



# CMBC Bylaws

**CALVARY MONUMENT BIBLE CHURCH**

LOVING, LIVING, LEADING FOR GOD'S GLORY

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# **CALVARY MONUMENT BIBLE CHURCH BYLAWS CONGREGATION APPROVED COPY**

Approved November 13, 2022

## **ARTICLE 1 NAME AND PURPOSE**

### **1.01—NAME**

This congregation of believers shall be known as Calvary Monument Bible Church. The Church is incorporated as a non-profit corporation under the laws of the Commonwealth of Pennsylvania.

### **1.02—PURPOSE**

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 (IRC) of 1986, for such purposes including, but not limited to, proclaiming the Gospel of the Lord Jesus Christ; establishing and maintaining religious worship; preaching and teaching the Word of God, administering the ordinances of Baptism and the Lord's Supper, engaging in personal and public evangelism, educating believers in a manner consistent with the requirements of Holy Scripture, and maintaining missionary activities in the United States and around the world.

## **Article 2 STATEMENT OF FAITH**

### **2.01—AUTHORITY OF STATEMENT OF FAITH**

The statement of faith does not exhaust the extent of our faith. The Bible itself is the sole and final source of all that we believe. We do believe, however, that the statement of faith accurately

represents the teachings of the Bible and, therefore, is binding upon all members, staff, and volunteers. All activities permitted or performed in any facilities owned, rented, or leased by this church, or engaged in by any member of the Church staff (volunteer or paid), and all decisions of the administration of this church shall not conflict with the statement of faith. In all conflicts regarding interpretation of the statement of faith, the Board of Elders, on behalf of the Church, have the final authority.

## **2.02—STATEMENT OF FAITH**

### **A. Beliefs on Doctrine**

1. The Holy Scriptures. We believe the Holy Scriptures of the Old and New Testaments to be the verbally inspired Word of God, the complete and final authority for faith and life, inerrant in the original writings, infallible and God-breathed (Matthew 5:18; John 16:12-13; 2 Timothy 3:16-17; 2 Peter 1:20-21). We believe the Scriptures are to be interpreted in their natural, grammatical, cultural, historical, and literal sense, revealing divinely determined dispensations or rules of life which define man's responsibilities in successive ages. These are not ways of salvation, but rather means by which God directs man according to his purpose (John 1:17; 1 Corinthians 9:17; 2 Corinthians 3:9-18; Galatians 3:13-25; Ephesians 1:10; Ephesians 3:2-10; Colossians 1:24-25; Hebrews 7:19; Revelation 20:2-6).

2. The Godhead. We believe in one Triune God, Creator of all things, eternally existing in three persons—Father, Son, and Holy Spirit—equal in being, nature, power, and glory, and having the same infinite attributes and perfections such as eternity, omnipresence, omniscience, and omnipotence (Deuteronomy 6:4; Isaiah 46:9-10; 2 Corinthians 13:14; Hebrews 13:8).

### **3. The Person and Work of Christ**

- a. We believe the Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be God, having been conceived by the Holy Spirit and born of the

Virgin Mary, in order that he might reveal God and redeem sinful people (Luke 1:35; John 1:1-2, 14; John 14:9; 1 Peter 1:18-19).

- b. We believe the Lord Jesus Christ died on the cross for all mankind as a representative, substitutionary sacrifice. This atoning sacrifice is sufficient to redeem and justify all who trust in him. Christ's literal, physical resurrection from the dead assures that his sacrifice is sufficient (Romans 3:24-25; Romans 4:25; Ephesians 1:7; 1 Timothy 4:10; Hebrews 2:9; 1 Peter 1:3-5; 1 Peter 2:24 and 2 Peter 2:1).
- c. We believe the Lord Jesus Christ ascended to heaven, and is now exalted at the right hand of God, where, as our high priest, he fulfills the ministry of intercessor, and advocate (Acts 1:9-10; Romans 8:34; 1 Timothy 2:5; Hebrews 7:25; Hebrews 9:24; 1 John 2:1-2).

#### 4. The Person and Work of the Holy Spirit

- a. We believe the Holy Spirit convicts the world of sin, of righteousness, and of judgment; he is the supernatural agent in regeneration, baptizing all believers into the body of Christ, indwelling and sealing them unto the day of redemption (John 16:8-11; Romans 8:9; 1 Corinthians 12:12-14; 2 Corinthians 3:6; Ephesians 1:13-14).
- b. We believe he is the divine teacher who guides believers into all truth, and that it is the privilege and duty of all the saved to be filled with the Spirit (John 16:13; Ephesians 5:18; 1 John 2:20, 27).

5. The Total Depravity of Man. We believe man was created in the image and likeness of God, but that in Adam's sin the race fell, inherited a sinful nature, and became alienated from God, and of himself, is utterly unable to remedy his lost condition (Genesis 1:26-27; Romans 3:22-23; Romans 5:12; Ephesians 2:1-3, 12).

6. Salvation. We believe salvation is the gift of God brought to man by grace and received by genuine faith in the Lord Jesus

Christ, whose precious blood was shed on Calvary for the forgiveness of our sins (John 1:12; Ephesians 1:7; Ephesians 2:8-10; 1 Peter 1:18-19).

7. The Eternal Security and Assurance of Believers

- a. We believe that once saved, we are kept by God's power and are thus secure in Christ forever (John 6:37-40; John 10:27-30; Romans 8:1, 38-39; 1 Corinthians 1:4-8; 1 Peter 1:5).
- b. We believe in the assurance of one's salvation and that this assurance should not encourage the use of Christian liberty to indulge the sinful nature (Romans 13:13-14; Galatians 5:13; Titus 2:11-15).

8. The Two Natures of the Believer. We believe every saved person possesses two natures, with provision made for victory of the new nature over the old nature through the power of the indwelling Holy Spirit; all claims to the eradication of the old nature in this life are unscriptural. We believe all the saved should live in such a manner as not to bring reproach upon their Savior and Lord (Romans 6:13; Romans 8:12-13; Romans 12:1-2; Galatians 5:16-25; Ephesians 4:22-24; Colossians 3:10; 1 Peter 1:14-16; 1 John 3:5-9).

9. Missions. We believe it is the obligation of the saved to witness by life and word to the truths of Holy Scripture and to proclaim the gospel to all mankind (Matthew 28:19-20; Acts 1:8; 2 Corinthians 5:19-20).

10. The Ministry and Spiritual Gifts

- a. We believe God is sovereign in the bestowment of all his gifts; and that the gifts of evangelists, Pastors, and teachers are sufficient for the perfecting of the saints today. As the New Testament Scriptures were completed and their authority established, sign gifts ceased to carry scriptural authority and are not normative for today and are subject to all the

guidelines established in Scripture (1 Corinthians 12:4-11; 2 Corinthians 12:12; Ephesians 4:7-12).

- b. We believe God does hear and answer the prayer of faith, in accord with his own will, for the sick and afflicted (John 15:7; James 5:13-14; 1 John 5:14-15).

## 11. The Church

- a. We believe the Church, which is the body and bride of Christ, is a spiritual organism made up of all born-again persons of this present age (1 Corinthians 12:12-14; 2 Corinthians 11:2; Ephesians 1:22-23; Ephesians 5:25-27). We believe the Church is distinct from national Israel, with whom God has made irrevocable covenants (Genesis 15; 17:7-8; Romans 11; Hebrews 6:13-18).
- b. We believe that the Church was established at Pentecost and continues as local churches. This is clearly taught and defined in the New Testament Scriptures (Acts 2:1, 40-47; Acts 14:27; Acts 20:17, 28-32; 1 Timothy 3:1-13; Titus 1:5-9).
- c. We believe in the ordinances of believer's baptism by immersion and the Lord's Supper as scriptural means of testimony for the Church age (Matthew 28:19-20; Acts 2:41-42; Acts 18:8; 1 Corinthians 11:23-26).

12. The Nature of Satan. We believe Satan is a created angelic being who rebelled against God and therefore sinned; he is the open and declared enemy of God and mankind; and he shall be eternally punished in the Lake of Fire (Job 1:6-7; Isaiah 14:12-17; Matthew 4:1-11; Matthew 25:41; Revelation 20:10).

13. The Second Advent of Christ. We believe in the "Blessed Hope," the personal and imminent coming of our Lord in the air for his saints, initiating a seven-year period of tribulation, followed by the return of Christ with his saints to the earth to establish his millennial kingdom (Daniel 9:27; Zechariah 14:4-11; Titus 2:11-14; 1 Thessalonians 1:10; 1

Thessalonians 4:13-18; 1 Thessalonians 5:9; Revelation 3:10; Revelation 19:11-21; Revelation 20:1-6).

