



1415 Elm Ave. Canon City Colorado



# Constitution and By-laws

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# **CONSTITUTION AND ARTICLES OF INCORPORATION OF LINCOLN PARK CALVARY BAPTIST CHURCH**

## **PREAMBLE**

Reposing our faith in the Lord Jesus Christ for salvation, and holding the historical Baptist belief that a scriptural church is a theocracy of believers meeting in some local place, sovereign and autonomous in deciding matters of church policy and affiliation and composed only of persons who profess to have been born again and have been immersed in water upon their confession of faith in our Lord Jesus Christ as their personal Saviour, and believing in those great distinctive principles for which Baptists have ever stood, namely:

- (1) The Lordship of Jesus Christ;
- (2) The Bible, the standard of faith and practice;
- (3) Regenerated Church Membership;
- (4) Believer's Baptism (Immersion);
- (5) Progressive Sanctification;
- (6) Priesthood of Believers;
- (7) Autonomy of the Local Church (Congregational Government);
- (8) Separation of Church and State.

We therefore, band ourselves together as a body of immersed believers in JESUS CHRIST and adopt, ordain, and establish for our government and plan of worship and service the following declaration of faith, covenant, constitution, and by-laws:

## **STATEMENT OF COVENANT**

Having been led, as we believe, by the Holy Spirit of God to receive the Lord Jesus Christ as our Saviour; and, on the profession of our faith having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now in the presence of God, Angels, and of the Assembly, most solemnly and joyfully enter into covenant with one another, as one body of Christ.

We engage therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this Church in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline, and doctrine; to contribute cheerfully and regularly the tithe and an offering of our income to the support of the ministry, the expenses of the Church, the relief of the poor, and the spread of the Gospel throughout all nations.

We also engage to maintain family and private devotions; to consistently educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale and use of intoxicating drink as a beverage; and to be zealous in our efforts to advance the Kingdom of our Saviour.

We further engage to watch over one another in brotherly love; to remember each other in prayer; to aid each other in sickness and distress; to cultivate Christian sympathy in feelings and courtesy in speech; to be slow to take offense, but always ready for reconciliation, and mindful of the rule of our Saviour, to secure it without delay.

We moreover engage that when we remove from this place we will, as soon as possible, unite with some other church where we can carry out the spirit of this Covenant and the principles of the Word of God.

## **ARTICLES OF INCORPORATION**

### **ARTICLE I - NAME**

The name of this Assembly is the LINCOLN PARK CALVARY BAPTIST CHURCH of Canon City. Its address is 1415 Elm Avenue, Canon City, Colorado 81212.

### **ARTICLE II - PURPOSE**

The object of this church is the proclamation of the Gospel of the Lord Jesus Christ, at home and unto the ends of the earth as the only means of the salvation of souls, and the teaching of the

whole Word of God for the strengthening and establishing of Believers in the faith, and to educate our membership as to the way and will of God. These purposes shall be by any means in keeping with Biblical truths that the church so chooses. This congregation is organized as a church exclusively for charitable, religious, and educational purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Revenue Law), including, but not limited to, for such purposes, the establishing and maintaining of religious worship, the building, maintaining and operation of churches, parsonages, schools, chapels, radio stations, television stations, rescue missions, print shops, day-care centers, camps and nursing homes.

The church shall also ordain and license men to the Gospel ministry; evangelize the unsaved by the proclaiming of the Gospel of the Lord Jesus Christ; educate believers in a manner consistent with the requirements of Holy Scripture, both in Sunday and weekday schools of Christian education; and maintain missionary activities in the United States and any foreign country.

### **ARTICLE III - DOCTRINAL STATEMENT**

#### **SECTION 1- God**

We believe that the Godhead eternally exists in three persons, the Father, the Son, and the Holy Spirit; and that these three are one God, having precisely the same nature, attributes, and perfections, and are worthy of precisely the same homage and confidence and obedience. Genesis 1:26; John 8:58; 14:16-17; I Timothy 2:5-6; 3:16; I John 5:7.

#### **SECTION 2 - Jesus Christ**

We believe in the essential deity and virgin birth of our Lord Jesus Christ; that He was begotten by the Holy Spirit, born of a Virgin, not having a human father, and is the true God and true man. He is man's only hope of salvation from sin, and the mediator between God and man. Isaiah 7:14; Luke 2:35; John 1:1-4; 14:6; I Timothy 2:5-6.

#### **SECTION 3 - Holy Spirit**

We believe the Holy Spirit to be co-equal with the Father and the son; that He was active in the creation of the world; that in His relation to the unbelieving world He convicts of sin, of

righteousness, and of judgment; that He bears witness to the Truth of the Gospel in preaching and testimony; that He is the Agent in the New Birth; that He indwells, seals, fills, empowers, and guides the Believer. Genesis 1:1-3; Matthew 28:19; Mark 1:8; Luke 24:49; John 1:33, 3:5-6, 14:16, 16:8-11, 17:24; Acts 5:30-32, 11:16; Romans 8:14, 16:26-27; Ephesians 1:13-14; Hebrews 9:14.

#### SECTION 4 - The Bible

We believe that the Holy Bible as originally written was verbally inspired and the product of Spirit-controlled men and, therefore, has truth without any admixture of error for its matter. We believe the Bible to be the true center of Christian union and the supreme standard by which all human conduct, creeds and opinions shall be tried. II Timothy 3:16-17; II Peter 1:20-21. God also promises to preserve His Word; Jesus said, "but my words shall not pass away" (Matthew 24:35). We believe that God has kept that promise by preserving His infallible Word in the traditional Hebrew and Greek manuscripts and the Authorized Version (KJV) is the best translation of the preserved Word of God in the English language. We hold it with confidence believing that it accurately shows forth the inspired and infallible words of the Hebrew and Greek. We do not believe in double inspiration, nor do we believe that the Greek Received Text should be corrected from an English version.

