

CONSTITUTION
and
BYLAWS

of

Calvary Baptist Church
of Huntington Beach



Calvary Baptist Church
8281 Garfield Ave
Huntington Beach, CA 92646
714.962.6860

ADOPTED SEPTEMBER 23, 2007

PREAMBLE

We, the followers of Jesus Christ who make up the part of God's family and Christ's body known as Calvary Baptist Church of Huntington Beach (CBCHB) and who embrace God as our ultimate authority and the Bible as our rule of His authority, adopt for our governance the following Constitution and Bylaws.

CONSTITUTION

ARTICLE I

NAME

The name of this organization shall be Calvary Baptist Church of Huntington Beach, California. We are affiliated with Conservative Baptists and are a member church of The Conservative Baptist Association of Southern California.

ARTICLE II

PURPOSE

CBCHB exists to fulfill God's redemptive purpose for His church as expressed in the Great Commission of Christ (Matt 28:19-20; Luke 24:46-49; Acts 1:8) to the glory of God.

ARTICLE III

STATEMENT OF FAITH

Scripture

We believe the Bible *is* the Word of God. We believe the sixty-six books of the Old and New Testaments are the only writings inspired by God. We believe that God the Holy Spirit, through the individual style of human authors, superintended the writing of the Bible so that God is the ultimate source of every word written (inspiration) (2Tim 3:16-17; 2Pet 1:16-21).

We believe that the original manuscripts of the Scriptures were free from error (inerrancy). We believe that the Bible is true, accurate, authoritative, and trustworthy in all matters to which it speaks (infallibility) (Psa 12:6; Pro 30:5; Heb 6:18).

The Eternal Godhead

We believe the Bible teaches that there is one God eternally existing in three distinct persons: Father, Son, and Holy Spirit. God is one in essence and three in person (Trinity). Each of the three persons has all the attributes of God, yet each performs a distinct but harmonious function within the Godhead (Deut 6:4; Matt 3:16-17; John 1:1, 14, 18; 1Pet 1:2).

God the Father

We believe in God the Father, who is an infinite, unchanging, and uncreated (self-existent) spirit, who is creator of all that exists, who has all the power to carry out His desires (omnipotent), who is forever aware of all things (omniscient), and is fully present in all places (omnipresent). We further believe that God is the ground of all perfection, is righteous

(holy) and thus wholly separate from creation. We believe God so loved sinners that He sent Jesus Christ to redeem mankind (Psa 90:2; 139:7-10; Rev 1:8; Luke 1:37; Job 42:2; Heb 4:13; Eze 11:5; Ex 3:1-6; 1Sam 2:2).

God the Son

We believe that Jesus Christ is the incarnation of God's eternal Son. God the Son has all the same attributes and perfections as God the Father. We further believe that Jesus Christ is one person with two inseparable natures: one nature being truly divine and the other truly human (hypostasis). As to His humanity, Jesus Christ was conceived by God the Holy Spirit and born of Mary (virgin birth) (Isa 7:10-16; Matt 1:23, John 1:1-14; 8:58; Phil 2:5-11).

We believe that Jesus Christ was born without a sin nature, and although tempted, lived in complete obedience to God's law. Jesus voluntarily subordinated Himself to the Father in order to redeem mankind. Jesus died on a cross, was buried, rose from the dead, and ascended to the right hand of the Father where He currently intercedes for His people and rules over creation. We believe Jesus Christ will one day return to resurrect and gather the elect, and to resurrect and judge the lost (John 5:30; Acts 1:9-11; Rom 8:34; 2Cor 5:21; 1Thes 4:13-17; Heb 4:15; 1Pet 3:18).

God the Holy Spirit

We believe that God the Holy Spirit has all the same attributes and perfections as God the Father and is deserving of our worship. The Holy Spirit draws the sinner's attention to and implements the redemptive work of Jesus Christ as revealed in the Scriptures. He regenerates, convicts, baptizes, seals, indwells, sanctifies, spiritually gifts, and comforts all believers (John 14:16-17; 16:13-15; Rom 8:26-27; 1Cor 2:9-11).

Humanity

We believe that God created the first man and woman in His image (image of God), fully formed, sinless by nature and deeds, and whose purpose was to have fellowship with and glorify God forever (Gen 1:27; 2:7).

We believe that God in His goodness established the marriage covenant. This life-long relationship is to be between one man and one woman, the only permissible context for intimate sexual expression and the foundation for the human family (Gen 2:24-25; 1Cor 7:1-9).

We believe that Adam sinned and, as a result, all people are sinners by nature (original sin) and also by deed. Furthermore, mankind's fellowship with God was broken and the image of God became marred. We further believe that the death brought about by sin makes mankind completely incapable of doing anything to restore fellowship with God. Sinners left in this state face eternal separation from God in hell (Gen 3:1-24; Psa 16:11; Rom 3:10-26; 1Cor 10:30-31).