#### 14. The Eternal State

- a. We believe in the bodily resurrection of all people: the saved to eternal life and the unsaved to judgment and everlasting punishment (Matthew 25:46; John 5:28-29; John 11:25-26; Revelation 20:5-6, 12-13).
- b. We believe that the souls of the redeemed are, at death, absent from the body and present with the Lord, where in conscious bliss they await the first resurrection, when spirit, soul and body are reunited to be glorified forever with the Lord (Luke 23:43; 2 Corinthians 5:8; Philippians 1:23; Philippians 3:21; 1 Thessalonians 4:16-17; Revelation 20:4-6).
- c. We believe that the souls of unbelievers remain, after death, in conscious misery until the second resurrection, when with soul and body reunited they shall appear at the Great White Throne Judgment, and shall be cast into the Lake of Fire, not to be annihilated, but to suffer everlasting, conscious punishment and separation from God (Matthew 25:41-46; Mark 9:43-48; Luke 16:19-26; 2 Thessalonians 1:7-10; Jude 1:6-7; Revelation 20:11-15).

### B. Additional Religious Beliefs

#### 1. Marriage & Sexuality

- a. We believe that the term “marriage” has only one, legitimate meaning, and that is marriage sanctioned by God, which joins one man and one woman in a single, covenantal union, as delineated by Scripture. Marriage ceremonies performed in any facility or space owned, leased, or rented by this church will be only those ceremonies sanctioned by God, joining one man with one woman as their genders were determined at birth. Whenever there is a conflict between the Church’s position and any new legal standard for marriage, gender, or sexuality, the Church’s statement of faith,



doctrines, and biblical positions will govern all activities and policies of the Church (Genesis 2:24; Mark 10:6-9; 1 Corinthians 7:1-9; Ephesians 5:22-23).

- b. We believe that God has determined that no intimate sexual activity be engaged in outside of marriage as defined in (a) above. We believe that any other type of sexual activity, identity, or expression that lies outside of this definition of marriage, including those that are becoming more accepted in the culture and the courts, are contradictory to God's natural design and purpose for sexual activity (Genesis 2:24; Genesis 19:5; Leviticus 18:1-30; Romans 1:26-29; 1 Corinthians 5:1; 6:9-10; 1 Thessalonians 4:1-8; Hebrews 13:4).
- c. We believe that God creates each person as male or female. These two distinct, unchangeable genders together reflect the image and nature of God, and the rejection of one's biological gender is a misunderstanding of the biblical concept of the image of God within that person (Genesis 1:26-27). Accordingly, it will be the practice of the faith community of the Church to treat all within our congregation according to their genetic and biological gender, and not according to their chosen gender identity. This includes, but is not limited to, using personal pronouns that are associated with a person's biological sex in correspondence with their same gender.

## 2. Family Relationships

- a. We believe that men and women are spiritually equal in position 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 serve the congregation as Pastors and Elders (Galatians 3:28; Colossians 3:18; 1 Timothy 2:8-15; 3:4-5, 12).
- b. We believe that God has ordained the family as the foundational institution of human society. The husband is to love his wife as Christ loves the Church. The wife is to submit herself to the spiritual leadership

of her husband as the Church submits to the headship of Christ. Children are a wonderful gift and heritage from the Lord. Parents are responsible for teaching their children spiritual and moral values through consistent lifestyle example and appropriate training and discipline. (Genesis 1:26-28; Exodus 20:12; Deuteronomy 6:4-9; Psalms 127:3-5; Proverbs 19:18; 22:15; 23:13-14; Mark 10:6-12; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Peter 3:1-7).

3. Divorce. We believe that God disapproves of and forbids divorce, except as guided by Scripture. Although divorced and remarried persons or divorced persons may hold positions of service in the Church and be greatly used of God for Christian service, they may not be considered for the offices of Pastor or elder. (Malachi 2:14-17; Matthew 19:3-12; Mark 10:11-12; Romans 7:1-3; I Corinthians 7:10-16; 1 Timothy 3:2, 12; Titus 1:6;).
4. Addictive Behavior and Substance Abuse. We want to live Spirit-controlled lives to glorify God, with minds and bodies alert, responsive, and ready to follow and obey Jesus. Therefore we will not allow ourselves to be mastered by anything but the Lord (1 Corinthians 6:12; Galatians 5:16-25; Ephesians 5:18). We believe that succumbing to addictive behaviors is a self-centered pursuit that focuses on immediate gratification. We endeavor to abstain from all drugs, food, drink, and practices which bring unwarranted harm to the body or jeopardize our own or another's faith (1 Corinthians 8:6-13; 10:22-23).
5. Sanctity of Life
  - a. We believe that human life begins at conception and that the unborn child is a living human being. Abortion is murder and constitutes the unjustified, unexcused taking of unborn human life. (Job 3:16; Psalms 51:5; 139:13-16; Isaiah 44:24; 49:1, 5; Jeremiah 1:5; 20:15-18; Luke 1:36, 44).
  - b. We believe that an intentional act or omission that facilitates premature death is assuming a decision that is to be reserved for God. We do not believe that

discontinuing medical procedures that are extraordinary or disproportionate to the expected outcome is euthanasia (Exodus 20:13; 23:7; Matthew 5:21; Acts 17:28).

6. Love. We believe that we should demonstrate love for others, not only toward fellow believers, but also toward those who are not believers, those who oppose us, and those who engage in sinful actions. We are to deal graciously, humbly, gently, and patiently with those who oppose us. God forbids the stirring up of strife, the taking of revenge, or the threat or use of violence as a means of resolving personal conflict or obtaining personal justice. Although God commands us to abhor sinful actions, we are to love and pray for any person who engages in such actions (Leviticus 19:18; Matthew 5:44-48; Luke 6:31; John 13:34-35; Romans 12:9-10; 17-21; 13:8-10; Philippians 2:2-4; 2 Timothy 2:24-26; Titus 3:2; 1 Peter 3:8-9; 1 John 3:17-18).
7. Lawsuits within the Church. We believe that Christians are prohibited from bringing civil lawsuits within the Church. We do believe, however, that a Christian may seek compensation for injuries 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).
8. Protection of Children. We believe that children are from the Lord and must be absolutely protected within the Church from any form of abuse or molestation. The Church has zero tolerance for any person, whether paid staff, volunteer, member, or visitor, who abuses or molests a child (Psalms 127:3-5; Matthew 18:6, 19:14; Mark 10:14).

Other Church positions and teachings not addressed in these Bylaws will be found in printed Church documents. These statements will originate from the Board of Elders. Each such statement will be presented to the members of the Church two weeks before becoming official to allow for member comments.

## **ARTICLE 3 MEMBERSHIP**

### **3.01—DEFINITION OF MEMBERSHIP AND MEMBERSHIP PROCESS**

- A. Member Definition. Membership in this Church shall be composed of those individuals who profess a born-again experience through saving faith in the Lord Jesus Christ; who give assurance of their desire to grow in their Christian life; who attend regularly; who accept the Doctrinal Statement; and who willingly agree to support the Bylaws of Calvary Monument Bible Church and are accepted into membership by vote of the Board of Elders.
- B. Membership File. All names of those who are current and active members of Calvary Monument Bible Church will be kept in a membership file or church database. This official record will be used to determine quorum numbers needed for congregational meetings of the members; to determine who is eligible to vote at said meetings; and who is eligible for office or Church positions requiring membership.

### **3.02—QUALIFICATIONS FOR MEMBERSHIP.**

Those seeking membership must:

- A. Profess a genuine born-again experience through saving faith in the Lord Jesus Christ, and who through their actions, words, lifestyle, and affiliations, evidence a genuine experience of regeneration through faith in and acceptance of the Lord Jesus Christ as personal Savior.
- B. Give assurance of their desire to grow in their Christian life; attend regularly; accept the Doctrinal Statement; and willingly agree to support the bylaws of Calvary Monument Bible Church.
- C. Be interviewed by the Elders and/or Pastors to hear their testimony and to ensure they agree to the statement of faith and agree to submit to the authority of the Church and its leaders. At least two individuals, Elders or Pastors, must be present at this testimony.

- D. Be approved by a unanimous approval of the Board of Elders.

