

**CONSTITUTION
OF THE
CALVARY BAPTIST CHURCH OF
KNOX INDIANA**

PREAMBLE

We do declare and establish this constitution for the purpose of:

1. Preserving and making secure the principles of our faith.
2. Governing this body in an orderly manner, consistent with the principles set forth in the Bible.
3. Assuring liberties of each individual member and freedom of action of this body with relation to other churches.

Article 1

Name and Relationship:

1. This church shall be known as Calvary Baptist Church Knox, Indiana.
2. This church was established in 1941 under the name of United Baptist Church.
3. This church shall be known as a Southern Baptist Convention Church voluntarily cooperating with the Northwest Indiana Baptist Association, the State Convention of Baptists in Indiana, and the Southern Baptist Convention.
4. Any changes to this constitution and bylaws may be made at any regular business meeting of the church, provided each amendment shall have been presented in writing at a previous meeting, and copies of the proposed amendment shall have been furnished to each member present at the earlier meeting. Amendments to the constitution shall be by two-thirds vote of all members present of the church entitled to vote.

Article 2

Statement of Faith

1. This church adopts the "Baptist Faith and Message" (as adopted by the Southern Baptist Convention on June 14, 2000) as the statement of our belief and practice.
- 2.

Article 3

Church Covenant

1. This church adopts the following “Covenant” to bind her membership.

The church covenant is a voluntary agreement by members of Calvary Baptist Church whereby they promise to conduct their lives in such a way as to glorify God and promote the ongoing of His church. Every member should study it carefully, refer to it often, and seek to live by it. It generally outlines the obligation of church membership.

The Calvary Baptist Church Covenant is as follows:

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, the Son, and the Holy Spirit, we do now in the presence of God, angels, and this assembly, most solemnly and joyfully enter into covenant with one another as one body in Christ.

We engage, therefore, by the aid of both the Holy Scriptures and the Holy Spirit to: carry out the commission and commandments of our Savior and Lord Jesus Christ as set out by the Scriptures with the purpose of the heart being love for God and others before ourselves.

Article 4

Vision Statement

1. This church adopts the following “Vision Statement” as her purpose for existing.

To Exalt the Lord, To Equip the Saints, and To Evangelize the Lost.

Vision (seeing as God wants us to see) is crucial for the people of God. It is through vision that we know and stay aware of who we are, why we are here, and where we are going. Without vision, a church will end up in a maintenance program maintaining the status quo. This results in a church going nowhere (Prov 28:18).

As God’s people, we need vision. We need to see the greatness of God and what is ours in Christ, but not simply for our own strokes or personal blessing. We need to see the world as God sees it and where our responsibilities lie as members of the Body of Christ. This means a vision for (1) every member ministry, and (2) what ministry consists of in Biblical terms.

To Exalt the Lord...

We will meet at Calvary Baptist Church at the appointed times for corporate worship of the Lord and for instruction in righteousness and holy living. Our members will be given the truths of God's Word on a regular basis and encouraged to grow in their day to day living according to the principles stated in the Scriptures. All attitudes and actions are to be led of the Spirit of God by the Word of God.

To Equip the Saints...

Each believer is given Spiritual gifts for use in the performing of God's will. At Calvary Baptist Church the teaching of God's Word as led by the Spirit of God will aid each believer in the developing a personal, daily walk with the Lord, helping each other to discover the gifts that God has entrusted to him for the advancement of the Church of Jesus Christ through the local body of believers at Calvary Baptist Church. As each believer begins to recognize his gifts he will be fitted to a ministry that will best utilize those gifts for Kingdom purposes.

To Evangelize the Lost...

(Matthew 28:19) Calvary Baptist Church will strive for the evangelization of the residents of the area we are responsible for. This will be accomplished by encouraging each believer to be a light in the world that God has placed him in, whether it be a work, school, family or neighborhood setting. Calvary Baptist Church will also have unified church efforts giving opportunities to bring together unsaved people to hear the message of Jesus Christ.

Article 5

Government

1. The government of this church is vested in the body of believers who compose it and is guided by the Leadership Team in all areas of church polity. (Refer to Article 1 Section *** of Bylaws.)
2. All groups created and empowered by the church shall report to and be accountable to the church, unless otherwise specified by church action.
3. This church, as an autonomous body, is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Southern Baptist Convention churches. Insofar as is practical, this church will cooperate with and support the local association, the state convention, and the Southern Baptist Convention.