Salvation

We believe that it is only by the graciousness of God by the means of faith in Jesus Christ that sinners can be declared righteous (justification). We believe that God so loved the world that He sent His only Son as a sinless, substitutionary sacrifice for its sins (substitutionary atonement). We believe that Jesus Christ's death on the cross fully satisfied God's justice, and that Christ's perfect obedience to God's law provides the righteousness that sinners need to be declared righteous before God. We believe that it is only through faith in Christ, apart from works, that

these merits of Christ can be appropriated by sinners. We believe that the saving work started by God in the believer will ultimately be brought to completion as guaranteed by the sealing with the Holy Spirit and the intercession of Christ before the Father. God will continue to transform us into what He once and for all declared us to be (sanctification), and will one day bring us into a state of perfection where we can have fellowship with and glorify Him free from the presence of sin (glorification) (Rom 3:21-28; 4:5; 8:30; 1Cor 15:50-54; 2Cor 5:21; Eph 2:1-10; Col 2:13-14; 1Tim 2:6; 6:1-11; Phil 2:12-13).

Church

We believe that all of those who belong to Jesus Christ are members of God's Church (Universal Church) of whom Christ is the head. We believe the Universal Church is expressed in local churches. We believe members are to have been baptized by immersion upon confession of faith (believer's baptism), and have associated themselves for worship, instruction, discipline, and service. We believe that having received the merits of Christ each believer can go boldly before God and offer up sacrifices of prayer, praise, possessions, and service (Matt 18:15-17; Rom 5:1-2; Eph 1:22-23; 2:17-22; Heb 4:14-16; Rev 7:9-10).

We believe that there are two ordinances that spiritually nourish and bless the local church: 1) Believer's Baptism and 2) the Lord's Supper. We believe the Lord's Supper is a means by which the merits of Christ are participated in, proclaimed, and remembered. We believe baptism is for believers to publicly confess (in the name of the Father, Son, and Holy Spirit) their new identity in Christ and declare their union with His death and resurrection (Matt 26:26-29; 28:19; Rom 6:3-4; 1Cor 10:13-17; 11:23-34).

We believe the local church is to be led by a plurality of elders. Elders are to be men who have met the qualifications for the office as stated in God's Word (1Tim 3:1-13; Titus 1:5-9).

BYLAWS

ARTICLE I **MEMBERSHIP**

The New Testament teachings and the early church practices make clear that God intended His people to join together in local, definable groups. Those who had repented of their sins and turned to Christ for their salvation and were now a part of the Universal Church were to be active parts of the local church in their geographic area. We believe church membership today encourages a similar commitment, involvement, and accountability as exhibited in the early church.

Section 1 Membership Criteria

Membership is open to anyone who:

1. Has personally put their trust in Jesus Christ as Savior and Lord and continues to walk by faith in Him;
2. Has been baptized by immersion following conversion (Believer's Baptism);
3. Is in agreement with CBCHB's Statement of Faith, Mission, Vision, Membership Covenant, and Constitution & Bylaws.

Section 2 Active Membership

Active Membership is defined as those members who are in good standing as defined in these Bylaws and have acknowledged that CBCHB is their local church. Those who are attending school, working away from home, or are missionaries who desire to maintain an active membership at CBCHB and at the same time be active members of a different local church may have “dual membership” with both CBCHB as their “home” or “sending” church and their current local church.

Section 3 Membership Process

The elders are responsible for establishing the process by which believers may become members of CBCHB. This will include: instruction on Membership Criteria (Section 1), an interview with a minimum of two elders, sharing of their testimony at a regular service, and presentation to the church body for membership.

Section 4 Member Privileges

- See Church Membership Covenant;
- Participate in congregational business meetings;
- Participate in decisions made by the church body as defined in these Bylaws;
- Serve in teaching and leadership positions as defined in the Ministry Manual;
- Be given priority for use of church facilities at reduced costs.

Section 5 Member Responsibilities

The CBCHB Church Membership Covenant is a summary of how God calls us as His children to relate to one another within the local church and is thus our responsibilities to one another.

CHURCH MEMBERSHIP COVENANT

Having been brought by divine grace to repent and believe in the Lord Jesus Christ and having given ourselves to Him, and having been baptized upon our profession of faith in the name of the Father, the Son and the Holy Spirit, we now, relying on His gracious aid, do willingly and joyfully recognize our covenant relationship with the body of believers at Calvary Baptist Church of Huntington Beach (Matt 28:19; Mark 1:14-15; Acts 2:38, 16:30-31; Gal 2:20; Eph 2:8-10).

