

CONSTITUTION AND BYLAWS

CALVARY HILL BAPTIST CHURCH

WALNUT COVE, NC

PREAMBLE

For the more certain preservation and security of the principles of the faith, to increase communication and understanding, and to the end that this body may be governed in a decent and orderly manner consistent with the Holy Scriptures, and for the purpose of preserving the liberties inherent in each individual member of this church and the freedom of action of this body, we do declare and establish this constitution.

ARTICLE I: NAME OF CHURCH

The name of this church is Calvary Hill Baptist Church, of Walnut Cove, NC.

ARTICLE II: PURPOSE

Calvary Hill Baptist Church exists to:

1. **WORSHIP** - To participate in public worship services together and to encourage personal daily devotions. (John 4:24)
2. **EVANGELISM** - To share the good news of Jesus Christ with as many people as possible in our community and throughout the world. (Matthew 28:18-20; Acts 1:8; 2 Peter 3:9)
3. **MINISTRY/MISSIONS** - To serve unselfishly in Jesus' name, meeting the physical, emotional, and spiritual needs of those in our church, community, and in the world. (1 Peter 4:10, 11; Matthew 25:34-40; 1 Thessalonians 5:11; Galatians 5:13)
4. **DISCIPLESHIP** - To help members develop toward full Christian maturity and train them for effective ministry; to promote personal, spiritual growth and discipleship through Bible teaching. (Ephesians 4:11-13; Matthew 18:20; 2 Timothy 2:1, 2)
5. **FELLOWSHIP** - To encourage, support and pray for each other as members of the family of God; to share our lives together. (1 John 1:7; Acts 2:44-47; Hebrews 10:23-25; Romans 15:5-7; John 13:34, 35)

ARTICLE III: STATEMENT OF FAITH

1. We believe that the Holy Bible is the divinely inspired, inerrant, infallible written Word of God, the record of God's revelation of Himself to man, to be accepted in its entirety as the final authority in matters of faith and practice. The Bible is the basis for this statement of faith.
2. We believe that Jesus Christ is the Son of God, conceived of the Holy Spirit and born of a virgin; that He lived in this world, yet without sin; that He was crucified, and in His death, bore the sins of all men of all time; that He was buried and on the third day arose from the dead, thus through the shedding of His blood, establishing redemption for all men who accept Him as Lord & Savior; that He ascended unto God the Father and will come again to receive unto Himself the redeemed, passing judgment on all who reject Him as Lord & Savior.
3. We believe that the Holy Spirit is the divine third person of the trinity; that He is ever present to convict the unbeliever and to comfort, strengthen and direct the believer.
4. We believe that every man is a sinner by nature, and sins of his own free will; that he lives under the condemnation of sin and needs to be saved; that salvation is a work of grace, received when the unbeliever, under the conviction of the Holy Spirit, repents of his sins, believes on the finished work of the Lord Jesus Christ, and accepts Him as his personal Lord & Savior; and that salvation is a present and permanent possession of true believers.

5. We believe that the ordinance of baptism is the immersion in water of a professed believer in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried and risen Savior, and his own death to sin, the burial of his old life and his resurrection to a new life in Jesus Christ.

6. We believe that the Lord's Supper is a symbolic act of obedience whereby members of the Body of Christ, in obedience to His command, partake of the bread and the fruit of the vine, to commemorate the sacrificial death of the Lord Jesus Christ.

ARTICLE IV: CHURCH COVENANT

Having been drawn by the Holy Spirit to receive Jesus Christ as my Savior and Lord, and on my public profession of my faith in Him, having been immersed in the name of the Father, and the Son, and of the Holy Spirit, I do now enter into covenant with this church as one body in Christ.

I promise, with the aid of the Holy Spirit, to strive for the advancement of this church for the glory of Christ, in proclaiming, ministering, witnessing and educating; to sustain its worship, ordinances, discipline and doctrines; To contribute in a cheerful and regular manner to the expenses of this church, the relief of the poor, and the spread of the gospel through all nations; To walk with fellow Christians in brotherly love; to help those who are weak in the faith, sick or in distress, remembering them in prayer.

I also promise to study the scriptures and maintain family and private devotions; to bring up my children in the way of the Lord; to seek the salvation of lost kindred and acquaintances; To work honestly in the world; to be just in my dealings, faithful in my commitments, and exemplary in my behavior; To abstain from harmful habits and appearances of evil, as consistent with the Holy Scriptures; To return to no man evil for evil, but be always ready for reconciliation, and mindful of the rules of our Savior to seek it without delay, and to use my leisure time to build body, soul, and character, as well as Christian fellowship.

When I move from this place, I will as soon as feasible, unite with some other church where I can carry out the spirit of the covenant and the principles of God's word.

