

**CONSTITUTION**  
**OF**  
**CALVARY BIBLE CHURCH**  
**of Lewistown**



Revised November 21, 2010

Calvary Bible Church  
100 Calvary Lane  
Lewistown, PA 17044

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## **Article I      The Nature of the Church**

### **Section 1      Name**

This local church shall be known as Calvary Bible Church of Lewistown and is a Pennsylvania nonprofit religious corporation. This corporation will be further referred to in this Constitution as Calvary Bible Church.

### **Section 2      Purpose**

The purpose of this local church is to glorify our God and Savior Jesus Christ through worship and service as empowered by the Holy Spirit.

### **Section 3      Mission**

Our mission is to make disciples of Jesus Christ in Mifflin County and throughout the world as commanded by the Lord in Matthew 28:18-20:

And Jesus came up and spoke to them, saying, “All authority has been given to Me in heaven and on earth. Go therefore and make disciples of all the nations, baptizing them in the name of the Father and the Son and the Holy Spirit, teaching them to observe all that I commanded you; and lo, I am with you always, even to the end of the age.” \*

### **Section 4      Vision**

Our vision is to see that every person in Mifflin County experiences the love of Jesus Christ and becomes a fully devoted followers of Jesus Christ through a balanced ministry of practical Bible teaching, instruction in personal evangelism, and training in the use of spiritual gifts and ministry skills.

### **Section 5      Philosophy of Ministry**

Our philosophy of ministry is based upon the Great Commission (Matthew 28:18-20) and the Great Commandment (Matthew 22:36-39). We share the truth of God’s Word as the basis for hope through faith (Romans 10:17; 1 Peter 3:15). We demonstrate the grace of God through love for one another and genuine concern for the world. We accept people as they are and encourage life transformation through faith in Jesus Christ and the truth of God’s Word.

\* translations used in this document are from the NASB95 unless otherwise indicated

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## **Article II      Doctrinal Statement**

1. We believe the entire Bible (Old and New Testaments) to be verbally inspired by God through the holy men of old, that it is without error in its original writings, and that it is of supreme and final authority in faith and life. (II Tim. 3:16; II Pet. 1:21)
2. We believe in one God, eternally existing in three persons, the Father, the Son, and the Holy Spirit. (Deut. 6:4; II Cor. 13:14)
3. We believe in the Virgin Birth of Jesus Christ, God's Son. (Is. 7:14; Luke 1:26-27, 35)
4. We believe that man was created in the image of God, that he fell from that estate, and that all men are born into the world with the taint of the Adamic sin upon them. (Gen. 1:26-27; Gen. 3:1-19; Rom. 5:12)
5. We believe that the Lord Jesus Christ died for our sins, the just for the unjust, as a representative and substitutionary sacrifice, and that all who believe in Him are justified on the grounds of His blood. (I Pet. 3:18; Is. 53:5-7; Rom. 5:8-9)
6. We believe in the resurrection of the crucified body of our Lord, His ascension into Heaven, and His high-priestly work now at the right hand of God the Father. (I Cor. 15:3-8; Heb. 4:14-15)
7. We believe in the doctrine of the new birth: that all who receive the Lord Jesus Christ into the heart are born again by the Holy Ghost, are children of God, and are sealed by the same Holy Spirit unto the day of redemption. Salvation is by grace, through faith, and not of works; it is the gift of God. (John 1:12-13; Eph. 4:30; Eph. 2:8-9)
8. We believe the Church of Jesus Christ was begun at Pentecost and is made up of all those who have trusted in Jesus Christ as Savior who is the cornerstone of the Church. (Acts 2:1-4; Eph. 2:19-22)
9. We believe in the ordinances of believer's baptism by immersion and the Lord's Table which are clearly set forth and taught in the New Testament and exhort believers to practice them. (Mt. 28:19; Lk. 22:7-18; I Cor. 11:23-29)
10. We believe in the personal and imminent coming of our Lord for His saints; the personal, visible, and glorious return of Christ to the earth with His saints; and the subsequent millennial reign upon the earth as taught by the Word of God. (I Thess. 4:13-18; Zech. 14:1-5; Rev. 19:11-16; Rev. 20:1-6)
11. We believe in the personality of Satan as a fallen angel: that he is the god of this age, the eternal adversary of Christ, the church, and the saints of God. (Is. 14:12-15; I Pet. 5:8; Rev. 20:10)
12. We believe in the actuality of sin: that ALL have sinned and come short of the glory of God and that the only way back to God is through His Son, Christ Jesus. (Rom. 3:23; Acts 4:12)
13. We believe in heaven as a final dwelling place for the saved and in hell (Lake of Fire) as a final place for the lost. (Jn. 5:28-29; Rev. 21:1-8; Rev. 20:11-15; Mark 9:43-48)
14. We believe that special gifts of healing powers and tongues were given to members of the early church for a limited time as signs and that personal healing powers and tongues ended with the completion of the Canon of Scripture. (I Cor. 12:29-14:40)