We will work and pray to preserve the unity of the Spirit in the bond of peace in submission to the Lordship of Jesus Christ and to one another (Matt 5:9; Rom 12:16-21; 14:7-12, 19; 15:5-7; 1Cor 12:12-13; Gal 5:13; Eph 4:1-3; 5:21; Phil 2:1-4; 9-11; Col 3:12-15, 23-24; Heb 12:14; Jas 4:11-12; 1Pet 4:7-11).

We will walk together in brotherly love, as is appropriate for members of the Christian Church, exercising an affectionate care and watchfulness over each other and faithfully admonishing, entreating and restoring one another as may be required (Matt 18:15-20; 1Cor 5:1-6:8; 2Cor 2:2-11; Gal 6:1-5; John 13:34-35; 15:12, 17; Rom 12:10; 13:8-10; 1Cor 13:4-8; Gal 6:1; Eph 4:29-32; Col 3:16-17, 23-24; 1Thes 4:9-10; 5:11, 14-15; 2Thes 3:5-6, 11-15; 1Tim 4:1-6; Heb 3:12-13; 1Pet 1:22; 4:8-11;

1Jhn 3:11, 23; 4:7, 11; 2Jhn 1:5).

We will not forsake the assembling of ourselves together, nor neglect to pray for ourselves and others (Acts 2:42; 2Cor 13:9; Eph 1:15-20; 3:14-21; Phil 1:3-6, 9-11; 4:6-9; Col 1:3-12; 4:2-4; 1Thes 1:2-4; 5:17; Heb 10:19-25; Jas 5:16).

We will endeavor to bring up everyone under our care in the nurture and admonition of the Lord and, by providing a proper and loving example, seek the salvation of our family and friends (Ezra 7:10; Matt 13:52; 28:18-20; Acts 1:8; Col 4:5-6; 1Tim 1:3-7; 4:7-16; 6:17-18; 2Tim 2:2, 14-16, 24-26; 4:1-5; Heb 5:12-14; 10:24; 1Pet 2:1-5, 9-12; 4:10; 2Pet 1:12-16; 3:1-7, 17-18; Jude 17-23).

We will rejoice at each other's happiness and endeavor with tenderness and sympathy to bear each other's burdens and sorrows (Rom 12:3-21; 1Cor 12:4-11, 18-27; Gal 5:13-15, 26; 6:2-5; Phil 2:14; 4:4; 1Thes 5:16).

We will seek, by divine aid, to live carefully in the world, denying ungodliness and worldly lusts, always remembering that we have been redeemed and now have a special obligation to lead a new and holy life (Rom 6:1-14; 12:1-2; 1Cor 6:17-20; 2Cor 5:17; 7:1; Eph 4:17-24; Phil 2:12-16; Col 3:1-11; 1Thes 4:1-8; 2Thes 3:6-7; 1Tim 4:7-10; 2Tim 2:22; Titus 2:11-15; Jas 4:7-10; 1Pet 1:13-19; 2:9-12; 5:8-9; 2Pet 1:3-11; 5:3-11; 1Jhn 1:6-10; 3:3).

We will work together for the continuance of a faithful and prayerful God-glorifying ministry in this church as we sustain its worship, ordinances, discipline, and doctrines (Lev 19:37; Isa 29:13-14; Matt 15:7-9; 18:15-20; Luke 4:8; John 4:23-24; 1Cor 1:9, 30-31; 5:6-13; 15:58; 2Cor 6:14-18; Eph 4:11-16; Phil 2:2-3; 4:6-9; Col 3:23-24; 1Thes 5:16-24; 2Thes 1:11-12; 2:3, 13-17; 1Tim 1:18-19; 2:1-2, 8; 3:15; 4:13-16; 6:3-5, 13-14, 20-21; 2Tim 1:13-14; 2:2, 14-16, 24-26; 3:14-17; 4:1-5; Titus 2:1-15; Heb 6:10-12; 12:6-16; 1Pet 4:7-11).

We will contribute cheerfully, generously and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the Gospel to our neighbors and to the nations (Lev 27:30; Mal 3:10; Matt 4:19; 5:42; 19:21; 23:23; 28:18-20; Luke 14:12-14; Acts 1:8; Rom 15:26-27; 1Cor 16:2; 2Cor 8:1-15, 24; 9:6-15; Gal 2:10; Jas 2:1-9, 15-20; 1Pet 3:15-16).

We will pray for our church leaders and submit ourselves to their leadership and, should it become necessary, confront them with their sin (Eph 6:18-20; Col 4:2-4; 1Thes 5:12-13, 25; 2Thes 3:1-2; 1Tim 5:17-20; Titus 3:1-2; Heb 13:7, 17; 1Pet 5:1-7).

