



CALVARY HEIGHTS BAPTIST CHURCH BYLAWS



NOVEMBER 19, 2018

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Article I. Membership

Section 1.01 General

Calvary Heights Baptist Church is a congregationally-governed and elder-led congregation. As an autonomous Southern Baptist Church, the membership reserves the exclusive right to determine who shall be members and who shall be allowed to remain as members of this church.

Section 1.02 Requirements for Membership

In order to qualify as a member of Calvary Heights Baptist Church, a prospective member must have:

- (a) completed the new members' class and, upon completion of the class, have signed the Calvary Heights Baptist Church Covenant.
- (b) repented of his/her sins and placed his/her faith in Jesus Christ alone for salvation.
- (c) been baptized by immersion.
- (d) affirmed the Baptist Faith and Message, 2000.

signed the Calvary Heights Baptist Church **Members** Covenant, which can be found in Article V of the Constitution.

Section 1.03 Admission of Members

All persons who meet the qualifications for membership (specified in Article I, Section 2) shall be recommended for membership by the elders of the church at a regular or special called Family Business Meeting once any of the following have been completed:

- (a) profession of faith and baptism.
- (b) a promise of a letter of recommendation from churches of like faith and order that practice believer's baptism by immersion.
- (c) a statement that is satisfactory to our church if the person has been a member of a church of like faith and order and in consequence of peculiar circumstances has no regular letter or recommendation.
- (d) by baptism after statement of prior conversion experience and membership in a denomination that does not practice baptism by immersion.

Section 1.04 Duties and Privileges of Membership

All persons who are members of Calvary Heights Baptist Church, in accord with the duties specified in the Calvary Heights Baptist Church Covenant, shall be privileged and expected to:

- (a) participate in weekly worship.
- (b) participate in and contribute to the ministry and life of the church.
 - (i) *Only those who are members shall be entitled to serve in the ministries of the church.*
 - (ii) *Non-members may serve on an ad-hoc basis with the approval of the elders.*
 - (iii) *Non-members may serve the church for the purpose of administration and professional consultation.*
- (c) attend regularly scheduled and special called Family Business Meetings at which members are entitled to cast their votes in regard to the business that is discussed at those meetings. It is the privilege and responsibility of members to attend all Family Business Meetings that will be held quarterly.
 - (i) *To be able to vote, members must be active members in good standing according to Article I, Section 5, of the Bylaws of Calvary Heights Baptist Church.*

Section 1.05 Active Members

To be considered an active member in good standing of Calvary Heights Baptist Church, members should:

- (a) participate each month in the worship, life, and ministry of Calvary Heights Baptist Church.
- (b) give financially to support the ministries of Calvary Heights Baptist Church.
- (c) serve as leaders and/or facilitators in the ministries and mission of Calvary Heights Baptist Church.

After two months of any member not actively participating in the worship, life, and ministry of Calvary Heights Baptist Church, leadership of Calvary Heights Baptist church will contact that member for follow-up.

Section 1.06 Inactive Members

Any members who are not actively participating in the worship, life, and ministry of Calvary Heights Baptist Church will be subject to the following procedure:

- (a) After a period of three (3) months, if a member is not active in the worship, life, and ministry of Calvary Heights Baptist Church without good or just cause, that member will be put on an inactive list and not have the privileges of serving in the ministries of the church or voting at the Family Business Meetings for a time of church discipline. (See Section 1.08 for Church Discipline.)
 - (i) *During this time, leadership will work to follow up with the member to see how he/she can be ministered to. The hope will be to restore him/her into the life and ministry of the church.*
- (b) After a period decided upon by the leadership, if a member continues to be inactive, that person will be removed from the membership of Calvary Heights Baptist Church.
 - (i) *That member will be followed up with before removal from the membership roll.*

Section 1.07 Termination of Membership

Membership may be terminated in any of the following ways:

- (a) death,
- (b) transfer by letter,
- (c) voluntary resignation of membership while in good standing,
- (d) exclusion by action of this church.