ARTICLE V: CHARACTER OF THIS CHURCH

The government of this church is vested in the body of believers who compose it. It is subject to the control of no other ecclesiastical body. We do, however, recognize the advantages of cooperation and alliance with other churches, associations, or conventions of like conviction and order, for the purpose of joint endeavor to advance the cause of Christ.

1. Each member of this church has an equal voice and vote on all matters brought before the church in any business meeting.
2. To put the principles set forth in this constitution into practice and ensure the day to day worship and business of the church are conducted in an orderly and well understood manner, bylaws may be adopted by the church provided they are not inconsistent with this constitution.
3. Calvary Hill Baptist Church has the right to own real and personal property and all such property shall be held by two or more trustees elected by the church. The trustees shall have the power, authority and duties as set forth in the bylaws.

ARTICLE VI: AMENDMENT PROCEDURES

A petition signed by five (5) percent of the membership of the church shall be necessary and sufficient for the calling of a meeting to amend any article of this constitution. Copies of the intended amendment and the article to be amended shall be mailed by the church to the membership at least two weeks prior to the meeting to amend. The vote to amend shall be held on the date of one of the regularly scheduled business meetings of the church. This date and the intention to amend the constitution shall be announced from the pulpit on two consecutive Sunday mornings immediately preceding the meeting to amend. A two-thirds (2/3) majority of the members present at a meeting called for the purpose shall be necessary to amend this constitution, with thirty (30) percent of the membership as of that date constituting a quorum.

CALVARY HILL BAPTIST CHURCH BYLAWS

ARTICLE I: MEMBERSHIP

A. GENERAL

The membership reserves the exclusive right to determine who shall be members of the church. Membership obligations are set forth in the Church Covenant. Every member assumes equal responsibility with every other member to live a Christian life in harmony with the principles and practices of this church and the provisions of the church's Constitution. Only active members of the church are entitled to vote on questions or petition submitted to the church in conference. An inactive member is defined as a member whose predominant attendance is at another church, or a member who has not attended the church in three months with exceptions to those members who are homebound due to medical reasons or age, or those who are on active military duty. Members must be present to vote except a noted immediately above; in which case a written signed statement, with the witness of 2-3 Active members will be accepted. Any questions of eligibility will be referred to the church secretary/clerk.

B. ADMISSION TO MEMBERSHIP

All persons requesting membership in the church shall be counseled concerning their personal faith in the Lord Jesus Christ and the church's requirements for membership prior to being presented to the church. Should there be any dissent as to any candidate, such dissent shall be referred to the deacons for investigation and the making of a recommendation to the church within four (4) weeks. An affirmative vote of three-fourths (3/4) of the members present and voting shall be required to elect such candidates to membership. The church receives members into the fellowship in the following ways:

1. PROFESSION OF FAITH AND BAPTISM

Any person publicly professing faith in the Lord Jesus Christ as personal Savior may be received following baptism.

2. LETTER

Any person promising a letter of recommendation and dismissal from another church of like conviction and practice may be received by virtue of such a letter.

3. STATEMENT

Any person who has professed faith in the Lord Jesus Christ as personal Savior, whose membership records are not available, may be received by statement. Such candidates, before being presented to the church, shall meet with the pastor or another staff minister to determine whether the candidate understands the experience of spiritual rebirth and that the baptism by immersion was by a church of like conviction.

4. RESTORATION

Any excluded or dropped member may be restored to membership upon the recommendation of the Deacons and approval of the church.

C. TERMINATION OF MEMBERSHIP

1. LETTER OF RECOMMENDATION

Letters to other churches of like conviction and practice may be granted by the church at any business meeting dismissing those members to unite with the designated church.

2. ERASURE

Members who have united or desire to unite with a church of another conviction and practice shall, upon request or proof of membership in the other church, have their names removed from the church roll by action of this church at any business meeting.

3. EXCLUSION

The hand of fellowship may be withdrawn from a member who has been adjudged of gross immoral conduct or who has become a liability to the general welfare of the church by reprehensible behavior as defined by scripture and who fails to repent, thus disregarding his/her covenant obligations. Every reasonable effort shall be made to resolve the situation according to the scriptural mandate of Matthew 18:15-17. If it becomes necessary for the church to take action, the deacons shall make the recommendation to the church. An affirmative vote of two-thirds (2/3) of the members present during a closed, special business meeting, shall be necessary to exclude a member.

4. DEATH

The names of deceased members shall be included in the Annual Church Profile and thereafter transferred to a permanent record of deceased church members.

5. DROPPED AS INACTIVE

An inactive member may be dropped from the roll by the church at any business meeting upon review of circumstances and recommendation of the deacons.