We will, should we move from this place, as soon as possible unite with some other local church where we can carry out the spirit of this covenant and the principles of God's Word (Acts 2:42; Heb 3:6, 14; 4:14; 10:19-25).

May the grace of the Lord Jesus Christ, the love of God, and the fellowship of the Holy Spirit be with us all. Amen.

Section 6 Member/Church Discipline

A. Definition

Member/Church Discipline is the process by which an erring brother or sister is instructed, trained and restored to a life of obedience to God.

The Bible gives three general reasons for instituting the disciplinary process:

1. Unrepentant immorality (1Cor 5);
2. Doctrinal heresy (1Tim 19-20; Titus 3:10);
3. A divisive spirit that results in rebellion to God's Word and/or the authority of the elders (1Cor 1:10; Rom 16:17; 1Thes 5:12-14, 2Thes 3:6, 7,11).

B. Purpose of Discipline

There are three purposes for church discipline:

1. To glorify God by maintaining purity in the local church (1Cor 5:6);
2. To edify believers by deterring sin (1Tim 5:20);
3. To promote the spiritual welfare of the offending believer by calling him or her to return to a biblical standard of doctrine and conduct (Gal 6:1). Restoration is always the goal (Matt 18:12-20).

C. Process of Discipline

The elders are responsible for establishing and implementing a process to fulfill the purposes of discipline in Matthew 18:15-20; 1Corinthians 5; 6:1-8; 2Corinthians 2:2-11; Galatians 6:1-5. Should the member be unrepentant the elders will notify the congregation of their efforts and the individual's state at a regularly scheduled service for action deemed appropriate by the congregation.

D. Member Commitment to Resolve Issues (1Cor 6:1-8)

The members of this church, and all other professing Christians who regularly attend or fellowship with this church, agree that there shall be no appeal to any secular court because of dismissal or because of public statements made to the congregation at the third or fourth stages (cf. Matt 18:17) during the course of church discipline. Members who are under discipline by the church, as defined in the previous paragraphs, forfeit and waive the right to resign from this church. Resignations from membership are possible only by members who are in good standing and who are not under any disciplinary action.

Section 7 Membership Removal

Membership may be withdrawn:

- A. At the request of the member;
- B. Upon the member joining another church;
- C. As the last step in church discipline when the individual is committed to ongoing sin in his/her life as determined by the elders;
- D. Upon physical death;
- E. Upon failure to participate in regular worship and ministry activities over a six-month period, membership may be removed after inquiry by the elders.

The elders will present member names for removal from membership to the church body at a

regularly scheduled meeting of the congregation.

ARTICLE II

CHURCH LEADERSHIP

Section 1 Pastor-Teacher

A. Title

The Pastor-Teacher is the primary teacher and voice for the church. Therefore he must meet all the qualifications for an elder (with strengths in teaching, shepherding and leading) and must be affirmed by the congregation. He will be freed up to fulfill his responsibilities through financial compensation (1Tim 5:17-18).

B. Function

The Pastor-Teacher is one of the elders through whom the direction of God is discerned, and is at the same time to be the “leader of the leaders.” As such he is called to lead in unity with his fellow elders. He will have the same voting power as any of the other elders.

C. Selection

The Pastor-Teacher shall be selected by the elders and presented to the church body for examination. This presentation shall include the sharing of his testimony, meeting his family, and teaching on a Sunday morning for at least two Sundays. The church body will be given three weeks to approach the elders with any concerns (based upon what they know of him from other sources or his conduct while candidating). After three weeks he will be confirmed by the church at a special business meeting with a quorum of members present. To be confirmed he must receive three-fourths ($\frac{3}{4}$) majority of all the votes cast. If an individual votes against this confirmation, the nay-voting member must provide his name and the reason. This is to give opportunity for the elders to determine if this person knows something they have missed. Elders must never denigrate any person who has concerns during the confirmation process.

The Pastor-Teacher shall be reaffirmed in the same manner and along with the other elders.

D. Removal

He shall remain as Pastor-Teacher for an indefinite period of time subject to the following exceptions: 1) Immediate suspension upon biblical charges of moral failure (1Tim 5:19-20) and removal if charges are proven after an investigation; 2) The elders determine that he is mentally or physically incapacitated or no longer spiritually qualified to serve as Pastor-Teacher. He will be given one month’s written notice of their intent to dismiss him; 3) The Pastor-Teacher gives one month’s notice of his intent to resign; 4) The time limit of a Pastor-Teacher’s resignation or dismissal (one-month) is subject to a lesser time if both the Pastor-Teacher and the elders mutually agree.

Section 2 Elders

A. Title

Because the leaders of the early local church were most often called elders in the Scriptures, and this is a common term within evangelicalism today, we have chosen this term for those who are qualified (1Tim 3:1-7, Titus 1:6-9) and responsible to God for the leading of this body of believers.