### **Article III    Membership Commitment**

Having been led as we believe, by the Spirit of God to receive the Lord Jesus Christ as our Savior and on profession of our faith having been baptized in the name of the Father and of the Son and of the Holy Spirit, we do now in the presence of God, His angels, the heavenly assembly, and this body, most solemnly and joyfully enter into fellowship with one another, as one body in Christ.

We commit, therefore, by the aid of the Holy Spirit:

1. to walk together in Christian love;
2. to strive for, support, and promote the unity, advancement, prosperity, and spirituality of this church; and
3. to sustain its worship, ordinances, discipline, and doctrines, and to give the church a proper priority in our lives.

We commit to place Christ at the center of our individual lives, marriages, and careers and will seek to faithfully educate our families in the things pertaining to God.

We commit, as God enables us, “to offer [our] bodies as living sacrifices, holy and pleasing to God—this is [our] spiritual act of worship. Do not conform any longer to the pattern of this world, but be transformed by the renewing of [our minds]. Then [we] will be able to test and approve what God’s will is—his good, pleasing and perfect will.” (Romans 12:1-2, NIV)

We commit ourselves to the task of reaching the lost and making disciples of Jesus Christ.

Furthermore, if we move from this area we will, as soon as possible, unite with another like-minded church. (Romans 12:1-2; Galatians 6:10; Ephesians 4:15-17; Colossians 3:8, 12-13, 17; Hebrews 10:24-25)

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## **Article IV    Church Organization**

### **Section 1    Membership**

Church membership is encouraged of all who regularly attend Calvary Bible Church and desire to serve the Lord Jesus Christ together with this church. Those who join the church voluntarily commit themselves to the stated beliefs, practices, and the support of the ministry. Additionally, members agree to submit to the authority of the church in all matters including, but not limited to, discipline and doctrine as exercised under the oversight of the pastors and elders of the church and to fulfill the responsibilities of members.

#### **1. Qualifications for Membership.**

Membership at Calvary Bible Church consists of all who:

- a. confess faith in Jesus Christ as their personal Savior and Lord;
- b. have made a public profession of their faith in Christ through baptism by immersion subsequent to conversion; and
- c. are in agreement with the Doctrinal Statement and Constitution of Calvary Bible Church.

#### **2. Categories of Membership.**

Calvary Bible Church recognizes four categories of membership:

- a. **Active Members:** Active members are those who are able to substantially fulfill the responsibilities of members as set forth in this Constitution.
- b. **Special Members:** Special members are those with special circumstances (such as shut-ins and nursing home residents) that would prohibit them from substantially fulfilling the responsibilities of members as set forth in this Constitution. They are not eligible to hold office and are not included in the quorum requirements at Corporate meetings.
- c. **Associate Members:** Associate members are those who have temporarily left our area and cannot regularly attend church services at Calvary Bible Church (such as missionaries, military, college, ministry, etc.). Associate Members are not eligible to hold office and they are not included in the quorum requirements at Corporate meetings.
- d. **Junior Members:** Junior members are those under the age of 18 who are members of the church. When a junior member becomes 18 years of age he/she will automatically become an Active Member. Junior members are not eligible to hold office, are not included in the quorum requirements at Corporate meetings, and do not have voting privileges.

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### **3. Corporate Responsibilities of Members**

Members have both the privilege and the responsibility of being involved in and supporting the decision-making processes as defined in this Constitution. Every active member shall have the right to one (1) vote. Voting by proxy is not allowed.