ARTICLE II: CHURCH OFFICERS AND STAFF

A. SCRIPTURAL OFFICERS

Scriptural officers are the pastor, and the deacons. Under the leadership of the pastor they are responsible for the pastoral ministries of the church.

1. THE PASTOR

The pastor is responsible for leading the church to function as a New Testament church; (references: Matthew 16:16, 18; Romans 12:4-5; I Corinthians 3:9, Ephesians 1:22, 23; Colossians 1:18, I Peter 2:9; and other New Testament instructions). His primary tasks grow out of the instructions in Ephesians 4 to equip the saints for the work of the ministry, and Acts 20:28, to be the overseer and shepherd of the church. He shall lead the congregation, the organizations and church staff, to perform their tasks. This purposeful leadership is provided through preaching, teaching, guiding the organizational units, and leaders; and through counseling with persons and groups in the church. The pastor shall normally administer the New Testament ordinances of Baptism by immersion and the Lord's Supper. Whenever a vacancy occurs, the church deacons or a nominating committee appointed by the deacons shall serve on a pastor search committee. The church may call a pastor upon consideration of a recommendation from this committee. An affirmative vote of three-fourths (3/4) of the members present and voting by ballot at a special business meeting shall be necessary to call a pastor with thirty (30) percent of active membership constituting a quorum. A pastor, thus selected, shall serve until the relationship is terminated at his request or by action of the church. The pastor may be recalled by the church after an investigation and upon consideration of a recommendation by the deacons. An affirmative vote of three-fourths (3/4) of the members present and voting by ballot during a closed special business meeting shall be necessary to recall a pastor with thirty (30) percent of active membership constituting a quorum.

2. THE DEACONS

As New Testament officers of the church, the deacons are responsible before God and to the membership for the spiritual affairs of the church. The qualifications, ordaining and/or functioning of the body of deacons, shall be in accordance with the following scriptures: Acts 6:1-15, I Timothy 3:8-13, Matthew 18:15-17, I Corinthians 5:9-13, and I Thessalonians 5:12-15.

- a. They are to be zealous to guard the unity of the Spirit within the church in the bonds of peace.
- b. They shall be men of prayer, striving continually to acquaint themselves more fully in the scriptures through Bible study.
- c. They shall serve as a council of advice and confer with the pastor and staff ministers in all matters pertaining to the welfare and work of the church.
- d. In council with the pastor, and by such methods as the Holy Spirit may direct in accordance with the New Testament teachings, they are to have oversight of discipline within the church.
- e. They shall be responsible with the pastor for pulpit supply in the temporary absence of the pastor. They shall assist the pastor in the ordinances of Baptism and Lord's Supper.

f. They are to establish and maintain fraternal relations with and inspire oversight of all the membership of the church. Especially, they are to seek to know the physical needs and the moral and spiritual struggles of the members, and to serve the whole church in relieving, encouraging and developing all who are in need.

g. Every attempt to maintain a minimum of four (4) deacons will be made. This is a permanent position except in the case where a deacon is no longer capable of meeting the above qualifications/duties/responsibilities, either spiritually/ mentally/ physically. The Pastor will be responsible for recommending to the church any name for addition or recall of any deacon(s). An affirmative vote of three-fourths (3/4) of the members present and voting by ballot during a closed special business meeting shall be necessary, with thirty (30) percent of active membership constituting a quorum.

B. GENERAL OFFICERS

General officers are responsible to monitor and carry on certain business, administrative and legal functions of the church. Exclusive of the trustees, they are elected by the church annually for a one (1) year term. General officers have responsibilities characterized in these bylaws. Their work shall be further clarified in a job description for each position approved by the church.

1. TRUSTEES

The church shall have three (3) or more trustees. Trustees shall serve on a rotation basis with at least one (1) trustee elected by the church annually for a three (3) year term. They hold in trust all church property. They have no authority to act except as delegated by the church in a business meeting. Upon a specific vote of the church authorizing each action, they have authority to buy, sell, mortgage, lease or otherwise transfer any church property. All transactions involving real property require an affirmative vote of two-thirds (2/3) of the members present and voting at a business meeting with one (1) full week's advance notice by a mail out to the resident membership, with ten (10) percent of the resident membership constituting a quorum. All other transactions may be authorized by the church at any business meeting by a simple majority vote. When so authorized to act, two (2) trustees shall sign all deeds, mortgages, leases, or other legal documents related to church-approved matters. The trustees shall safeguard all legal documents such as mortgage loans, property deeds, and insurance policies. They shall perform the liaison function on legal matters for the church.

