

CALVARY CONSTITUTION AND BYLAWS

Revised May 7, 2022

ARTICLE I - NAME

The name of this church shall be CALVARY BAPTIST CHURCH of Lake Havasu City, Arizona and shall be affiliated with the Southern Baptist Convention.

ARTICLE II - MISSION

The mission of Calvary is to lead people to a life-changing relationship with Jesus.

ARTICLE III - DOCTRINE

We, the members of Calvary Baptist, believe:

- A. The Bible is the inerrant, inspired Word of God that tells us what to believe and how to live;
- B. There is one God, revealed in three persons, Father, Son, and the Holy Spirit;
- C. Jesus Christ came in the flesh, born of a virgin, lived a sinless life, died on the cross to pay for our sins, was raised from the dead, ascended into Heaven, and will come again to judge the living and the dead;
- D. All people are sinners and need the grace of God;
- E. Salvation is only through faith in Jesus Christ.

In all other matters of doctrine and practice, we endorse and adhere to the Baptist Faith and Message, 2000, of the Southern Baptist Convention.

ARTICLE IV - MEMBERSHIP RESPONSIBILITIES

God calls all Christians to serve Him through worship, acts of ministry, personal spiritual growth and the use of our spiritual gifts. As Christians, we have the responsibility to:

1. Love God, our neighbors, and our enemies;
2. Live holy lives;
3. Avoid destructive behavior such as:
Alcohol and drug abuse, pornography, gambling, dishonest practices,
gossip, lying, immorality, etc;
4. Glorify God in all we say and do;
5. Share the Good News of life in Jesus Christ;
6. Support the work of the Kingdom through regular, faithful giving;
7. Actively participate in the life of the church.

ARTICLE V – CALVARY'S VALUES

RELATABLE TRUTH:

If we read and apply the word of God, He will change our lives

TRANSPARENT LIVING:

**God desires us to be real, open, and honest about who we are
allow others to do the same**

CONTAGIOUS CELEBRATION:

Following Jesus results in a joy-filled life which draws people to Jesus

UNCOMFORTABLE GRACE:

Followers of Jesus give the same limitless grace they have received from God

RADICAL SERVICE:

Followers of Jesus best demonstrate love to others through acts of kindness and service

BYLAWS ARTICLE I - MEMBERSHIP

A. Profession of Faith

Any person old enough to understand that if you confess with your mouth and believe in your heart that Jesus Christ is Lord and that God raised him from the dead, you will be saved. This public profession of faith also acknowledges that Jesus Christ is the Son of God, was sent to die on the cross for the forgiveness of our sins, and for our salvation. The believer then becomes a member of Christ's church and the fellowship of Christian believers throughout the world.

B. Membership Requirements for Calvary Baptist Church

This church, under the leadership of Christ and in accordance with the Word of God, retains the right to determine who shall be a member of Calvary Baptist Church.

Membership requirements are as follows:

1. Any person desiring to become a member shall attend the Introduction to Calvary Class;
2. Be baptized by immersion (unless precluded by any medical or physical conditions). If baptism has been previously accomplished, a baptism certificate or a statement attesting to scriptural baptism shall be required;
3. A written or verbal testimony about his/her relationship with Jesus Christ shall be given to any member(s) of the Pastoral Staff;
4. Complete the Membership Application Card;
5. Upon recommendation of Pastoral Staff and affirmation by a 2/3 vote of the Executive Council, the new member shall:
 - a. Be entitled to vote, if 18 or older;
 - b. Receive a welcome letter acknowledging his/her membership;
 - c. Have his/her name placed on the membership roster;
 - d. Be introduced to the congregation via any appropriate means of communication;
 - e. Attend worship services and/or participate in church ministries and/or activities;
 - f. Support the church financially.

C. Voting Rights

Every active member of the church, as defined in the previous Section B, 18 years or older shall be entitled to vote when a vote of the general church membership is called for.

D. Discipline

It shall be the practice of this church to emphasize to its members that every reasonable measure shall be taken to assist any troubled member. The Senior Pastoral Staff and Deacons shall be available for counsel and guidance. The attitude of members toward the troubled member shall be guided by a concern for redemption rather than punishment.

