

Calvary Fellowship

Government And Bylaws

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Encouraging People to Discover
the Joy and Satisfaction
of a Life Devoted to Jesus Christ.

Government

Calvary Fellowship is committed to the Bible's teaching that men who hold offices of Elder and Deacon are to oversee various functions of the local church.

The Bible's teaching on the subject of two church offices is found in 1 Timothy 3: 1-16 and Titus 1 :5-9. Although there are three terms used for the offices of the church, i.e. bishop, elder and deacon, analysis of these terms indicates that bishop and elder are used interchangeably.

Elder Qualifications (Titus 1:6-9, 1 Timothy 3:1-7)

Blameless
The husband of one wife
Temperate
Sober Minded
Of good behavior
Hospitable
Able to teach
Not given to wine
Not violent
Not greedy for money
Gentle
Not quarrelsome
Not covetous
One who rules his own house well
Not a novice
A good testimony outside the church

Elder Duties

The Scriptures show that the Elders serve by leading and that their responsibility involves the spiritual oversight of the congregation. All Elders are equal in authority but not necessarily equal in influence.

The Elders' primary responsibilities:

Doctrine - Ensuring that the doctrine of the church is biblical; all doctrinal issues in the church will be settled by the Elders.

Direction - Ensuring that the direction of the church is consistent with the Calvary Fellowship mission statement and core values.

Discipline

Administering in love and humility the process of church discipline as outlined in Matthew 18:15-20; Galatians 6:1-4; Titus 3:10; 2 Thessalonians 3: 14-15; 1 Timothy 5: 17-25; 1 Corinthians 5; 2 Corinthians 2:5-11 and Romans 16:17.

Plurality of Elders

The Scriptures teach that a plurality of elders governed individual New Testament churches- Acts 14:23; Acts 20:28; Titus 1:5; Phillipians 1:1. The Scripture does not mention any congregations featuring a stand-alone pastor and leader. A plurality of godly elders, exercising their individual giftedness, squares with the Scripture's teaching that wisdom is found in a multitude of godly counselors- Proverbs 11:4; Proverbs 12:15; Proverbs 15:22; Proverbs 19:20; Proverbs 24:6. This truth does not eliminate the possibility and likelihood that one or more elders will stand out from the others as more public in their ministries or more influential in their workings on the Elder Council.

Pastor

The Calvary Fellowship Pastor automatically serves as an Elder and, because of his public presence and responsibility before the congregation, may be considered first among equals as a member of the Elder Council. The Pastor should be gifted primarily as a preacher/teacher and as a leader.

Deacons

The Bible teaches that Deacons lead by serving- Acts 6. The qualifications for . Elders and Deacons are the same regarding an individual's character, but they differ in aptitude. The elders are able to teach while the deacons are to be able and proved as servants.

Deacon Qualifications (1 Timothy 3:8-12)

Reverent

Not double tongued

Not given to wine

Not greedy for money

Holding the mystery of faith with a pure conscience Tested and proved

Wives must be reverent, temperate, and faithful Husband of one wife

Ruling their children and house well

Willingness to work and serve

Pastor / Elder Relationship

1. **The terms pastor and elder refer to the same office.** Acts 20:17-18, 1Peter 5:1-4, Acts 14:23

- a. The New Testament norm was a multiplicity of elders in each church.
- b. In the Southern Baptist Convention, a tradition of one pastor has been developed over the years.
- c. There should be a mutual respect between pastor and elders.
- d. There should be a mutual accountability between pastor and elders.
- e. Even though the term pastor was only used three times in the New Testament, and the term elder was used more prominently, there is no biblical reason why we should not have the freedom to use these terms interchangeably.

2. **The New Testament recognizes the principle of a leader among Elders.**

- a. Peter was the obvious leader among leaders and primary spokesman at the church of Jerusalem. Acts 14:7

b. Timothy was the obvious leader among leaders and primary spokesman at the church of Ephesus. 1 Tim. 1:3

3. There is a distinction between elders who are paid and those who are not. 1 Tim. 5: 17

- a. Those who devote full time to preaching and teaching should be paid.
- b. Those who are freed up to devote full time to their ministries will naturally have a greater influence than the others.

4. There are some decisions a pastor should have authority to make on his own, and others should be made with the counsel of the elders.