#### SECTION 5 - Depravity of Man

We believe that God created man in His own image, that man sinned, and thereby incurred not only physical death but also spiritual death (this is not annihilation either of soul or spirit) which is eternal separation from God. We believe that all men are born with a sinful nature, evidenced by sinful acts; that man is totally depraved, and if he is not born again is eternally lost. Genesis 1:26-27; Psalms 51:5; Jeremiah 17:9; Luke 16:23; Romans 3:10-23, 5:12; I Corinthians 15:21-22; Revelation 20:11-15.

#### SECTION 6 - Satan

We believe that Satan is a person, that he is the unholy god of this age, and the author of all the powers of darkness, and is destined to the judgment of an eternal justice in the Lake of Fire. Matthew 4:1-3; II Corinthians 4:4; Revelation 20:10. We accept the Genesis account of

creation and believe that man came by direct creation of God and not by evolution. Genesis 1:2; Colossians 1:16-17; John 1:3.

## SECTION 7 - Salvation

We believe that we are saved by grace through faith and faith alone in the shed blood of the Lord Jesus Christ on Calvary's Cross. The Believer who has exercised saving faith by accepting Christ as personal Saviour possesses eternal life and is secure in Christ.

We believe that the attitude either of reconciliation or enmity is eternally fixed at death. The doctrine of a second chance is not taught in God's Word. We further believe that there is an appointed day for the judgment of the wicked when they will be cast into the Lake of Fire, there to remain in everlasting conscious punishment. John 5:23, 10:28-30; Acts 16:31; II Corinthians 6:2; Ephesians 2:8; II Thessalonians 1:7-9; Hebrews 9:27; II Peter 2:9; Revelation 20:12-15, 21:8.

## SECTION 8 - Christian Life and Service

We believe that all born again Christians have a perfect standing in Christ and that they should purpose in their hearts to make their walk conform with their standing. We believe that we are justified by faith alone but that a separated life and Christian service are the outgrowth of salvation. Grace teaches good works and does not give license to sin. The Christian will be judged for his works over and above the gift of salvation.

We believe that we are called with a holy calling to walk not after the flesh, but after the Spirit, and so to live in the Spirit that we shall not fulfill the lusts of the flesh; but the flesh being still in us to the end of our earthly pilgrimage, needs to be kept continually in subjection to Christ, or it will surely manifest its presence to the dishonor of His name. Romans 3:20-21, 5:11, 6:1-13, 8:1-3, 12:1-2; I Corinthians 3:12-15; Titus 2:11-13.

## SECTION 9 - The Church

We believe that the Church is the called out assembly of Believers baptized with the Holy Spirit at Pentecost; that Believers are a part of the body of Christ; that they are to observe the ordinances of Christ (which are Baptism and the Lord's Supper) and be governed by His laws; that its officers are Pastor's and Deacons whose qualifications, claims and duties are

clearly defined in the Scriptures. We believe the true mission of the Church is the carrying out of the Great Commission. We hold that the local Church has the absolute right of self-government, free from the interference of any hierarchy of individuals or organizations; and the one and only superintendent is Christ working through the Holy Spirit; that it is scriptural for true Churches to cooperate with each other in contending for the faith and for the furtherance of the Gospel; that each local Church is the sole judge of the measure and method of its cooperation; on all matters of membership, of polity, of government, of discipline, of benevolence, the will of the local Church is final. We further believe that Baptism is by immersion in water, and that the water does not save, but that the believer will be baptized in obedience to the Lord's command. Acts 2:41-42, 8:26-39, 20:17-28, 15:13-18; I Corinthians 11:2; Ephesians 1:22-23, 4:11, 5:23-24; Colossians 1:18; I Timothy 2:1-13; Acts 8:26-39; John 3:23; Romans 6:3-5; I Corinthians 11:23-28.

#### SECTION 10 - Resurrection, Rapture, and Revelation

We believe that after His crucifixion, death, and burial, our Lord Jesus Christ arose personally and bodily from the dead and ascended into Heaven where He is now our High Priest and Advocate. We believe that there will be a resurrection of all, first, the just at His coming and, finally, the unjust after the Millennium. The saints are raised to be forever with the Lord and the unsaved will be confined for eternity in the Lake of Fire.

We believe in the "Blessed Hope," the personal, bodily, pre-tribulational (imminent), pre-millennial return of our Lord and Saviour for His Church (The Rapture), and His later return to the earth in power and glory with His Saints (The Revelation) to set up his Kingdom (The Millennium). John 14:1-3; Acts 1:9, 11, 24:15; I Corinthians 15:3-30; I Thessalonians 4:3-18; II Thessalonians 2; Hebrews 7:25; II Peter 2:9; I John 2:1-1; Revelation 21:1-8.

### **ARTICLE IV - BUSINESS MEETINGS**

The annual business meeting of the Church will be held the fourth Wednesday of January. At this meeting the officers will be elected and the appointments will be approved. Regular business meetings will be held at least quarterly in the months of April, July, and October, the date being the last Wednesday of the month.

**BY-LAWS****ARTICLE V - MEMBERSHIP****A. - MEMBERSHIP REQUIREMENTS****SECTION 1 - Requirements for Membership:**

Candidates for membership, as defined by section 3, desiring to unite with this Church by confession of a personal faith in Christ as Saviour and by Believer's Baptism shall be examined by the Pastor and Deacons (at least 2) as to their Christian experience and the basis of their salvation; and they shall be required to submit to the forgoing Articles of Doctrine in Article III and to the following By-Laws of the church.

**SECTION 2 - Receiving Members**

As many as have met the requirements of Section 1 shall be received publicly by majority vote of active membership present into the fellowship of the Church at any regular service as may be determined by the Pastor and Deacons.

**SECTION 3 - Candidacy for membership**

Candidates may present themselves for membership into this Church in one of three ways:

1. By letter from a Church of like faith and practice.
2. By statement of faith and previous baptism by immersion.
3. By restoration, if having been removed from membership, upon majority vote of the congregation after confession is made publicly before the church membership of the sin or sins involved, and satisfactorily evidencing repentance to the pastor and Deacons.