B. Function

Elders are the governing body of Calvary Baptist Church. They are responsible to the Lord Jesus for the “souls of those God entrusts to them” (Acts 20:28). This includes all aspects of the ministry at Calvary. The heart of this ministry is the shepherding of those who become a part of the congregation as well as those who come under the influence of CBCHB, both locally and internationally.

The elders must protect sound doctrine that was once for all delivered to the saints through the Holy Scriptures, and lead the church while protecting the unity of the Spirit.

◆ Unity in decisions

The elders, all with an equal vote, will practice unity in all decision-making, valuing each other and acknowledging that disunity in leadership will always spread to the body, damaging God’s precious body and His glorious reputation. If unity is not achieved decisions will be dropped, postponed, reevaluated or modified. Unity is defined as “total agreement by the elders to support a decision.” This means that at times there may not be total agreement on a decision but a willingness on the part of all the elders to submit to that decision and never, outside of the elders, to voice anything contrary to the decision. If unity cannot be reached and a decision must be made, it will be deferred to the Executive Director of the Conservative Baptist Association of Southern California or his designated representative.

◆ Minimum number of seven (7) elders will be affirmed each year. However, in the event of a vacancy the board will continue to operate until the vacancy can be filled. At no time will it operate with less than three (3) elders.

◆ Majority participation

There must always be a majority of elders participating in all decisions.

◆ Non-pastoral majority

There must always be a majority of unpaid elders making up the elder board. At no time will elder decisions be made by a majority of paid elders (pastors). If circumstances cause there to be more paid elders (pastors) than non-paid elders, it is not an official elder meeting and no decisions can be made.

◆ Two-way communication

Elders will take very seriously their role in leading the body through two-way communication, by giving opportunity for the congregation to give input on issues, by affirming votes, and through any other means possible so that the congregation will trust and follow their leadership. Issues, concerns, and needs can and should be raised by people in the congregation (Acts 6).

The elders who are selected and affirmed constitute the Elder Board for that year.

The elders will elect annually from among themselves corporate officers; namely President, Vice-President, Secretary and/or Treasurer. The Pastor-Teacher or other pastors may not serve as corporate officers, sign checks or count offerings.

The elders will elect a chairman who may or may not be the Pastor-Teacher or one of the corporate officers.

The elders are responsible for selection and placement of qualified persons hired as paid staff of the church (unless otherwise stated in this document), fixing salaries and benefits, and prescribing their duties consistent with the Scriptures, the mission and the Bylaws of the church.

The elders are responsible for establishing policies and procedures so that the church can fulfill her God-given responsibility in a God-honoring, law-abiding manner.

The elders are responsible for the faithful stewardship of money and property. This includes the collection and disbursement of funds, budgets, property, and any other business matters which relate to the corporation.

- ◆ Budget

The elders will present the annual Church Ministry Budget to the congregation at a business meeting. The budget will be posted and an announcement of this budget presentation will be made at least two weeks in advance of the meeting.

- ◆ Property

The elders will submit to the church body for their affirmation recommendations for the purchasing, encumbering or selling of real estate. This will take place at a special meeting, announced 30 days in advance. The buying, selling or encumbering of property must be affirmed by the church membership at a business meeting with a quorum of 25% of the voting membership, by 67% of those voting.

The elders are responsible for presenting to the congregation for affirmation any changes to the Constitution & Bylaws. They must present the changes in writing thirty (30) days before they are to be voted on. This business meeting must be announced for two Sundays in advance in the bulletin or from the pulpit. A quorum of 25% of the membership shall be present. Changes to the Constitution must be affirmed by 75% of those voting, and changes to the Bylaws by 67% of those voting.

The elders are responsible for the administration of the ordinances of baptism and the Lord's Supper.

The elders are responsible for pursuing and restoring sinning members through all biblical means and, if there is no restoration, bringing them before the congregation as the last step in church discipline (Matt 18:15-20; 1Cor 5:1-6:8; 2Cor 2:2-11; Gal 6:1-5).

An elder will recuse himself from issues and policy matters which concern him or his family members. An elder will recuse himself if a family member is serving in a paid position and issues concerning him/her are being considered.

C. Selection

The elders are responsible for establishing the process to select and mentor qualified men to serve as elders. This process shall include:

- ◆ Nominations of qualified men (1Tim 3:1-7, Titus 1:5-9) to serve from both the elders and congregation.
- ◆ Examination by the elders and congregation, with opportunity for any member to raise concerns about a man's qualifications.
- ◆ Affirmation by the congregation in accordance with the established process at a regularly scheduled business meeting announced two weeks in advance. If a person feels that a man is not qualified, he/she must give his/her name and the reason for his disqualification so the elders can investigate.
- ◆ Dedication of elders at a regularly scheduled service.