- a. Every attempt should be made to develop a relationship that is based upon mutual trust.
- b. The senior pastor should be given the authority by the church to oversee the day to day operations of the staff and church as is written in the Constitution and By-Laws.
- c. While the senior pastor should be given this authority, he should also see himself as accountable to the elders for his words and deeds.
- d. There are considerations that should be brought to the elders for counsel and advice such as:

- 1- Doctrinal issues that require clarification for the Body.
- 2- Changes in eliminating existing ministries or starting new ministries.
- 3 - Major changes in the direction or operation of existing ministries.
- 4- Matters of church discipline.
- 5- Problem solving with staff and lay leadership.
- 6- Major financial decisions.
- 7- Church wide ministry projects.
- 8- The ordination of new pastors.
- 9- Selection of elders and deacons.
- 10- Developing long range purpose, vision, and goals.



Encouraging People to Discover
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Bylaws

ARTICLE I

Purpose

Our Vision To build a fellowship of devoted followers of Christ in an atmosphere of grace. This will take place through.

- A practical application of scripture
- A vibrant expression of worship
- A supportive fellowship of small groups
- A world vision of missions

ARTICLE II

CHURCH MEMBERSHIP

Section 1. Qualifications

The membership of the church shall consist of persons professing faith in the Lord Jesus Christ, having followed Him in scriptural baptism after salvation as an outward symbol of their identification with Christ, promising to be obedient to the scripture, and adopting the Statement of Faith held by this church. Persons seeking membership shall at a minimum be of the age equivalent of completing the sixth grade.

Section 2. Membership Process Persons may be received for membership upon: application on the basis of profession of faith in the Lord Jesus Christ and scriptural baptism; statement of faith and baptism; by a letter of transfer from a sister New Testament church. This will be accompanied by a signed affirmation of the terms listed on the membership application statement and approval of the elders. Anyone not approved by the elders shall be denied membership. The decision by the elders shall be final and there shall be no appeal to any other body from that decision. Members are exhorted to pray for, support, and submit to those serving the body in leadership. "Obey your leaders, and submit to them; for they keep watch over your souls, as those who will give an account. Let them do this with joy and not with grief, for this would be unprofitable for you." (Hebrews 13: 17)

Section 3. Discipline of Members All members of this fellowship are expected to continue to meet the membership requirements stated in Section 1 of the Bylaws. Should any members willfully depart from this scriptural standard and engage in conduct which conflicts with biblical principles of holiness, the process set forth in Matthew 18: 15-16 shall be followed for the purpose of leading the erring individual to repentance and, ultimately, to full restoration. This shall be done in a spirit of humility and gentleness (Gal.6: 1) as well as loving' honesty (Eph. 4:25). If after these steps of reproof are taken there is no repentance, one of the pastors, with at least one elder, shall confront, counsel and pray with the person. If, after a reasonable time has passed and there is still no evidence of repentance, the person shall be removed from the membership and fellowship of this church (Matt 18: 17; 1 Cor. 5: 11; 2 Thess. 3: 14-15). It is the elders' responsibility to communicate to the disciplined person and the congregation when a person has been removed from membership and fellowship as a result of discipline.

Section 4. Termination of Church Membership Persons shall be removed from membership because of:

Death

Exclusion by the elders, following the process outlined in Section 3 of the Bylaws and Matthew 18:15-17. The decisions by the elders shall be final, and there shall be no appeal to any other body from that decision.

Transfer of membership upon joining another church.

Termination of membership upon request of the former member or upon joining another church.. In the event of an individual joining another church, the elders have the responsibility to insure the individual is contacted to verify if he or she has joined another church or secure such verification from the individual's new church office.

Section 5. Annual Review Each year the elders shall conduct, or cause to be conducted, a review of the role of membership to determine the current status of those listed on the membership roll. This will afford the elders the opportunity to identify those persons whose involvement with the church has become limited or inactive. Helped by this information, the elders will contact these persons to counsel with them and encourage them towards more active fellowship. This information may also be used to remove persons from the roll who may not have sought to have their names removed by the procedures outlined in Article II, Church Membership, Section 4.

Section 6. Restoration to Membership Appeal to and approval of the elders may restore any person who has been excluded.

Section 7. Meetings of Members Meetings of members shall be held at such time and place for worship and other such reasons as the elders may from time to time determine. It is the intention

of the church to keep the participants of the church fully aware of all-important matters relating to the church and to encourage participants to provide both feedback as to such matters and to otherwise openly communicate with the church on any other matters. In this regard, the church will have at least one "family" or "business" meeting of its body each year. In addition, participants are encouraged to communicate openly with the elders.

Section 8. Voting Privileges of Members Membership in this church shall not vest in any member any proprietary rights in the Corporation, but shall entitle the member to vote at meetings of the members on those matters submitted to the church membership by the elders. Such matters include, but are not limited to, the calling of a Pastor-Teacher and the process of a major capital stewardship campaign.