Baptism by immersion may automatically place an individual into the membership of the local church (Acts 2:41-42). Upon a person's profession of faith in Christ as Saviour, and in obedience to the Scriptural command to be baptized in this church, if he so desires, he



is then added to the membership of Calvary Baptist Church by this act of obedience. Persons 17 years of age and younger must have their parents permission.

#### SECTION 4

No one may be a member of this Church and another simultaneously.

#### SECTION 5

Only active members 18 years of age and older are shareholders in this legal corporation and are entitled to vote and hold office.

#### SECTION 6 - Privileges of membership

All members should bring themselves to the realization that we are a part of the body of our Lord Jesus, that we are of the household of Faith, and that in God's sight we are brothers and sisters. It is therefore our duty to love each other as such, to love and pray for our Church as our earthly home, and to strive to honor our Lord in all we do, say, or act, bearing in mind that we are epistles of Christ, known and read by men. This congregation functions, not as a pure democracy, but as a body under the headship of the Lord Jesus Christ and the direction of the pastor as the undershepherd with the counsel of the Deacons. Membership in this church does not afford those individuals with any property, contract, or civil rights based on principles of democratic government. Determination in the internal affairs of this church are ecclesiastical matters and shall be determined exclusively by the church's own rules and procedures. The pastor shall oversee and/or conduct all aspects of the church. The deacons shall give counsel and assistance to the pastor as requested by him. The membership of the church have certain limited areas of exercising a vote as described in the by-laws. Members may not vote or initiate any church action (except Article VIII D), but rather the vote of a member is to confirm and ratify the direction of the church as determined by the pastor with the counsel of the deacons.

### B. - MEMBERSHIP RULES

#### SECTION 1 - Active Members

All those who show their interest in the welfare of the Church and their love for this ministry by obedience in regular weekly attendance and recognition of their obligation to support the ministry of the church financially, or those who because of sickness or infirmities are unable to attend services shall be classified as active members.

#### SECTION 2 - Non-Resident Members:

All those who live too far removed from Canon City to maintain active membership, but who prefer to remain as members and communicate with the Church by keeping the Clerk informed as to their address (unless they are dependent) shall be classified as non-resident members. Non-resident members may not vote or hold office.

#### SECTION 3 - Inactive Members:

All those who do not classify as non-resident members and who, without an excuse which they can give conscientiously before God, do not attend regularly (on a weekly basis) the services of the Church for a period of three months, shall be placed on an inactive list by vote of the Pastor and Deacons and thereby lose their right to franchise (voting privilege or holding office). The Pastor or Deacons will attempt to contact the individuals personally with a written notification of such action. Should this be unsuccessful, the church clerk will notify the individuals in writing by mail. Names on the inactive list shall not be counted in any statistical reports. Any members on the inactive list shall become active members upon their resuming regular weekly attendance, recognizing their obligation to support the ministry of the church financially, and by a majority vote of the Pastor and Deacons.

#### SECTION 4 - Proportionate Giving:

All resident and non-resident members are expected to give cheerfully to their Church. There will be no annual pledge system or dues and no commercial moneymaking ventures to support this assembly. Each member should feel obligated to invest the first 10% of his income in this world-wide evangelistic ministry.

We also assert our conviction that "Proportionate Giving" (the minimum being a tithe) is a distinct and positive command in the Scriptures (Malachi 3:8-11), and pledge ourselves

to make systematic contributions for the support of the Church, of such a portion of our income as we believe God requires of us, according to the principles laid down in I Corinthians 16:2; II Corinthians 8:1-8; 9:6-15; and Luke 6:38. Gifts to any cause besides those supported by the Church will not be dispersed through the Church.

#### SECTION 5 - Designated contributions

Contributions will not be received that are designated for organizations or individuals not recognized by the IRS as tax-exempt.

Contributions can be designated for particular purposes, programs, or projects of the church itself, which have been authorized in advance as part of its religious activity by the Pastor and Board of Deacons. Expenditures of such contributions for the purposes designated will be entirely within the discretion of the church.

If the church cannot find a way to utilize such contributions within its own purposes and the donor's designation, it will return the donation to the donor with an explanation of the problem.

Contributors may suggest uses for their contributions but all suggestions will be deemed advisory rather than mandatory in nature. The church will determine the best means of carrying out its purposes with such contributions (Acts 4:35). If an outside agency is utilized, the church will continue to exercise expenditure accountability to make sure its funds are applied to its purpose by any contractor, agent, or grantee.

#### SECTION 6 - Dismissal of Members:

It shall be the duty of the Pastor and Deacons to examine the membership records quarterly. Any inactive members who fail to communicate with the Church for a period of three months without just cause shall be removed from the membership roll by majority vote of the Pastor and Deacons and by a majority vote of the active voting membership.

In cases of disorderly conduct or heretical doctrine (based on the Scriptures) so opposed to the Church's life and faith as to destroy the possibility of fellowship, such members may be removed from the membership roll of the Church upon the recommendation of

the Pastor and Deacons and the majority vote of the active voting membership of the church. Gal.6:1; Matt 18:15-17. The church clerk will notify the individuals that their name has been removed from the membership roll by action of the church. This notification will be in writing and mailed to the most current address available.

## **ARTICLE VI - OFFICERS**

Qualifications for all staff, officers and Church leaders, including all teachers, shall be as follows: They shall abstain from the use of tobacco, alcoholic beverages and any drug harmful to the body which is not prescribed by a physician. They must also abide by the qualifications set forth in ARTICLE V - MEMBERSHIP.

### SECTION 1 - Pastor

To be eligible for the office of pastor a man must meet the Biblical requirements contained in I Timothy 3:1-7; Titus 1:5-9; I Peter 5:1-3.