D. Removal

Any elder will be immediately suspended from serving upon biblical charges of moral failure (1Tim 5:19-20) and removed if charges are proven after an investigation. The Elder Board will investigate and determine the validity of the charges and what action is appropriate.

Section 3 Deacons

A. Title

Deacons are spiritually mature men who meet the biblical qualifications for deacons as specified in 1Timothy 3:8-13 and who serve the body of Christ at Calvary ensuring that practical needs are being met in the name of Christ.

B. Function

Ensure that the practical needs of all believers at CBCHB are being met as a part of following Christ and living in community. When the believer is not a part of a small group or ministry team, the deacons will personally minister to those in need. When the individual or family needs are beyond their group's wisdom or means, or where discipleship is necessary, the deacons assist, disciple, and ensure that the needs are met in a spiritual way.

Functions of deacons include:

1. Cultivating the believers at Calvary to live out a life of serving others, acknowledging that meeting practical needs is a spiritual act of worship.
2. Building a culture where needs are being met in informal ways, in secret ways, within groups, as part of ministry teams, and at every level as a part of the body of Christ.
3. Serving those in the body of Christ through personal visits, meeting needs, sharing the Lord's Supper, etc.

Their service will include, but not be limited to:

- ◆ Widows
- ◆ Orphans
- ◆ Shut-ins
- ◆ Hospital patients

- ◆ Single parents
 - ◆ Those not in a group or ministry team
 - ◆ Assisting groups or ministry teams with the wisdom of what to do, the resources, and personal example as needed
 - ◆ Assisting the elders in serving the Lord's Supper
 - ◆ Assisting with Baptism
 - ◆ Discipleship on God honoring use of finances and property
 - ◆ Deaconesses may assist in any appropriate areas
4. Extending the care of Christ to those beyond the church body under the auspices of CBCHB's outreach ministries by determining projects within the community to help widows, orphans, etc and assisting those who come to church for financial assistance.

C. Selection

The elders are responsible for establishing the process to select and mentor qualified men to serve annually as deacons. This process shall include:

- ◆ Nominations of qualified men (1Tim 3:8-13) to serve from the elders, deacons and congregation;
- ◆ Examination by the elders, deacons and congregation, with opportunity for any member to raise concerns about a man's qualifications;
- ◆ Affirmation by the congregation at a regularly scheduled business meeting announced two weeks in advance. If a person feels that a man is not qualified they must give their name and the reason for his disqualification so the elders can investigate;
- ◆ Dedication of deacons at a regularly scheduled service.

D. Removal

Any deacon will be immediately suspended from serving upon biblical charges of moral failure (Matt 18:15-20; 1Cor 5; 6:1-8; 2Cor 2:2-11; Gal 6:1-5) and removed if charges are proven after an investigation. The Elder Board will investigate and determine the validity of the charges and what action is appropriate.

Section 4 Ministry Pastors

A. Title

We use the term Ministry Pastor to describe a man, other than the Pastor-Teacher, who has been called to vocational ministry, meets the qualifications of elder, is exercising shepherding responsibilities over either the whole body (in a particular area like outreach) or a segment of the body (like youth), and is being financially compensated for his work (1Tim 5:17-18). While all pastors are shepherds, not all pastors are serving in the position of church elder.

B. Function

Pastors will serve in shepherding roles in those areas that require pastoral oversight as determined by the elders. The elders shall determine the specific responsibilities of each pastor.

C. Selection & Removal

The elders will pursue and call men who meet the qualifications of elder and exhibit the spiritual gifts, heart/passions, abilities, personality and experience unique to each ministry position. They may involve the congregation in this process as appropriate for the ministry position under consideration.

Section 5 Ministry Staff

These are men and women who are serving in ministry leadership positions and are not elders, deacons, or pastors. Their qualifications and responsibilities will be determined by the elders and described in the Ministry Manual.

Section 6 Support Staff

These are men and women who are serving in an official capacity yet are not in a leadership position. The elders and the ministry leader they support will determine their qualifications and responsibilities.

ARTICLE III **CORPORATE OFFICERS**

Section 1 President

The Elder Board will select from among themselves the President of the corporation. The President is subject to the control of the Board of Elders and has general supervision, direction and control of the activities and officers of the corporation. He shall be an ex-officio member of all standing committees, if any, and shall have powers and duties as may be prescribed by the Board of Elders or the Bylaws. He may also, if so elected by the elders, serve as Chairman of the Elder Board, responsible for leading all meetings of the Board of Elders.

Section 2 Vice-President

The Vice-president is one of the elders, selected by the Board of Elders, who will perform all the duties of the President in his absence. The Vice-president shall have such other powers and perform such other duties as from time to time may be prescribed for him by the Board of Elders or the Bylaws.