### **3.03—FUNCTIONS OF MEMBERSHIP**

- A. Only members of at least eighteen years of age shall be entitled to vote. If needed, voting may be done by electronic means or through mail in balloting if approved by two-thirds of the Elders. The eligible membership of the Church may only exercise voting privileges in those areas that are defined and limited by these bylaws. Members may not vote to initiate any church action; rather the vote of a member is to confirm and ratify the direction of the Church as determined by the Board of Elders.
- B. 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 Elders. Determinations of the internal affairs of this church are ecclesiastical matters and shall be determined exclusively by the Church's own rules and procedures. The Elders shall oversee and/or conduct all aspects of this church.
- C. Membership in this church does not afford the members with any property, contractual, or civil rights based on principles of democratic government. Although the general public is invited to all of the Church's worship services, the Church property remains private property. The Pastors or individual designated by the Elders has the authority to suspend or revoke the right of any person, including a member, to enter or remain on church property. If after being notified of such a suspension or revocation, the person enters or remains on church property, the person may, in the discretion of the Pastors or person designated by the Elders, be treated as a trespasser.
- D. A member may inspect the prepared financial statements of the Church and the minutes of the proceedings of church and committee meetings, provided he/she shall have made a written request upon the Church stating the precise records requesting to be viewed and the reason for the request, and the Church has received the written request at least five business days before the requested inspection date. Requests may be denied if such request is deemed to be frivolous by a

majority vote of the Elders. Elder meeting minutes and discipline committee meetings, as well as other information involving privacy interests such as, but not limited to, donor records, lists of names and addresses of church members, individual benevolence, individual salaries, health information, background checks, and social security numbers, are exempt from this provision and are not subject to inspection without a court order. Members may not copy or take digital images or records of any ministry record without authorization from a Pastor or Chairman of the Elders. Members agree that information obtained from any inspection of records will be kept in the strictest confidence.

### **3.04—AUTOMATIC TERMINATION OF MEMBERSHIP**

- A. The membership of any individual member shall automatically terminate without notice if the member in question has not attended a regular worship service of the Church in the preceding six months (in person or electronically). This provision may be waived at the discretion of the Pastors and the Elders upon the showing of good cause.
- B. The membership of any individual shall automatically terminate without notice if the member adopts convictions or positions—verbally, in print, or in any other manner or medium—that are in direct contravention to the Church’s statement of faith. Since agreement with the Church’s statement of faith is a requirement for membership in this church, the member’s non-conforming statements will be treated by the Pastors and the Elders as the member’s resignation.
- C. The membership of any individual member shall automatically terminate without notice if the member unites in membership with another church.
- D. The membership of any individual member shall automatically terminate without notice if a member files a lawsuit in violation of section 2.02(B)(7).
- E. The membership of any individual member shall terminate upon a unanimous vote of the Board of Elders to terminate a person’s membership.

- F. The membership of an individual member will automatically terminate upon his or her death.
- G. For any memberships terminated in accordance with the above provisions, with the exception of memberships terminated under (F) above, the Church may send a letter informing the prior member of the termination, but this is not required.
- H. Any proceeding challenging a termination must be done in writing and sent to the Elders within six months of the effective date of the termination. All determinations of membership by the Elders are final.

### **3.05—TRANSFER OR RESIGNATION OF MEMBERSHIP**

A member of this Church may resign or terminate their membership at any time. The resignation needs to be in writing, signed, and delivered to the Board of Elders. A member shall understand however, that for Scriptural reasons, disciplinary proceedings may be continued as to a member notwithstanding a member's resignation or termination of membership.

### **3.06—DISCIPLINE OF A MEMBER**

- A. When a member becomes aware of a sin issue of such magnitude that it hinders the spiritual growth and testimony of an individual in the local church or the body as a whole, he or she is to go to the offending party and seek to restore the offender. Before going, the confronter should first examine him or herself and go with a spirit of humility and the goal of restoration.
- B. If reconciliation is not reached, a second member is to accompany the one seeking to resolve the matter in going again to the offending party. This second step should also be preceded by self-examination and exercised in a spirit of humility with the goal of restoration.
- C. If the matter is still unresolved after taking the steps outlined in subsections (A) and (B), the two members aware of the offense shall, in keeping with Matthew 18, bring the issue

before the Pastors and the Elders, who are representatives of the Church body.

- D. If the Pastors and Elders agree with the member that the issue is of such magnitude that it hinders the spiritual growth and testimony of the member or the body as a whole, they shall attempt to meet with the offending brother or sister. If reconciliation is not reached, the Pastors and Elders, as representatives of the Church body, shall, upon a two-thirds majority vote of those present at a meeting of the board, terminate the offending individual's membership without further notice to him or her. Unless the matter involves an issue of safety or security to the members of the Church at large, the specifics of the matter shall not be addressed in a public forum or with the general church membership.
- E. The Pastors and Elders shall be entitled to the same steps as other church members and be subject to the same discipline. If a Pastor or an Elder is the subject of a disciplinary matter, he shall not be permitted to vote on his own membership termination.
- F. For any memberships terminated in accordance with this provision, the Pastors or Elders may cause a letter to be written informing the prior member of the termination, although they are not required to do so.
- G. The procedures provided in this section are based on Matthew 18:15-20; Romans 16:17-18; 1 Corinthians 5:1-13; 2 Corinthians 2:1-11; Galatians 6:1; 1 Thessalonians 5:14; 2 Thessalonians 3:6, 10-15; 1 Timothy 5:19-20; and Titus 3:10-11.

## **ARTICLE 4 OFFICERS**

### **4.01—DESIGNATION OF CORPORATE OFFICERS**

As an accommodation to legal relationships outside the Church, the Chairman of the Elders shall serve as President of the Corporation; the Vice Chairman of the Elders shall serve as Vice President of the Corporation; the Elder Secretary shall serve as



Secretary of the Corporation; and the Pastor of Administration or the Elder designate shall serve as Treasurer of the Corporation.

As used herein the term “Board of Elders,” or “Elders” shall be used interchangeably and shall refer to the governing body of the Church as more fully described in Article 6.02.

#### **4.02—CHURCH OFFICERS**

The Church Officers are Pastor(s), Elder Board members, and any other Officers the Church deems necessary.

#### **4.03—ELIGIBILITY FOR CHURCH OFFICERS**

- A. The Church shall not install or retain an officer who fails to adhere to or expresses disagreement with the statement of faith set forth in Article 2. All church Officers, upon request of the Elders, shall affirm in writing their agreement with the statement of faith.
- B. All Church Officers must be approved initially and thereafter by the Board of Elders.
- C. Only church members are eligible for election or appointment to any church office or position of leadership appointed by the Elders.

#### **4.04—ELECTION OF CHURCH OFFICERS**

The Board of Elders appoints the Officers of the Church. A two-thirds majority vote of eligible Elders present at a duly called meeting is necessary to elect Officers.

#### **4.05—TERMS OF SERVICE FOR OFFICERS**

- A. The relationship between the Pastors and the Church shall be permanent unless dissolved at the option of either the Pastors or the Elders by the giving of 90 days notice, or less by mutual consent. The severance of the relationship between a Pastor

and the Church may be considered at any regular or special Elder meeting. Disciplinary removal of the Pastor from office automatically terminates his membership.

- B. Any other Board member may be removed from the Elders before his term expires for any reason stated or unstated upon motion by any Board member and an affirmative two-thirds majority vote of the other Board members at a duly called meeting of the Board. No congregational vote is necessary for Board member removal. This process is intended to protect the personal or private information of any Board member being removed from office.
- C. A vacancy occurring in any elected office or on the appointed Elder Board, except in the case of a Pastor, may be filled at any Elder meeting by a two-thirds majority vote of eligible Elders present.

#### **4.06—NOMINATION AND ELECTION PROCEDURE OF BOARD OF ELDERS MEMBERS**

- A. Nominating Committee. The Board of Elders will act as the nominating committee to choose candidates for nomination for the position of Elder who meet the qualifications as per these Bylaws.
- B. Nominee Requirements. A qualified nominee to the Board of Elders will be men 21 years of age or over, who have the spiritual maturity of those individuals outlined in 1 Timothy 3:1-7 and Titus 1:6-9. Nominees must be active members of the Church for at least three consecutive years prior to election. They will firmly believe the Word of God and will agree to be bound to and support the Bylaws of this Church as well as the Pastors and the decisions of the Elder Board. All candidates will meet with a Board of Elders appointed committee to determine their appropriateness to serve on the Board of Elders. This nominating committee will thoroughly examine the qualifications and capabilities of every man considered. Candidates will be informed of the Bylaw requirements, in addition to the scriptural requirements for the position of Elder. The committee will examine the candidate as to his commitment to the Word of God, these Bylaws, his

Christian life, and his willingness and ability to live in accordance with the standards maintained by the Church and Board of Elders. No candidate will be placed in nomination unless unanimously agreed upon by the Elders.