ARTICLE III

Elders

Section 1. Qualifications Elders shall be men who are members of the church and meet the qualifications listed in 1 Timothy 3:1-7 and Titus 1: 5-9. See [Pastor/Elder relationship](#).

Section 2. Number There shall be a plurality of elders, with the Pastor-Teacher serving as the leader among equals.

Section 3. Term of Office The term of office for an elder shall be based upon a three year rotation with a mandatory one year off between terms of office. An individual will only be designated an elder while he is actively carrying out the functions of this office with the elders.

Section 4. Selection The elders shall select any new elders. At least once a year the church members will be given the opportunity to nominate men for the office of elder. A committee consisting of elders, or appointed by the elders, shall review the nominations. After this review the committee shall bring a recommendation to the entire council of elders. After review by the elders and any necessary revisions are made, the elders shall publish a list of proposed elders to the church body. With this list the congregation is invited to respond to the elders concerning any question about the fitness or qualifications of anyone on the list. The elders shall immediately contact the person who indicates a concern regarding the fitness of a candidate for office in order to clarify the concern. If necessary, the elders shall then interview the candidate and take appropriate action to address the concern. Should the concern be an issue which disqualifies the candidate, the elders shall remove his name from current consideration. Should the concern not be sufficient to remove the candidate from consideration, his name shall remain on the list. In any instance, after the interview with the candidate the elders shall personally respond to the person voicing this particular concern with the result of their interview with the candidate as pertains to the issue in question. From this point the elders shall deliberate among themselves as well as personally interview the prospective candidates. After a period of not less than two weeks, the elders shall present the approved candidates at a regular service for the purpose of

setting apart these men for the office of elder. These men shall begin to serve immediately.

Section 5. Removal from Office Any elder may be removed from office by any of the following reasons: If he becomes physically incapacitated; if he becomes spiritually unqualified; or if his inability to serve is established by the remainder of the elders. Any accusations and/or action against an elder must be in accordance with 1 Timothy 5: 19-20 after pursuing and completing the process outlined in Matthew 18: 15-17. Any elder may also remove himself from office for personal reasons by requesting this of the elders in person at a scheduled meeting. Removal from office will necessarily indicate an individual no longer holds the "office" of elder.

Section 6. Place of Meeting Notwithstanding anything to the contrary provided in these Bylaws, any meeting (whether regular, special or adjourned) of the elders may be held at any place selected by the elders.

Section 7. Regular Meetings Regular Meetings of the elders shall be held at least once a month without call or notice, unless changed by the elders. Regular meetings shall be open to church members with the exception of Executive Session.

Section 8. Executive Session The elders shall be in Executive Session when discussing personal matters, disciplinary matters, or other matters deemed to be confidential by the elders.

Section 9. Special Meetings Special meetings may be called from time to time as may be deemed necessary. The purpose for all special meetings shall be stated in advance. The Chairman or Vice Chairman may call special meetings. Special meetings of the elders shall be held upon four days notice by first class mail, e-mail, or a twenty- four-hour notice given personally or by telephone or similar means of communication.

Section 10. Adjourned Meeting A majority of elders present, whether or not a quorum is present may adjourn any elders' meeting to another time and place. Notice of any adjournment to another time or place shall be given prior to the time of the adjourned meeting to the elders who were not present at the time of the adjournment. Such notice shall be in accordance with the provisions of Article III Section 9 for a Special Meeting.

Section 11. Quorum A quorum shall require the presence of not less than two-thirds of the elders at a meeting where a vote is taken.

Section 12. Participation in Meetings by Conference Telephone Members of the elders may participate in a meeting through use of conference telephone or similar communications equipment, so long as all members participating in such meeting can hear one another.

Section 13. Rights Inspection Every elder shall have the absolute right at any reasonable time to inspect and copy all books, records and documents of every kind and to inspect the physical properties of the corporation of which such person is an elder, for the purpose reasonably related to such person's interest as an elder.

Section 14. Decisions of Elders Decisions shall be reached after prayerful consideration by a unanimous vote of those present. All votes shall be conducted in a spirit of humility with each elder conducting himself according to Philippians 2: 3 - 4 which instructs us to "Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others," The Pastor-Teacher is a voting member of the elders.