Section 1.08 Church Discipline

Because we believe in the unity of the church and the sanctification of the saints, Calvary Heights Baptist Church will seek to live out Matthew 18:15-17. We believe that restoration of the believer should be the guideline that governs the attitude of one member to another, and, therefore, all church discipline will be carried out through the love and guidance of the Holy Spirit.

When members wander from the path of truth (James 5:19-20), the elders, deacons, and members of Calvary Heights Baptist Church will seek to gently restore them using the guidelines from Galatians 6:1 and Matthew 18:15-17. Any member consistently neglectful of his/her duties at Calvary Heights Baptist Church or any member who conducts himself/herself in ways that are dishonoring to the Lord shall be subject to the admonition of the elders and the discipline of the church.

Should some serious condition that would cause a member to become a liability to the general welfare of the church exist, every reasonable measure will be taken to follow Matthew 18:15-17. Any member not desiring restoration or any members conducting themselves in ways dishonoring to the Lord will be subject to the admonition of the elders and the discipline of the church.

The elders of Calvary Heights Baptist Church will bring a recommendation to the church for the exclusion of a member should such action become necessary. A vote of 75% (3/4) of those attending the Family Business Meeting will be required to exclude a member from Calvary Heights Baptist Church.

The purpose of church discipline is:

- (a) for the repentance, reconciliation, and spiritual growth of the individual disciplined (1 Corinthians 4:14, Hebrews 12:1-11).
- (b) for the instruction in righteousness and good of other Christians as an example (Colossians 3:12-16).
- (c) for the purity and unity of the church (1 Corinthians 5:6-7, Revelation 21:2).
- (d) for the good of our corporate witness (Matthew 5:13-16).
- (e) for the glory of God (Romans 15:5-6).

Article II. Meetings

Section 2.01 Worship Meetings

Worship services shall be held each Sunday and may be held throughout the week as the church determines.

Section 2.02 Special Church Meetings/Events

Any other church meeting or event essential in the promotion of the objectives of the church shall be placed on the church calendar as approved by the elders.

Section 2.03 Special Services for Outside Organizations

Any outside organization desiring to use Calvary Heights Baptist Church must have approval by the elders and be voted on at a regular or special called Family Business Meeting.

Section 2.04 Family Business Meetings

Family Business Meetings shall be held quarterly for a total of four (4) in a calendar year. One of the four Family Business Meetings will be the annual budget meeting where the church will vote on the budget for the upcoming calendar year. The date and time of each Family Business Meeting will be given to the church at least one week in advance. Each Family Business Meeting will be held for members of Calvary Heights Baptist Church and will be conducted in a spirit of mutual trust, openness, and loving consideration, which is appropriate within the Body of our Lord Jesus Christ.

The Family Business Meeting will be moderated by an elder who is designated by the Calvary Heights Baptist elder team. The chairman of the deacons will serve as vice-moderator. In the absence of the moderator and vice-moderator, the chairman of the personnel team shall act as moderator. In the absence of all of the preceding, another Calvary Heights Baptist Church elder can be called upon to act as moderator for that one Family Business Meeting.

Section 2.05 Quorum

A quorum of ten percent (10%) of the active membership of the church must be present for all Family Business Meetings.

Section 2.06 Special Called Family Business Meetings

A special called Family Business Meeting must be approved by the elders of Calvary Heights Baptist Church and announced at least one week prior to the special called Family Business Meeting.

Section 2.07 Parliamentary Rules

All Family Business Meetings will be conducted in the following manner:

- (a) Robert's Rules of Order, revised, is recommended for parliamentary rules of procedure for all meetings of the church.
- (b) All questions shall be brought before the church by motion and seconded before they shall be discussed and voted upon.
- (c) All motions, resolutions, and reports shall be submitted in writing.
- (d) Only one member shall speak at a time, and preference shall be given to the members first addressing the moderator.
- (e) Every member wishing to speak shall rise from his/her seat and respectfully address the moderator.
- (f) No member shall speak more than once upon the same subject until every member wishing to speak shall have the opportunity to do so and no more than twice without the consent of the church.
- (g) All matters at the Family Business Meeting shall be recorded by the church clerk.