- C. Nominee Agreement. No candidate will be placed in nomination unless they answer in the affirmative to the following questions:
- Have you publicly confessed Christ as personal Savior and experienced the New Birth set forth in John 3:3-6?
  - Are you in agreement with the Doctrinal Statement of this Church, and with its Bylaws?
  - Are you free from membership in oath-bound religious or social secret organizations?
  - Are you living a life with moral conduct beyond reproach?
  - When a candidate has served as an Elder previously and has made the above affirmation in writing prior to his present candidacy, reaffirmation shall be at the discretion of the Elders.
- D. Member Nomination. The members of the Church may nominate other candidates for the Board of Elders:
- Five members of the Church, all in good standing, will agree upon a candidate for the Board of Elders
  - The nomination request will be submitted in writing to the Board of Elders in a timely fashion (minimum three weeks before the congregational vote).
  - The Board of Elders will add the name to the posted slate, providing the proposed candidate satisfies the Board of Elders with respect to the requirements as outlined in these Bylaws.
- E. Annual Election Time. The slate of candidates will be officially closed three weeks prior to the election. This annual election will be held during the last quarter of the fiscal year, which runs concurrently with the calendar year.
- F. Annual Election Notice. If a candidate has been unanimously approved for nomination by the Board of Elders, his name will be placed on a ballot to be submitted to the members for a vote at a meeting of Church members. This meeting to vote on

nominees to the Board of Elders will be publicized at least two weeks in advance.

- G. Voting. The members will express their choice according to the procedures provided in Article 9.01(H). A two-thirds majority affirmative vote of those present and voting is needed for the nominee to be placed on the Board of Elders. The Board of Elders has the discretion of determining the number of Elder positions to be filled in accordance with the requirements of Article 6.02(M)(1). In those instances where there are more nominees than Board positions, those receiving the most affirmative votes will be placed on the Board.
- H. Elder Service Start Date. The term of service for Board members begins in January, unless the vote is to fill a Board vacancy due to early resignation or Board removal, in which case their service begins immediately.

## **ARTICLE 5 PASTORS & STAFF**

### **5.01—QUALIFICATIONS AND RESPONSIBILITIES OF PASTORAL STAFF**

The Church, based on need, reserves the right to call Pastoral Staff. The office of Pastor shall be as outlined in Ephesians 4:1-6 with the qualifications being those described in Acts 6:1-7; Acts 20:28-32; 1 Timothy 3:1-7; Titus 1:6-9; and 1 Peter 5:1-4.

The Lead Pastor will serve as the executive officer over all the Pastoral Staff and will have the responsibility for coordinating the overall ministry and direction of the Church.

### **5.02—THE CALL OF PASTORAL STAFF**

- A. Lead Pastor. When the Church is without a Lead Pastor it will be the duty of the Board of Elders to supply the pulpit with a man or men whose Christian character and teachings are in accord with the Scriptures and the Bylaws of this Church. If an emergency need arises in the pulpit, a committee consisting of

the Board members who are serving the last year of their designated term—headed by the Chairman (regardless of the year of his term), will be responsible to supply the pulpit until such time that the Board of Elders meets again. The Board of Elders will then be responsible to supply the pulpit until a Pastor has been chosen.

The Board of Elders will seek a candidate who subscribes to the statement of faith and the bylaws of the Church and whose life aligns with the qualifications of a Pastor as described above in scripture. The Church will follow these guidelines for calling a Pastor:

1. The Elders shall select a search committee to consist of a minimum of two Elders and up to five other church members elected by a two-thirds majority vote of the Elders. The search committee shall interview potential candidates and will only consider individuals who completely subscribe to the statement of faith and who have read and agree to these bylaws.
2. The interview process for selecting a Pastoral candidate shall include, at a minimum, the following: a background check, a credit check, a reference check, and the filling out of a detailed application that explains the potential candidate's philosophy of ministry as well as his positions on issues of doctrinal significance.
3. Upon a unanimous vote of the search committee, the search committee will formally announce the candidate to the Elders, who will then interview the candidate. Upon a unanimous vote of the Elders, the candidate will be presented to the Church. The Elders will determine what will be included in the presentation to the Church (i.e. preaching, teaching, fellowship meeting, group question/answer times, etc.).
4. Notice from the pulpit must be given 2 consecutive Sundays prior to a formal vote on the candidate.
5. The candidate must be elected as Pastor by at least a 75% majority vote of members present and voting. This vote shall be taken by written, secret ballot at a meeting at which the candidate is not present. The search committee

will only present for consideration to the membership one candidate at a time, and an up or down vote must be cast prior to consideration of other potential candidates.

- B. Associate Pastors. The Board of Elders, by unanimous vote of the whole Board of Elders, will select an eligible Pastoral candidate to be submitted to the members of the congregation. This meeting to vote will be publicized at least two weeks in advance. The members will express their choice by means of a secret ballot. At least a 75% majority vote of those present and voting must be received by any candidate before he shall be called as an Associate Pastor of the congregation.

### **5.03—RESIGNATION AND TERMINATION OF A PASTOR’S SERVICE**

Should a Pastor violate the scriptural principles laid out in the Bylaws, specifically Article 2—Doctrinal Statement; or whose lifestyle is no longer consistent with the Scriptures; or whose work and ministry are deemed to be not effective by the Board of Elders; he may be brought to a special meeting of the Board of Elders for a vote of dismissal. A vote of dismissal requires a two-thirds vote of all voting members of the Board of Elders. Once a vote of dismissal has been taken, and if the two-thirds needed to dismiss is not obtained, a subsequent vote on that Pastor may not be taken until one year from the date of that vote. An exception to the one-year rule would be made if subsequent violations of scriptural principles by the Pastor occur; or for a Pastor whose lifestyle is no longer consistent with the Scriptures.

Pastors voluntarily resigning from their position are encouraged to give at least 90 days’ written notice.

### **5.04—STAFF POSITIONS**

All Staff positions, including responsibilities, policies, procedures, and other employment details, etc., are explained in an Employee Personnel Manual that is approved as needed by the Elders. All Staff will agree in writing to abide by the Church Bylaws.

**ARTICLE 6**  
**DUTIES AND POWERS OF PASTORS, ELDERS, & STAFF**

**6.01—THE PASTOR**

- A. The Lead Pastor shall preach the Gospel regularly and shall be at liberty to preach the whole counsel of the Word of God. He shall administer the ordinances of the Church; supervise the teaching ministries of the Church; and watch over the spiritual interests of the membership. In all conflicts regarding interpretation of Scripture, the Elders have the final authority. The Lead Pastor will serve as the executive officer over all the Pastoral Staff and will have the responsibility for coordinating the overall ministry and direction of the Church.
- B. All appointments for public worship and Bible study and the arrangements thereof, including time and place, and the use of the property belonging to the Church for any other purposes, are under the control of the staff, as delegated to the staff under supervision of the Lead Pastor, who, with the advice and counsel of the Board, shall be able to determine the appropriateness of all property use, as well as persons permitted to use the Church property.
- C. The Pastor shall be responsible to fill the pulpit for each regularly scheduled church service as well as any special services. In the event of his absence, he (or the Chairman of the board in the case of a vacancy in the office of Pastor or where the Pastor is temporarily unable to perform his duties) shall be responsible to invite speakers from within the membership or outside the Church to preach in a manner consistent with the beliefs articulated in the statement of faith.
- D. The staff and the Board of Elders shall be responsible to establish mandatory safety and security procedures for all ministries and programs. There will be a zero-tolerance policy with regard to abuse of minors, and any reasonable suspicions of child abuse alleged to be perpetrated by staff, volunteers, members or non-members will be reported to the appropriate law enforcement or child abuse prevention authorities. The staff will be responsible to provide child abuse prevention training for all staff and volunteers who are involved in ministering to children.