#### A. Duties

1. To have general oversight of the Church
2. To minister the Word
3. To care for the Spiritual welfare of the Church
4. To be a member ex-officio of all Boards and Committees

#### B. Call and Dismissal:

The Pastor shall be called by the Church for an indefinite period of time upon recommendation of the Pulpit Committee. Before recommendation any candidate for the Pastorate of the Church must, by written statement, accept without reservation the Word of God (Eph.4:11-12; I Tim.3:1-7; Titus 1:5-8; Acts 20:17- 28; Heb.13:7-17; I Tim.4:1-2; I Peter 5:1-4), the Church Constitution (Articles I to IV), and By-Laws. A special meeting shall be set for the calling or dismissal of a Pastor. This meeting of the Church shall be announced from the pulpit for two (2) consecutive Sundays preceding the date, and a 3/4 majority vote of 60% of the active voting members shall

be necessary. If at any time the Pastor shall make application to be released from the Pastorate or if the relations between Pastor and congregation become such as is detrimental to the welfare of the Church, the relationship shall be terminated by at least a 30 day written notice and the Pastor relieved of all responsibilities at time of written notice or by mutual consent. The Board of Deacons shall have authority to consider this matter and make proper recommendations to the congregation and shall act as Pulpit Committee, supplemented by two members at large recommended by the Deacons and approved by a majority vote of the active voting membership.

- C. The Pastor shall be the moderator of all business meetings.
- D. The Pastor shall be given two weeks vacation with pay annually upon completion of the first year. He shall accrue an additional week at five years tenure as the Pastor in this church, the maximum annual vacation being three weeks. He may be permitted time away from the church for evangelistic purposes and for Bible conferences providing he provides his own pulpit supply when required. All absences must be approved by the Deacons.

## SECTION 2 - Pastoral Staff

- A. The pastoral staff includes those functioning in a pastoral (shepherding) ministry such as assistant pastor, youth pastor, etc. Their job description shall be designated by the Pastor and Deacons and approved by the church prior to their call.
- B. Call and Dismissal:

The members of the pastoral staff shall be called by the church based upon a positive recommendation by the Pastor and Deacons. The call shall be extended for an indefinite period of time. Before recommendation any candidate must, by written statement, accept without reservation the Word of God (Eph. 4:11; I Tim 3:17; Titus 1:5-8; Acts 20:17-28; Heb 13:7-17; II Tim 4:1-2; I Peter 5:1-4, the Church Constitution (Articles I to IV), and By-Laws. A Special meeting shall be set for the calling or dismissal of a member of the pastoral staff. This meeting of the Church shall be announced from the pulpit for two (2) consecutive Sundays preceding the date, and a majority vote of the active voting members present shall be necessary. If, at any time, a member of the pastoral staff shall make application to be released from

his duties or if the relations between the pastoral staff member and the pastor or the congregation become such as is detrimental to the welfare of the Church, the relationship shall be terminated by at least a 30 day written notice and the pastoral staff member relieved of all responsibilities at time of written notice or by mutual consent.

- C. Pastoral staff members shall be given two weeks vacation with pay annually upon completion of the first year. They shall accrue an additional week at five years tenure as a member of the pastoral staff in this church, the maximum annual vacation being three weeks. All absences must be approved by the Pastor under the auspices of the Deacon Board.

### SECTION 3 - Administrative Staff

- A. The Administrative Staff includes those functioning in an administrative capacity only, such as Administrative Assistant, Business Manager, Christian School Principal/Administrator, Minister of Music, Minister of Evangelism, Minister of Education, etc. Their job descriptions shall be designated by the Pastor and Deacons and approved by the church prior to their call.

#### B. Call and Dismissal

The members of the administrative staff shall be called by the church based upon a positive recommendation by the Pastor and Deacons. The call shall be extended for an indefinite period of time. Before recommendation any candidate must, by written statement, accept without reservation the Word of God (Eph 4:11-12; I Tim 3:1-7; Titus 1:5-8; Acts 20:17-28; Heb 13:7-17; II Tim 4:1-2; I Peter 5:1-4), the Church Constitution (Articles I to IV), and By-Laws. A special meeting shall be set for the calling or dismissal of a member of the administrative staff. This meeting of the church shall be announced from the pulpit for two (2) consecutive Sundays preceding the date, and a majority vote of the active voting members present shall be necessary. If at any time a member of the administrative staff shall make application to be released from his duties or if the relations between the administrative staff member, the Pastor or the congregation become such as is detrimental to the welfare of the Church, the relationship shall be terminated by at least a 30 day written notice and the

administrative staff member relieved of all responsibilities at time of written notice or upon mutual consent.

- C. Administrative staff members shall be given a minimum of two weeks vacation with pay annually upon completion of their first year. All absences must be approved by the Pastor under the auspices of the Deacon Board.

#### SECTION 4 - Deacon

- A. To be eligible for the office of Deacon a man must meet the Biblical requirements contained in I Timothy 3:8-13; Titus 1:5-9; I Peter 5:1-3; Acts 6:1-3. The candidate must be a member in good standing of this Church for a period of six (6) months.
- B. The Board of Deacons shall be elected by the church. When possible a minimum of three (3) Deacons shall be elected for the first fifty (50) members, and one (1) for each additional twenty-five (25) members to a maximum of seven (7). The Deacons are to be servants of the Church. I Timothy 3.
- C. The Deacons should select a chairman, a vice-chairman, and a secretary from among their own number. The secretary shall keep a record of the minutes and proceedings of all meetings. The Chairman of the Board of Deacons shall act as Moderator of the Church in the absence or removal of the Pastor. The Pastor and the Board of Deacons shall constitute a standing committee for the purpose of examining questionable applications for membership and to which all matters of discipline shall be referred. They shall have general supervision of all the departments. It shall be a duty of the Deacons to seek out such members of the Church who need assistance and to supervise the use of the alms of the Church for their relief, to visit the sick, to insure preparation and distribution of the elements of the Lord's Supper, to have general supervision of the spiritual interest of the Church, to provide for the Service of Worship, and to cooperate with and assist the Pastor in the performance of his duties. The Board of Deacons shall recommend the Pastor's and staff members remuneration annually and all items of Missionary support to the Church. The Board of deacons shall act in an advisory capacity concerning all matters of Church Business, and in the employing and dismissing of all Staff members.