2. TREASURER

The treasurer, as financial officer and custodian of the church's funds and other liquid assets, shall be responsible for implementing the financial program of receiving, recording, disbursing, and reporting of all monies and gifts to the church. The treasurer shall render timely reports of all receipts, disbursements, fund balances, and other information pertaining to the financial status of the church. Clerical and bookkeeping functions may be delegated to other volunteers. The treasurer shall ensure that all permanent and important financial records of the church are preserved.

3. Secretary/Clerk

The Secretary/clerk shall be elected annually to keep a correct record of all proceedings of regular and special business meetings of the church. He or she shall sign letters of dismissal of members, and keep a correct roll of membership; also cooperate in keeping records and papers belonging to the church.

ARTICLE III: CHURCH COMMITTEES AND COUNCILS

A. GENERAL

Church committees shall be classified as the Church Council; regular committees; special committees, including service groups; or councils. They shall have responsibilities as defined in these bylaws and in the church manual. The pastor shall be an ex-officio member of all committees and councils.

B. THE CHURCH COUNCIL

The church council is an advisory and correlating body responsible for coordinating the ministries, programs and functions of the church and its organizations and committees into a unified plan. The council shall evaluate the programs suggested by church members to prevent overlapping functions and to allocate the leadership, calendar time, and other resources necessary for implementation. The council is exclusively responsible for recommending new programs and changes to existing programs to the church. In addition, the council may develop and disseminate the church calendar. This council shall consist of, the chairman of the deacons, any current ministries leaders, (i.e. Discipleship Training, Bible teachers, Women's Ministry, Men's Ministry, AWANA), a representative from all church-elected councils, the chairperson or a designee, of all regular

committees. And at least three (3) general active members. The pastor shall chair the council. The church secretary responsible for the calendar shall be the secretary of the council. Other church members may be asked to participate in council meetings and shall be given a vote when the work of the council pertains to their area of responsibility. The quorum shall consist of a majority of the council. This council will present any approved recommendations at a business meeting and request a vote for approval.

C. REGULAR COMMITTEES

Regular committees are permanent, deliberative committees that perform administrative services for the church. All regular committees, exclusive of the nominating committee, shall have Three (3) or more at large members serving on a rotation basis with two (2) members elected by the church annually for a three (3) year term. To further clarify their work, each committee shall develop and maintain policies and procedures for their areas of responsibility, not inconsistent with these bylaws, and approved by the church. Whenever the making of certain recommendations to the church is assigned to a specific committee, it shall be made exclusively by that committee, unless otherwise specified in these bylaws. Ex-officio members have the same privileges of membership as at large members, including the right to vote. Except in the case of the pastor, they are counted in determining if a quorum is present at a meeting of the committee. The quorum shall consist of a majority of the committee. Programs shall be coordinated through the Church Council before being presented to the church.

ARTICLE IV: MEETINGS AND RULES OF ORDER

A. REGULAR BUSINESS MEETINGS

Quarterly business meetings shall be held in lieu of the evening worship service on the 1st Sunday of Sept/Dec/March/June. Written reports from the organizations and committees, along with the minutes of the previous meetings, shall be available to the membership at the following Sunday Evening service. The date of a business meeting may be changed by the church council.

B. SPECIAL BUSINESS MEETINGS:

A special business meeting may be called by the pastor, moderator, chairman of the deacons, or deacon chairman-elect. Such meetings require one (1) full week's advance notice by a mail out to the resident membership, and an announcement in the bulletin one (1) week in advance of the proposed meeting. The notice shall include the agenda, date, and time of the meeting. Special meetings shall limit their business to the items announced in the notice.

C. RULES OF ORDER:

The rules contained in Robert's Rules of Order Newly Revised, latest edition, shall govern this church in all cases to which they are applicable, and in which they are not inconsistent with the constitution, bylaws, or special rules of order of this church. The quorum for quarterly business meetings, short-session business meetings or properly called special business meetings of the church shall consist of those who attend the meeting unless otherwise provided in the constitution or bylaws. All questions that come before the church in a business meeting shall be decided by a majority vote of those active members present and voting, except as otherwise provided in the constitution, bylaws, or in policies and procedures approved by the church. No rule in these bylaws may be suspended unless clearly identifiable as a business procedure. No rule may be suspended which pertains to the amendment of these bylaws, requires advance notice, ballot, more than a majority vote for adoption, quorum requirement, or a recommendation by a specific organizational unit.

ARTICLE V: AMENDMENT

Prior announcement shall be required for the amendment of these bylaws during any quarterly or special called business meeting of the church. Either a copy of the proposed amendment shall be furnished to each member present at a previous business meeting, or a copy of the proposed amendment shall be mailed to the resident membership at least two (2) full weeks in advance of the meeting in which the proposed amendment is considered. An affirmative vote of two-thirds (2/3) of the members present and voting during a quarterly or special called business meeting shall be required to amend these bylaws.