## **6.02—THE BOARD**

- A. All powers of the Board shall be compatible with the laws of the state of Pennsylvania.
- B. The government of this Church is vested in its membership and is facilitated through the Board of Elders. The Board of Elders will fulfill the function of a Board of Directors as described in Pennsylvania's Nonprofit Corporation Law of 1988, Title 15, as amended.
- C. The Board of Elders will be the executive of the congregation in its dealings with Pastors, employees, affiliated organizations, branch works and any outside denominations and organizations.
- D. The Board of Elders will have supervision over the business transactions and general work of the Church, its organizations, and branch works.
- E. The Board of Elders will have the management and control of all property belonging to the Church. It will not encumber with loan; nor transfer, sell, or purchase any real estate for the Church except by express authorization conveyed through a two-thirds majority vote of the membership at a business meeting called as outlined in the Bylaws.
- F. The Elders will exercise all powers necessary for the dissolution of the Church corporation.
- G. The minimum number of Elders will be prescribed by the Bylaws; otherwise, the exact number of Elders will be prescribed by the Board of Elders as it will designate from time to time.
- H. All Elders, Pastors, Officers, Directors, and Teachers of the Church and its affiliated organizations will serve in their respective positions until their service is terminated by fulfillment of time of office, by resignation, or by request of the Board of Elders. If at any time the personal belief, conduct, or teaching of the above mentioned Elders, Pastors, Officers, Directors, and Teachers is found not to be in accord with the Church's biblical standards and teaching, the Church's Doctrinal Statement, or Bylaws, they will have opportunity to appear before the Board of Elders in a closed meeting to state



their reasons. The Board of Elders will then decide what action will be taken.

- I. An Elder, including the Pastors, will not be personally liable for monetary damages as such for any action taken, or any failure to take any action, unless the Elder or Pastor has breached or failed to perform the duties of his position, and the breach or failure to perform constitutes self-dealing, willful misconduct, or recklessness. The provision of this section will not apply to the responsibility or liability of an Elder or Pastor pursuant to any criminal statute; or the liability of an Elder or Pastor for the payment of taxes pursuant to local, State, or Federal Law.
- J. An Elder will maintain the duties of loyalty to the Church, confidentiality of church information, and fiduciary care regarding church finances, and a spiritual duty to pray for and support the Church with their time, talents, and treasures.
- K. The Board shall, in conjunction with the Pastors and staff, conduct a ministry liability and safety review of the following policies and/or topics: child protection, including but not limited to worker screening procedures, child abuse reporting procedures, and worker training on child abuse prevention; building safety; security measures; insurance; financial accountability; transportation; sexual harassment; policies listed in IRS Form 990, including a whistleblower policy, a document retention and destruction policy, and a church financial investment policy (if applicable) at least once every two (2) years.
- L. Each Board member shall review the bylaws annually and shall bring suggested changes to a meeting of the Board that has been designated for the purpose of reviewing the bylaws.
- M. Organization and Meeting of the Board of Elders:
  - 1. Number of Elders. The Board of Elders will consist of one man per one hundred members and regular attenders, with a minimum of five Elders and a maximum of nine, plus at least one Pastor of the Church. Any Pastors serving on the Board of Elders are non-voting members.
  - 2. Terms of Service. An Elder will serve a three-year term, with the terms being staggered so that approximately a third of the Elders will be replaced each year. An exception to this is when an Elder is completing another Elder's term

in office, filling the vacancy for up to one year. At the end of each Church year the men who have served their three-year term of office on the Board of Elders may be eligible to be re-elected for a period of one year, renewable up to a total of 6 years continuous service (including the three year term).

3. Responsibilities. An Elder's responsibilities include, but are not limited to, the following:
  - a. Attend regularly and participate at Board of Elders meetings and provide leadership at designated committee meetings
  - b. Prepare prior to Board of Elders meetings by preparing spiritually, completing assignments, and reading materials distributed prior to their meetings
  - c. Work with the Pastoral Staff to oversee the Church ministries and functions
  - d. Pray for the congregation and Church ministries. Promote the teaching of sound doctrine, the equipping of the saints, and proclaiming the gospel
  - e. Provide oversight for the spiritual well-being of the congregation and the staff
4. Regular Meetings. The regular meetings of the Board of Elders will be held regularly at such times and places as it shall designate from time to time, but in no event less than six (6) times per year.
5. Calling Congregational Meetings. The Board of Elders will have authority to call congregational meetings for the purpose of recommending such actions as call for a vote of the congregation, and for the purpose of receiving advice or instruction from the congregation.
6. Member Suggestions. The Board of Elders will consider suggestions, recommendations, and concerns from Church members.
7. Voting Quorum. A quorum shall consist of two-thirds of the voting members of the Board of Elders at a duly convened meeting. The quorum numbers do not include the Pastors.

8. Board of Elders Vote. Unless otherwise stated in the Bylaws or by special rule adopted by the Board of Elders prior to the vote, a two-thirds majority vote of eligible members present at a duly convened Board of Elders meeting shall be required to pass a resolution or carry a motion.
9. Executive Committee Action. In an exigent circumstance requiring immediate action a majority of the Board of Elders may act without complying with the notice requirements that otherwise apply for calling a meeting. If a majority of the Elders cannot be reached, the Executive Committee (Chairman, Vice Chairman, and Secretary) will be empowered to act on behalf of the Board of Elders. The Executive Committee vote must be unanimous. Any emergency actions so taken shall be ratified and confirmed at the next duly convened meeting of the Board of Elders and reflected in the official minutes.
10. Meeting Participation. One or more persons may participate in a meeting of the Board of Elders by means of a conference call or similar communications equipment by means of which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this section shall constitute presence in person at such meeting.
11. Emergencies. In the event of an emergency in which a quorum of the Board of Elders cannot readily be assembled, those members of the Board of Elders able to meet, though less than a quorum, may adopt, amend or suspend Bylaws to be effective for the duration of the emergency. The emergency Bylaws are subject to amendment or repeal by the members of the Church at any regularly scheduled meeting without the prior notices otherwise required by these Bylaws. These Emergency Bylaws may provide special procedures necessary for managing the Church during the emergency, including, but not limited to:
  - a. How to call a meeting of the Board of Elders
  - b. Quorum requirements for the meeting
  - c. Designation of additional or substitute Elders

- d. Relocation of the principal place of meeting
- e. Calling emergency congregational meetings and the quorum necessary to act

Notice of a meeting of the Board of Elders need be given only to those Elders it is practical to reach and may be given in any practical manner. The highest-ranking officer of the Board who is present will assume the role of Chairman. In the event that no officer is present, the longest- serving member (including all previous years of service) will act as the Chairman.

All provisions of the regular Bylaws consistent with the emergency Bylaws remain effective during the emergency. The emergency Bylaws are not effective after the emergency ends.

## **ARTICLE 7**

### **DUTIES AND POWERS OF OFFICERS**

From among their peers serving on the Board of Elders, the Board will elect or appoint Officers. The election of Officers will be held annually during the calendar year at such time and place as the Board of Elders shall designate with advance notice in the minutes. The Officers of the Board of Elders are:

#### **7.01—CHAIRMAN**

The Chairman of the Board of Elders shall:

- A. Preside at all meetings of the Board of Elders.
- B. Preside (or designates facilitator) at business meetings of the congregation.
- C. See that the meetings are conducted in an appropriate manner and is responsible for the agenda of the meetings.
- D. Sign or appoint the signatory (signatories) for legal documents for the Church.
- E. Appoint signature authority (authorities) on checks.

The Chairman shall not have the right to vote except when necessary to break a tie. He has the right to delegate any specific

powers, except as may be by statute exclusively conferred on the Chairperson to any other Officer, Elder, or employee of the Church, including Pastors. All Pastors are ineligible to be nominated or elected to the position of Chairman.

## **7.02 –VICE CHAIRMAN**

The Vice Chairman of the Board of Elders will exercise the functions of the Chairman during his absence and will succeed to the office of Chairman in the event of a vacancy in the office of Chairman.

## **7.03—SECRETARY**

The Church Secretary, or their designee, shall:

- A. Certify and have available in print or online the bylaws, including all amendments or alterations to the bylaws; minutes of meetings; the membership roll, and records of any special events which are of historical interest to the Church.
- B. Maintain and file minutes of all church business and Board meetings, including the time and place of holding, the notice given, the names of those present unless a church-wide meeting, and an accurate record of all church business approved at each meeting. A copy of these minutes shall be kept as a permanent record of the Church and shall be made available [at all reasonable times to proper person on terms provided by law and pursuant to these bylaws].
- C. Sign, certify, or attest documents as may be required by law; and see that reports, statements, certificates, and all other documents and records required by law are properly kept and filed.
- D. See that all notices are duly given in accordance with the provisions of these bylaws. In case of the absence or disability of the Secretary, or his or her refusal or neglect to act, notice may be given and served by the Chairman of the board or their designee.

- E. See that any policy manuals, statements, employee manuals, etc. are maintained and approved by the Board of Elders.
- F. Serve as the Secretary of the corporation and be a member in good standing.