Section 2.08 Voting Age

All church members are welcome to vote, regardless of age.

Section 2.09 Making A Motion / Voting On A Motion

Anyone desiring to make a new motion that is not on the Family Business Meeting agenda may do so if it is properly seconded and so moved by the moderator. Discussion about that motion can take place during the Family Business Meeting. After discussion, and at the discretion of the elders, the motion may be tabled until the next Family Business Meeting (Special or Regularly Scheduled) so the elder team can work with the appropriate team(s), have time to properly look over the motion, pray, and bring a resolution to the church at the next Family Business Meeting for a vote.

Article III. Church Officers

Section 3.01 Government of Calvary Heights Baptist Church

Calvary Heights Baptist Church is to be recognized as a Jesus-ruled, elder-led, deacon-served, congregationally-accountable Southern Baptist Church, in accordance with the principles found in the New Testament.

The officers of Calvary Heights Baptist Church shall be a lead pastor/elder, associate pastor(s)/elder(s), an elder team, deacons, trustees, a church clerk, a treasurer, and a financial secretary.

Section 3.02 Pastors and Elders

(a) The Lead Pastor/Elder

- (i) Calvary Heights Baptist Church will be led by a team of elders with the lead pastor being recognized as the spiritual leader of the church.*
- (ii) The lead pastor shall be an elder of Calvary Heights Baptist Church and shall be recognized by the church as particularly gifted and called to the ministry of preaching and teaching.*
- (iii) As an elder, the lead pastor will work with other pastor(s) and elders as a first among equals and shall carry out the functions of an elder as described in Article III, Section 2.3. He will oversee the elder team and will work with the associate pastor(s) to oversee the day-to-day operations of the church office, staff, and ministries. He will be responsible for working with the associate pastor(s) to make sure the preaching ministry and all other ministries of the church remain Gospel-grounded.*

(b) The Associate Pastor(s)/Elder(s)

- (i) Calvary Heights Baptist Church will be led by a team of elders with the associate pastor(s) serving alongside the lead pastor as one of the spiritual leaders of the church to shepherd the church.*
- (ii) The associate pastor shall be an elder of Calvary Heights Baptist Church and shall be recognized by the church as particularly gifted and called to the ministry of preaching and teaching.*
- (iii) The associate pastor(s) will carry out the functions of an elder as described in Article III, Section 2.3. He will work with the lead pastor to oversee the day-to-day operations of the church office, staff, and ministries and will ensure all the ministries of the church are Gospel-grounded.*
- (iv) In the absence or incapacity of the lead pastor for defined periods of time, the associate pastor shall assume the responsibilities of the lead pastor.*

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(c) Elders

- (i) The elders of the church shall be considered pastors/shepherds of the congregation by meeting the qualifications of 1 Timothy 3:1-7 and Titus 1:6-9.*
- (ii) The elders shall shepherd the church through giving themselves to prayer and the preaching and teaching ministry of the Word.*
- (iii) Only men who have been ordained by the church shall serve as elders. If the man desiring the office of elder has not been ordained, he will be ordained by the church after going through an ordination process as outlined in Article III, Section 5.*
- (iv) The elders shall take particular responsibility to oversee all, but not limited to, the following: worship services, administration of the ordinances, equipping the membership of the ministry, the process of church membership (as defined in Article I), recommending and evaluating candidates for offices and positions in the church, guarding the church from error, and the development and direction of Calvary Heights Baptist Church ministries.*
- (v) The elders are men who are responsible for leading the church to function as a New Testament church according to the Scriptures. The elders will lead the congregation and church staff to perform their tasks in a faithful and efficient manner.*

(d) Elder Team

- (i) The elder team shall consist of the lead pastor/elder, associate pastor(s)/elder(s), and lay elders.*
- (ii) The elder team shall consist of no more than ten men and no less than two.*
- (iii) The elder team shall meet monthly to pray for the body and attend to the spiritual matters of the church.*