Article 6
Membership

The Calvary Baptist Church shall receive members as follows:

- (a) All candidates for membership shall receive orientation from the Leadership team on church doctrine prior to presentation to the assembly for membership. Furthermore all candidates are strongly recommended to attend and complete the foundation class.
 - (1) By any person confessing personal faith in the Lord Jesus Christ as Savior and Lord and having had scriptural baptism through the ministry of CBC.
 - (2) By any person giving a satisfactory statement of an experience of grace and having had scriptural baptism.
 - (3) By restoration of a previous member upon a statement of prior conversion (experience of grace) and baptism in a church of like faith and order. Restoration of a candidate for membership, who has been disciplined by the church, is contingent upon repentance of sin, a demonstrated life change for a reasonable period of time set by the Leadership Team, and a desire of the member to support the church with their time, talents, and treasures.

The Calvary Baptist Church shall dismiss members as follows:

- (a) Granting of letters of dismissal to Baptist churches of like faith and order, subject to the following:
 - (1) Requests must be made in writing to the church, the name and address of the church with which the member wishes to unite must be designated. All letters shall be sent to the Pastor or Clerk of the church. Membership shall terminate upon the granting of the letter. Applications shall be acted upon by the church provided the member is in good standing.
- (b) Members who are known to be deceased, or who have joined another church to which a letter cannot be granted, and those who request that their name be dropped from the membership.

- (c) Should a member become an offense to the church by reason of immoral or unchristian conduct, the church may then terminate his/her membership by a vote of two thirds (2/3) of active members present at a called meeting.
- (d) Discipline of members shall be conducted in accordance with the Scriptures. It should be understood by the member and the church that discipline is not to be treated lightly, but with the most serious of Christian love. It should also be understood that discipline of a member can take place because of either public or private offenses. Each of which is handled in a different manner. Private offenses, that is between two believers, should be handled in accordance with the principals set forth in the Scriptures, specifically Matthew 18:15-20. Public offenses require no such process as is clearly seen in 1 Corinthians 5:1-5 and should be acted upon as quickly as is possible given the circumstances.
- (e) Should a member backslide out of regular attendance and/or keeping of covenant promises it is the responsibility of the body to seek out and attempt restoration with said member. If after reasonable attempts have been made to persuade the member back into good standing with the church the member demonstrates no desire to conform, then they shall be placed on inactive membership status. Should the condition remain unchanged their membership will be removed by two thirds (2/3) vote of active members in attendance at a called meeting.

Privileges of membership:

- (1) It is a privilege of active membership to have a voice in all affairs of the church.
- (2) It is a privilege of active membership to have a vote in all affairs of the church.
- (3) Voting by proxy is not permitted, unless the member is hospitalized, in a nursing home, in the military stationed away from the locality of the church, or home bound due to ongoing illness.
- (4) Use of facilities, under guidelines set forth by the church, is a privilege of active membership.

Article 7

Officers and Duties

The Calvary Baptist Church shall have the following as Officers of the church:

(a) Senior Pastor

1. Election of Senior Pastor

- 1-Election of Senior Pastor shall be by $\frac{3}{4}$ vote of active members present at a called meeting after the candidate has been interviewed by the Leadership Team privately and subsequently the church publicly.
- 2-The candidate must meet the requirements of the Bible for the office of pastor found in First Timothy 3 and in Titus 1 before being considered as a candidate for Senior Pastor.
- 3-This office must be filled by a man who is in alignment and agreement with the Southern Baptist Convention, more specifically the Baptist Faith and Message of June 14, 2000 and shall be an ordained Southern Baptist Convention minister.

2. Duties of Senior Pastor

- 1- The Senior Pastor shall serve until the relationship shall be terminated by mutual consent.
- 2- The Senior Pastor shall be responsible for the general welfare and oversight of the church corporately. This is a Leadership Team position.
- 3- The Senior Pastor is the primary Bible teacher and leader of the church. His responsibilities in this area include: Prayer, study of the Bible, preaching at corporate worship services, visitation of the membership, casting the vision for the church and supporting the church with his time, talents and treasures. The Senior Pastor is also encouraged to attend ongoing education and training for the ministry and if possible the church will supplement the expense incurred for such education or training.
- 4- The Senior Pastor shall serve as ex-officio messenger for the church to all Local Association, State Convention, and National Convention meetings. The church will be responsible for all financial needs to meet this requirement.
- 5- The Senior Pastor shall be ex-officio member of all teams, organizations, committees or groups of the church. His advice shall be

sought in all important matters and in all changes in said team, organization, committee, or group.

