

CONSTITUTION
AND
BY-LAWS
OF
CALVARY BIBLE
FELLOWSHIP CHURCH
OF
SINKING SPRING, PENNSYLVANIA

*4891 Penn Ave
Route 422W
Sinking Spring, Pa 19608
610-678-5166*

CONSTITUTION

ARTICLE I

Name and Location

The name of this church is Calvary Bible Fellowship Church of Sinking Spring, Pennsylvania (hereinafter referred to as this church). This church is located at 4891 Penn Ave, Route 422 W., Sinking Spring, Pennsylvania. This church was incorporated July 27, 1967 as a religious non-profit corporation in the Commonwealth of Pennsylvania.

ARTICLE II

Relationship

This church is connected with the Bible Fellowship Church, a religious denomination. This church, as a member of the Annual Conference of the Bible Fellowship Church Conference, has adopted the Statement of Faith and Order of the Bible Fellowship Church. (Hereafter referred to as *Faith and Order*) This church is bound by this commitment to the Bible Fellowship Church, insofar as it is able and will abide by the actions and legislation approved by the Bible Fellowship Church. Should this church cease to exist as a corporate body then all of its property, appurtenances, and effects then owned or held by it shall revert to and become the property of the Bible Fellowship Church.

ARTICLE III

Purpose

The purpose of this church is to exalt the Lord Jesus Christ and to minister His Gospel for all purposes required by and consistent with the Scriptures, among which are: providing for public worship of God (1), strengthening and building up Christians in the Faith (2), evangelizing the unsaved (3), engaging in the work of missions (4), and educating the members and their children in a manner consistent with Scripture (5).

- (1) John 4:23-24
- (2) Hebrews 10:24-25
- (3) Matthew 28:19-20
- (4) Acts 1:8
- (5) Deuteronomy 6:6-7

ARTICLE IV

Membership

The membership of this church is composed of those who have expressed faith in Jesus Christ as Savior and Lord, given testimony of the assurance of forgiveness of sin, have been baptized by immersion subsequent to their conversion, and have committed themselves to the discipline and fellowship of the church. this church as

Admission of members is set forth in the Articles of Faith, Article XVIII: The Church, and Qualifications and Duties of Church Membership Faith and Order, Article 202-3: Qualifications and Duties of Church Membership. All applicants for membership must be interviewed and approved by the Elders go through a Board of Elders approved interview process.

A. TYPES OF MEMBERSHIP

Active Member: All those who have been approved for membership by the Board of Elders and who pledge regular attendance, ministry to this church body, and financial support. Those who, because of sickness or infirmities, are unable to attend services or contribute to the financial support of the work are still considered active members.

Associate Members: All those who by special consideration have been conferred this status by the Board of Elders for specific circumstances, such status shall be granted upon the merits of each appeal and shall not confer voting privileges. Since this church believes all individuals should be actively associated with a local body of believers, such membership shall be reviewed annually.

B. MEMBERSHIP TERMINATION

Membership in this church may terminate in any of the following ways:

1. By death.

2. By transfer to another Bible Fellowship Church. At the member's request, the Elders will revoke remove a member's name from this church roll the Membership Roll and will forward a letter of transfer to a designated Bible Fellowship Church.

3. By withdrawal. At the member's request, the Elders will remove a member's name from this church the Membership Roll. If the member desires, a letter of withdrawal transfer will be sent to a non-Bible Fellowship Church with which he is they are uniting.

4. By inactivity. Members who have been absent without just cause for an extended a period of more than 12 months will may be dropped from the Membership list Roll. Any individual dropped member may be reinstated upon acceptable explanation to the Board of Elders of the reasons for the extended absence or upon the promise to resume attendance.

5. By exclusion. Should a member become an offense to this church, its testimony or stated purposes and its good name, this church may terminate the membership, but only after faithful efforts have been made to bring such member to repentance and correction as indicated in the Statement of Faith and Order of the Bible Fellowship Church Faith and Order, Article 300: Book of Discipline.

