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CONSTITUTION AND BYLAWS
AS UPDATED AND APPROVED BY
CALVARY BAPTIST CHURCH OF SEYMOUR INDIANA
ON FEBRUARY 28, 2010

PREAMBLE

This Constitution and Bylaws are made to:

1. Preserve and secure the principles of our faith.
2. Preserve the liberties of each individual member of the Church.
3. Ensure freedom of action by independence from any religious body or organization.
4. Provide for orderly conduct of internal affairs, in dealing with others, and of governing Church members.

I. NAME

The name of this Church shall be Calvary Baptist Church of Seymour, Indiana. It shall be affiliated with the South Central Association, the State Convention of Baptists in Indiana, and the Southern Baptist Convention.

II. PURPOSE

The purpose of Calvary Baptist Church of Seymour, Indiana is:

1. to worship God and make known the gospel of Jesus Christ according to the Scriptures.
2. to love one another and minister to the needs of every member.
3. to serve the community of Seymour, Indiana and to fulfill the Great Commission here and all over the world, until Jesus Christ returns.

III. CHURCH COVENANT

The accepted Church covenant shall be our agreement in Christian conduct and fellowship. In all areas of relationship, Bible principles shall be applied and the Holy Spirit shall be sought to accomplish God's will. View [CBC's Covenant](#).

IV. ARTICLES OF FAITH

1. We believe the Holy Bible as the inspired Word of God, without any error, the all sufficient authority in matters of faith, doctrine, and Christian living.
2. We believe in one God, eternally existing in three Persons: The Father, The Son, and The Holy Spirit.
3. We believe in the Virgin Birth of Jesus Christ, and that He is truly God and man. He died on the cross for our sins. He rose bodily from the dead, ascended into Heaven where He sits at the right hand of the Father and is now our High Priest and Advocate.
4. We believe that man was created in the image of God, but fell into sin and, therefore, was condemned to death under God's curse. Only through regeneration by the work of the Holy Spirit can man's salvation and spiritual life be obtained.
5. We believe that eternal salvation is the free gift of God, entirely apart from man's works, and is possessed by any and all who have faith in and receive Jesus Christ as their personal Savior.
6. We believe in a regenerated Church membership; that is, all members must be mature enough to understand their need for Jesus Christ and must make public profession of their faith and repentance.
7. We believe that baptism is by immersion and the Lord's Supper is a memorial to His suffering and death on the cross. These are ordinances to be observed by the Church in its present age. They are, however, not to be regarded as means of man's salvation.
8. We believe in the personal, bodily, imminent, and glorious return of the Lord Jesus Christ and that His Second Coming inspires believers for a dynamic and zealous life of service for Him while waiting for His return.
9. We believe in the bodily resurrection of the dead, the everlasting blessedness of the saved in Heaven, and the everlasting punishment and separation from God of the unsaved in Hell.

10. We believe in the autonomy of the local Church. The Church shall manage its own affairs and shall not be subject to any other religious body or organization.
11. We subscribe to "The Baptist Faith and Message" adopted by the Southern Baptist Convention in 1963, and revised June 14, 2000, as our larger statement of faith with scriptural references (See Appendix B: Baptist Faith and Message 2000)

V. GOVERNMENT

The government of Calvary Baptist Church of Seymour, Indiana is vested in its members. The membership retains unto itself the right of exclusive self-government in all phases of its life and organization. It recognizes the need for mutual counsel and cooperation, which are common among Baptist churches. This Church will cooperate with and mutually work with South Central Baptist Association, State Convention of Baptists in Indiana, and the Southern Baptist Convention.

VI. NONPROFIT STATUS AND LIQUIDATION

This Church is not organized for profit. In the event of liquidation or dissolution of the Church, all of its assets and property of every nature and description whatsoever shall be paid over and transferred at the direction of the trustees to the South Central Baptist Association, State Convention of Baptists in Indiana or to the Southern Baptist Convention. The above is duly recorded as an addendum to the Property Deed of Calvary Baptist Church of Seymour, Indiana.