Exclusion:

Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, the Pastor(s) and the Deacons shall take every reasonable measure to resolve the problem in accordance with Matthew 18. If it becomes necessary for the church to exclude a member, a 2/3 vote of the voting members of the Executive Council shall be required. The Executive Council may then declare the person no longer a member of the church. All such proceedings shall be guided by a spirit of Christian kindness and forbearance.

E. Termination of Members

Members of this church may be removed from the membership roll in any of the following ways:

1. Request of the member;
2. Inactivity for a period of twelve months, i.e. attending, giving, communicating;
3. By exclusion;
It is the right and in harmony with Scriptures to exclude from the membership any person whose behavior and/or conduct is not based upon Scripture (Reference: Galatians 1:8,9; 2 Thessalonians 3:6,11; 1 Corinthians 5:11);
4. Death.

F. Restoration of Membership

Anyone whose name has been removed from the roster other than by exclusion and desires to be re-instated must again meet the membership requirements before his/her name will be added to the membership roster.

If one has been terminated by exclusion, he/she may apply to the Deacon Leadership for re-instatement. The Deacon Leadership shall then forward their recommendation to the Executive Council for their action.

G. Membership Records

Oversight and the keeping of Membership Records shall be the responsibility of the church secretary. Prior to the annual business meeting, these records shall be updated.

H. Membership Requirement for Leadership

All individuals in church leadership positions shall meet, but not be limited to, the following criteria:

1. Meet church membership requirements: Article I, Section B
2. Complete LEAD Class
3. Sign and abide by our Leadership Covenant

BYLAWS ARTICLE II - BUSINESS MEETINGS OF THE MEMBERS

A. General

All business meetings of the members shall be held at Calvary Baptist Church unless otherwise specified in the notice. A quorum shall consist of those voting members present. There will be no votes allowed by absentee ballot. Meetings shall be conducted in accordance with the most recent edition of *Robert's Rules of Order, Newly Revised* unless otherwise specified by these Bylaws. The moderator for all business meetings shall be the Chairman of the Executive Council or as designated by the Executive Council.

B. Notice of Meeting

Announcement of the date, time, place, and purpose of all business meetings shall be given from the pulpit and in the church bulletin at least two weekends of services immediately preceding the meeting and via any other means of church communication. In addition to the foregoing, any meetings that relate to the purchase, sale, encumbrance, transfer of real property or, Constitution and Bylaw revisions shall require a written notice in the same manner as above at least four weeks prior to the meeting.

C. Annual Business Meeting

Executive Council shall schedule an Annual Business Meeting in the April to June quarter. The agenda shall include the operating budgets for the church and Calvary Christian Academy, the election of church leaders, a financial report, and a summary of church events and statistics: such as, baptisms, attendance, membership, and professions of faith. It may also include other church business such as any reports from church ministries, committees, task force(s), or as added by Executive Council.

D. Special Business Meetings

Special Business Meetings of the church may be called by the Executive Council, the Deacon Leadership, the Senior Pastoral Staff, or a written petition by ten percent (10%) of the voting members of the church. This petition shall be given to the Executive Council. Upon receipt and verification of the active membership status of the signers, the Executive Council shall call a meeting at the earliest possible date, subject to the requirements stated in paragraph B.

E. Meeting Minutes

Comprehensive minutes of all Church Business Meetings shall be taken by the Executive Council Recording Secretary or her approved representative at all church business meetings. They shall be reviewed and approved by the Executive Council at their next regular meeting and made available for all church members.

F. Voting

Unless a motion is made concerning the method of voting, the Chair of the meeting shall determine the method of voting, with the exception that the following shall be by secret ballot: real estate transactions, all elections, and changes to the Constitution and Bylaws.

G. Other Meetings

Informational Meetings for the congregation and other non-business meetings of the church body shall be set with the approval of the Executive Council.

BYLAWS ARTICLE III - ORDINATION AND LICENSING

A. License

When a member announces to the church that he feels a call to the ministry, upon recommendation by the pastoral staff and with approval of the Deacon Leadership, the church may license him as an acknowledgement of his call to the ministry and offer encouragement to make preparation for it. The church office shall furnish the member with a copy of the minutes and a certificate of license which serves as his credentials. It is understood that the performance of civil duties by the member shall be governed by the state.