The Membership will exercise corporate responsibilities and authority in the following areas:

- a. approving the annual church budget
- b. approving unbudgeted expenditures in excess 1.5% of the current budget
- c. to recommend potential elders & to vote to affirm potential elders for appointment
- d. approving transactions involving the buying, selling, leasing, building or razing of church real estate
- e. calling a pastor or discharging a pastor
- f. removing a disciplined member from membership
- g. approval of corporate officers
- h. borrowing or lending money
- i. approving amendments to the Constitution of Calvary Bible Church
- j. approving the merger or dissolution of Calvary Bible Church
- k. any other matters deemed appropriate by the Elder Board

### **4. Personal Responsibilities of Members**

- a. to faithfully participate in the worship of the church
- b. to continue to grow in their personal relationship with Christ
- c. to support the ministry of the church with the personal resources God provides
- d. to encourage others and serve the church with their abilities and spiritual gifts
- e. to share the love of Christ seeking the salvation of others
- f. to communicate to the leadership items for consideration relative to church governance and/or direction

### **5. Process for Admission to Membership.**

The process for receiving new members is as follows:

- a. Candidates for membership may indicate their interest by contacting a member of the pastoral staff or notifying the Church office.
- b. Candidates must receive training for the purpose of introducing them to the purpose, mission, beliefs, and practices of Calvary Bible Church.
- c. The candidate must submit a membership application to the Senior Pastor who will, in turn, submit the candidate's application to be reviewed by the Elder Board.
- d. The candidate should be able to give a clear profession of saving faith in Christ alone and of a subsequent public profession of faith through baptism by immersion.
- e. Approval and admission to church membership shall be granted by the Elder Board.
- f. Approved members will be presented to the congregation and welcomed in a subsequent worship service.

## **6. Membership in other churches.**

Calvary Bible Church does not recognize dual membership (i.e. active membership in another church and Calvary Bible Church at the same time). If a member of Calvary Bible Church joins another church, that person will automatically be removed from the membership roll. If he/she chooses to return, he/she must be readmitted under the same conditions as a new member. This situation does not apply to missionaries of Calvary Bible Church.

## **7. Termination of Membership**

Membership at Calvary Bible Church may be terminated for the following reasons:

- a. **Resignation.** A member may voluntarily request to be removed from church membership by notifying a member of the Elder Board or Pastoral Staff either in writing or verbally. This removal will take place by action of the Elder Board.
- b. **Inactivity.** Individuals identified by the Elder Board who have neglected to attend the worship of the church for six months or more may be removed from the membership after an effort has been made to encourage their return to fellowship.
- c. **Deceased** member's names shall automatically be removed from the membership roll.

## **Section 2      Elder Board**

The Lord Jesus Christ is the Head of the Church and the Bible is the absolute and final authority of the Church. Under this authority, a plurality of elders (Elder Board) is appointed to lead this church. The Elder Board consists of the Senior Pastor, lay elders, and designated members of the pastoral staff. Members of the pastoral staff may be recommended by the Senior Pastor and appointed by the Elder Board. The Elder Board serves as the governing body of Calvary Bible Church and has the authority to act on its behalf.

### **1. Qualifications.**

The Biblical qualifications for Elders are set forth in 1 Timothy 3:1-7, Titus 1:5-9, and 1 Peter 5:1-3. Elders must be mature Christian men of proven character who demonstrate competence in understanding and applying the Word of God, who are respected as leaders in the church, and who are experienced in caring for God's people. They must have a spiritual passion for Jesus Christ and His Church and be committed to God's purpose, mission, and vision for Calvary Bible Church.

### **2. Responsibilities.**

The Elder Board is responsible for the oversight of all matters concerning the church and its mission. The priority of the Elder Board is to give attention to the Word of God, to prayer, and to promote the spiritual health of the church in worship, edification, service, and outreach.

- a. The Elder Board is responsible for developing, establishing, revising, approving, and communicating all church policies and procedures. All policies and procedures shall be adopted by majority vote of the elders and will be compiled in the Policies and Procedures Manual of Calvary Bible Church. This manual will be maintained by the Elders and shall be made available to church members upon request.



- b. The Elder Board will annually appoint a Chairman, Vice-Chairman, and Secretary of the Elder Board.
- c. The Elder Board will annually screen nominations for corporate officers and recommend a slate of officers to be voted on by the Membership. The corporate officers include the President, Vice President, Moderator, Treasurer, and Church Clerk.