#### **7.04—TREASURER / PASTOR OF ADMINISTRATION**

The Church Treasurer/Pastor of Administration or their designee shall:

- A. Count, or cause to be counted, and record in a record all monies received as church offerings.
- B. Convey in a timely manner all funds received to the person designated for verification and deposit in the bank, including monies received from outside and/or online sources.
- C. Maintain a record of individual giving for all donations, offerings, contributions, and gifts, and guard the confidentiality of these records. Shall issue an official receipt to each contributor at the end of the fiscal year.
- D. Keep in the Church office an accurate record of all financial transactions of church funds; make reports of itemized disbursements and the financial condition of the Church as requested by the Board of Elders.
- E. Serve as Treasurer of the corporation and be a member in good standing.

#### **7.05—DUTIES OF ALL OFFICERS**

- A. All Officers shall surrender all records in their possession to the Church Secretary at the close of their term of office to be filed as a permanent record of the work of the Church. All records are the property of the Church and must be kept in the Church office.
- B. Any officer who neglects his duties as outlined in the bylaws may be removed from office, at the discretion of the Elders, and another may be appointed by them to serve the un-expired term.

## **7.06—FILLING VACANCIES AND REMOVAL FROM LEADERSHIP**

- A. Elder Removal by Elders. Any Elder may be removed by the Board of Elders whenever, in its judgment, the best interests of the Church will be served. This may include but not be limited to:
- a. If an Elder does not fulfill his leadership responsibilities per Article 6 of the Bylaws
  - b. If the Elder violates the scriptural principles laid out in the Bylaws, specifically Article 2—Doctrinal Statement
  - c. If the Elder's lifestyle violates scriptural principles
- B. Elder Notice of Resignation. A Board member is encouraged to give sixty (60) days' notice before resignation of services. In case of a vacancy of a Board position prior to the completion of their three-year term, the Board of Elders, as the nominating committee, will fill the position, following the procedures as outlined in Article 4, Section 6. This new leader would then complete the unexpired term of his predecessor. In an emergency, the Board of Elders may appoint, with full voting rights, a new member who meets the appropriate requirements to fill a vacancy on an interim basis for up to one year.

## **ARTICLE 8 ORDINATION AND COMMISSIONING**

### **8.01—ORDINATION**

- A. Authority to Ordain. Ordination by the laying on of hands is recognition of one called and gifted for full-time Christian ministry. It is an approval of character, not a bestowal of authority. The Board of Elders will determine whether any member (past, present, or associate) of Calvary Monument Bible Church shall be deemed qualified for such service upon presentation of his calling, gifts, education, and experience.

- B. Procedure for Ordination. At the written request of the individual seeking Ordination, the Board of Elders will begin the Ordination process. The Board of Elders will seek to determine a candidate's calling to the Gospel ministry, relationship with his Lord, consistency of life, reputation, basic doctrinal beliefs, and giftedness. This may include, but not be limited to:
- a. Requesting a written statement on doctrinal points (Ordination paper)
  - b. Requesting written references from current and past ministry associates

The Board of Elders will convene an Ordination Council. This Council will be made up of Elders, Pastors (both from within and without the Church), and lay people. At least two weeks' notice to the Church membership will be given, during which time the members may submit comment to the Elder Board regarding the candidate's suitability for Ordination. All questions or objections from the members shall be examined by the Board of Elders.

The Ordination Council shall thoroughly examine the candidate as to his sense of call to the ministry, relationship with Christ, consistency of life, reputation, doctrinal belief, and giftedness for service. Upon recommendation of the Council and approval of the Board of Elders, the Church shall ordain the candidate at a service for the "setting apart" of the candidate for the Gospel ministry and the laying on of hands by the Elders.

## **8.02—COMMISSIONING**

Any member (past, present, or associate) desiring to serve in Christian ministry, whether as a missionary or in another capacity, may be duly commissioned by the Church after examination and upon approval by the Board of Elders.

- A. Authority to Commission. The Church shall have the authority to Commission persons for service in Christian ministry, so as to identify them in that capacity for legal and/or tax purposes.



- B. Procedure for Commissioning. At the written request of the individual seeking Commissioning, the Board of Elders will begin the Commissioning process. The Board of Elders will seek to determine a candidate's qualifications for such service including calling, relationship with his or her Lord, consistency of life, reputation, basic doctrinal beliefs, and giftedness. When the Board of Elders deems the candidate qualified, the Board of Elders shall arrange for an appropriate commissioning in a public service of the Church.

### **8.03—DISCIPLINE**

The Board of Elders has authority to discipline and to revoke for cause the credentials of anyone ordained or duly commissioned by the Church. Such disciplinary action may be appealed, in writing, within 30 days, and a council of ministers and others from outside Calvary Monument Bible Church will be convened by the Board of Elders with a mediator to arbitrate. An Elder approved detailed Discipline Policy is contained in the published policies of the Church.

## **ARTICLE 9**

### **CHURCH BUSINESS MEETINGS AND MEETINGS OF THE BOARD**

#### **9.01—MEETINGS OF MEMBERS & VOTING**

- A. A meeting quorum will consist of 25% of all eligible voting members of the Church. The only matters that may be voted upon at a meeting of members are those matters that were described in the meeting notice. Unless otherwise stated, a simple majority of valid votes cast will pass an issue. All meetings will be held at the principal place of worship of this Church, unless all members are otherwise notified in writing at least two weeks in advance.
- B. In all Church business meetings, the Board Chairman or Vice-Chairman, or their designee, will preside. In the absence of specific direction by the Board of Elders concerning the

conduct of meetings, in the event of a dispute over procedural matters, “Rosenberg’s Rules of Order” <sup>1</sup> shall be used as parliamentary procedure.

- C. For any meeting under this article, the moderator, with approval from attending Elders, will have the authority to require nonmembers to leave the meeting room and/or to order the immediate removal of any member or other person present who is deemed by the moderator and/or the Elders to be disruptive to the proceedings by act or presence. If the moderator determines that compliance with this order of removal is unsatisfactory, he may revoke the disruptive person’s right to remain on the premises and treat the person as a trespasser.
- D. An annual meeting will be held in the last quarter of the fiscal year, which runs concurrently with the calendar year, to vote and elect Elders. Two weeks’ notice will be given before the meeting.
- E. Special meetings may be called by the Board of Elders, or upon written request of 25% of the voting members. Unless stated otherwise, at least two weeks’ notice must be given before any special meeting can be held.
- F. Voting members will receive written notice at least two weeks in advance of the date of any meeting concerning the sale, purchase, removal, or building of any real property; other financial decisions mandated by established Church policy; or for the call or dismissal of a Pastor. Public announcements of the meeting will also be made at a regularly scheduled worship service and may serve as the first notice of the meeting.
- G. Only those who are members at the time of the Board of Elders’ notice of the business meeting are eligible to vote at the meeting. The Board of Elders’ notice is considered to be the first public announcement of the meeting at any regularly scheduled worship service, or the date of any announcements sent, whichever comes first.
- H. All church business, including, but not limited to the annual meeting held in the last quarter of the fiscal year, the election of Elders, and the call or dismissal of a Pastor, may be held in

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<sup>1</sup> Rosenberg, David, “Rosenberg’s Rules of Order: Simple Parliamentary Procedures for the 21<sup>st</sup> Century,” League of California Cities, 2003.

person, virtually (by, for example, electronic means), or a combination of both virtual and in-person for the transaction of any business normally conducted during church business meetings. The quorum would be based on all eligible voting members attending in person, virtually, or a combination of both. Voting will be conducted by any means deemed acceptable by the Board of Elders.

## **9.02—VOTING AT CHURCH BUSINESS MEETINGS**

Voting at any church business meeting is limited to eligible members in good standing with the Church who are physically or virtually present at the meeting. Absentee voting is not permitted, and any member who is undergoing church discipline at the time of a vote is not permitted to vote.

## **9.03—MOTIONS AT CHURCH BUSINESS MEETINGS**

Only those items or motions listed in the meeting notice may be discussed and/or voted on at the Church business meeting.

## **9.04—MEETINGS OF THE BOARD**

- A. Regular Meetings. Regular meetings of the Board shall be held as outlined in 6.02 (M)(5).
- B. Special Meetings. The Executive Team may call a special meeting of the board at any time, and nothing contained in this article shall be construed as limiting, fixing, or affecting the time or date when a meeting called by action of the board may be held.
- C. Notice of Meetings
  - 1. Requirement of Notice: Notice shall not be required for regularly scheduled meetings of the board unless there has been a change to the time, date, or location of such regularly scheduled meetings, in which case notice shall be given in accordance with this section of the bylaws.

Notice shall be provided in accordance with the provisions of this section for all special meetings of the board.