Section 3 Secretary

The Secretary of the Church is an elder selected by the Board of Elders. He will have appropriate and qualified people (as defined in the Ministry Manual) to help him fulfill the following responsibilities:

- ◆ Ensure that the office keeps a current role of the membership;
- ◆ Ensure that the office issues letters of transfer and dismissal as authorized;
- ◆ Ensure that all important and legal documents and papers are preserved;
- ◆ Record the minutes of the business meetings of the church;
- ◆ Conduct correspondence as directed;
- ◆ Ensure that items of historical significance are maintained to remember God's work at CBCHB for the future;
- ◆ Organize qualified people within the body who can assist in fulfilling these obligations as defined in the Ministry Manual.

Section 4 Assistant Secretary

This person is selected by the Board of Elders to assist the Secretary and fulfill his responsibilities in his absence.

Section 5 Treasurer

The treasurer is an elder who is selected by the Board of Elders. He will have appropriate and qualified people (as defined in the Ministry Manual) to help him fulfill the following responsibilities:

- ◆ Formulate and submit the budget for the coming fiscal year to the Board of Elders for approval prior to the date set for presentation to the church body;
- ◆ Ensure that all donations are safely, confidentially, and accurately received, counted, recorded, deposited, and distributed according to accepted accounting practices, the IRS, and the church budget;
- ◆ Ensure that the Church Ministry Budget is followed. Over-expenditures of more than 5% of the overall annual Church Ministry Budget must be approved by the elders;
- ◆ Secure the services of an auditor who shall audit the books of the church every five years and submit a written report to the church at its annual business meeting. The Elder Board, as deems necessary, can call for interim audits;
- ◆ Organize spiritually gifted and qualified people within the body who can assist in fulfilling these obligations as defined in the Ministry Manual.

Section 6 Assistant Treasurer

The person selected by the Board of Elders who will assist the Treasurer and fulfill his responsibilities in his absence.

Section 7 Moderator

Elders will select a man to serve as Moderator for church business meetings. He will be presented to the congregation at a regularly scheduled business meeting announced two weeks in advance. In the absence of the Moderator, the Chairman of the Elder Board will serve as Moderator.

The Moderator shall:

- ◆ Preside over all business meetings of the church in accordance with the Church Covenant, Constitution and Bylaws.
- ◆ Use Robert's Rules of Order (latest version) for orderly conduct of business.

ARTICLE IV **CONDUCT OF BUSINESS**

Section 1 Fiscal Year

The fiscal year shall be from January 1 through December 31.

Section 2 Regular Business Meetings

Quarterly church business meetings shall be scheduled by the Board of Elders to encourage communication between the elders and the church body, as well as to accomplish any church business. The congregation shall be notified of the meeting thirty (30) days prior. The meeting in

the last quarter shall include affirmation of elders, deacons and moderator, as well as the presentation of the Church Ministry Budget.

Section 3 Special Business Meetings

The Chairman of the Board of Elders shall call special business meetings with the concurrence of the Board or at the written request of fifteen percent (15%) of the eligible voting membership of the church. Notice of such meeting and the purpose for which it is called shall be given to the church body from the pulpit during a regularly scheduled service at least two consecutive Sundays immediately prior to said meeting, except for receiving new members or granting of church transfer letters.

Section 4 Quorum

Fifteen percent (15%) of the eligible voting membership shall constitute a quorum for the transaction of business. The buying and selling of property must be affirmed by the church membership at a business meeting with a quorum of 25% of the membership and 67% of those voting. Changes to the Constitution must be affirmed by a quorum of 25% of the membership present and 75% of those voting. Changes to the Bylaws must be affirmed by a quorum of 25% of the membership and 67% of those voting.

Section 5 Voting Eligibility

Members in good standing are eligible to vote. Minimum voting age shall be 18.

Section 6 Real Property

The elders will submit to the church body for affirmation their recommendations for the purchase, encumbrance or sale of real estate, at a special meeting, announced 30 days in advance. The purchase, encumbrance and sale of property must be affirmed by the church membership at a business meeting with a quorum of 25% of the voting membership and 67% of those voting.

Section 7 Rules of Order

The Bible as summarized in the Church Covenant will govern the personal conduct of all those participating in church meetings. Robert's Rules of Order shall govern the orderly conduct of the business at the meetings, unless otherwise provided for in this Constitution & Bylaws.

ARTICLE V

MINISTRY ORGANIZATION

Calvary Baptist Church, as a body and each individual member, is called to make disciples of all nations. To fulfill this call of God upon our lives and church, the church shall have appropriate ministries. The purpose of these ministries is to carry out the vision and mission of the church as understood and dictated by the elders and embraced by the congregation, in obedience to God's Word.