Section 15. Responsibilities a. The elders shall be responsible for the general oversight of the spiritual welfare of the church. "Be on guard for yourselves and for all the flock, among which the Holy Spirit has made you overseers, to shepherd the church of God which He purchased with His own blood." (Acts 20:28) "Therefore I exhort the elders among you, as your fellow elder and witness of the sufferings of Christ, and a partaker also of the glory that is to be revealed, shepherd the flock of God among you, not under compulsion, but voluntarily, according to the will of God; and not for sordid gain, but with eagerness; nor yet as lording it over those allotted to your charge, but proving to be an example to the flock." (1 Peter 5:1-3).

b. The elders shall be the final authority in interpretation of these Bylaws.

ARTICLE IV

Officers

The officers of the elders shall function as the officers of the Corporation and shall be chosen by the elders. All of the officers shall be elders, and should an individual cease to be an elder he would necessarily cease to be an officer.

Section 1. Chairman The Chairman of the elders shall serve as the Chief Executive Officer of the Corporation and shall preside at all meetings of the elders. He shall supervise the activities, officers, and employees of the Corporation under the oversight of the elders. The Pastor-Teacher shall be the Chairman.

Section 2. Vice-Chairman In the absence, disability, or discretion of the Chairman, the Vice-Chairman shall perform the duties of the Chairman. His term of office shall be one year or until his successor is appointed and qualified but may be re-appointed for additional terms.

Section 3. Secretary The Secretary shall keep, or cause to be kept, at the principal executive office, or other place as the elders may direct, a book of minutes of all the meetings and actions of elders and committees of elders and all membership records of the church. The Secretary shall

also be the Attesting Officer and the custodian of the corporate seal. The Secretary's term of office shall be one year but may be re-appointed for additional terms.

Section 4. Treasurer The Treasurer shall be the chief financial officer of the Corporation. He shall keep and maintain, or cause to be kept and maintained, adequate and correct books and records of accounts of the Corporation. Such records shall be open for inspection at all reasonable time by the elders. He shall make or cause to be made the financial reports at each regular elders meeting and the church's annual meeting. He shall oversee the reception and disbursement of funds. The term of office shall be one year but may be re-appointed for additional terms.

Section 5. Other Officers Other officers of the elders may be appointed from time to time as the elders deem necessary. All officers of the elders may have such powers and perform such duties as may be prescribed for them by the elders.

ARTICLE V

Deacons

Section 1. Purpose The deacons shall assist the elders in giving leadership to the service ministries of the church in the spirit of the scriptural guidance in Acts 6: 1-7.

Section 2. Qualifications Deacons shall be men who are members of the church and meet the qualifications listed in 1 Timothy 3:8-13.

Section 3. Selection and Removal The elders shall choose the deacons. Their selection or removal process shall be the same as that of the elders (see Article III Sections 4 and 5).

Section 4. Term of Office The term of office for a deacon shall be based upon a three year rotation with a mandatory one year off between terms of office. An individual will only be designated a deacon while he is actively carrying out the functions of this office with the deacons.

Section 5. Number The number of deacons shall be as many as are qualified and needed to carry out the duties of the deacons.

Section 6. Meetings Deacons will meet together with the elders once a quarter for a joint meeting at a time and place designated by the Chairman of the elders or by the elder whose designated ministry is the oversight of the deacon ministry. These meetings will be held for the purpose of fellowship, team building, encouragement, instruction in ministry, and discipleship. The deacons may choose to meet as a group at designated times for a special purpose, and may calendar a special meeting with the cooperation of the Chairman of the elders or the elder for deacon ministry.

ARTICLE VI

Licensing and Ordination

Section 1. Licensing The license, as recognized by the State, is issued by the elders and is given in recognition of a man's call to ministry. Its' aim is to allow the man to perform ecclesiastical duties and functions of the church.

Section 2. Ordination Ordination is conferred by the elders in recognition of a man's call to ministry, preparation as a shepherd of God's people, and qualifications to serve. Ordination is conferred for life, as long as the man continues to manifest the qualifications for the office. At the discretion of the elders, the candidate shall be examined by the elders or a subcommittee of the elders, or an associational ordination committee. After a satisfactory examination, the candidate shall be set apart for God's service by the elders, preferably in a special public service for this purpose.

Section 3. Revocation The license and or ordination may be revoked by a decision of the elders.

ARTICLE VII

Pastors and Staff

Section 1. Pastor-Teacher The Pastor-Teacher shall arrange for and/or conduct all corporate services of the church. A committee selected by the elders and consisting of at least one elder serving as Chairman shall choose him. The Search Committee will present the chosen candidate to the elders for their approval or disapproval. Upon approval, the candidate will be presented to the church body at a meeting called for that purpose. In the interest of being sensitive to the body, the elders shall then invite response concerning his qualifications, capabilities, and calling. A decision to approve or disapprove shall then be made by the elders. In the event of approval, the final decision to approve shall be made by a vote of the members of the church by a majority vote of not less than seventy-five percent (75%) of members present. Should a vacancy occur in the office of Pastor-Teacher, the Associate Pastors shall carry out those duties under the oversight of the elders.