BY-LAWS

ARTICLE VI

Government

The government of this church, the conduct of its business, the management of all property (real and personal), the supervision of its general work ~~(its organization, such as Sunday school, youth organizations, missions committees, fellowship groups, etc.)~~ and branch works shall, under the leadership of the Holy Spirit, be vested in the Senior Pastor, the Elders, Deacons, Stewards, and the staff, as hereinafter provided.

ARTICLE VII

Congregational Meetings

A. REGULAR MEETINGS

The Board of Elders shall call at least one regular meeting per year for the purposes of approving the annual budget and electing officers. Elections may be held at a separate meeting.

B. SPECIAL MEETINGS

Special meetings may be called by the Senior Pastor or by action of the Board of Elders. These meetings and their purpose shall be announced in at least two (2) Sunday services prior to the meeting.

C. QUORUM

A quorum shall consist of all eligible voters present.

D. OFFICERS AND DUTIES

The Senior Pastor shall serve as Chairman ~~of the Board of Elders~~ and the Secretary of the Board of Elders shall serve as Secretary. If either of these officers cannot serve in a specified meeting, another Elder shall be chosen by the Board of Elders to bear the responsibility.

The chairman shall direct the meeting according to the rules for these meetings.

The secretary shall keep adequate and accurate minutes. A copy of the minutes of all congregational meetings held during the year is to be sent to the ~~Committee on Examination of Minutes of Particular Churches~~ Board of Church Health by Monday of the week prior to the Annual ~~as required by~~ Conference.

E. VOTING AND ELECTION PROCEDURES

In all voting of this church, only those members of this particular church who are present and have reached the age of sixteen (16) are eligible to vote.

Elections shall be by written ballot. ~~If there is only one nominee for office, the secretary may cast the ballot.~~

A simple majority vote shall be sufficient to approve, amend or defeat any motion or elect an officer. Exceptions are the election of Senior Pastor and the amendment of the Constitution and By-Laws, or exceptions as requested by the Board of Elders, which require a two-thirds majority vote.

The election of Elders, ~~Deacons, and Stewards~~ shall be a vote to affirm or not to affirm those nominated for this office. A positive vote from two-thirds of those voting is needed to affirm an Elder, ~~Deacon, or Steward.~~

F. RULES OF ORDER

~~Roberts' Rules of Order~~ *Robert's Rules of Order* shall be used in conducting the business of this church in all instances not covered by the Constitution and By-Laws.

ARTICLE ~~VII~~ III

Staff and Employees

A. SENIOR PASTOR

1. Selection

The Senior Pastor of this church shall be called as provided for in accordance with the Pulpit Supply Procedures of the ~~Statement of Faith and Order of the Bible Fellowship Church~~ *Faith and Order*. Upon the recommendation of the Pulpit Supply Nominating Committee, after prayerful investigation and consideration, he shall be elected by the congregation.

2. Duties

The Senior Pastor shall have charge of the spiritual welfare of the congregation. He shall be primarily responsible for the preaching of the Word and have in his care the stated services of public worship and activities of this church. More precise responsibilities may be indicated in a job description approved by the Board of Elders.

He shall be chairman of the Board of Elders and shall be an ex-officio member of all committees and other organizations of this church except the Pastoral Relations Committee.

3. Resignation

Procedures for the resignation or termination of the Senior Pastor shall be in accordance with the Pulpit Supply Procedure of the ~~Statement of Faith and Order of the Bible Fellowship Church~~ *Faith and Order*.

B. OTHER PASTORAL STAFF MEMBERS AND ASSISTANTS

1. Selection

~~If for any reason,~~ As the proper function of this church requires the services of additional staff members, the need will be presented to ~~the Pastoral Relations Committee and to~~ the Board of Elders. ~~If the financial need for the staff is not in the budget, it shall be presented to the congregation for approval.~~

~~When the Senior Pastor and the Pastoral Relations Committee have a recommendation of a specific individual to fill such a position, they shall make this recommendation to the Board of Elders for final approval.~~

2. Qualifications

~~Pastoral~~ All ministry staff members and assistants shall conscientiously and without mental reservation subscribe annually, in writing, to the Statement of Faith and Order of the Bible Fellowship Church shall be in agreement with the Articles of Faith and to the Constitution and By-Laws of this church. They must be able to give their undivided loyalty to ~~the Pastoral Staff and~~ the ministry of this church. The staff positions shall be filled only by those who live godly and consistent lives are members in good standing or are qualified to be members.