- 6- The Senior Pastor serves as President and Chief Executive Officer of Calvary Baptist Church Knox Incorporated.
- 7- The Senior Pastor shall review all budgets for the church for the upcoming year and in cooperation with the Leadership Team either make necessary changes then recommend or recommend the budget as is to the church at the annual meeting.
- 8- The Senior Pastor shall be responsible to secure all pulpit supply in cooperation with the Leadership Team in the event of his absence. The pulpit supply must be in agreement with the doctrinal position of the church. The church will be responsible for all financial needs of the pulpit supply.
- 9- The Senior Pastor shall have annually, at least two (2) weeks vacation with pay, including at least 2 Sundays.
- 10- The Senior Pastor shall be permitted to hold two (2) revival meetings away from the church each year, and more if by consent of the church.
- 11- The church is responsible for the salary and benefits package of the Senior Pastor and his family. This is to be agreed upon prior to the vote calling the candidate to serve as Senior Pastor.
- 12- The church at any time may dismiss the Senior Pastor from his duties provided sufficient charges are brought, substantiated and he is found guilty of either (1) Immoral conduct as set forth in the Bible or (2) Heretical teaching as set forth in the Bible.
- 13- In the event such action is found to be necessary to terminate the Senior Pastor, on recommendation of the Leadership Team, an affirmative vote of $\frac{3}{4}$ of the active membership present at a called meeting will be necessary to terminate the relationship. The vote shall be conducted by secret ballot. In such cases, the pastor will be paid one month's salary and dismissed.
- 14- At least 14 days notice shall be given by either party if termination is desired. If relationship is severed then at least 30 days shall be given for Senior Pastor to vacate any church owned housing.

(b) Associate Pastor

1. Election of Associate Pastor

- 1- Election of Associate Pastor shall be by $\frac{3}{4}$ vote of active members present at a called meeting after the candidate has been interviewed by the Leadership Team privately and subsequently the church publicly.
- 2- The candidate must meet the requirements of the Bible for the office of pastor found in First Timothy 3 and in Titus 1.
- 3- This office must be filled by a man who is in alignment and agreement with the Southern Baptist Convention, more specifically the Baptist Faith and Message of June 14, 2000 and shall be an ordained Southern Baptist Convention minister.

2. Duties of Associate Pastor

- 1- The Associate Pastor shall serve under the guidance and authority of the Senior Pastor.
- 2- The Associate Pastor shall be placed in charge of areas of church concern by the discretion of the Leadership Team with guidance of the Senior Pastor. This is a Leadership Team position.
- 3- The Associate Pastor shall report to the Senior Pastor and subsequently to the Leadership Team in all matters of church business.
- 4- The Associate Pastor shall serve as the secondary Bible teacher of the church and shall be used in pulpit supply, teaching supply, and supervisory roles as the church might require.
- 5- The responsibilities in this area include: Prayer, study of the Bible, preaching when necessary at corporate worship services, visitation of the membership, and supporting the church with his time, talents, and treasures. The Associate Pastor is also encouraged to attend ongoing education and training for the ministry and if possible the church will supplement the expense incurred for such education or training.
- 6- The Associate Pastor shall be responsible for submitting a budget for all educational ministries to the Leadership Team for approval and presentation to the church at the annual meeting.

(c) Youth Pastor

1. Election of Youth Pastor

- 1- Election of Youth Pastor shall be by $\frac{3}{4}$ vote of active members present at a called meeting after the candidate has been interviewed by the Leadership Team privately and subsequently the church publicly.
- 2- The candidate must meet the requirements of the Bible for the office of pastor found in First Timothy 3 and in Titus 1.
- 3- This office must be filled by a man who is in alignment and agreement with the Southern Baptist Convention, more specifically the Baptist Faith and Message of June 14, 2000.

2. Duties of Youth Pastor

- 1- The Youth Pastor serves the church under the guidance of the Senior Pastor and the Leadership Team.
- 2- The Youth Pastor shall report to the Senior Pastor and subsequently to the Leadership Team. This is a Leadership Team position.
- 3- The Youth Pastor is to serve the church in all areas of youth education.
- 4- The Youth Pastor will be in charge of all areas of youth work in the church. He will be responsible for leading in the teaching of, the growth of, and the planning for the church's youth programs.
- 5- The Youth Pastor shall be responsible for submitting a budget for all youth ministries to the Leadership Team for approval and presentation to the church at the annual meeting.