VII. AMENDMENTS

This Constitution and accompanying Bylaws may be amended by 75% vote of the members present and voting at a meeting specially called for that purpose. The proposed amendment or change shall be given in the called business meeting. The proposed change shall be given in writing to the church body at least one month ahead of the called meeting, thus giving members opportunity to pray and study the matter proposed.

BYLAWS

I. CHURCH MEMBERSHIP

A. Qualifications

Membership of Calvary Baptist Church of Seymour, Indiana shall consist of people who have made a profession of faith in Jesus Christ as Lord and Savior, who have been scripturally baptized by immersion, and are in agreement with the Articles of Faith and Church Covenant.

B. Reception

1. All candidates for membership must attend the New Members Class to learn and understand their privileges and responsibilities to God and His Church.
2. Membership in the Church may then be attained by majority vote of the Church in any of its regular business meetings and in one of the following manners.
 - a. By scriptural baptism by immersion after profession of faith in Jesus Christ as personal Lord and Savior.
 - b. By transfer of church letter from another Baptist church of like faith and practice..
 - c. By statement of faith of their prior experience of conversion and scriptural baptism by immersion in another evangelical church of like faith and practice.
 - d. By restoration of church membership following dismissal.

C. Termination:

Membership in this Church shall be terminated when a member:

1. joins another Baptist church of like faith and practice, and that church requests a letter of transfer. Letters will not be issued to individuals.
2. is dropped from the roll of membership when he or she joins another kind of church. A letter of transfer is not necessary.
3. passes away. His/her name shall be automatically dropped by the Clerk with the date of death recorded.
4. is dismissed by a vote of 75% of ballots cast due to reasons and circumstances provided in the church discipline. The Pastor and Deacons will do all they can to counsel the member for restoration prior to action of dismissal or a request of the member to be dismissed from the Church membership.

D. Rights and Responsibilities

1. Members in good standing who are 16 years old or older shall have the right to a voice and vote in all Church transactions.
2. In accord with the duties enumerated in the Church Covenant, each member shall be privileged and expected to participate in and contribute to the ministry and life of the Church consistent with God's leading and with the gifts, time, and material resources each has received from God. Only those who are members of this congregation shall be entitled to lead in the ministries of the Church.
3. It shall also be the duty of Church members to uphold the Constitution and Bylaws.

II. CHURCH DISCIPLINE

- A. Formative discipline is inherent in the preaching, teaching, and exercise of other ministries of the Church. When formative discipline fails due to sin, corrective discipline is then necessary. Corrective discipline is for the good of the church and the member who has sinned. It is never to be entered into lightly or quickly. The goal of corrective discipline is always restoration, that is, the goal is always the salvation, holiness and good of the one being disciplined.
- B. Any member consistently neglectful of his or her duties or guilty of conduct by which the name of our Lord Jesus Christ may be dishonored, and so opposing the welfare of the Church, shall be subject to the admonition of the Deacons and the discipline of the Church, according to the instructions of our Lord in Matthew 18:15-17 and the example of scripture. Church discipline, then, should only be contemplated after individual private admonition has failed.
- C. The purpose of such discipline should be:
1. For the repentance, reconciliation, and spiritual growth of the individual disciplined. (Heb. 12:1-11; Matt. 18:15-17; 1 Cor. 5:5; Gal. 6:1)
 2. For the instruction in righteousness and good of other Christians, as an example to them. (1 Cor. 5:11; 1 Tim. 5:20; Heb. 10:24-25)
 3. For the purity of the church as a whole. (1 Cor. 5:6-7; Eph. 5:27; Rev. 21:2)
 4. For the good of our corporate witness to non-Christians. (Matt. 5:13-16; John 13:35; Acts 5:10-14).
 5. Supremely for the glory of God by reflecting His holy character. (Deut. 5:11; John 15:8; Eph. 1:4; 1 Pet. 2:12)
 6. It is desirable in the case of public sin that a confession be made before the church so that the church can freely extend forgiveness. Such public confession is especially necessary in the case of Pastors and Deacons (1 Tim. 5:19-20; Gal. 2:11-14)

III. CHURCH OFFICERS

All church officers must be members of the Church in good standing.