### **3. Appointment of Elders.**

Elders will be appointed to serve by the Elder Board based on a prayerful and careful examination of the candidate. All candidates must meet the biblical qualifications of elders, demonstrate clear evidence of God's calling to leadership ministry, and have the necessary abilities to carry out the responsibilities of the office as set forth in the Word of God. A three-fourths vote of the Elder Board shall be required to appoint a candidate to the office of Elder. All other decisions of the board will be reached by consensus.

- a. Elders will be appointed by the Elder Board through a selection process which includes significant input from the congregation. Prior to appointment a vote of affirmation by the membership will be required. The entire process will be delineated in the Policy & Procedure Manual of Calvary Bible Church and will be administered by the Elder Board.
- b. Elders will be appointed to an initial one year term. Once appointed an elder may serve indefinitely, subject to the annual approval of the Elder Board, so long as he is able, willing, and qualified. Elders may voluntarily take a leave of absence when biblical guidelines and circumstances deem it advisable. Elders will be required to take a sabbatical every seventh year and will be eligible for reappointment by the Elder Board after taking a year off from official duties.
- c. The number of Elders on the Board will be determined by the availability of biblically qualified men according to the discretion of the Elder Board. A ratio of one Elder for every fifty members is desired.

### **4. Removal of Elders**

Elders who fail to uphold the responsibilities of their office or live up to the qualifications as set forth in this constitution shall be subject to removal from office. An elder may be removed from office after a careful examination by action of the Elder Board or by two-thirds vote of the membership.

### **Section 3      Corporate Officers**

The Corporate Officers will exercise the legal corporate responsibilities of the church. Candidates for corporate office shall be nominated by the Membership, screened by the Elder Board and elected by the Membership at the Annual Meeting of the Corporation. They are responsible to the Elder Board.

- 1. President of the Corporation:** The President must be an Elder and will be responsible for executing legal documents and legal process on behalf of the corporation. His responsibilities will be as follows:
  - a) to determine the dates, times, places, and agendas for the Corporate meetings of the church in consultation with the Elder Board
  - b) to assume the responsibilities of the Moderator in his absence
- 2. Vice President of the Corporation:** The Vice President must be an Elder and will assist the President with his responsibilities as requested. He may assume the responsibilities of the Moderator in the absence of the Moderator and the President.
- 3. Moderator of the Corporation:** The Moderator will preside over the Corporate meetings of the Church and to ensure that proper minutes are taken of the meetings.
- 4. Treasurer of the Corporation:** The Treasurer will oversee all financial matters of the church including collections, disbursements, financial records, and the implementation of financial policies set forth in the Policies and Procedures Manual of Calvary Bible Church. He/She will regularly advise the Elder Board regarding finances, provide periodic reports, present financial records for the auditors, and assist the Elders in the preparation of the annual budget. He/She shall be responsible for the timely filing of tax reports and financial records as required by law. He may also assume the responsibilities of the Moderator in the absence of the Moderator, the President, or the Vice President.
- 5. Clerk of the Corporation:** The Clerk will be responsible to keep full and accurate records of Corporate meetings. His/her responsibilities include:
  - a) accurately recording the proceedings of all Corporate meetings including quorum counts, vote tallies, the names of those who made and seconded motions, a description of issues discussed, and the outcomes. Copies of these minutes shall be submitted to the President and the Elder Board for review and kept on file in the church office
  - b) handling and filing official correspondence for the corporation
  - c) maintaining the church membership rolls and baptismal records

#### **Section 4      Pastoral Staff**

Pastors shall be called by the Membership to serve for an indefinite period of time based on a careful examination of the candidate and the recommendation of the Elder Board. All candidates shall meet the biblical qualifications of elders, demonstrate clear evidence of God's calling to pastoral ministry, and have the necessary abilities to carry out the responsibilities of the office as set forth in the Word of God and the ministry descriptions. Members of the pastoral staff shall serve on the Elder Board at the discretion of the Elder Board and Senior Pastor.