B. Ordination

In the event of a request to ordain a member who has been called to the gospel or a specialized ministry, the Deacon Leadership shall examine the candidate and present a recommendation to the Executive Council.

Upon the council's approval, the church shall proceed with the ordination service.

BYLAWS ARTICLE IV - PASTORAL AND MINISTERIAL STAFF

A. Qualifications of Lead Pastor

The Lead Pastor of this church shall give satisfactory evidence of a divine call to the gospel ministry. He shall also give evidence of meeting the scriptural qualifications as stated in I Timothy 3:1-7. The Lead Pastor shall agree with the biblical principles, the evangelical emphasis of the Southern Baptist Convention, as well as the mission of this church as set forth in this document.

B. Call of Lead Pastor

1. If there is a Co-Pastor when the Lead Pastor position becomes vacant, the Co-Pastor becomes Lead Pastor based on his equal status to Lead Pastor authorized in Article IV, Sections F, G, and H.
2. In the event there is not a Co-Pastor and there is a need to call a new Lead Pastor, the Personnel Committee, with counsel from the deacons, shall conduct the search for, interview of, and recommend to the Executive Council a candidate for Lead Pastor.
3. For the candidate to be recommended to come in view of a call, a 2/3 approval of the voting members of the Executive Council and 2/3 of the Deacon Leadership shall be required.
4. The candidate must receive an affirmative vote of 2/3 majority of the voting members present in the combined weekend worship services for the candidate to proceed in the vetting process. The congregational voting shall take place at the end of each weekend worship service in which the candidate preaches.
5. A final vote of 2/3 majority of the voting members of the Executive Council and 2/3 majority of the Deacon Leadership shall then be required for the candidate to become Lead Pastor. This final vote allows for Executive Council and the Deacons to have an opportunity to address any issues which may have surfaced during the weekend of the candidate's call.
6. If the candidate for new Lead Pastor fails to receive the required approvals, the Personnel Committee following the procedure set forth in Section B.2. shall seek out and recommend to the Executive Council another candidate for Lead Pastor.

C. Pastor(s) Duties and Responsibilities

The Lead Pastor and Co-Pastor, if there is a Co-Pastor, are the spiritual leader(s) of the church. He/they shall be ex-officio member(s) of all church ministries, committees, ministry teams, and task forces. He/they may call a special meeting in accordance with these Bylaws.

The Lead Pastor and Co-Pastor, if there is a Co-Pastor, shall:

1. Conduct worship services on stated and special occasions;
2. Be responsible for general oversight of the spiritual welfare of the church;
3. Administer the ordinances;
4. Minister to members of the church and community;
5. Be responsible for the pulpit ministry;
6. Manage and oversee the CCA staff in conjunction with the school board;
7. Perform other duties that usually pertain to the office.

D. Termination

The relationship between the church and the Lead Pastor or Co-Pastor, if there is a Co-Pastor, may be terminated by mutual agreement between the parties, as follows:

1. Pastor Initiative

At least thirty (30) days prior to the date of termination, a written notice shall be given to the Executive Council. When a pastor decides to terminate, he shall consult with the Personnel Committee, and they shall work out an acceptable separation package. This package shall be stated in his letter of resignation. Separation shall be accomplished in the highest traditions of the ministry by avoiding any questionable or divisive procedures that would disrupt the church fellowship.

2. Executive Council Initiative

In order to preserve the good standing of the church in the community, its integrity as the body of Christ, and the reputation and character of the Pastor(s), every effort shall be made toward avoiding any forced pastoral dismissal. Should the Executive Council believe sufficient cause exists to terminate any pastor's services, a 2/3 vote of dismissal by both the Executive Council and the Deacon Leadership shall be required. The Lead Pastor or Co-Pastor's services shall be terminated immediately after the vote, if the 2/3 vote is to terminate.

E. Co-Pastor

The position of Co-Pastor is not a mandatory position and will only be filled when the qualifications and procedure set forth in Section G and H of this Article have been met.

F. Co-Pastor/Lead Pastor Relationship

The Co-Pastor and Lead Pastor have equal status with the same duties, responsibilities and authority. If there is any conflict on a decision between the Lead Pastor and the Co-Pastor, the final decision shall be made by the Lead Pastor.