(d) Deacon(s)

3. Election of Deacon(s)

- 1- Deacons will be elected based upon the needs of the church. The number shall be such as the church deems necessary to carry out the business of the church.
- 2- Election of Deacon shall be by $\frac{3}{4}$ vote of active members present at a called meeting after the candidate has been interviewed by the Leadership Team privately and subsequently the church publicly.
- 3- The candidate must meet the requirements of the Bible for the office of deacon found in Acts 6:1-6 and First Timothy 3:8-13.
- 4- This office must be filled by a man who is in alignment and agreement with the Southern Baptist Convention, more specifically the Baptist Faith and Message of June 14, 2000 and shall be an ordained Southern Baptist Convention minister/deacon.
- 5- The ordination of deacon is a permanent appointment. (Unless candidate cannot execute the responsibilities of the office.) However, the term of election and service is 2 years.

2. Duties of Deacons

- 1- The Deacons serve the church under the guidance of the Senior Pastor and the Leadership Team.
- 2- The Deacons will elect a Chairman of Deacons to serve on the Leadership Team. This term will be for 3 years. The Chairman of Deacons is also an officer of Calvary Baptist Church Knox Incorporated and ex-officio member of all teams, organizations, committees or groups.
- 3- The Deacons are responsible for the physical aspects of the ministry. However, they will be called upon by the Senior Pastor or Leadership Team to serve as teachers or mentors for various church programs. Also, they are to be involved in the visitation ministry of the church as well as any benevolence assistance the church may institute.
- 4- The Deacons shall, with the assistance of the Leadership Team, make recommendations regarding the Salary and benefit packages of all employees of the church.
- 5- The Deacons are to serve the Lord's Supper under guidance of the Senior Pastor.
- 6- The Deacons are to see to the maintenance of the church facilities, it's grounds, and equipment.

- 7- The Deacons should meet once each month. This meeting should facilitate the presence of the Church Clerk to keep records and minutes of the meetings.
- 8- The Deacons shall present annually a report to the church regarding the welfare of the church facilities.
- 9- The Deacons shall be responsible for submitting a budget for all facility, equipment and grounds needs to the Leadership Team for approval and presentation to the church at the annual meeting.

(e) Music Director

4. Election of Music Director

- 1- Election of Music Director shall be by $\frac{3}{4}$ vote of active members present at a called meeting after the candidate has been interviewed by the Leadership Team privately and subsequently the church publicly.
- 2- The candidate should have demonstrated capable musical skill as well as an ability to be sensitive to the Holy Spirit's leadership during worship.
- 3- This office must be filled by a person who is in alignment and agreement with the Southern Baptist Convention, more specifically the Baptist Faith and Message of June 14, 2000.
- 4- The term of election is 3 years.

2. Duties of Music Director

- 1- The Music Director reports to the Senior Pastor and subsequently to the Leadership Team. This is a Leadership Team position.
- 2- The Music Director is responsible for all music related ministries of the church. He/She leads the worship services under guidance of the Senior Pastor and the Leadership Team.
- 3- The Music Director is responsible for coordinating any special music events. To include any specials during worship, special groups, Christmas program, Easter program and others as needed.
- 4- The Music Director is responsible for the Calvary Baptist Praise Team. All musicians report to the Music Director and should be available for use at his discretion.
- 5- The Music Director shall make a report to the church regarding the welfare of the Music Department.

- 6- The Music Director shall be responsible for submitting a budget for all music ministries to the Leadership Team for approval and presentation to the church at the annual meeting.

(f) Treasurer

1. Election of Treasurer

- 1- Election of Treasurer shall be by $\frac{3}{4}$ vote of active members present at a called meeting after the candidate has been interviewed by the Leadership Team privately and subsequently the church publicly.
- 2- The candidate must be of trustworthy character and should show some personal financial management skill. Preferably a professional financial background.
- 3- This office must be filled by a person who is alignment and agreement with the Southern Baptist Convention, more specifically the Baptist Faith and Message of June 14, 2000 and shall demonstrated good fiscal responsibility.
- 4- The term of election is 2 years.

2. Duties of Treasurer

- 1- The Treasurer serves the church under the guidance of the Senior Pastor and the Leadership Team.
- 2- The Treasurer reports to the Senior Pastor and subsequently to the Leadership Team. This is a Leadership Team position.
- 3- The Treasure is responsible for insuring the finances of the church meet with Federal and State Laws for an Incorporated Not For Profit Organization. He/She is also responsible for the payroll services of the church. To include: Payroll of all employees, Tax reports to Federal and State agencies, Offering calculations, Deposits and dispersments, Recording member contributions for tax purposes, Managing Church financial records and other fiscal duties as assigned. These duties will require computer training in specific software suites. It is the responsibility of the Treasurer to become proficient with these tools.
- 4- The Treasurer is responsible for collecting all budgets from the different Departments and after initial review, presenting the budgets to the Leadership Team for approval and/or correction and then presenting the budget to the church.
- 5- The Treasurer will be provided an Assistant Treasurer to review record keeping, assist in dispersment of funds, and maintain integrity in the

financial affairs of the church. This position is appointed by the Leadership Team.

