be necessary.
- E. Business meetings shall be conducted in accordance with the Robert's Rules of Order.
- F. Only members of Calvary Baptist church will be permitted to ask questions, discuss church business or vote on business decisions in Calvary Baptist business sessions.

### **CHURCH FINANCES**

The Church shall have no assessment plan or compulsory method of Christian giving. We, the Church, believe in following steadfastly the teaching of I Corinthians 16:2 and Malachi 3:10. Based on this scriptural instruction, the Church expects every member to give financial support to the Church; to give his support regularly and systematically; and to give in proportion to his ability as the Lord has prospered him.

The Stewardship Committee shall prepare an annual budget, including anticipated incomes and expenditures by amounts. This proposed budget shall be submitted to the Church for action by November 1<sup>st</sup>.

Special offerings may be sought by the Church or by its organizations only upon approval of the Church. This does not preclude individuals from making special offerings at any time the Spirit of God may move them. Furthermore, each individual shall be permitted to designate the manner in which his gift may be distributed; however, the Church reserves the right to refuse any gift.

### **CHURCH POLICIES**

Policies are intended to be guidelines in helping the Church in all its areas of ministry to function in the best possible way.

Addition, deletion, or revision of Church policies requires recommendation of the Church Officer or organization to whose area of assignment the policy relates, approval by the Church Council, and if the Church Council deems it necessary, approval of the Church by simple majority in regular business meeting.

Procedures to be changed, added, or deleted require recommendation by the Church officer or organization to whose areas of assignment the procedures relate; approval by the Church Council; and if the Church Council deems it necessary, approval of the Church by simple majority in regular business session.

## **CHURCH PROPERTY USE**

- A. The church's facilities were provided through God's benevolence and by the sacrificial generosity of church members. The church desires that its facilities be used for the fellowship of the Body of Christ and to bring God glory. Although the facilities are not generally open to the public, we make our facilities available to approved non-members as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice. But facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church's faith or moral teachings, which are summarized in, among other places, the church's constitution and bylaws. Nor may church facilities be used for activities that contradict, or are deemed inconsistent with, the church's faith or moral teachings.
- B. The conduct of persons using the Church properties should be in keeping with the occasion and area usage. Social activities should be confined to social areas and all other rooms used for the purpose for which provided. Food service and beverages should be confined to facilities provided for food consumption. Employees, members and guests will not be permitted to use tobacco or alcoholic beverage inside the Church building or on Church property.
- C. Outside groups wishing to use Church properties must make their requests through the church office. Requests will then be taken under consideration and necessary approval will be cleared through the Pastor and the Church. All such meetings shall conform to the general Church policies. Any expense made necessary by use by the outside group will be borne by the group as well as reimbursement for any damage to Church property. Permission for use will be granted only when confirmed that the room requested is available on the specified date.
- D. All meetings held in Church facilities shall be scheduled through the Church office with the Church Secretary maintaining a calendar for that purpose. Assignment will be made with convenience and economy in mind concerning air conditioning and heating. The Church shall be reimbursed for all out of pocket expenses created by the non- worship use of the building for non worship use.
- E. Fees will be charged for use of Church Property other than Church Ministry functions. Fees are to be charged for use of the Worship Center, fellowship hall, audio/visual equipment and a fee for cleanup of the facility. Fees for members may vary from those charged to non members. Fees assessed for the use of audio/visual and custodial shall be given to the member/staff member in consideration for their services performed. Fees shall be approved by the Church and are included as attachments to these by-laws.
- F. Policies regarding the use of the building are described in the Use Agreements which are determined by the trustees in conjunction with the Senior Pastor and Buildings & Grounds Chair.

## **BUILDING SECURITY AND SAFETY**

- A. The Building and Grounds Committee shall be responsible for safety and security of the Church, as follows:
  - 1. Unlock and lock Church buildings for scheduled services, Church-wide special events, and activities involving outside persons such as weddings and other non-Church activities.
  - 2. Issue and control keys to Church property. Keys shall be issued on basis of need as determined by the Pastor and Building and Grounds Committee. The Church Secretary shall maintain a list of keys issued. Keys shall not be duplicated except by the Chairman of the Building and Grounds Committee and all keys shall be surrendered upon expiration of need.
- B. Represent the Church in actions involving Boise City Police, Fire and Sanitation Departments.
- C. Maintain fire and safety devices. Periodically inspect such devices for proper operation. Arrange for annual inspection of all alarms, extinguisher, and sprinkler systems by outside agencies. Complete on-going inspection of exits, hallways, stairways, and other exit devices and keep them clear of clutter, obstructions and at proper dimensions.