They shall serve under the direction of the Senior Pastor as determined by the Board of Elders.

3. Resignation or Dismissal

If at any time a staff member desires to be released from his work, or if termination of the same best serves the interest of this church, the relationship may be terminated ~~by the Senior Pastor and the Pastoral Relations Committee~~ by the Senior Pastor or his designee. The Senior Pastor shall act on this responsibility only after conferring with the Pastoral Relations Committee. In cases of disagreement, the termination may be appealed to the Board of Elders.

C. EMPLOYEES

The employees shall be composed of those who are hired by the ~~Elders~~ Senior Pastor or his designee for functions other than ministerial. These shall include office personnel, maintenance staff, etc.

~~Budget for employee salaries shall be recommended by the Board of Elders and approved by the congregation.~~ The Elders shall approve written review job descriptions and decide to whom each employee is responsible reporting relationships. The performance of all employees shall be reviewed at least annually by their supervisor.

~~All openings shall be announced prior to selection and hiring by the Board of Elders.~~

ARTICLE VIII IV

Officers and Elections

A. CHURCH OFFICERS

1. Board of Elders

The Board of Elders shall be composed of men selected according to the rules of the Statement of Faith and Order of the Bible Fellowship Church *Faith and Order*. The Elders shall be elected to serve for three years, in three classes.

2. Board of Deacons

The Board of Deacons shall be composed of men church members elected according to the rules of the Statement of Faith and Order of the Bible Fellowship Church *Faith and Order*. The Deacons shall be elected to serve for three years, in three classes.

3. Board of Stewards

The Board of Stewards shall be composed of men church members elected according to the rules of the Statement of Faith and Order of the Bible Fellowship Church *Faith and Order*. The Stewards shall be elected to serve for three years, in three classes.

4. Delegate(s) and Alternate(s)

The Board of Elders shall nominate select from their number and the congregation shall elect the representative(s) from this church to the Annual Conference. men to serve as delegates to Conference.

B. SPECIAL REQUIREMENTS OF OFFICERS

1. Any person must be a member of this particular church for at least one year prior to election to any church office.
2. No divorced person shall be elected by the congregation as an Elder.
3. Members who have been divorced or who have married divorced persons do not forfeit the privilege of serving as Deacons, Stewards, and other elected officers within the church if they give evidence of forgiveness and Christian living in accordance with the Articles of Faith. Members who seek to serve in the church on a board will be asked to have the circumstances surrounding a divorce or remarriage evaluated by the Board of Elders in order to assure obedience to Scripture and confirm or establish the legitimacy of any remarriage. Members may then pursue service through established procedures.

C. NOMINATING COMMITTEE

1. The Nominating Committee shall consist of the Board of Elders.
2. The Nominating Committee shall welcome any suggested names from the congregation for the committee's consideration. To be considered, such recommendations must be submitted, in writing, at least four (4) weeks prior to the election by the first Sunday in October.
3. The Nominating Committee shall present to the Board of Elders a proposed slate of nominees for each office to be voted upon and filled at a congregational meeting. The Board of Elders, along with

the Nominating Committee, shall review this proposal. They may add to, subtract from, or change the names submitted to finalize a slate of nominees.

4. The Nominating Committee respective board chairmen shall then affirm the willingness of the persons proposed before presenting their names for nomination to the congregation.
5. The Nominating Committee shall present at least one name for each office to be filled.
6. The Nominating Committee shall publish a list of its nominees by the Sunday prior to the election.

D. TERM OF OFFICE

The term of office for Elders, Deacons, Stewards, and other all elected officers shall be a three-year term with an annual starting date determined by the Board of Elders of January. Elders, Deacons, and Stewards may serve two consecutive three-year terms. After the completion of the second three-year term, at least one year must pass before re-election.

The first year of a newly elected officer shall be a probationary term. After successful completion of the probationary year, the officer shall begin the second year of a three-year term.