G. Qualifications of Co-Pastor

The qualifications of Co-Pastor shall be identical to those delineated for Lead Pastor in Article IV, Section A. Additionally, the candidate for Co-Pastor must have served as an Associate Pastor at Calvary Baptist Church for a minimum of two (2) years.

H. Co-Pastor Position Procedure

The Lead Pastor of the church must first recommend to the Personnel Committee that the candidate be elevated to the position of Co-Pastor. Upon a 2/3 vote, the Personnel Committee shall then make a recommendation to the Executive Council that the candidate be elevated to the position of Co-Pastor.

For the candidate to become Co-Pastor a 2/3 majority of the voting members of the Executive Council and 2/3 majority of the Deacon Leadership shall be required.

The proposed candidate must be presented for a congregational vote as soon as possible after the recommendations from the Executive Council and Deacon Leadership. The candidate must receive an affirmative vote of 2/3 majority of the voting members in the combined weekend worship services or 2/3 majority of voting members at the annual business meeting or a special business meeting of Calvary. Upon affirmation of the congregational voting, the candidate shall be elevated to the position of Co-Pastor.

In the event that the candidate does not receive the required 2/3 vote from each of the Personnel Committee, Executive Council, Deacon Leadership, or congregation, the procedure shall stop and be terminated.

I. Pastor(s) Accountability

The Lead Pastor and Co-Pastor, if there is a Co-Pastor, shall be accountable to the deacons for all spiritual matters and to the Personnel Committee for all administrative matters.

J. Senior Ministerial Staff

The senior ministerial staff, other than the Lead or Co-Pastor, if there is a Co-Pastor, shall be called or dismissed in the same manner as Article IV, Section B and D. The Executive Council shall determine the need for any additional senior ministerial staff.

The Personnel Committee acts as the search committee for senior ministerial staff. The Personnel Committee shall then recommend the candidate(s) to the Executive Council. Upon 2/3 approval of the voting members of the Executive Council, the candidate shall be hired.

A job description shall be written when the need for staff member(s) is determined. These staff members shall be required by job description to serve with the pastor(s) and deacons in performing the pastoral ministries of the church.

The Lead Pastor and Co-Pastor, if there is a Co-Pastor, shall be the supervisors of all senior ministerial staff.

Senior ministerial staff shall be responsible for the hiring and dismissal of support staff, excluding CCA personnel.

K. Ministerial Staff

The ministerial staff shall be hired or dismissed by the Executive Council as recommended by Personnel Committee, with the exception of the lead school administrator (see Article XIII, Section D). A job description shall be written when the need for staff member(s) is determined. These staff members shall be required by job description to serve with the senior staff. A designated senior staff member shall supervise their work.

The ministerial staff may include but not be limited to: Youth Pastor, Music Director, Children's Director, CCA Lead School Administrator and Finance-Facility Manager.

BYLAWS ARTICLE V - DEACONS

A. Qualifications

Candidates for the position of deacon shall be men of high Christian character, integrity, and meet the biblical qualifications of 1Timothy 3:8-13.

They shall also:

- * Have been a member of Calvary Baptist Church for a minimum of two years.
- * Be faithful attendees of worship service.
- * Be active in a LifeGroup.
- * Be dedicated tithers.

In addition, they must have completed both the LEAD Class and the YokeFellow Development program.

B. Deacon Leadership

Deacon Leadership refers to those deacons who have been elected from the deacon body membership. Its membership shall be comprised of a minimum of seven (7) men elected annually, for a term of one year, from the Deacon Body Membership.

Deacon Leadership officers shall be elected from the Deacon Leadership. An individual may serve only five consecutive terms without a one-year break. After this break, the individual may then become eligible for re-election.

If the need arises for additional deacons, qualified members may be approved by the Deacon Leadership to serve until voted upon at the next business meeting.

C. Deacons

The term deacons refers to those individuals that meet the Qualifications given in Section A and have been approved by the church membership. Those members not serving on the Deacon Leadership shall be referred to as the Deacon Body Membership.

Deacons shall be elected on an annual basis for one term. Deacons may continue to serve annually, if demonstrating faithful service, integrity and high moral character throughout the previous years. They must also receive annual approval by the church membership.