- D. The Board of Trustees shall be all of the Deacons. This Board shall act in an advisory capacity in all matters concerning legal transactions and Church properties. The Chairman of the Board of Deacons will act as Chairman of the Board of Trustees and shall be the President of the Corporation. Their duties in this capacity shall be
  - 1. To supervise all Church property and be responsible for its care and maintenance.
  - 2. To represent the Church on all legal matters.
  - 3. To discharge funds for maintenance, repairs, and other Church expenditures not to excess of \$500.00. Larger expenditures shall be referred to the Church.
  
- E. The Board of Deacons shall arrange for pulpit supply if the Church is without a Pastor.
  
- F. Two-thirds (2/3) of the membership of the Board of Deacons shall constitute a quorum. The Deacons will hold monthly meetings.
  
- G. Members of the Board of Deacons (Trustees) shall serve a regular term of three years upon election by the church. These shall be arranged to expire alternately. (A novice shall serve an initial term of one year.)

#### SECTION 5 - Church Clerk

- A. Duties:
  - 1. To keep a record of the proceedings of the Church at all meetings.
  - 2. To keep a complete register of membership,
  - 3. To issue letters of dismissal and removal as directed by the Church,
  - 4. To preserve all documents, papers, and letters coming into his hands during his term, and,
  - 5. To deliver same and all records kept by him to his successor.
  
- B. The Church Clerk and the Assistant Church Clerk shall be elected by the church and serve as Secretary of the Corporation for a term of two years. (The person receiving the second highest number of votes at the Annual Business Meeting shall serve as assistant Church Clerk and Historian.)



SECTION 6 - Church Treasurer

A. Duties:

1. To receive from the Financial Secretary all funds for current expenses, building fund, etc. and to keep general record of such receipts,
2. To make payment of all reoccurring bills which shall be by check as authorized by the Board of Deacons/Trustees,
3. To submit to the Church at all regular business meetings to carefully itemized statement of receipts and expenditures for the quarter ending,
4. To present a complete financial report for the year ending at the annual business meeting,
5. To train the Assistant Treasurer to assume duties of the office should the office be vacated, and
6. The Assistant Treasurer will be responsible for the Missions Account and any other accounts designated by the Treasurer with the approval of the Pastor and Deacons.

- B. The Treasurer and the Assistant Treasurer shall be appointed by the Pastor and Deacons, then approved or ratified by a majority vote of the active voting membership. The term of office shall be two years.

SECTION 7 - Church Financial Secretary

A. Duties:

1. To receive from the Head Usher or usher all tithes, offerings, and funds received for the church.
2. To maintain an accurate personal record of each individual's giving in confidence. To provide an annual receipt of same as requested by members for their personal records.
3. To submit to the Church at all regular business meetings a carefully itemized statement of receipts for the quarter ending.

- B. The Financial Secretary and the Assistant Financial Secretary shall be appointed by the Pastor and Deacons, then approved or ratified by a majority vote of the active voting membership. The term of office shall be two years.

#### SECTION 8 - Head Usher

##### A. Duties:

1. To choose personnel needed for ushering (church members only), who in turn must be approved by the Deacon Board,
2. To work with the Pastor in the training of the Ushers,
3. Keep an accurate record of attendance and offering for every service.

- B. The Head Usher shall be appointed by the Pastor and Deacons. The term of office shall be two years.

#### SECTION 9 - Designation of corporate officers

As an accommodation to legal relationships outside the church the pastor shall serve as president of the corporation; the church clerk shall serve as secretary of the corporation; the church treasurer shall serve as treasurer of the corporation; and the chairmen of the Board of Deacons shall serve as vice president of the corporation.

#### SECTION 10 - Authority

Unless authority to speak on behalf of the church is otherwise granted by the pastor and the Board of Deacons in writing, the pastor (or the chairman of the Board of Deacons if the office of pastor is vacant) shall have sole authority to communicate the legal position of the church regarding matters that are not expressly addressed by these by-laws. In no event shall the pastor (or the chairman of the Board of Deacons if the office of pastor is vacant) have the authority to make statements on behalf of the church that contradict these by-laws.

### **ARTICLE VII - TENURE OF OFFICE**

Should an officer of the Church fail to perform his (or her) duties or be unable for a period of time to do so, or conduct himself in a manner which in the opinion of the Board would be detrimental to the welfare of the church, the Board of Deacons shall have the authority to recommend to the Church such office be vacated. Such recommendation shall then be ratified by a majority vote of the active voting membership present. The Board will then act as a nominating committee to recommend a replacement for Church action to be approved by the Church at a special business meeting called for this purpose.

### **ARTICLE VIII - CHURCH MEETINGS**

- A. Regular worship, teaching, and evangelistic services shall be conducted each Lord's Day and any day so decided by Pastor, Congregation, or Board of Deacons.
- B. A midweek service for bible study, prayer and praise will be conducted.
- C. The Lord's Table will be observed monthly or as directed by the Pastor and the board of Deacons.
- D. Special business meetings may be called by the Pastor or Deacon Board. Ten percent (10%) of the active voting membership may ask for a special church business meeting, and the Pastor or Board of Deacons will be obligated to call such a meeting. All special business meetings will be announced for two (2) services prior to the business meeting.
- E. A quorum for Church business meetings shall consist of 25% of the active voting membership. A majority of the quorum is required to approve all expenditures not provided for in the annual budgeted accounts. Any business transaction of the Church may be enacted with a simple quorum present with the exception of the purchase or sale of property, the commitment to long term indebtedness, and the amendment of the Constitution/By-Laws which shall require a quorum of 33% of the active voting membership.