Section 3.03 The Calling of the Lead Pastor

(a) Search Team

- (i) The elder team shall recommend a search team whose job will be to screen candidates for the position of lead pastor when such a search becomes necessary.*
- (ii) The search team must consist of 5 members: 2 elders, 1 deacon, and 2 at-large lay members of the church.*
- (iii) The search team must be voted on at a Family Business Meeting with a 3/4 (75%) vote of those present.*

(b) Voting on the Lead Pastor

- (i) The search team will bring a recommendation for a candidate for the office of lead pastor.*
- (ii) The search team will develop a time when the candidate for lead pastor can meet with the elder team, deacons, and congregation.*
- (iii) The search team will work with the congregation to ensure that the candidate has time to preach and teach.*
- (iv) The search team will work to develop a list of other tasks that need to be completed before bringing a recommendation for a vote for lead pastor.*
- (v) The congregation will vote on the lead pastor at a special called Family Business Meeting of the church.*
- (vi) A 3/4 (75%) vote of the members present at the Family Business Meeting is needed for approval.*

Section 3.04 The Calling of Associate Pastor(s)

(a) The Search Team

- (i) The elder team shall recommend a search team whose job will be to screen candidates for the position of associate pastor when such a search becomes necessary.*
- (ii) The search team must consist of 6 members: 2 elders, 1 deacon, 2 at-large lay members of the church, and the lead pastor.*
- (iii) The search team must be voted on at a Family Business Meeting with a 3/4 (75%) vote of those present.*

(b) Voting on the Associate Pastor

- (i) The search team will bring a recommendation for a candidate for the office of associate pastor.*
- (ii) The search team will develop a time when the candidate for associate pastor can meet with the elder team, deacons, and congregation.*
- (iii) The search team will work with the congregation to ensure that the candidate has time to preach and teach.*
- (iv) The search team will work to develop a list of other tasks that need to be completed before bringing a recommendation for a vote for associate pastor.*
- (v) The congregation will vote on the associate pastor at a special called Family Business Meeting of the church.*
- (vi) A 3/4 (75%) vote of the members present at the Family Business Meeting is needed for approval.*

Section 3.05 The Election and Removal of Elders

- (a) Any man desiring the office of elder must be scripturally qualified and ordained by this or another church of like faith.
- (b) If the man is not already ordained, he must go through an ordination council. The elder team will oversee the ordination council and bring recommendation to the church for ordination during a Family Business Meeting.
- (c) A lay elder must have been an active member of the church for at least six (6) months before having the opportunity to become an elder of Calvary Heights Baptist Church.
- (d) The elder team will recommend an elder to be voted on at a Family Business Meeting.
- (e) There must be a 3/4 (75%) approval vote of the members present at a Family Business Meeting.
- (f) A lay elder may serve as many terms as desired by the church but must be affirmed each year at a Family Business Meeting.
- (g) If anyone believes an elder should be removed from the office of elder, the elder team must first be notified.
- (h) The person promoting the removal will sit down with the elder team to discuss the matter in a biblical way.
- (i) A meeting will be arranged between the elder in question and the elder team to discuss the matter.
- (j) If it is believed the elder should be removed, the elder team will bring a recommendation to the church at a Family Business Meeting.
- (k) A 3/4 (75%) vote of the members present at the Family Business Meeting is needed to remove the elder in question.

Section 3.06 Deacons

- (a) The office of deacon is described in 1 Timothy 3:8-13 and Acts 6:1-7. In accordance with the meaning of the word *deacon* and the practice of the New Testament, deacons are to be members who serve the church.
- (b) The deacons will work together with the elder team to ensure that the following duties of a deacon are accomplished. They will...
 - (i) *care for the needs of the members.*
 - (ii) *care for the homebound and sick.*
 - (iii) *serve the needs of corporate worship.*
 - (iv) *serve as leaders of teams.*
 - (v) *oversee the benevolence ministry.*
 - (vi) *care for other needs of the church as necessary.*
- (c) The deacons will meet monthly to pray for the needs of the body and discuss how to care for them.
- (d) There shall be a number of deacons according to the advice of the elders. The elder team will nominate deacons who will be affirmed at a Family Business Meeting.
- (e) A deacon will serve for as long as he/she feels led to do so. The deacon will need to be recommended each year by the elder team and affirmed by the church.
- (f) In order to serve as a deacon, one must be scripturally qualified and be an active member of Calvary Heights Baptist.