## **MAINTENANCE**

The Buildings and Grounds Committee shall be responsible for maintenance of the Church facility, as follows:

- A. Develop, bid, and administer custodial and lawn care contracts.
- B. Purchase and maintain a store of paper towels, toilet tissue, trash containers and plastic bags special cleaning agents, etc.
- C. Maintain lighting in a serviceable condition and replace burned out lights, purchase and maintain a stock of light bulbs using manufacturer recommended bulbs used in sanctuary fixtures. Lighting shall be maintained in accordance with recommended manufacturer's specifications. If unspecified by manufacturer's recommendation, the light fixtures should be turned off when not in use.
- D. Maintain Church equipment in good condition.
- E. Maintain building interiors and exteriors in a clean, neat manner and keep in good repair.
- F. Coordinate trash removal, building sanitation, and insect control; work with the various committees to keep Church property free from trash and accumulated debris.
- G. Recommend, plan, and coordinate interior room painting with Church committees and users. Purchase and maintain a store of painting equipment and supplies.

H. Maintain pews, carpets, floors, and furniture. Purchase new and/or replacement furniture as directed by the Church.

I. Prepare baptistery for baptism as directed by the Pastor.

### **BUILDING ENVIRONMENT**

In winter months, heat must be supplied to the areas containing musical instruments and plumbing fixtures. Thermostats shall be set at a minimum of 60 degrees Fahrenheit as an unoccupied setting. Changing of the thermostats shall be the responsibility of Custodial staff or Building and Grounds staff. Areas to be used shall be pre-heated to 70 degrees by service time. The thermostat shall be preset to 65 degrees as an overnight setting on Saturday evening.

In summer, the thermostats shall be set at 70 degrees as an occupied setting. Cooling shall be turned on at 12:00 noon for Wednesday evening activities. Unoccupied settings do not apply to summer.

Any area not utilized on Sunday evening should have the respective heating and cooling unit turned to the unoccupied settings.

### **AMENDMENTS SECTION**

CONSTITUTION and ARTICLES OF FAITH AND COVENANT may be amended by a quorum of twenty-five percent (25%) of active members during any regular business meeting of the Church, or at any meeting specially called for that purpose with the proposed amendment or changes being inserted in the call. Proposed changes must be read or effectively summarized from the pulpit on the Lord's Day preceding such meeting.

**ATTACHMENT A**

**AUTHORIZATION TO BORROW  
CALVARY SOUTHERN BAPTIST CHURCH**

**RESOLUTION:**

**WHEREAS**, Calvary Southern Baptist Church, a not for profit corporation, desires to enter into a business transactions with \_\_\_\_\_, hereinafter referred to as "Bank",

**RESOLVED**, that any two of the following named **TRUSTEES**,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

are hereby authorized and empowered for and on behalf of and in the name of this Corporation and as its corporate act and deed and from time to time as the persons acting deem necessary or appropriate,

- (1) To borrow money from and to enter into this credit transactions with the Bank at such times and upon such terms as the persons acting deem advisable and to make, execute and deliver promissory notes or other evidences of indebtedness in favor of the Bank, and for the payment of the money borrowed or obligation created;
- (2) To pledge, mortgage or otherwise hypothecate and encumber any and all this corporation's property, real, personal and mixed as security for any indebtedness and/or obligation by this Corporation to the Bank and to issue trust receipts against the property.
- (3) To enter into and make any required agreement with the Bank;
- (4) To renew and agree to the extension and/or modification of this indebtedness or instrument created by or on behalf of this Church in favor of the Bank;
- (5) To make, execute and deliver any and all manner of choices in action, contracts and other instruments in such form and substance as may be required by the Bank and which shall be approved by the persons named acting on behalf of this Church, to effectuate this transaction with the Bank and generally to perform all acts and do all things and execute and deliver all documents which the Bank may deem necessary or proper to carry out this transaction.

**RESOLVED**, that this Resolution to enter into this transaction was discussed and approved at a meeting of this Church business session; called and held, and at which a quorum of said members was present on the \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, and that said resolution is duly entered upon the records of the Church and that it is in full force and effect this time.

Signed:

\_\_\_\_\_  
SECRETARY

**(ATTACHMENT B)**

**CALVARY BAPTIST CHURCH  
PERMANENT MINISTRY TEAMS**

AUDIOVISUAL	NURSERY
AUDIT	PERSONNEL
AUTOMATION	PRAYER
BUILDING AND GROUNDS	PUBLICITY
TELLERS	RECREATION
EVANGELISM	STEWARDSHIP
DECORATIONS/FLOWERS	TELEPHONE
HOSTESS	TRANSPORTATION
LONG RANGE PLANNING	YOUTH
MISSIONS	USHERS
NOMINATING	