### **ARTICLE IX - MISSIONS**

The Church's policy for missions shall be a minimum of 10% of the annual budget. The Church shall have an aggressive and sacrificial missions program whereby missionaries are financially supported and the church is regularly made aware of their ministries. Soul winning and church planting ministries are to receive priority in funding.

## **ARTICLE X - PROPERTY**

The title to all real estate and personal property acquired by the Church in any manner whatsoever shall be held in the name of the Church as follows:

"THE LINCOLN PARK CALVARY BAPTIST CHURCH OF CANON CITY, a corporation organized and existing under and by virtue of the laws of the State of Colorado."

All property so held shall be maintained and administered by its duly elected Deacons subject to the supervision of the Church. Only members are permitted to use the Church property or facilities. Members of churches of like faith and practice may use the church property and facilities subject to the approval of the **Pastor and** Deacon Board.

## **ARTICLE XI - ORDER OF BUSINESS**

### SECTION 1 - Moderator

The Pastor of the Church or, in his absence, the Chairman of the Board of Deacons shall act as moderator in all meetings for the transaction of business, according to Robert's Rules of Order.

### SECTION 2 - Moderator duties

(A) It shall be the duty of the moderator to keep order and to state and explain propositions. An agenda should be distributed at quarterly business meetings by the moderator or those who he appoints. The church office must be notified 10 days in advance of a scheduled meeting regarding the addition of items to the agenda.

(B) The following order shall be observed at the regular church business meetings:

1. Devotions & prayer
2. Reading of minutes
3. Report of officers
4. Reports of standing committees
5. Reports of special committees
6. Unfinished business
7. Election of officers
8. New business
9. Adjournment
10. Closing prayer

### SECTION 3 - Open and close of meetings

The moderator shall cause the meeting to be opened and closed in prayer.

### SECTION 4 - Fiscal year

The fiscal year of the church shall begin January 1st and end December 31st.

The fiscal year of Calvary Christian School shall begin August 1st and end July 31st.

## **ARTICLE XII - AUXILIARY ORGANIZATIONS**

Auxiliary organizations such as Young People's groups, Men's Fellowship, etc. may be formed as deemed necessary upon action by the Church or by the Pastor and Board of Deacons. All such organizations shall be supervised by the Pastor and the Deacon Board and shall report to the Pastor and Deacon Board.

## **ARTICLE XIII - SUNDAY SCHOOL**

The Sunday School shall exist for the purpose of evangelizing, educating and edifying the church membership and constituency. The Sunday School Superintendent shall be appointed by the Pastor and Deacons, then approved or ratified by a majority vote of the Church. The term of office shall be two years. His duties shall be:

1. To be responsible for the supervision of every phase of the Sunday School and to be alert in caring for the needs of each class,
2. To appoint an assistant, all department heads, teachers, etc. annually, in counsel with the Pastor and Deacon Board.
3. To make whatever changes he deems necessary for the good of the Sunday School, in counsel with the Pastor and Deacon Board.
4. To be responsible for all curriculum, literature, etc. used in the Sunday School, in counsel with the Pastor and Deacon Board.

#### **ARTICLE XIV - COMMITTEES**

The Pastor and Deacons may appoint such committees (Standing and Ad Hoc) as are deemed necessary to the execution of the mission and ministry of this church. The establishment of these committees must be approved or ratified by the church. The appointments to them will be at the discretion of the Pastor with the approval of the Deacons and the ratification of the active voting membership.

##### **SECTION 1 - Nominating Committee**

At least two (2) months before each annual business meeting, the Pastor and Board of Deacons shall appoint a Nominating Committee to nominate elected officers for election at the annual business meeting. The Nominating Committee shall be composed of at least three deacons and two members from the church membership at large. Nominations shall be submitted to the Nominating Committee in writing (bearing the name of the member nominating) at least three weeks before the Annual Meeting. The Nominating Committee will contact the Nominees regarding qualifications and willingness to serve prior to the Annual Meeting.

## SECTION 2 - Ad Hoc Committees

Temporary committees including a budget committee, audit committee, and others as deemed necessary for the effectual functioning of the church shall be appointed by the Pastor and Deacons. All existing Ad Hoc committees must present reports at each quarterly business meeting.

## **ARTICLE XV - SPECIAL WARNINGS**

### SECTION 1 - Divorce

Realizing that God has established the home and that divorce is because of the hardness of heart, we deplore the degeneration of the family. Only for the cause of habitual unrepentant fornication or desertion (I Cor. 7) by an unbelieving spouse does the Bible allow divorce (Matt. 5:31-32, Matt. 19). The divorced are never shunned in our ministries, but are welcomed and loved by our membership.

### SECTION 2 - Charismatic movement

This Church is opposed to the charismatic movement.

### SECTION 3 - Questionable things

Because some modern practices are not definitely mentioned by name in Scripture, and yet are offensive or a stumbling block to some, we as members of this congregation, endeavoring to please the Lord in our conduct, believe we should gladly refrain from all worldliness, specifically the following.

1. Practices which defile the body (I Cor. 5),
2. Worldly entertainment, movies, dances, and music which lead to fleshly lusts (I Peter 2:11),
3. Immodesty in dress or excessive ornamentation (Deuteronomy 22:5; I Peter 3:1-4),
4. Filthy communication from our mouths (Colossians 3:8).

5. Other things which prove to be offensive to the Assembly, and any stumbling block to the weak Christian (Romans 14:21),
6. Drunkenness or intoxication (Eph 5:18; I Cor 6:12).

#### SECTION 4 - Lawsuits between believers

We believe that Christians are prohibited from bringing civil lawsuits against other Christians or the church to resolve personal disputes. We believe the church possesses all the resources necessary to resolve personal disputes between members. We do believe, however, that a Christian may seek compensation from another Christian's insurance company as long as the claim is pursued without malice or slander (1 Corinthians 6:1-8; Ephesians 4:31-32).