~~E. OFFICERS OF OTHER CHURCH ORGANIZATIONS~~

~~Officers of other church organizations shall be elected according to the written constitution and/or by laws of the organization. Such constitutions and/or by laws must be approved by the Board of Elders, and be included as an appendix to this Constitution and By Laws.~~

ARTICLE ~~IX~~ V

Elders

- A. The Elders shall be godly men who are active members of this church. The qualifications for this office are found in the Scriptures (1 Timothy 3:1-7, 4:12, Titus 1:6-9, 1 Peter 5:1-3).
- B. It shall be the duty of the Elders to seek the Lord's direction for and oversee the spiritual wellbeing of the church. This oversight will include but is not limited to doctrine, mission, vision, and leadership. to be faithful in attendance at the Elders' meetings and at the regular one of the weekly services of this church. They shall assist the Pastors at the Lord's Table. and in the ministry of visitation among the members of the congregation. They shall pray for and encourage the Pastoral Staff and assist them in the spiritual oversight of this church. They shall support the work of the Lord through the regular giving of their tithes. Elders shall be faithful in attendance at their regularly scheduled Board of Elders meetings.
- C. If a vacancy occurs on the Board of Elders, the unexpired term may be filled by election at a special congregational meeting or by appointment of the Board of Elders.
- D. Each Elder shall annually declare, in writing, his agreement with the Statement of Faith and Order of the Bible Fellowship Church Articles of Faith and agreement to follow the Principles of Order.

- E. The Senior Pastor shall serve as chairman of the Board of Elders. The Board of Elders shall elect annually ~~one of its members to serve as Secretary and one of its members to serve as Treasurer~~ **a Vice Chairman, a Secretary, and a Treasurer from among its members.**
- F. Two-thirds (2/3) of the membership of the Board shall constitute a quorum.
- G. The Board of Elders shall be the channel of communication between this church and ~~the Annual Conference. As such, the Elders shall nominate from their number and the congregation shall elect the delegate(s) and alternate delegate(s) from this church to the Annual Conference.~~
- ~~H. The Board of Elders shall hold an organizational meeting early in the fiscal year. At this meeting, the Board of Elders shall, in addition to regular business:~~
- ~~1. Serve as president, secretary, treasurer, and as authorized directors of the corporation.~~
 - ~~2. Approve the recommendations of the Senior Pastor for the appointment of chairmen of organized committees as provided in the Constitution and By Laws.~~
- J H.** The Board of Elders shall submit an annual report to the congregation at the annual congregational meeting.

ARTICLE ~~X~~ **VI**

Deacons and Stewards

- A. The Deacons and Stewards shall be godly ~~men~~ **individuals** who are active members of this church. The qualifications for this office are found in the Scriptures (1 Timothy 3:8-13, Acts 6:1-3).
- ~~B. It shall be the duty of the Deacons and Stewards to be faithful in attendance at their respective meetings and at the regular one of the weekly services of this church. The Deacons shall assist the Pastor in the ministry of visitation among the members of the congregation. They shall pray for and encourage the Pastoral Staff and assist them in meeting the material and natural needs of this church. They shall support the work of the Lord through the regular giving of their tithes.~~
- C. It shall be the duty of the Deacons ~~to be responsible for the oversight of~~ **to assist the Elders and Pastoral Staff by overseeing** the physical care of the members and attenders of ~~CBFC this church~~ and the physical demonstration of the love of Christ to those in need. These ministries may include but are not limited to benevolence, Calvary Caring, Ushers and Greeters, as well as preparations for communion and baptism. **Dacons shall be faithful in attendance at their regularly scheduled Board of Deacons meetings.**
- D. It shall be the duty of the Stewards to ~~be responsible for the oversight of the business transactions of the church including but not limited to the oversight of the physical plant. These ministries may include but are not limited to finances as directed by the Board of Elders, general maintenance, parking, flowers and decorating, room set ups and equipping, transportation, and campus development~~ **assist the Elders and Pastoral Staff by overseeing the maintenance and development of the buildings and grounds. This oversight will include but is not limited to facility structures and systems, grounds, parking lots, security, property development, new construction, decorations, and evaluation of this church's financial**

systems. Stewards shall be faithful in attendance at their regularly scheduled Board of Stewards meetings.