D. Prospective deacon candidates shall:

Be recommended (either by individuals from the deacon body membership, the Deacon Leadership or ministerial staff)

Be interviewed (by individuals representing the Deacon Leadership, the deacon body and the ministerial staff.

Complete LEAD and the YokeFellow Development Program.

Candidates, having met the above criteria, shall be presented to the church membership, at an annual meeting, for the church's approval.

A term shall begin on July 1 after the church business meeting and continue to June 30 of the following year.

E. Composition

The Deacon Leadership shall be comprised of a minimum of seven (7) men. They shall be elected on a rotating basis so that approximately one-third will expire each year.

If the need arises for additional deacons, qualified members may be approved by the Deacon Leadership to serve until voted upon at the next business meeting.

Deacons shall serve a one-year term after which they will be elected annually on a recommendation by Deacon Leadership at the annual congregational business meeting.

Deacon Leadership members shall annually elect officers from its membership.

F. Duties

Deacons shall assist in watching over the spiritual life of the church, support the service ministries of the church, and perform all functions necessary to fulfill these responsibilities, including but not limited to the following:

1. Assist in church observance of the ordinances of baptism and communion;
2. Approve licensing and ordination of church members for a call to ministry;
3. Promote church participation in prayer, LifeGroups and other means of spiritual growth;
4. Follow up with members whose church attendance or participation is lacking;
5. Serve on the Nominating Committee, if elected (see section H)
6. Provide counsel to the Personnel Committee in the search for a Lead Pastor;
7. Provide spiritual accountability to the Lead Pastor and Co-Pastor, if a Co-Pastor exists;
8. Assume other duties as may be delegated to them by the Executive Council;
9. Implement church care for the poor, sick, bereaved, widows, or otherwise needy;
10. Verify membership status, when necessary, of those provided ballots.

G. Meetings

An organizational meeting shall be held within thirty (30) days after the annual congregational meeting. Thereafter, meetings shall be held as the Deacon Leadership determines but at least quarterly.

H. Nominating Committee

The Nominating Committee shall consist of a minimum of seven (7) deacons elected by the Deacon Leadership from the deacon body membership. The Nominating Committee shall elect a Chair from its membership. The committee shall perform, but not be limited to, the following functions:

1. Prepare and make available to the congregation the appropriate application forms for the positions open for election to the Executive Council;
2. Evaluate the applications and interview each candidate to determine which candidates are best qualified for each open position;
3. Announce a list of nominees after prayerful consideration to the congregation at least 4 weeks prior to a congregational business meeting;
4. Ask anyone who has concerns regarding a nominee to voice these to the Nominating Committee;
5. Reconcile any concerns received and then prepare a final slate of nominees which shall be submitted at a congregational business meeting for approval;
6. Provide to the church the nominees for the position of church treasurer to be elected at the annual business meeting.

I. Removal of Deacon

For sufficient cause a deacon may be removed from office by a 2/3 majority vote of the voting members present of the Executive Council and Deacon Leadership. This shall occur as soon as possible after the offense.

BYLAWS ARTICLE VI - CORPORATE OFFICERS

A. Corporate Officers

The officers of this corporation shall consist of the Executive Council Chair and Vice-Chair, plus one other member to be determined by the Executive Council.

B. Duties of Corporate Officers

The officers shall represent the corporation and be empowered to sign all necessary legal instruments on behalf of the church as directed by official church action. They shall have no power to buy, sell, mortgage, lease, or transfer any property owned by the church, and they shall have no control over the use of church owned property except by vote of the church.

C. Church Treasurer

The church shall annually elect the church treasurer. The Deacon Leadership Nominating Committee shall provide to the church the nominees for this position.

The treasurer, financial secretary, and anyone authorized to write checks shall be bonded with the church paying the expense.

Should a vacancy occur, it shall be filled by an Executive Council decision until the next annual meeting.

D. Duties of Church Treasurer

The treasurer shall have oversight of all monies distributed from the church's accounts as authorized by the church budget and as requested by the chair/leader of the responsible ministry. To be valid, all checks must be signed by at least two (2) authorized individuals, unless paid electronically.