A. Pastor

1. The qualifications for Pastor shall be consistent with those listed in 1 Timothy 3:1-7; one who is licensed and ordained or will be upon meeting qualifications.

2. Pastor Responsibilities

a. These generally fall into the following areas: preaching, teaching, pastoral counseling, administration, planning, and guiding the Church to grow and fulfill its purpose.

b. The Pastor shall lead the Church, the organization, and all leaders of the Church in performing their tasks in worship, proclamation, education, and evangelism.

c. The Pastor shall be an ex-officio member of all Church servant teams except the Pastor Selection Servant Team.

d. The Pastor shall work with the Deacons in securing pulpit supply for times of his absence.

e. The Pastor shall coordinate with the Deacons regarding time off for vacation, conferences, etc.

3. Call

a. A Pastor shall be chosen and called whenever a vacancy occurs.

b. A Pastor Selection Servant Team shall be nominated by the Deacons and approved by the Church to seek out a suitable candidate. The Pastor Selection Servant Team's recommendation will serve as a nomination.

- c. The Pastor Selection Servant Team will recommend only one candidate at a time.
 - d. The Pastor's call shall take place at a meeting called for that purpose, of which at least one week notice shall be given to the members.
 - e. An affirmative vote of 75% of ballots cast is necessary, including absentee ballots.
4. Pastor/Church Relations
- a. There shall be a written Senior Pastor/Church Covenant of Relationship. (See Appendix C: Pastor/Church Covenant of Relationship)
 - b. The Deacons will meet with the Pastor for an annual ministry and compensation package review.
 - c. The chosen Pastor shall serve until the relationship is terminated by either his request or that of the Church. In either case, at least sixty (60) days' notice shall be given unless otherwise mutually agreed.

B. Church Staff

This Church shall employ or call staff as a need arises:

1. Staff members other than that of the Senior Pastor shall be recommended to the Church by the Personnel Servant Team for approval by a 75% majority of ballots cast.
2. A Church/Staff Covenant including a written job description will be prepared by the Personnel Servant Team when the need for Church staff is determined.

C. Deacons

1. The Church shall elect and ordain men as deacons from time to time as it may deem wise and expedient.

2. Qualifications

- a. A Church Deacon must meet the qualifications listed in 1Timothy 3:8-13 and Acts 6:1-7.
- b. A Deacon shall demonstrate: an exemplary Christian testimony in private, family, and public life; that he is a committed Christian leader and partner of the pastor; and that he is a supporter and promoter of the Church faith, practice, programs and ministries.

3. Election

- a. The active Deacons will prayerfully enlist active, qualified men to be recommended to the Church.
- b. The chairman of the active Deacons shall announce that election of Deacons will be held during a named Church business meeting.
- c. Voting will be done by ballot and a 75% majority of ballots cast shall be required for election.

4. Ordination

- a. Selection, election, and ordination of Deacons are privileges of the local church.
- b. When ordination of deacons is planned by the Church, it shall authorize the Senior Pastor to assemble a council to examine the candidates to affirm their biblical qualifications to serve as Deacons.
- c. The council selected to examine the deacon candidates shall be composed of the Pastor(s) and Deacons of Calvary Baptist Church. Ordained pastors and deacons of neighboring sister Baptist churches may also be invited.

- d. When the council recommends the ordination of Deacons, the ordination service shall be scheduled as led by the Pastor(s) and/or Deacons.