Section 3.07 The Election and Removal of Deacons

- (a) The elders will bring a recommendation to the church for any person being considered for the office of deacon.
- (b) The deacon must be scripturally qualified and be an active member of the church before having the opportunity to become a deacon of Calvary Heights Baptist Church.
- (c) The elders of the church will hold a deacon affirmation council before the prospective deacon is recommended to the church.
- (d) There must be a 3/4 (75%) vote of the members present at the Family Business Meeting to approve the deacon.
- (e) If anyone believes a deacon should be removed from the office of deacon, the elder team must first be notified.
- (f) The person promoting the removal will sit down with the elder team to discuss the matter in a biblical way.
- (g) A meeting will be arranged between the deacon in question and the elder team to discuss the matter.
- (h) If it is believed the deacon should be removed, the elder team will bring a recommendation to the church at a Family Business Meeting.
- (i) A 3/4 (75%) vote of the members present at the Family Business Meeting is needed to remove the deacon in question.

Section 3.08 Trustees

The trustees shall constitute the body politic and corporate by the name “The Trustees of Calvary Heights Baptist Church of Martinsville, IN, Inc.” and shall hold in trust all property, effects, etc. for the benefit and subjection to the direction of the church. They shall have no power to buy, sell, mortgage, lease, or transfer any property without specific vote of the church authorizing each action. It shall be the function of the trustees to affix their signatures to legal documents involving the sale, mortgage, purchase, or rental of property or other legal documents where the signatures of trustees are required.

The Trustees are comprised wholly of the elders, the treasurer, and the financial secretary.

Section 3.09 Church Clerk

It shall be the duty of the church clerk to record the minutes of all Family Business Meetings of the church, to preserve an accurate roll of the membership, and to render reports as requested by the pastors, elders, deacons, or the church members. The clerk shall keep a registry of names of members with dates of admission, baptism, dismissal, or death.

The clerk shall be nominated by the elders of the church and elected by the congregation with a 3/4 (75%) vote of members present at the Family Business Meeting.

The clerk shall serve a one-year term and may be re-nominated.

Section 3.10 Treasurer

The treasurer shall receive, preserve, and pay out, upon receipt of vouchers approved and signed by authorized personnel, all money or items of value paid or given to the church, keeping at all times an itemized account of all receipts and disbursements. The treasurer shall keep these records in locations belonging to the church. The treasurer and financial secretary shall provide monthly financial reports to the elders of the church to discuss at their meetings. The treasurer shall also provide a monthly financial report for the finance team to consider at its monthly meetings. The treasurer shall, along with the financial secretary, be responsible for presenting regular reports of the account balances, revenues, and expenses of the church at each Family Business Meeting.

The treasurer shall be nominated yearly by the elders of the church and elected yearly by the congregation with a 3/4 (75%) vote of members present at the Family Business Meeting.

Section 3.11 Financial Secretary

The financial secretary shall work closely with the church treasurer to ensure that monthly financial reports are prepared for the elder team, finance team, and congregation at quarterly Family Business Meetings. The financial secretary shall record all monetary contributions, ensure bank deposits are handled correctly, and provide a statement of contributions to members annually. The financial secretary shall be bonded.

The financial secretary shall be nominated yearly by the elders of the church and elected yearly by the congregation with a 3/4 (75%) vote of members present at the Family Business Meeting.

Article IV. Other Staff and Administrative Positions

The church shall, under the direction of the elders, consider someone for church staff if there is a position that needs to be filled.

A job description shall be written by the elders with the assistance of the personnel team when the need for staff members arises. Staff members must be recommended by the elders to the church. The job description shall be made available to the church at a Family Business Meeting. The church must approve all non-elder positions with a 3/4 (75%) vote of members present at the Family Business Meeting.