##### **1. Qualifications of Pastors.**

The biblical qualifications for pastors shall be the same as those for elders as set forth in 1 Timothy 3:1-7, Titus 1: 5-9, and 1 Peter 5:1-3. Pastors must be men of proven character and demonstrate competence in the teaching of the Word of God, leading the church, and caring for people. They must have a spiritual passion for Jesus Christ and His Church and be committed to God's purpose, mission, and vision for Calvary Bible Church.

## **2. Responsibilities of Pastors.**

The duties of the Senior Pastor of Calvary Bible Church are defined in a ministry description prepared and maintained by the Elder Board. Other members of the pastoral staff will be responsible to the Senior Pastor for the performance of their duties in accordance with agreed upon ministry descriptions. The ministry descriptions shall be reviewed and updated as determined by the Senior Pastor.

## **3. Membership Status of Pastors and their wives.**

A pastor and his wife automatically become active members of Calvary Bible Church when the pastor accepts the call to serve at Calvary Bible Church. The pastor and his wife shall understand and meet the requirements of membership as set forth in the Constitution and shall have all the rights and privileges of members. They will continue as members for as long as the pastor continues in office. As members of the church, pastors and their wives shall be entitled to the same protections and subject to the same disciplinary procedures as other members.

## **4. Pastoral Vacancies.**

The Elder Board will make recommendations to the Membership when there is a vacancy on the pastoral staff or an addition to the pastoral staff is warranted. Search committees may be formed by the Elder Board to identify potential candidates. All recommendations for pastoral staff positions by the Elder Board are subject to the approval of the Senior Pastor unless the vacancy to be filled is for the Senior Pastor position.

## **5. Resignation or Dismissal.**

In the event of resignation, written notice shall be given to the Elder Board at least ninety (90) days prior to the resignation date unless otherwise agreed upon by all parties. The Elder Board shall give a similar ninety (90) days written notice if any pastoral staff member is requested to resign. Specific terms and conditions shall be determined by the Elder Board which shall make every effort to reach a mutual agreement with the staff member. In all cases the Elder Board will determine whether or not the staff member shall continue with active ministry status. In cases involving dereliction of duties or gross misconduct, termination may be made effective immediately by agreement between the Senior Pastor and the Elder Board. If the case involves the Senior Pastor, the Elder Board will make the determination. Specific terms and conditions of severance agreements shall be determined by the Elder Board.

## **Section 5      Ministry & Support Staff**

Ministry and support staff positions will be created as needed by the Elder Board based upon the recommendation of the Senior Pastor.

### **1. Qualifications and Responsibilities.**

All ministry and support staff positions will have ministry descriptions that are determined and administered by the Senior Pastor or his designate. Ministry and support staff members shall be accountable to the Senior Pastor for the performance of their duties.

## **2. Hiring Ministry and Support Staff.**

All paid staff positions are subject to the approval of funding for the position by the congregation in the church budget. Notice will be given to the Congregation to allow for the input of members during the process. When a staff vacancy occurs, the Elder Board will be responsible for organizing a search committee in order to identify qualified candidates to fill the position. The recommendation of the Senior Pastor is required for all staff positions. The final decision to hire ministry or support staff will be made by the Elder Board.

## **3. Resignation or Dismissal.**

In the case of resignation, a staff member is required to give 30 days written notice to the Senior Pastor or Elder Board unless otherwise agreed upon by all parties. In all cases the Elder Board will determine whether or not the staff member shall continue with active ministry status. Any member of the ministry or support staff may be dismissed by action of the Elder Board based on the recommendation of the Senior Pastor. In cases involving dereliction of duties or gross misconduct, termination may be made effective immediately. In other cases, a minimum of 30 days notice will be given. A terminated staff member shall be informed of the reasons for termination and will be given an opportunity to review his or her case before the Elder Board.

## **Section 6 Ministry Leaders, Teams, and Committees**

Calvary Bible Church will seek to accomplish the mission of the church and meet the needs of the people through organized ministries led by appointed individuals, ministry teams, or committees. All ministries will have a written ministry description which has been approved by the Elders and which defines the purpose of the ministry, its organizational structure, and a plan for implementation. These ministry teams or committees shall not engage in any activities which are contrary to the doctrinal positions, policies, or accepted practices of the church. Committee decisions will require a simple majority. All ministries will have a designated “servant leader” who will serve the team or committee and the church by providing direction, organization, and accountability for the ministry and its mission. Ministries or committees may recommend a “servant leader” to serve as chairman, group leader, or contact person and who will be accountable to the Senior Pastor or his designate. The designated “servant leader” shall serve as a member of the Servant Ministry Team.