The Board of Elders shall select qualified leaders for each ministry. The ministry leaders shall be responsible to the Board of Elders for building a team and establishing a vision and strategy to fulfill the church vision, mission and strategy. As CBCHB's ministry influence grows and to meet the needs of those within the body and those whom we are called to reach, ministries may be added, changed or disbanded.

A Ministry Manual is to describe the current ministries, the qualifications for the ministry leaders

and their responsibilities. This manual is to be reviewed by the Elder Board each year and updated as necessary to fulfill CBCHB's mission and vision. The manual is to be available to the church body with the body being notified of changes. In the event of any perceived inconsistency between the Ministry Manual and the Constitution & Bylaws, the Constitution & Bylaws supersedes.

ARTICLE VI **OTHER ORGANIZED GROUPS**

Any organized group, club, class, etc. that desires to identify with CBCHB in name or function must submit organizational plans to the elders which specify how they will fulfill the mission and ministry objectives of the church and to whom they will be accountable. They will be responsible to operate under the leadership of the elders and according to the Constitution & Bylaws and established policy.

ARTICLE VII **ORDINATION, LICENSING, AND COMMISSIONING**

Section 1 Ordination

Ordination is the recognition by the man being ordained and his church that God, in His grace and sovereignty, has called him unto Himself for specific ordered ministry among His people. When a man recognizes this call he shall prepare himself under the leadership of the elders of the church in cooperation with the Ordination Committee of The Conservative Baptist Association of Southern California. Ordination shall be conferred for life, so long as the man continues to manifest the qualifications of the office.

Section 2 Licensing

The license is issued by the Board of Elders and is given in recognition of a man's call to the ministry who has not yet been ordained. It allows the man to perform the ecclesiastical duties and functions of the church while they confirm God's call upon their life and movement toward ordination. Licenses shall be renewed every two years and automatically terminate when the individual leaves the church or ministry for which he was licensed.

Section 3 Commissioning

When local church certification is required for ministry where ordination and licensing would be unnecessary or inappropriate, a person is commissioned by the Board of Elders to minister. This authorization continues as long as the opportunity to minister remains in effect and as long as the person maintains the qualifications for ministry.

ARTICLE VIII **AMENDMENTS**

The elders are responsible for presenting to the congregation for their affirmation any changes to the Constitution & Bylaws. They must present the changes in writing thirty (30) days before they are to be voted on. The business meeting must be announced two Sundays in the bulletin or from

the pulpit. A quorum of 25% of the membership shall be present and changes to the Constitution must be affirmed by 75% of those voting, changes to the Bylaws by 67%.

ARTICLE IX
LIMITATIONS OF PERSONAL LIABILITY

The Officers of the corporation shall not be personally liable for monetary damages as such for any action taken, or any failure to take action, unless:

- ◆ The Officer has breached or failed to perform the duties of his office; and
- ◆ The breach or failure to perform constitutes self-dealing, willful misconduct or recklessness.

The provisions of this Section shall not apply to:

- ◆ The responsibility or liability of an Officer pursuant to any criminal statute; or
- ◆ The liability of an Officer for the payment of taxes pursuant to local, state or federal law.

ARTICLE X
DISPUTE RESOLUTION

Any disputes within the church shall be resolved in accordance with biblical principles, consistent with the church's doctrinal statement and Church Membership Covenant. Any disputes over: 1) interpretation of this Constitution & Bylaws, or 2) whether an action taken by the church was in conformity with this Constitution & Bylaws shall be resolved at a meeting of the church by a majority vote of the church members voting. Notice of such a meeting along with the purpose for which it is being called shall be given from the pulpit at a regularly scheduled Sunday morning worship service on at least two (2) consecutive Sundays before the meeting. If for some reason such a dispute over this Constitution & Bylaws cannot be resolved in this way (e.g., due to lack of a majority or a persistent inability to gather a quorum), the matter shall be submitted to binding arbitration before three Conservative Baptist pastors selected by the Conservative Baptist Association of Southern California.

ARTICLE XI
DISSOLUTION

The assets of Calvary Baptist Church are irrevocably dedicated to religious or charitable purposes. No part of the net income or assets of this corporation shall ever inure to the benefit of any officer, pastor, or member thereof or to the benefit of any private persons. Upon the dissolution of the corporation, its assets remaining after payment of or provision of payment of, all debts and liabilities of this corporation shall be distributed to the Conservative Baptist Association of Southern California or its successor. In the event that the Conservative Baptist Association of Southern California or its successor is unwilling or unable to accept the assets of this corporation, they shall be distributed to tax-exempt religious or charitable organizations whose purposes are compatible with this document and are within those specified in Section 501(c)(3) of the Internal Revenue Code.