5. Duties

Elected Deacons shall:

- a. elect the chairman of their body.
- b. provide counsel to the Pastor concerning the progress and welfare of the Church.
- c. assist the Pastor in ministering to the members.
- d. be zealous to guard the unity of the spirit within the Church and seek to solve any fellowship problem of the Church.
- e. assist the Pastor in administering the Church ordinances.
- f. In any period when the Church is without a Pastor,
 - i. the Deacons shall arrange for pulpit supply/interim pastor.
 - ii. the Deacons will maintain activities of the Church until a new pastor is called.
 - iii. the Chairman of the Deacons shall serve as an advisory member to all organizations, departments, and servant teams of the Church.

D. Moderator

1. The Moderator at the business sessions of the church shall be elected annually by the active Deacon body.

2. The Moderator shall preside at all regular and called business meetings of the Church. In the absence of the Moderator, the Chairman of the Deacons will act as Moderator.
3. In the absence of the Moderator and the Chairman of the Deacons, the Clerk shall call the Church to order and an acting moderator will be elected.

E. Clerk

1. The Clerk shall be elected annually and be responsible for keeping an accurate record of all business meeting transactions of the Church and preparing the annual report to the association.
2. The Clerk shall keep a register of the names of members with dates of admission, dismissal or death, together with a record of baptismal date and receipt of church letters.
3. The Clerk shall issue letters of dismissal, write letters of transfer of membership, and prepare written reports of the Church.

F. Treasurer

1. The Treasurer shall be elected as the custodians of all moneys of the church and shall disburse these moneys as authorized by the Church. The Treasurer shall oversee the functions of the Financial Secretary.
2. The Treasurer shall keep, at all times, an itemized account of all receipts and disbursements and shall render a semi-annual and annual report of this account to the Church.
3. The Treasurer's report shall be audited every two years by an independent third party.

G. Financial Secretary

1. The Financial Secretary shall be elected and shall be responsible for seeing that all contributions are properly received, counted, and deposited in the appropriate Church account.
2. The Financial Secretary shall properly credit all contributions and the appropriate donor.
3. The Financial Secretary shall be responsible for preparing for mailing to donors a quarterly and/or annual record of contributions.
4. This position shall be overseen by the Treasurer.

H. Trustees

1. Three Trustees shall be elected by the Church to hold trust the property of the Church. Election of Trustees shall be in the following manner.
 - a. One for three years.
 - b. One for two years.
 - c. One for one year.
 - d. One to be elected each thereafter for a three-year term.
2. They shall have no power to buy, sell, mortgage, lease, or transfer any property of the Church without a specific vote of the Church authorizing each action.
3. It shall be the function of the Trustees to sign any and all legal documents involving the sale, mortgage, purchase, or lease of Church property or any other legal documents on behalf of the Church.

I. Church Council

1. The Church Council functions as a communicative body led by the Pastor, and made up of the Associate Pastor(s), Clerk, Treasurer, Chairman of Deacons, Sunday School Director, Chairperson of each standing servant team, and a representative at large of men, women, and youth fellowships.
2. The Church Council shall:
 - a. primarily serve as a forum to report church matters, and enhance communications among vital ministries within the church.
 - b. receive reports from servant team leaders informing the church council of upcoming events and needs.
 - c. serve as a means of training for servant team leaders and other church leaders.
3. Matters discussed by the Church Council needing church-wide approval shall be referred to the Church to be voted upon.

J. Other Officers

Other officers and workers shall be elected by the Church body as needed.

IV. CHURCH SERVANT TEAMS

All Church Servant Team members shall be elected annually by the Church from nominations presented. Nominations can also be made from the floor with the consent of the nominee. There shall be a minimum of three servant team members including a chairperson. Any member elected to fill a vacancy shall serve the unexpired term of the position vacated. Each chairperson shall submit an annual budget request to the Stewardship Servant Team. Length of service shall be January 1 to December 31 of each year.