## **Section 7 Servant Ministry Team**

All those who lead ministries, ministry teams, or committees shall comprise the Servant Ministry Team. This team shall be led by the Senior Pastor and shall meet regularly with the church leadership to promote unity, coordinate ministry efforts, share ministry concerns, and be equipped for effective service to the Lord and His church.

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## **Section 8      Conflict Resolution**

### **1. Personal Conflict.**

Individual believers are responsible to seek a biblical resolution of any personal conflict.

- a. Members are expected to demonstrate special loyalty and concern for one another. When a member becomes aware of an offense by a believer of such magnitude that it hinders spiritual growth and testimony, as a general rule, he/she is to go alone to the offending party and seek to restore his brother. Before he/she goes, he/she should pray asking the Lord to examine his heart and that the offense might be resolved privately. When he/she goes, he/she should go with a spirit of humility and have the goal of restoration in mind.
- b. If reconciliation is not reached, one or two others, including an Elder or a Pastor, should accompany the one seeking to resolve the matter. This second step should likewise be preceded by prayer and self-examination and be exercised in a spirit of humility with the goal of restoration in mind.

### **2. Church Discipline.**

If after personal attempts for reconciliation have been exhausted and have not yielded resolution, the matter may be brought to the Elder Board for action. Oversight of the church discipline process is entrusted to the Elder Board which will document each incident and maintain and safeguard the records.

#### **a. The Purpose of Church Discipline**

The purpose of church discipline is three-fold:

- 1) To maintain the honor of the Lord (2 Samuel 12:14)
- 2) To guard the integrity of the church (1 Corinthians 5:11-13)
- 3) To restore a believer to fellowship with the Lord and the church (Galatians 6:1)

#### **b. The Reasons for Discipline.**

Members shall be subject to church discipline, if in the judgment of the Elder Board they assent to doctrine that stands in contradiction to the Word of God and the Doctrinal Statement of the church. Members who persist in sinful conduct and are unrepentant may be also subject to discipline.

#### **c. The Procedure for Biblical Discipline.**

The Elder Board will apply biblical principles through the procedures set forth in the following paragraphs. If a pastor or an elder is the subject of a disciplinary matter, he shall not sit as a voting member during the inquiry. He shall be entitled to the same steps as other church members and shall be subjected to the same discipline.

- 1) If a matter remains unresolved after the personal contacts have been made, the Elder Board as the church representatives shall hear the matter. The accused shall be informed of the accusation and given the opportunity to explain and defend himself against the charges. Witnesses may be called to substantiate or refute the charges. If the matter is not resolved during the inquiry, the Elders will deliberate and investigate as needed, seeking to discern the guilt or innocence of the parties involved. They will communicate their conclusions to the parties involved and determine a course of action to resolve the matter.

- 2) If the matter remains unresolved, upon the recommendation of the Elder Board, the member who refuses to repent and be restored is to be removed from membership of the church upon a two-thirds majority vote of the Membership.
- 3) When a person is removed from membership, such actions and the reasons for them shall be communicated to the Membership, while seeking prayer for the offender with the goal of restoration. The unrepentant offending party who is removed from church membership will remain in such status until such a time as he repents and seeks re-admission. When such occurs the Elder Board will examine the offending party concerning repentance and will, if determined advisable, reinstate the person to the membership.
- 4) Scriptures dealing with principles and procedures for discipline and restoration include: Matthew 18:15-17; I Corinthians 5:5, 11-14; 11:27-32; Romans 16:17-19; II Thessalonians 3:6, 14-15; Galatians 1:8, 6:1-5; I Timothy 5:20, 6:3-5, 20-21; II Timothy 2:24-26; Titus 1:9, 3:10-11; and 2 Samuel 12.

## **Section 9      Affiliations**

All associations, partnerships, endorsements, and cooperative endeavors with other ministries, businesses, or organizations must be approved by the Elder Board. Only the Senior Pastor, the Chairman of the Elder Board, or a person appointed by the Elder Board, may officially enter into an affiliation on behalf of the church.