2. Method of Notice: Notice shall be sent to each board member for special meetings by means of the Secretary's chosen method of communication, whether by postal mail, phone, email, or other electronic means, as supplied by the board member to the Secretary for the purpose of notice. Notice shall be given by or at the direction of the Chairman. In the event the Chairman is unable or refuses to give notice, any board member may give notice of any meeting. The Secretary is responsible to verify that notice is duly provided.
  3. Content of Notice: Notice of any special meeting shall state the time, place, and purpose of the meeting.
  4. Time of Notice: Notice of any special meeting shall be delivered by the person charged with giving notice, not less than one day before the date of the meeting.
  5. Waiver of Notice: A board member may waive notice of a meeting of the board by written statement, and attendance by the board member at the meeting without protest shall be deemed waiver of notice.
- D. Quorum. A quorum for meetings shall consist of a two-thirds majority of the board. If a quorum is not attained, then those present shall adjourn the meeting to a new date duly noticed to all board members.
- E. Roles. At every meeting of the board, the Chairman, or in his absence, the officer designated by the Chairman or in the absence of a designation, the person (who shall be one of the Officers, if any is present) chosen by a majority of the board members present, shall act as Chairman and/or moderator, and shall conduct the meeting in an orderly manner as determined by the Chairman. The Secretary of the board shall act as Secretary of all meetings and shall take accurate minutes of board meetings and promptly deliver such minutes to the Church office. In the absence of the board Secretary, the Chairman may appoint another person to act as board Secretary of the meeting.
- F. Participation in Meetings. Any one or more board member may participate in a meeting of the board by means of a

conference telephone, web-based conference, or similar communications equipment or device, by means of which all persons participating in the meeting can hear each other at the same time. Participating by such means shall constitute presence in person at a meeting for purposes of determining if a quorum is present.

## **ARTICLE 10**

### **EDUCATIONAL MINISTRIES**

#### **10.01—PURPOSE**

The Church believes that the home and the Church are responsible before God for providing a Christian education. To help fulfill this responsibility of imparting biblical truth and furthering the Great Commission, this Church shall establish and maintain an educational program for the purposes of winning souls to Christ and teaching Bible doctrine, godly worship, and biblical Christian living. To this end, the Church shall engage in educational ministries.

#### **10.02—CHURCH PARTICIPATION**

All educational programs or courses of instruction formulated and offered by the Church shall be primarily for the benefit of the members of the Church; however, the Elders, on behalf of the Church, may permit non-church members to participate in church educational programs or courses of instruction if they deem it in the best interests of the Church.

#### **10.03—AGREEMENT WITH STATEMENT OF FAITH**

All educational programs or courses of instruction shall be conducted as an integral and inseparable ministry of the Church and shall be taught and presented in alignment with the statement of faith of the Church and the inerrant Word of God. The Church shall not hire, appoint, or retain any employee or volunteer for its educational programs who fails to adhere to or who

expresses disagreement with the statement of faith or who adopts or lives a lifestyle inconsistent with the beliefs and practices of the statement of the faith, whether in or out of the classroom.

## **ARTICLE 11 COMMITTEES**

### **11.01—COMMITTEES**

The board, on behalf of the Church, shall establish committees and appoint the members of the various committees. These committees may be standing or temporary (special) committees. The Chair of the Elders shall serve as the president of the corporation. He shall inform all newly elected Officers of the functions and responsibilities of their respective offices. The Elders shall extend the right hand of fellowship to all new members on behalf of the Church and shall perform such other duties as generally appertain to the position of an Elder. They shall be free to choose the means and methods by which they exercise the ministry God has given them.

### **11.02—ACTIONS OF COMMITTEES**

Committees may be established or terminated as needed, to assist and support the work of the Board of Elders. Committees have no authority to act on behalf of the corporation. The tasks, responsibilities, and budget of the Committee will be defined in writing by the Board of Elders. In addition, the expectations, organization, member election or appointment process, and the qualifications to be sought for each member of the Committee may be defined by the Board of Elders as necessary. The Committees, including any sub-committees, are accountable to the Board of Elders. Committees shall make available upon request all records and materials to the Elders, who shall have the right to overrule any plans or decisions made by the committee. Each committee shall have a Secretary who keeps and submits timely minutes of each meeting to be filed with church records.

## **ARTICLE 12**

### **DESIGNATED CONTRIBUTIONS**

From time to time the Church, in the exercise of its religious, educational, and charitable purposes, may establish various funds to accomplish specific goals. If the Church receives a designated contribution for these funds or for any other designated purpose, the Church will attempt to honor the designation; however, all designated contributions shall be deemed advisory rather than legally mandatory in nature and shall remain subject to the exclusive control and discretion of the Board of Elders. No fiduciary obligation shall be created by any designated contribution made to the Church other than to use the contribution for the general furtherance of any of the purposes stated in section 1.02.

No part of the net earnings of the Church shall financially benefit, or be distributable to its members, Officers, or other private persons, except that the Church shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in these Bylaws.

The following financial protocols will be followed:

- A. The Church fiscal year will be the calendar year, January 1 through December 31.
- B. All Officers and employees who handle Church funds will be bonded.
- C. The Board of Elders, by simple majority vote, approves the annual budget.
- D. The Board of Elders, unless otherwise prevented by the bylaws, may, by simple majority vote, approve additional expenditures above the annual budget.
- E. The Church will maintain appropriate accounting records. In addition, an internal or external audit or review of the accounting records and procedures must be done annually.

## **ARTICLE 13**

### **CONFLICT OF INTEREST POLICY**

#### **13.01—PURPOSE**

The purpose of this conflict of interest policy is to protect the Church's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Church or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable State or Federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

#### **13.02—DEFINITIONS**

- A. Interested Person: Any director, officer, or member of a committee with governing board-delegated powers who has a direct or indirect financial interest.
- B. Financial interest: A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
  - 1. An ownership or investment interest in any entity with which the Church has a transaction or arrangement.
  - 2. A compensation arrangement with the Church or with any individual or entity with which the Church has a transaction or arrangement.
  - 3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Church is negotiating a transaction or arrangement.
  - 4. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the board of directors decides that a conflict of interest exists after considering all applicable State and Federal guidelines and the definitions contained herein.



- C. Compensation: Direct and indirect remuneration as well as gifts or favors that are not insubstantial.
- D. Board: The Board of directors of the Church. The Pastor and Board will determine procedures for determining a possible conflict of interest.
- E. “Conflict” or “Conflict of interest”: use by a church officer or employee of the authority of his or her office of employment or any confidential information received through his or her holding church office or employment for the private material or precursory benefit of himself or herself, a member of his or her immediate family, or a business with which he or she or a member of his or her immediate family is associated.

### **13.03—PROCEDURES**

- A. Duty to Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the board and, if applicable, members of committees with governing board-delegated powers considering the proposed transaction or arrangement.
- B. Determining whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, including any presentations by and discussion with the interested person, he or she shall leave the board or committee meeting while the determination of a conflict of interest *involving the transaction or arrangement is discussed and voted upon*. The remaining Board or committee members (as applicable) shall decide, by a majority vote, if a conflict of interest exists.
- C. Procedures for Addressing the Conflict of Interest
  - 1. The Chairman of the board shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
  - 2. After exercising due diligence, the board or committee shall determine whether the Church can obtain, with reasonable efforts, a more advantageous transaction or

arrangement from a person or entity that would not give rise to a conflict of interest.

3. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the board shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the best interests of the Church, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

**D. Violations of the Conflict of Interest Policy**

1. If the board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
2. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the board determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

## **13.04—RECORDS OF PROCEEDINGS**

- A. The minutes of the board shall contain the names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the board or committee's decision as to whether a conflict of interest in fact existed.
- B. The minutes of the board also shall contain the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

### **13.05—COMPENSATION**

- A. A voting member of the board or any committee who receives compensation, directly or indirectly, from the Church for services rendered may not vote on matters pertaining to that member's compensation.
- B. A voting member of the board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Church, either individually or collectively, are not prohibited from providing information to any committee regarding compensation.

### **13.06—ANNUAL STATEMENTS**

Each director, officer, and member of a committee with governing board-delegated powers shall annually sign a statement which affirms such person has received a copy of the conflict of interest policy; has read and understands the policy; has agreed to comply with the policy; and understands the organization is charitable and in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

## **ARTICLE 14 LIABILITY AND INDEMNIFICATION**

### **14.01 LIABILITY AND INDEMNIFICATION**

An Elder, Pastor, or other Officer of the Church (each and all hereinafter referred to as "Official") shall not be personally liable for monetary damages as such Official for any action taken, or any failure to take any action unless:

1. the Official has breached or failed to perform the duties of his position in accordance with the standard of conduct contained in Section 5712 of the Nonprofit Corporation Law of 1988 and any amendments and successor acts thereto; and

2. the breach or failure to perform constitutes self-dealing, willful misconduct, or recklessness.