- E. If a vacancy occurs on the Board of Deacons or the Board of Stewards, the unexpired term may be filled by a nominee(s) by the Board of Elders and an election at a special congregational meeting or by appointment by the Board of Elders.
- F. Each Deacon and Steward shall annually declare, in writing, his be in agreement with the Statement of Faith and Order of the Bible Fellowship Church Articles of Faith.
- G. The Deacons and Stewards shall serve under the direction of the Board of Elders and shall elect a chairman and a secretary from among the membership of their respective Boards. The respective secretaries shall keep accurate minutes and also be responsible to report the actions of the Deacons and Stewards to the Board of Elders. A Pastoral staff member shall serve as chairman of the Deacons and the Executive Director shall serve as the chairman of the Stewards.
- H. Two-thirds (2/3) Half (1/2) plus one (1) of the membership of the Deacons and Stewards shall constitute a quorum in their respective meetings.
- I. The Deacons and Stewards shall submit an annual report to the congregation at the annual congregational meeting.

ARTICLE XI VII

Committees

A. COMMITTEES UNDER THE DIRECTION OF THE BOARD OF ELDERS

The Board of Elders shall appoint or approve committees that it deems deemed necessary to effectively carry out the programs and goals of this church. An Elder shall chair each committee that reports directly to the Board of Elders.

Each committee shall annually submit a written report to the Secretary of the Board of Elders of its activities for inclusion in the annual report to the congregation.

Committees shall include, but are not limited to, the following:

- 1. Pastoral Relations Committee
 - a. This committee shall comprise consist of three Elders.
 - b. The duties of this committee shall be to maintain a good relationship between the Pastor(s) and the congregation, to discuss with the Pastor(s) problems that arise and to seek solutions to these problems.
 - c. Additional duties are listed in the Statement of Faith and Order of the Bible Fellowship Church Principles of Order.

- d. The committee, **in consultation with the Senior Pastor and Executive Pastor**, shall annually submit a proposed budget to the **Finance Committee** **Board of Elders** for salary and benefits for the Pastor and the Pastoral Staff.

B. COMMITTEES UNDER THE DIRECTION OF THE BOARD OF DEACONS AND BOARD OF STEWARDS:

The Board of Deacons and the Board of Stewards shall appoint **sub**committees deemed necessary to effectively carry out responsibilities assigned. A Deacon shall chair each committee that reports directly to the **Board of** Deacons and a Steward shall chair each committee that reports directly to the **Board of** Stewards.

~~Committee appointments shall be submitted to the Board of Elders for approval. Each committee shall annually submit a written report of its activities to the Secretary of the respective boards for inclusion in the annual report to the congregation.~~

ARTICLE VIII

Indemnification

The Church shall have the power to purchase and maintain insurance on behalf of any person who is or was an Elder, Deacon, Steward, officer, employee or agent of the Church, or is or was serving at the request of the Church as an Elder, Deacon, Steward, officer, employee or agent of the Church.

ARTICLE IX

Conflicts of Interest

Although it shall not be encouraged, a business relationship may exist between an Elder, Deacon, Steward, staff member or other officer of the Church and the Church so long as the facts and circumstances of such relationship is fully disclosed to the appropriate board, no more than fair market value is paid for such goods or services, and the relationship is approved by the appropriate board; provided, however, that any affected board member shall remove himself from any vote on or in consideration of such relationship. Notwithstanding the foregoing, any such affected board member may be counted in determining the presence of a quorum at any board meeting where action is taken on any such business relationship.

ARTICLE ~~XII~~ X

Amendments

This Constitution and By-Laws may be repealed, amended, or added to at any meeting of the congregation called for that purpose. The proposed amendment or amendments, and notice of the meeting, shall be presented to the congregation at least two weeks previously. A two-thirds (2/3) majority of the voting members present is necessary for adoption.

Changes to the Statement of Faith and Order of the Bible Fellowship Church *Faith and Order* will be reviewed by the Board of Elders. Upon the Board of Elders recommendation and congregational approval, these changes may be adopted.