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## **Article V      Church Business**

### **Section 1      Corporate Meetings**

#### **1. The Annual Meeting of the Corporation.**

The Annual meeting of the Corporation of Calvary Bible Church will take place no less than one month prior to the beginning of the fiscal year unless postponed due to unavoidable circumstances. A public announcement will be made at least two weeks in advance of this meeting. The following will take place:

- a. approval of the church budget for the next fiscal year
- b. approval of corporate officers
- c. consideration of other matters deemed appropriate by the Elder Board. (issues for consideration must be submitted to the Elder Board in sufficient time for their review; if approved they shall be placed on the agenda and the church will be notified)

#### **2. Special Meetings of the Corporation.**

Special meetings of the Corporation may be called by the Elder Board. Requests for Corporate meetings by members of the church must be submitted in writing to the Elder Board with an explanation of the reason for the request and the issues for discussion. If the request is approved, the Elder Board must give the Membership adequate notification of said meeting.

All Corporate meetings will be chaired by the Moderator, the President of the Corporation, the Vice President of the Corporation, or the Treasurer of the Corporation.

### **Section 2      Finances**

#### **1. Budget.**

Each year a budget will be prepared and presented by the Elder Board for approval in its entirety by the Membership at the Annual Meeting. The budget shall reflect a prudent evaluation of anticipated costs for the effective continuance of the ministry and shall serve as a guide for spending in the next fiscal year. The implementation and administration of the budget will be the responsibility of the Elder Board and the Treasurer under conditions set forth in the Policies and Procedures Manual of Calvary Bible Church.

#### **2. Financial Accountability.**

The Elder Board will have the responsibility and authority to establish financial guidelines and systems to assist in proper record keeping and reporting to the Membership.

#### **3. Financial Secretary.**

The Elder Board will appoint a Financial Secretary who will record contributions received by the church and who will provide record of individual giving.

#### **4. Auditing Committee.**

The Elder Board will annually appoint an Auditing Committee consisting of the Treasurer and at least three (3) members at large. They shall audit the financial records of the church annually at the end of the fiscal year, whenever there is a change in the office of the Treasurer, or whenever deemed advisable by the Elder Board.

## **5. Expenditures.**

The ministry leaders and the staff will be responsible for the money allotted to their ministry through the church budget. Monthly statements will be provided by the Treasurer and copies of these statements will be made available to the Elder Board. All expenditures must be approved by the person in charge of the ministry for which they have been budgeted. Any expenditures exceeding the amount budgeted by the ministry amount must be approved by the Treasurer, subject to the policies established by the Elder Board.

The Treasurer will maintain a running summary of expenditures-versus-budget on a monthly basis and report those findings to the Elder Board.

## **6. Reimbursements.**

Reimbursements will be made when an adequate receipt or accounting is given for approved purchases.

## **7. Tax-Deductible Receipts.**

Tax deductible gifts will be recorded, and receipts will be issued according to current IRS guidelines.

### **Section 3      Facilities Management**

At the recommendation of the Senior Pastor, the Elder Board shall appoint a Facility Manager who shall supervise the care and security of all buildings, property, vehicles and records of any kind belonging to Calvary Bible Church. He shall direct and supervise the maintenance and improvements of the church properties.

### **Section 4      Property**

Calvary Bible Church shall have the power to receive, either by gift or purchase, and to hold such real, personal, or mixed property, as is authorized by the laws of the Commonwealth of Pennsylvania, and as is deemed necessary for the business of the church. The church shall have the power to dispose of such property by mortgage, deed, or otherwise, in all such a manner and upon such terms as shall be approved by the Congregation. All such property shall be held in the name of Calvary Bible Church of Lewistown.

In the event of dissolution, all assets, both real and financial, will be disbursed to other non-profit, Gospel preaching ministries of like precious faith, in accordance with the current law.

### **Section 5      Constitutional Revisions and Amendments**

This Constitution may be revised and/or amended according to the following guidelines:

1. The proposed revision or amendment must first be submitted in writing by a member of Calvary Bible Church to the Elder Board for review.
2. After careful review of the proposed revision or amendment and upon a vote to approve such, the Elder Board will recommend the proposal to the Membership for consideration and action.