The treasurer shall have oversight of all bank accounts necessary for the maintenance of church business. He/she shall maintain computerized financial records that shall have an annual financial review by a team appointed by the Stewardship Committee. An independent financial review shall also be conducted when a change of treasurer occurs. These files and records are the property of the church and shall be available to the Stewardship Committee.

The treasurer works in conjunction with the Executive Council, the Stewardship Committee, and the Executive Pastor. He/she shall meet with these regularly as an ex-officio member. A monthly treasurer's report shall be made available to church members. The treasurer shall also ensure individual church members receive a yearly record of their personal contributions.

Calvary Christian Academy (CCA) finances are managed separately from the church finances by the Executive Pastor, the Stewardship Committee, School Board and the School Administrator.

E. Other Church Officers

If other church officers are needed, the Deacon Leadership Nominating Committee shall submit nominations for these officers to the Executive Council for approval.

BYLAWS ARTICLE VII - EXECUTIVE COUNCIL

A. General

The Executive Council under the congregation is the highest decision-making body in the church and as such represents the congregation and is responsible for all decision-making that is not expressly delegated to the congregation.

The congregation shall be responsible for approving:

1. All annual budgets;
2. The purchase, sale, transfer, or encumbrance of church property;
3. The election of Executive Council members;
4. The election of deacons and other church officers;
5. Any changes to these Bylaws.

B. Membership

Membership shall consist of the following nine voting members:

- Three (3) members designated to serve on Personnel Committee;
- Three (3) members designated to serve on Stewardship Committee;
- Three (3) members designated to serve on School Board Committee;
- A minimum of two (2) alternate members (non-voting).

Additionally, non-voting members shall consist of the senior ministerial staff, one chair from the Deacon Leadership, the CCA administrator, Church Treasurer, Executive Council Recording Secretary and any other person(s), who at the invitation of the Executive Council is needed to expedite the business of the Council.

C. Selection Process

To serve on the Executive Council, one must submit an application to the Deacon Leadership Nominating Committee. The applicant shall exhibit the spiritual characteristics of 1 Timothy 3:1-7. The applicant must also meet the following criteria:

1. Be a church member as defined in Article I, Section B, 1-5 for a minimum of two years;
2. Have completed the LEAD (Leadership) Class;
3. Cannot be an immediate family member of any full-time church or school staff member or another Executive Council member.

The Deacon Leadership Nominating Committee shall review the applicant's qualifications and conduct interviews to arrive at a list of recommended nominees. The Deacon Leadership Nominating Committee in conjunction with the applicant shall determine the committee on which the applicant shall serve.

At least four weeks prior to the annual business meeting, the slate of nominees shall be made available to the membership via any appropriate means of communication. During this time, if any church member knows any reason a nominee is not qualified to serve, he/she shall express those concerns to the Chair of the Deacon Leadership Nominating Committee.

The final list of nominees shall be voted on at the annual business meeting by secret ballot. The slate of candidates must receive a 2/3 affirmation of votes cast.

D. Terms

Members shall serve three-year terms after which they may apply to the Deacon Leadership Nominating Committee for an additional three years. They shall be elected on a rotating basis so that the terms of approximately one-third will expire each year. No member may serve more than two consecutive terms without a mandatory one-year break.

A term shall be defined as the time between July 1 and June 30.

E. Vacancies

Vacancies shall be filled first by the alternate members. Any subsequent vacancies shall be filled by the Deacon Leadership Nominating Committee with the approval of the Executive Council.

Should both alternate members have been elevated to council positions, the procedure for filling these vacancies shall be:

1. Candidates to fill vacancies shall come from a qualified list of candidates that has been developed by the Deacon Leadership Nominating Committee;
2. In the event there is no qualified list of candidates, the Deacon Leadership Nominating Committee shall announce the vacancies via any appropriate means of communication and ensure potential candidates complete the Executive Council Application Form;
3. Should any vacancies occur within ninety days of the end of an Executive Council term, these positions shall remain vacant.

F. Meetings

A regular meeting of the Executive Council shall be held no later than thirty (30) days after the annual business meeting for the purpose of electing council officers. Other regular meetings shall be held at such time and place as the council may determine.

There shall be an open forum at the beginning of each council meeting for any church member to address any concerns or issues he/she may have.