#### SECTION 5 - Human sexuality

1. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery and pornography are sinful perversions of God's gift of sex. Any employee of Calvary Baptist Church or Calvary Christian School becoming pregnant or causing pregnancy as a result of consensual sexual relations, outside of the marriage relationship, shall be terminated from employment. (Genesis 2:24; Genesis 19:5,13; Genesis 26:8-9; Leviticus 18:1-30; Romans 1:26-29; 1 Corinthians 5:1; 6:9; 1 Thessalonians 4:1-8; Hebrews 13:4)
2. We believe that the only legitimate marriage is the joining of one man and one woman by mutual covenant. (Genesis 2:24; Romans 7:2; 1 Corinthians 7:10; Ephesians 5:22-23.
3. We believe that men and women are spiritually equal before God, but that God has ordained distinct and separate spiritual functions for men and women in the home and the church. The husband is to be the leader of the home and men are to be the leaders (pastors and deacons) of the church. Accordingly, only men are eligible for licensure and ordination by the church. (Galatians 3:28; Colossians 3:18; 1 Timothy 2:8-15; 3:4-5, 12)



## SECTION 6 - Abortion

We believe that human life begins at conception and that the unborn child is a living human being. Abortion constitutes the unjustified, unexcused taking of unborn human life. Abortion is murder. We reject any teaching that abortions of pregnancies due to rape, incest, birth defects, gender selection, birth or population control, or the mental well-being of the mother are acceptable. Any employee of Calvary Baptist Church or Calvary Christian School receiving and/or facilitating the murder of an unborn child by abortion shall be terminated from employment. (Job 3:16; Psalms 51:5; 139:14-16; Isaiah 44:24; 49:1, 5; Jeremiah 1:5; 20:15-18; Luke 1:44)

## **ARTICLE XVI - CHURCH DISCIPLINE**

### SECTION 1 - Subject of and steps to church discipline

Any member who in life or teaching violates the principles of this Church as set forth in the Word of God and this Constitution and By-Laws shall be subject to Church discipline.

A. - Reasons for church discipline include:

1. Immorality (I Cor 5)
2. False Doctrine (I Tim 6:1-5, 1:19-20; II Tim 2:16-18)
3. Those causing divisions (Rom 16:17-18; Titus 3:10)
4. Unrepentant attitude toward sin. (Matt. 18:15-17; II Thess. 3)

B. Course of Action for Church Discipline (Matt. 18:15-17)

There shall be a discipline committee consisting of the pastor and Board of Deacons. These men shall have sole authority in determining heretical deviations from the statement of faith and violations of the church covenant. If the pastor or a deacon is the subject of a disciplinary matter, he shall not sit as a member of the discipline committee. He shall be entitled to the same steps as other church members and be subject to the same discipline.

- (1) Members are expected to demonstrate loyalty and concern for one another. When a member becomes aware of an offense of such magnitude that it hinders spiritual growth and testimony, he is to go alone to the offending party and seek to restore his brother. Before he goes, he should first examine himself. When he goes, he should go with a spirit of humility and have the goal of restoration (Galatians 6:1).
- (2) If reconciliation is not reached, a second member, either a deacon or the pastor is to accompany the one seeking to resolve the matter. This second step should also be preceded by self - examination, and exercised in a spirit of humility with the goal of restoration (Galatians 6:1).
- (3) If the matter is still unresolved after the steps outlined in subsections (1) and (2) have been taken, the discipline committee, as the church representatives Biblically responsible for putting down murmuring, shall hear the matter. If the matter is not resolved during the hearing before the discipline committee, the committee shall recommend to the members of the church that they, after self-examination, make an effort personally to go to the offending member and seek the member's restoration (Galatians 6:1).
- (4) If the matter is still unresolved after the steps outlined in subsections (1), (2), and (3) have been taken, such members who refuse to repent and be restored are to be removed from the membership of the church upon a majority vote of the membership present at a meeting called for the purpose of considering disciplinary action.
- (5) No matter may be heard by the discipline committee or the church unless the steps outlined in subsections (1) and (2) have been taken, except in the case of a public offense.
- (6) If an unrepentant offending party is removed from the church membership, all contact with him from that point forward must be for the sake of restoration (except family members). 1 Corinthians 5:2, 5, 11-13.

- C. Active members who absent themselves for three (3) months without just cause are automatically placed on the Inactive list by the Pastor and Deacons and notified by the church clerk in writing that they forfeit rights of franchise. Reinstatement to the active membership list shall be in accordance with Article V, Paragraph B, Sec. 3.
- D. Members wishing to unite with another church of like faith may be granted a letter of dismissal and standing which shall be mailed directly to the church to which the transfer is made.

### **ARTICLE XVII - AFFILIATIONS AND ASSOCIATIONS**

This church may choose to fellowship, associate or affiliate with any Scriptural organization by a 3/4 majority vote of 60% of active voting membership providing that action, or the results of it, does not in any way surrender or violate the independent, Baptist, sovereign, autonomous status of the church. All fellowship, associations or affiliations with any church or organization should have as its basis a like faith and order position. Therefore all such actions should be consistent with the preamble, covenant and Doctrinal statement (Article III) of this church. This action may be reversed by the same procedure.

### **ARTICLE XVIII - AMENDMENTS**

This Constitution or any part of it may be amended by addition, alteration, substitution, or elimination at any special meeting called for the purpose. Notice of the proposed changes and time of meeting must be announced in all services at least two (2) weeks before such meeting is held. Written notification will be sent to all active members who are not physically able to attend church or are otherwise providentially hindered from being present to hear the announcements. An amendment to be adopted must receive at least 3/4 majority of the votes of the quorum present (Art. VIII, Sec. E). The only exceptions to this being any amendment to change the independent status of the Church or to change the Doctrinal Statement contained in ARTICLE III of the Articles of Incorporation. Amendments to change either the independent status of the Church, or to change the Doctrinal Statement contained in ARTICLE III, must have the unanimous consent of all active voting members.