Provided, however, the foregoing provision shall not apply to (a) the responsibility or liability of an Official pursuant to any criminal statute or (b) the liability of an Official for the payment of taxes pursuant to local, state, or federal law.

1. Indemnification. The Church shall indemnify any Official or employee or other representative of the Church who was or is a party or is threatened to be made a party to any threatened, pending, or completed action, suit or proceeding, whether civil, criminal, administrative, or investigative, (and whether or not by, or in the right of, the Church) by reason of the fact that such person is or was a representative of the Church, against expenses (including attorneys' fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred in connection with such action or proceeding if such person acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interests of the Church, and with respect to any criminal proceeding, had no reason to believe such conduct was illegal, provided, however, that no persons shall be entitled to indemnification pursuant to this Section in any instance in which the action or failure to take action giving rise to the claim for indemnification is determined by a court to have constituted willful misconduct or recklessness; and provided, further, however, in instances of a claim by or in the right of the Church, indemnification shall not be made under this section in respect of any claim, issue, or matter as to which the person has been adjudged to be liable to the Church unless and only to the extent that the court of common pleas of the judicial district embracing the county in which the registered office of the Church is located or the court in which the action was brought determines upon application that, despite the adjudication of liability but in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses that the court of common pleas or other court shall deem proper.
2. Procedure. Unless ordered by a court, any indemnification under Article V, Section 1: 13b or otherwise permitted by

law shall be made by the Church only as authorized in the specific case upon a determination that indemnification is proper in the circumstances because he or she has met the applicable standard of conduct set forth under the section. Such determination shall be made:

- a. by the Board of Elders by a majority vote of a quorum consisting of Elders who were not parties to the action or proceeding; or
  - b. if such a quorum is not obtainable or if obtainable and a majority vote of the quorum of disinterested Elders so directs, by independent legal counsel in a written opinion.
3. Advancement of Expenses. Expenses incurred by a person entitled to indemnification pursuant to this Section or otherwise permitted by law in defending a civil or criminal action, suit, or proceeding shall, in any case required by Article V, Section 1:13b, and may, in any other case, be paid by the Church in advance of the final disposition of such action, suit, or proceeding upon receipt of an undertaking by or on behalf of such person to repay the amount so advanced if it shall ultimately be determined that such person is not entitled to be indemnified by the Church.
4. Continuing Right to Indemnification. The indemnification and advancement of expenses provided pursuant to this Article shall continue as to any person who has ceased to be an Official or employee or representative of the Church and shall inure to the benefit of the heirs, executors, and administrators of such person.
5. Other Rights. This Article shall not be exclusive of any other right which the Church may have to indemnify any person as a matter of law.

The Board of Elders may also extend indemnification to employees and agents of the Church. Indemnification permitted under this section in connection with a proceeding by or in the right of the Church is limited to reasonable expenses incurred in connection with the proceeding. The determination will be made by the Board of Elders by majority vote of a quorum consisting of Board members not at the time

parties to the proceeding, or if a quorum cannot be obtained, by majority vote of a committee duly designated by the Board of Elders. The Board of Elders has the right to reimburse the reasonable expenses of the individual who is a party to a proceeding in advance of final disposition.

The Board of Elders may secure the fidelity of any or all such Officers by bond or otherwise.

## **14.02—PERIODIC REVIEWS**

To ensure the organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- A. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's-length bargaining.
- B. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Church's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in inurement, impermissible private benefit, or an excess benefit transaction.

## **14.03—USE OF OUTSIDE EXPERTS**

When conducting the periodic reviews as provided for in 10.07, the organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the board of its responsibility for ensuring periodic reviews are conducted.

## **ARTICLE 15 BINDING CHRISTIAN ARBITRATION**

### **15.01—SUBMISSION TO ARBITRATION**

By entering into membership of the Church, members of the Church hereby agree to submit to binding Christian arbitration any legal matters within the Church that cannot otherwise be resolved, and expressly waive any and all rights in law and equity to bring 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.

### **15.02—ARBITRATION PROCEDURES**

The procedures for arbitration shall be as adopted by the board. If the board has not adopted procedures, the Church will use arbitration procedures provided by the National Center for Life and Liberty. This arbitration provision is ecclesiastical and faith-based in nature and is intended to operate under the rules and guidelines of this local church. It is not intended to operate under any state or federal guidelines for arbitration.

## **ARTICLE 16 TAX-EXEMPTION PROVISIONS**

### **16.01—PRIVATE INUREMENT**

No part of the net earnings 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 services rendered and to make payments and distributions in furtherance of the purposes set forth in section 1.02 hereof.

## **16.02—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 (or in opposition to) any candidate for public office.

## **16.03—DISSOLUTION**

Upon the dissolution of the Church, the Board shall, after paying or making provision for payment of all the liabilities of the Church, dispose of all 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, as the board shall determine. Assets may be distributed only to tax-exempt organizations that agree with the Church's statement of faith.

1. The dissolution or termination of Calvary Monument Bible Church will be authorized if it is approved by the Board of Elders and by the majority of the members' votes cast at a duly called congregational meeting as outlined in the Bylaws.

In the event of termination or dissolution of Calvary Monument Bible Church, the remaining assets of the Church, after all creditors have been paid, will be distributed evenly to Lancaster Bible College and Graduate School, Lancaster, Pennsylvania, and to Cairn University, Philadelphia, Pennsylvania, and if both are defunct, then to such organization or organizations organized and operated exclusively for Christian religious purposes as shall at that time qualify as an exempt organization pursuant to section 501(c)(3) of the Internal Revenue Code or any subsequently adopted section replacing the same.

2. In case of division, the property of this Church shall belong to the body of members who adhere to the Bible, and to



the Bylaws. If there is disagreement or conflict between these two documents, the order of precedent will be a) the Bible b) the Bylaws. If agreement cannot be reached a neutral third party will arbitrate. The neutral third party will be selected from Lancaster Bible College or from references that the college supplies.

#### **16.04—NONDISCRIMINATION POLICY**

The Church shall not discriminate against members, applicants for membership, students, or others on the basis of race, color, nationality, or ethnic origin; however, as a religious institution it reserves the right to deny or terminate employment or to deny or terminate any other status of persons whose lifestyle, words, actions or otherwise do not align with the Church's statement of faith, standard of conduct or other policies of the Church. Furthermore, this policy statement is not intended to waive the ministerial exception or any other exception or exemption to federal, state, or local antidiscrimination laws or regulations.

#### **16.05—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 section 1.02.

### **ARTICLE 17 AMENDMENTS**

These bylaws may be revised or amended by a two-thirds majority vote of the eligible members present and voting at a congregational meeting. This meeting to vote will be publicized at least two weeks in advance, with the amendment(s) being provided in writing to the congregation's members. A quorum of 25% of the members is needed to proceed with the vote. No changes, excepting punctuation, spelling, or grammar may be made

to the proposed amendment. All other changes will result in the process beginning anew.

## **17.01—POLICY STATEMENTS**

There may be instances when clarification of issues raised may be required. To handle all such issues, the Board of Elders, or its designee, will be responsible to maintain a Policy-and- Procedures manual to give guidance that will spell out the working details of these Bylaws. All Church policy is to be approved by the Board of Elders.

1. A member of the Church is entitled to inspect at a reasonable time and location specified by the Church, any of the records of the Church listed below if the member's demand is made in writing, in good faith, and for a proper purpose and that purpose is particularly described, and the records are directly connected with this purpose:
  - a. All minutes of all Board of Elders meetings except those minutes pertaining to sensitive matters or matters which may be privileged, or for which privilege may be asserted by a party such as, by example only and not as an exclusive listing, personnel matters; matters pertaining to disciplinary action under consideration; or sensitive personal matters upon which the Elders may be called to provide counsel or direction. The Board of Elders may determine the appropriateness of any such matter included in the minutes and shall redact any items which it deems to be of such a personal nature that should not be disseminated unless the parties involved sign a release authorizing the release of such personal information.
  - b. Membership list
  - c. The financial reports reviewed and approved by the Elders
  - d. The Articles of Incorporation and all amendments to them currently in effect

- e. Bylaws and all amendments to them currently in effect
- f. Policy-and-Procedures Manual as currently approved by the Elders