Section 2. Associate Pastoral Staff The Associate Pastor's responsibilities shall be derived from those of the Pastor-Teacher. The Associate Pastors shall be sought out by the Pastor-Teacher and approved by the elders. Associate Pastors shall not automatically serve as elders, but may do so upon the invitation of the elders and upon approval by the process in Article III Section 4. Selection.

Section 3. Staff The Pastor-Teacher or his selected representative, subject to the approval of the elders, shall have the responsibility to choose and/or dismiss all other staff.

Section 4. Personnel Policies The elders shall establish any and all personnel policies they may deem necessary. All employees shall be members of this church or shall submit their employment status to the approval of the elders and shall sign a document stating their submission to the doctrinal beliefs and practices of this church. If, in the opinion of the elders, these beliefs and practices are violated, it shall be just cause for termination of employment.

ARTICLE VIII

Other Provisions

Section 1. Endorsement of Documents: Contracts

The elders may, consistent with the Bylaws, authorize any officer or any agent designated for that purpose, to enter into any contract or execute any instrument in the name of and on behalf of the Corporation. Such authority may be general or confined to specific instances. Unless so authorized by the elders, no officer, agent, or employee shall have the power or authority to bind the corporation by any contract or agreement, or to pledge its credit, or to render it liable for any purpose or to any amount.

Subject to the provisions of applicable law, any note, mortgage, evidence of indebtedness, contract, conveyance, or other instrument in writing and any assignment or endorsement thereof executed or entered into between this Corporation and any other person, when signed jointly by the Chairman or the Vice Chairman and the Secretary as Attesting Officer, shall be valid and binding on this Corporation in the absence of actual knowledge on the part of the other person that the signing officers had no authority to execute the same.

Section 2. Representation of Shares of Other Corporations The Chairman or any other officer or officers authorized by the elders are each authorized to vote, represent and exercise on behalf of the Corporation all rights incident to any and all shares of any other corporation or corporations standing in the name of the Corporation. The authority herein granted may be exercised either by any such officer in person or by any other person authorized to do so in proxy or power of attorney duly executed by said officer.

Section 3. Amendments

These Bylaws may be amended and new and additional bylaws may be made from time to time at any time by the elders in the exercise of power granted to said elders by these Bylaws. In the interest of being sensitive and open to the church membership, the elders shall publish in a church publication the proposed amendment at least three weeks prior to adoption, inviting response and comment from the Body. The elders shall then make a final decision on the proposed amendment.

Whenever an amendment or new Bylaw is adopted, it shall be copied in the book of minutes with the original Bylaws, in the appropriate place. If any Bylaw is repealed, the fact of repeal with the date of the meeting at which the repeal was enacted or written assent was filed shall be stated in said book. The Articles of Incorporation may be amended in like fashion as these Bylaws.

ARTICLE IX

Receipt, Investment and Disbursement of Funds

The Corporation shall receive all monies and/or other properties transferred to it for the purposes for which the Corporation was formed (as shown by the Articles of Incorporation). However, nothing contained herein shall require the elders to accept or receive any money or property of any kind if they shall determine in their discretion that receipt of such money is contrary to the expressed purposes of the Corporation as shown by said Articles. The Corporation shall hold, manage and disburse any funds or properties received by it from any source in a manner that is consistent with the expressed purposes of this Corporation.

ARTICLE X

Corporate Records and Reports

The Corporation shall maintain adequate and correct accounts, books and records of its business and properties. All such books, records and accounts shall be kept at its principal place of business or in a place accessible to the elders as determined by the elders.

ARTICLE XI

Settlement of Disputes

In any dispute arising between church members, pastors, or staff pertaining to any matters of spiritual teaching or practices, church finances or title to property purchased with church contributions, the dispute shall be resolved by the elders of the church. There shall be no appeal to any other body from that decision.

ARTICLE XII

Dissolution

In the event of dissolution, the residual assets of the organization will be turned over to one or more organizations which themselves are exempt as organizations described in Section 501 (c)(3) and Section 170 (c) (2) of the Internal Revenue Code or corresponding sections of any prior or future Internal Revenue Code, or to the Federal, State or Local Government of the United States for exclusive public purpose.