## **ARTICLE XIX - DISSOLUTION OF THE CHURCH**

In case of the dissolution of this Church for any unforeseen reason, all monies derived from the sale of property, etc. shall be given to a/an independent, fundamental, Bible-believing Baptist church(s), said organization being in complete agreement with ARTICLE III of this Constitution. Amendment of this article in any way shall require the unanimous consent of all active voting members.

## **ARTICLE XX - BINDING ARBITRATION**

### **SECTION 1** - Submission to arbitration

Believing that lawsuits between believers are prohibited by Scripture (see Article XV Section 4) all members of this church agree to submit to binding arbitration any matters which cannot otherwise be resolved, and expressly waive any and all rights in law and equity to bringing any civil disagreement before a court of law, except that judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

### **SECTION 2** - Notice of arbitration

In the event of any dispute, claim, question, or disagreement arising out of or relating to these By-laws or any other church matter, the parties shall use their best efforts to settle such disputes, claims, questions or disagreements as befits Christians. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests not to disgrace the name of Christ, seek to reach a just and equitable solution. If they do not reach such solution within a period of sixty (60) days, then upon notice by either party to the other, disputes, claims, questions, or differences shall be finally settled by arbitration as described in section 1, above, and such Procedures for Arbitration as are adopted pursuant to Article XX section 4 below.

### **SECTION 3** - Limitations on arbitration

(A) Should any dispute involve matters of church discipline, the arbitrators shall be limited to determining whether the procedures for church discipline as outlined under Article XVI were followed.

(B) Should any dispute involve the removal from office of the pastor and any church officer, the arbitrators shall be limited to determining whether the procedures set forth in Article XVI were followed.

#### SECTION 4 - Procedures for arbitration

The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and resolve disputes with each other in private or within the Christian church (see Matthew 18:15-20; 1 Corinthians 6:1-8). Therefore, the parties agree that any claim or dispute arising from or related to this agreement shall be settled by biblically-based mediation and, if necessary, legally binding arbitration in accordance with the **Guidelines for Christian Conciliation of the Institute for Christian Conciliation™, a division of Peacemaker© Ministries** (complete text of the guidelines are on file and available from the church office). Judgment upon arbitration decision may be entered in any court otherwise having jurisdiction. The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of the employment relationship or this agreement and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision.

Each party, regardless of the outcome of the matter, agrees to bear the cost of his/hers/its own arbitrator and one half of the fees and costs of the neutral arbitrator and any other arbitration expenses.

### **ARTICLE XXI -- MINISTRY OF EDUCATION**

#### SECTION 1 -- Purpose

The church believes that it is to provide children with an education which is based upon and consistent with Biblical teachings. The church believes that the home and church are responsible before God for providing a Christian education. To this end, the church, as it

deems necessary, shall engage in ministries in education in keeping with this Constitution and By-laws.

#### SECTION 2 -- Staff membership

All instructors, teachers, and administrators shall be members of this church. This provision shall not apply to visiting missionaries, evangelists, or preachers engaged for the purpose of delivering sermons, conducting revivals, or other special meetings on a temporary basis.

#### SECTION 3 -- Statement of faith accord

All educational programs or courses of instruction shall be taught and presented in full accord with the statement of faith of the church.

#### SECTION 4 -- Unity

All educational programs or courses of instruction shall be conducted as an integral and inseparable ministry of the church.

#### SECTION 5 -- Teaching

All educational programs or courses of instruction shall be conducted consistent with the teaching of the inerrant Word of God. Any assertion or belief which conflicts with or questions a Bible truth is a pagan deception and distortion of the truth which will be disclaimed as false. It is the responsibility of every instructor or teacher to present the inerrant Word of God as the sole infallible source of knowledge and wisdom.

#### SECTION 6 -- Christian walk

All administrators, instructors, and teachers shall continue a life-style consistent with the precepts which they teach, whether in or out of the classroom.

### **ARTICLE XXII -- ORDINATION**

**SECTION 1** -- Ordination qualifications

Any member of this church or its mission churches, who gives evidence of a genuine call of God into the work of the ministry and possesses the qualifications stated in 1 Timothy 3:1-7 and Titus 1:6-9, may be ordained as a minister of the Gospel.

**SECTION 2** -- Ordination procedure

- (A) Upon a conference with the pastor and after the pastor has approved the candidate for ordination, the pastor shall call a council to examine and pass on the qualification of the candidate. The ordinations council shall consist of ordained ministers of like faith invited to participate in the examination of the candidate.
- (B) If the candidate is found worthy of the ordination by the council, the ordination council may ordain the candidate on behalf of the church.
- (C) The pastor and chairman of the deacons shall arrange the ordination service.

**ARTICLE XXII -- TAX-EXEMPT PROVISIONS****SECTION 1** -- Private inurement

No part of the net earning of the church shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the church shall be authorized and empowered to pay reasonable compensation for the services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II.

**SECTION 2** -- Political involvement

No substantial part of the activities of the church shall be the carrying on of propaganda or otherwise attempting to influence legislation. The church shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

**SECTION 3** -- Dissolution

Upon the dissolution of the church, the trustees shall, after paying or making provision for payment of all the liabilities of the church, dispose of all the assets of the church to such organization or organizations formed and operated exclusively for religious purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), as the trustees shall determine. Assets may be distributed only to a/an independent, fundamental, Bible-believing Baptist church(s), of like faith and practice, said organization being in complete agreement with ARTICLE III of this Constitution.

SECTION 4 -- Racial nondiscrimination

The church shall have a racially nondiscriminatory policy and therefore shall not discriminate against members, applicants, students, and others on the basis of race, color, or national or ethnic origin.

SECTION 5 -- Limitation of activities

Notwithstanding any other provision of these Bylaws, the church shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes stated in Article II.

**Amended and approved by vote of the congregation on March 15, 2001, at a business meeting held for the purpose of amendment.**