Executive Council members may, at their discretion, call for an Executive Session with only voting members and alternates present for that portion of the meeting.

A special meeting of the council may be called at any time at the request of the council chair, a senior ministerial staff member, or by a majority of the council members.

G. Officers

The Lead Pastor shall act as the Chair of the Executive Council.

The Executive Council members shall annually elect from their membership the following two officers:

1. Vice-chair
2. Recording Secretary (see below)

The Chair shall preside at all Executive Council meetings. In the Chair's absence the Vice-Chair shall preside.

H. Executive Council Recording Secretary

The Recording Secretary of the Executive Council shall be a church secretary, or a representative approved by the Chair or Vice-Chair.

The responsibilities of the Recording Secretary shall be, but not be limited to, the following:

1. A comprehensive record of the business and proceedings of the Executive Council meetings are taken;
2. The minutes of all council meetings are reviewed and approved at the next regular council meeting;
3. All approved non-confidential Executive Council meeting minutes shall be available to church members.

I. Meeting Protocol

Roberts Rules of Order, Newly Revised shall serve as the parliamentary guide in the conduct of Executive Council business.

A quorum shall be a majority of the voting council members.

The Executive Council shall retain the right to assign or reassign a council member(s) to another committee.

A simple majority shall prevail on Executive Council decisions except those decisions relating to senior pastoral and ministerial staff. These decisions regarding the senior pastoral and ministerial staff shall require a 2/3 vote of the voting members.

J. Removal of Council Members

Any council member may be removed with cause by affirmative vote of at least 2/3 of the voting Executive Council members.

BYLAWS ARTICLE VIII - LEADERSHIP GROUPS

A. Definitions

1. Committee is an on-going administrative group addressing the affairs of the church.
2. Ministry Team is an on-going ministry group performing the ministries of the church.
3. Task Force is a temporary group addressing specific assigned affairs of the church.

Committee, Ministry Team, and Task Force leaders shall be appointed by the Executive Council or senior ministerial staff.

B. Personnel Committee Duties

The Personnel Committee duties shall include, but not be limited to, the following:

1. Recommend Lead/Co-Pastor to Deacon Leadership and Executive Council for approval;
2. Have the responsibility of overseeing the review process for all church staff;
3. Recommend senior staff (other than Lead Pastor) to the Executive Council for approval;
4. Recommend ministerial staff (part time or full time) to the Executive Council for approval;
5. Recommend salary, other compensation, and benefits for all paid church staff;
6. Conduct performance review of Lead Pastor and Co-Pastor, if there is one.

C. Stewardship Committee Duties

The Stewardship Committee duties shall include, but not be limited to, the following:

1. Have the responsibility of overseeing and directing church and CCA finances;
2. Present an annual CCA and church budget for approval to the Executive Council;
3. Evaluate the financial impact of budget and financial requests and make appropriate recommendations to the Executive Council for approval.

D. School Board Duties

The school board duties shall include, but not be limited to, the following:

1. Responsible for oversight and accountability of Calvary Christian Academy;
2. Act on personnel matters including the hiring and dismissal of teachers and support staff;
3. Determine policy matters;
4. Establish tuition and fees;
5. Recommend CCA Administrator to the Executive Council for approval;
6. Ensure that a yearly review is conducted of the lead school administrator;
7. Promote Christian education and academic excellence in a Christian environment;
8. Pray for the ministry of the school.

E. Church Ministries

All church ministries shall be an integral part of Calvary Baptist Church and not entities unto themselves.

F. Committee Protocol

Each of the above committees shall consist of three (3) members as determined by Article VII, Section C.

There shall be a Chair for each committee.

Additional members may be invited to sit on these committees to act as resource/advisory personnel or in an adjunct capacity. Only elected members shall carry the right to vote.

BYLAWS ARTICLE IX - AFFILIATIONS

The government of this church is vested in the body of Christian believers who compose its membership. As an autonomous local body, it is subject to the control of no other ecclesiastical body. This church shall cultivate love and maintain fellowship with all Christians. We believe that the River Valley Baptist Association, the Arizona Southern Baptist Convention, and the Southern Baptist Convention are organizations that promote and support mission education and evangelism. In keeping with the spirit of the constitution of this church, we *therefore* agree to participate in these organizations through our duly elected representatives.