Article V. Teams

Section 5.01 General

A team is a group of interdependent people committed to a common purpose and who choose to cooperate in order to glorify God in all they do.

Section 5.02 Team Formation

As approved by the elders, other teams will be established to handle specific needs of the church. As teams are determined to be no longer necessary, they can be disbanded at the recommendation of the elders.

Section 5.03 Election of Team Members

- (a) A team member may be nominated by a church member, deacon, or elder.
- (b) Nominations will be reviewed by the elders and the relevant team.
- (c) The elder team shall officially nominate the individual for the team.
- (d) Nominees shall be affirmed by a 3/4 (75%) vote of members present at the next Family Business Meeting.
- (e) All teams **must** have an assigned deacon that serves as a member of the team.

Article VI. Ordinances

Section 6.01 Baptism

A person who has placed his/her faith in Jesus Christ as Lord and Savior and has met with a pastor/elder shall be considered for baptism. Baptism is for those who have repented of their sins and placed their faith in Jesus for salvation. Baptism is a prerequisite for church membership. We also reject any claim or teaching that a person must be baptized to be saved. Baptism is the public profession that a person has died to sin and now is alive in Christ.

Baptism shall be by immersion in water and administered by whomever the pastors/elders of the church authorize. The deacons shall assist in the preparation for and observance of baptism. If anyone is unable

to be baptized by immersion due to physical disability, the pastors/elders will make a recommendation of what to do to ensure baptism is followed biblically.

Section 6.02 The Lord's Supper

The Lord's Supper is an act of worship and is symbolic whereby members of the body of Christ, through partaking of the bread and juice, commemorate the death of Christ and anticipate His second coming. The Lord's Supper shall be followed according to the Scriptures. Only believers in the Lord Jesus shall partake of the Lord's Supper.

The Lord's Supper shall be observed regularly with the pastors/elders being responsible for its administration.

Article VII. Ordination and License

Section 7.01 License

When a member announces to the church that he feels called to the ministry, the church by a 3/4 (75%) vote of members at a Family Business Meeting may license him as an acknowledgement of his call to the ministry and encouragement to make preparation for it. The church clerk may issue a certificate of license as his credential.

Section 7.02 Ordination

In the event this church has been requested to ordain a member who has been called to the pastorate, the following procedure shall be followed:

- (a) The elder team will convene an ordination council to examine the candidate concerning the call to the pastorate.
- (b) The elder team shall present the candidate to the church for ordination.
- (c) An installation service for ordination shall be scheduled by the elders.

Article VIII. Church Finances

Section 8.01 Budget

- (a) The treasurer, financial secretary, and elder team shall prepare and submit to the church a budget for the upcoming year.
- (b) The budget will be voted on by the church at a Family Business Meeting.
- (c) The budget requires a 3/4 (75%) vote of the member present at the Family Business Meeting to be approved.

Section 8.02 Accounting

- (a) All funds for any and all purposes shall pass through the church's books and be properly recorded by the church treasurer and financial secretary.
- (b) A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the finance team.
- (c) The books can be audited by the elder team, which also has the right to work with a public accountant if needed.

Section 8.03 Budget Year

The budget year shall run with the church year and shall be January – December.

Section 8.04 Solicitation

No person shall solicit or sell to the public in the name of the church or any of its organizations without the express consent of the church at a Family Business Meeting.

Article IX. Changes to the Bylaws

These Bylaws may be amended during a Family Business Meeting. Any amendments to the Bylaws must be presented to the church one month prior to the Family Business Meeting. The suggested amendments will be discussed at the Family Business Meeting and require a 3/4 (75%) vote of the members present to be accepted. The Bylaws cannot be amended at a Special Business Meeting. For the vote to proceed, a quorum of thirty percent (30%) of membership must be present.

Article X. Dissolution

Upon the dissolution of the corporation, the officers shall, after paying or making provision for the payment of all the liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purposes of the corporation, or to such an organization or organizations created and operated exclusively for religious purposes. If at any time this church ceases to be, all properties shall go to the Association or the State Convention of Baptists in Indiana.