Standing Servant Teams

A. Nominating Servant Team

The Nominating Servant Team shall be responsible throughout the year for nominating and presenting to the Church those to serve in various positions of the Church (unless provided for otherwise in these Bylaws) vacated by expiration of term of office, by death, by resignation, or by removal. This Servant Team shall be nominated by the Pastor and Deacons.

B. Stewardship Servant Team

This servant team shall have the responsibility of assuring that the adopted budget is adhered to. It shall recommend financial policies to the Church and shall foster and promote programs of stewardship. In consultation with Department and Servant Team heads for the new church year, it shall draw up and submit to the Church an annual budget during the month of December for the next calendar year. They shall ensure a periodic review of the Treasurer's books (per paragraph F.3 Treasurer).

C. Personnel Servant Team

The Personnel Servant Team shall represent the Church in matters that relate to personnel administration and management, excluding the Senior Pastor.

D. Property and Space Servant Team

This servant team shall be responsible in matters of properties administration. They shall give attention to and study the condition and state of repair and appearance of the building and grounds of the Church and equipment. They shall make arrangements for repairs and improvements included in the Church budget. Purchase of equipment shall be through this servant team unless another team is directed specifically to make studies, report to the Church, and make necessary arrangements as the Church decides. All matters of major repairs, changes, improvements or items of equipment not included in the budget shall be referred to the Stewardship Servant Team for fiscal review.

E. Missions Servant Team

This servant team shall be responsible for local, state, national or international mission projects, share findings with church program organizations, and serve the church in establishing and conducting such missions projects. They shall lead the church in its involvement with the South Central Baptist Association, State Convention of Baptists in Indiana, and other Southern Baptist Convention mission-related ministries or programs that mutually benefit the Church.

Special Servant Teams

These servant teams function to carry out the specialized and needed ministries of the church. These vital ministries may be added to, combined or changed, or deleted as the needs of the church require. Special servant teams may include, but are not limited to: Food and Fellowship, Sorrow and Sympathy, Baptismal, Lord's Supper, Ushers, Greeters, and Youth Servant Teams.

V. CHURCH MEETINGS

A. Worship

1. The Church shall meet regularly each Lord's Day for the worship of God, and each Wednesday or another night for prayer and Bible study. Other services shall be held as the Lord directs.
2. The Lord's Supper services shall be celebrated on the first Sunday of each month or at such other time as deemed appropriate.
3. A Baptismal Service shall be held when there are properly prepared candidates ready to follow the Lord in this obedient act.

B. Business Meetings

1. Regular business meetings shall be held monthly or as deemed necessary.
2. Special business meetings may be called by the Pastor or the Deacons for extraordinary business, or for matters that cannot or should not wait. A one-week written notice or announcement must be given for a special-called business meeting.

C. Quorum

The voting membership present at the regular or special-called business meeting constitutes a quorum for the normal transaction of business.

D. Parliamentary Rules

Robert's Rules of Order (latest revision) is adopted as the authority for parliamentary rules of procedure for all business meetings of the Church and for all other meetings that demand voting of the Church members, including servant team meetings. Abstentions will not be considered as votes cast.

Clarification: In keeping with the spirit of service demonstrated by our Lord (Mark 10:44-45), Calvary Baptist Church will use the term "servant team" to replace "committee". Thus, the rules governing "committees" in *Robert's Rules of Order* apply to Calvary's "servant teams".

VI. LICENSING AND ORDAINING

A. Licensing

Any member of the Church who has shown by his life and has felt the call to the gospel ministry may, by vote of the membership at a regular business meeting, be licensed by the Church to the Christian ministry.

B. Ordination

The Deacons shall conduct the process of ordination when a church of like faith and order has called as a pastor a current or former member of Calvary Baptist Church. Requests for ordination must be submitted in writing to Calvary Baptist Church.

Likewise, in the event that Calvary Baptist Church calls a Pastor who is in need of ordination, a similar process will be followed.

The Church shall approve such requests by a majority vote in a regular business meeting.