BYLAWS ARTICLE X - PROPERTY HOLDING, DIVISION, AND DISSOLUTION

A. Property Holding

It is agreed that the securing and maintaining of real property, buildings, and equipment by this church shall be for the express purpose of providing:

1. Facilities for public worship;
2. The pursuit of and engagement in missionary activities;
3. Educational opportunities for Christian growth;
4. Facilities for benevolent ministries;
5. Christian education for children;
6. A meeting place for conducting church business.

B. Division of Property

In case of organic division of the church membership, the church property shall belong to those members who abide by this constitution. Should any controversy arise as to who is abiding by the constitution, the question shall be submitted to the Trustees of the Arizona Southern Baptist Convention, and their decision shall be final.

C. Dissolution

Should conditions arise when, for any reason, the church work cannot continue, the assets of the church shall be transferred for processing to the Arizona Southern Baptist Convention and be used to advance the church planting movement in Arizona.

BYLAWS ARTICLE XI - FINANCE

The work of this church shall be financially supported primarily by tithes and free-will offerings. All other fund-raising efforts for the support of extra curricular activities of church organizations must be approved by the Executive Council or senior ministerial staff.

The fiscal year of the church shall be July 1 through June 30.

BYLAWS ARTICLE XII - ADOPTION AND AMENDMENTS

A. Adoption

The original constitution was adopted in 1972 and has been amended at various times, most recently May, 2019.

B. Amendments

This Constitution and Bylaws may be amended, revised, or repealed by a 2/3 majority of votes cast at any authorized business meeting of the church. Such amendment, revision, or repeal shall be given to the church members via an appropriate communication source. The proposed change(s) shall be presented to the church members at least four (4) weeks prior to the time the vote is taken.

This instrument shall be reviewed, and revised if necessary, at least every three (3) years.

Any major revisions of these By-Laws/Constitution shall be done by a Task Force appointed by the Executive Council.

Any minor revisions, that do not in any way change the meaning of, or intent of, these By-Laws/Constitution may be made by a 2/3 majority of both the Executive Council and the Deacon Board and do not need to be presented to the membership at large.

BYLAWS ARTICLE XIII - RELATIONSHIP OF CALVARY CHRISTIAN ACADEMY TO CALVARY BAPTIST CHURCH

Calvary Christian Academy (known as CCA) is a ministry of Calvary Baptist Church of Lake Havasu City, Arizona and is not a separate entity. It functions under the policies as written in the CCA Parent/Student handbook and School Board handbook. CCA has its own school board whose voting members operate as part of the Executive Council and the following Bylaws.

A. School Board

Makeup of the Board: The School Board shall be made up of three voting members who will also serve on Calvary's Executive Council, plus ex-officio members: pastor(s), Administrative Pastor, school administrator, and school secretary. The school board may have other non-voting members as deemed necessary to help establish greater input from a broad perspective.

General Responsibilities: The School Board shall oversee the continuing operations of the school ministry and generally oversee the school's business affairs. The duties of the School Board are defined in Article VIII, D.

B. Record Keeping

The School Board shall keep minutes of all their meetings. These minutes shall be submitted to the Executive Council.

C. Faculty and Staff

The faculty and staff shall be appointed by the school board upon recommendation of the lead school administrator. Individuals serving on the faculty and staff shall show evidence that they are born-again Christians and subscribe to the church's statement of faith and CCA's Philosophy of Education given in the school handbook. All faculty and staff shall regularly attend and be active in a Christ-centered church.

D. School Administrator

The lead School Administrator shall serve as the school Principal. This school administrator shall be appointed by the school board with approval from the Lead Pastor and/or Co-Pastor, if there is a Co-Pastor, and Executive Council. The lead school administrator shall carry out the policies established by the school board and carry out the duties as listed in the school administrator's job description.

E. School Finances

The lead School Administrator and Executive Pastor shall regularly go over the CCA finances and report monthly to Executive Council.

F. Statement of Faith

The statement of faith for CCA is the same as Calvary's Profession of Faith as written in Article I, Section A of the church Bylaws.

BYLAWS OF CALVARY BAPTIST CHURCH

Approved: May 23, 2012

Revisions Approved: May 7, 2022