(g) Clerk

1. Election of Clerk

- 1- Election of Clerk shall be by $\frac{3}{4}$ vote of active members present at a called meeting after the candidate has been interviewed by the Leadership Team privately and subsequently the church publicly.
- 2- The candidate should have demonstrated capable organizational skills and be willing to handle all the administrative tasks of the church.
- 3- This office must be filled by a person who is alignment and agreement with the Southern Baptist Convention, more specifically the Baptist Faith and Message of June 14, 2000.
- 4- The term of election is 3 years.

2. Duties of Clerk

- 1- The Clerk serves the church under the guidance of the Senior Pastor and the Leadership Team. This is a Leadership Team position.
- 2- The Clerk reports to the Senior Pastor and subsequently to the Leadership Team.
- 3- The Clerk is primarily responsible for insuring records are taken, kept, and managed regarding church business. This includes any meeting. This also includes any correspondence with other churches.
- 4- The Clerk will receive copies of all important documents regarding church business convert them to softcopy and retain both for future reference.
- 5- This position will require training on specific software suites. It is the responsibility of the Clerk to become proficient with these tools.
- 6- The Clerk is responsible the publication of the annual book of reports to the church. The cost of which is born by the church.

(h) Trustees

1. Election of Trustees

- 1- Trustees will be elected based upon the needs of the church. The number shall be such as the church deems necessary to carry out the business of the church.
- 2- Election of Clerk shall be by $\frac{3}{4}$ vote of active members present at a called meeting after the candidate has been interviewed by the Leadership Team privately and subsequently the church publicly.
- 3- The candidate should have demonstrated capable organizational skills and be willing to handle all the administrative tasks of the church.
- 4- This office must be filled by a person who is alignment and agreement with the Southern Baptist Convention, more specifically the Baptist Faith and Message of June 14, 2000.
- 5- The term of election is 3 years.

2. Duties of Trustees

- 1- The Trustees serve the church under the guidance of the Senior Pastor and the Leadership Team.
- 2- The Trustees report to the Chairman of Deacons and subsequently to the Leadership Team.
- 3- The Trustees act as legal agents of the church and as such should acquaint themselves with the Federal and State Laws governing Not For Profit organizations, specifically regarding property.
- 4- The Trustees have charge of the property of the church. They will not sell, mortgage, or otherwise encumber the real estate or other property of the church without the permission of the church authorizing such action.
- 5- The Trustees are to make regular inspection of the property of the church and keep current inventory of all furnishings and equipment.
- 6- The Trustees will make annual study of the space needs of the church and make recommendations to the Leadership Team regarding those needs.
- 7- The Trustees will develop and make recommendations regarding maintenance policies and procedures.
- 8- The Trustees will develop and make recommendations regarding adequate insurance on all buildings, equipment, and furnishings.
- 9- The Trustees will submit a budget report to the Treasurer including any recommendations.

Article 8

Stewardship and Missions

1. The Calvary Baptist Church Knox Incorporated shall make an annual budget that will include all the local objects and support of missions as sponsored by the Northwest Indiana Baptist Association, The State Convention of Baptists in Indiana, and the Southern Baptist Convention. The church shall endeavor to enlist the membership to share in the support of all objects.
2. The Calvary Baptist Church Knox Incorporated shall practice and support missions from its own local community to the ends of the earth.

Article 9

Church Meetings

1. Worship Services – The church shall meet regularly each Sunday morning and Wednesday evening for the worship of God. Prayer, praise, preaching, instruction and evangelism shall be among the ingredients of these services. The Senior Pastor shall direct the services with the assistance of the Leadership Team.
2. Special Services – Revival services and any other church meeting essential to the advancement of the church's objectives shall be placed on the church calendar.
3. Regular Business Meetings – The church shall hold a regular business meeting once a year for the purpose of handling business, hearing reports, and approval of all budgets.
4. Special Called Business Meetings – The church may conduct called business meetings of special nature and significance. A 14 day notice must be given to the membership. The notice shall include the subject, the date, the time and place.
5. Quorum – The quorum consists of at least 15% of the present active membership. Quorum for a regular business meeting are those active members present.
6. Parliamentary Rules – “Roberts Rules of Order, Revised”, is the authority for parliamentary rules of procedure for all business meetings of the church.

7. Moderator – The Senior Pastor or the Chairman of Deacons can serve as moderator. All matters brought before the church shall be decided by a simple majority vote of active members present except where designated differently by the constitution.