3. A revision or amendment to the Constitution will require a two-thirds vote of the Membership present at a meeting called for this purpose in order for the change to be adopted.
4. A public announcement will be made at least two weeks in advance of this meeting.

**Section 6      Conducting Corporate Meetings**

**1. General guidelines**

All Calvary Bible Church business shall be conducted with courtesy and respect for those attending. The proceedings should be conducted in an orderly fashion and business accomplished in a timely fashion.

Decisions shall be based upon motions made by qualified participants. When a motion is made and seconded, the Corporate Officer in charge will repeat the motion. Then ample time will be afforded for questions and discussion. The motion must be clearly articulated and repeated if necessary by the Corporate Officer in charge.

The originator of the motion may rescind or amend the motion at the request of the Corporate Officer in charge. The amended motion or a new motion may then be entertained by the Corporate Officer in charge and then proceed as delineated in paragraph 2 above.

The period of discussion and questions shall be closed when the issues have been adequately addressed according to the discretion of the Corporate Officer in charge of the meeting. A vote will be then called for. If an issue before the Membership becomes divisive, the Corporate Officer in charge may request that a time limit be placed on the discussion or that the issue be postponed until a later date.

**2. Voting Majorities**

In order for motions to pass at a corporate meeting, the following majorities are required:

- |   |                |
|---|----------------|
| a. Call or dismiss Pastors (secret ballot)  | Three-Quarters |
| b. Ratify, revise, or amend the Church Constitution (secret ballot)                                 | Two-Thirds     |
| c. Approve the church budget (secret ballot)  | Two-Thirds     |
| d. Approval of corporate officers (secret ballot)   | Two-Thirds     |
| e. Removing a disciplined member from membership (secret ballot)                                    | Two-Thirds     |
| f. Receive or dispose of property   | Two-Thirds     |
| g. Ordain ministerial candidates  | Two-Thirds     |
| h. All other business will require a simple majority unless otherwise determined by the Elder Board |                |

**Section 7      Quorums**

The following quorums are required for these meetings in order to conduct official business:

1. Corporate Meetings (special and annual): 25% of active membership
2. Elder Board: a majority of the Board membership
3. Church Committee Meetings: a majority of the membership present

## **Article VI     Commissioning, Licensing, and Ordination**

### **Section 1     Commissioning**

#### **1. Authority.**

The Elder Board will have the authority to commission those individuals desiring to enter the mission field where licensing or ordination would not be necessary or required.

#### **2. Commissioning Procedure.**

The Elder Board will interview the missionary candidate to determine their qualifications for missionary service. If approved, a commissioning service will be scheduled to publicly recognize the individual(s).

### **Section 2     Licensing**

#### **1. Authority.**

The Elder Board will have the authority to license a person to the ministry of the Gospel as a lay minister or a director of a ministry where ordination is not required. Licensing is the public commendation of the church that the individual(s) have been called by God to exercise his or her gifts in a unique ministry for the Lord that furthers the purpose or mission of this church.

#### **2. Licensing Procedure.**

The individual desiring to be licensed will submit a statement his/her salvation experience, a personal doctrinal statement, and a statement explaining his/her call to the ministry. The Elder Board will review the submitted documents and will conduct an interview to ascertain the individual's qualifications for licensing. Approval for licensing will be granted by the Elder Board. If approved, the individual(s) will be publicly recognized during a church service.

### **Section 3     Ordination**

#### **1. Authority.**

The Elder Board will have the authority to recommend for ordination any male member of Calvary Bible Church who is a born-again believer, who gives clear evidence of a genuine call of God to the work of the ministry, who possesses a godly lifestyle, who gives a credible testimony, and who has proven himself in practical ministry. Ordination of said individual(s) must also be approved by the Membership.

#### **2. Ordination Procedure.**

The Elder Board shall have the authority to call an ordination council for the purpose of examining and recommending a suitable candidate into the Gospel ministry. If approved, the Elder Board will make its recommendations to the Membership for approval. Whenever ordination is granted, an appropriate public service will be held proclaiming such ordination.

The Elder Board of Calvary Bible Church shall have the authority to discipline, even to the revoking of the ordination credentials, those who have been ordained by this church. Any minister ordained under this Constitution who fails to live according to the standards and conduct expected of elders or who deviates from the doctrinal positions of the church may be subject to discipline.