

BYLAWS OF CALVARY BAPTIST CHURCH

Adopted April 23, 2023

Amended July 7, 2024¹

We declare and establish these bylaws to preserve, secure, and advance the mission of this body of believers, known henceforth as Calvary Baptist Church or “Church”. As God is a God of order, these bylaws shall help us maintain operational order and clarity.

Article 1: Administration

The Church is formed by Scripture, organized under the Church constitution, administered by these bylaws, and operated in accordance with the Church Policies.

Under the direction of the Elders, the Deacons are responsible for ensuring the Church constitution, bylaws, and policies are followed, current, and made available to all members.

Section 1. Associations

- A. The Church is not subject to the control of any other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Baptist churches.
- B. Provided there is no conflict with the Church’s interests, faith, or practice, the Church will voluntarily cooperate with and support the
 - a. Kansas City Kansas Baptist Association
 - b. Kansas-Nebraska Convention of Southern Baptists
 - c. Southern Baptist Convention
- C. The Church affirms the Baptist Faith and Message 2000.

Section 2. Staff

The Church may employ staff to serve the needs of the Church. Consistent with the First Amendment to the US Constitution and Title VII of the Civil Rights Act of 1964, all persons employed by the church in any capacity (and all who serve as volunteers) shall adhere to the faith and practice of the Church, including the Statement on Marriage, Sexuality, and Gender.

- A. The Elders will serve as supervisors for all staff. With the advice of the other Elders, the Senior Pastor may serve as the primary supervisor of staff. The Elders may delegate supervision of certain staff to the Deacons, where appropriate.

- B. The Church recognizes the following employed staff positions:
- a. Senior Pastor
 - b. Associate Pastor of Family Ministry
 - c. Ministry Assistant
 - d. Worship Leader
 - e. Treasurer
 - f. Custodian
- C. The Elders shall maintain written position descriptions for all staff positions in the Church Policies. The position descriptions may be changed to suit the needs of the Church by the Elders and with the approval of the relevant employee.
- D. Changes to staff compensation must be recommended by the Elders for approval by the members during a business meeting.
- E. The Elders may dismiss non-Elder employees of the Church from their position with at least a two-week notice. If the Elders determine immediate dismissal is warranted, the employee will receive two weeks' pay. If the Elders desire to provide any additional severance or compensation, they shall recommend it for approval by the members during a business meeting.
- F. Staff Elders shall be dismissed in accordance with constitutional procedures.

Section 3. Meetings

The business of the Church shall be conducted during business meetings. All business meetings will be conducted in-person.

- A. There are two types of business meetings:
- a. Regular Business Meetings. Routine and scheduled business and information sharing shall take place at the Regular Business Meetings of the Church. Regular Business Meetings shall normally be held on the first Sunday of each calendar quarter (January, April, July, October) at a time announced by the Elders.
 - i. In the event the first Sunday of the quarter is a holiday weekend, the Elders may choose to delay the Regular Business Meeting to the following Sunday. This change must be announced to the Church no later than the Sunday prior to the original meeting date.
 - ii. The first Regular Business Meeting of each calendar year shall be designated the Annual Business Meeting. At the Annual Business Meeting, each committee, team, or person responsible for a ministry area will provide a written report summarizing the ministry's purpose and

major accomplishments/activities for the prior year, if required by the Elders or these bylaws.

- b. **Special Business Meetings.** Special Business Meetings shall be called by the Elders, at their discretion and for any purpose. Should any church member desire a Special Business Meeting, they are to bring their concern to the Elders. Notice must be made as a public announcement at a Sunday service at least seven days before the date of the Special Business Meeting. In the event the church is not gathering, Elders are authorized to use other means of communication.
- B. Church business meetings shall be led by an Elder or a designated Deacon.
- C. Church business meetings shall be conducted with the following procedures:
- a. To propose a decision or action, a motion must be made by a member. (“I move that...”) To advance to a group discussion, a second motion must then also be made (“I second it/the motion.”)
 - b. The members may then discuss the motion.
 - c. When the Elder leading the meeting determines, in his discretion, the discussion is complete, he will call for a vote. The vote will then occur and be counted.
 - d. Votes on Elders, Deacons, and constitutional changes shall be done by secret ballot. All other votes may be done by voice and assessed by the Elder leading the meeting. Any member may make a motion to have a vote done by ballot instead of voice. If so moved by the members, a voice vote that is contested may be recounted visually, by ballot, or by secret ballot.
 - e. No other parliamentary rules or procedures are required for the Church to conduct business.
- D. The purpose of the Church business meeting procedures is to ensure the orderly conduct of business with the opportunity for all members to participate. Neither these nor any other parliamentary procedures should be used to prevent discussion of or action on sincerely raised or important issues.

Article 2: Organizational Offices and Duties

- A. **Elders:** The Elders shall fulfill the duties described in Scripture and the Church constitution.
- a. To the extent practical, the Elders should publish written procedures in the Church Policies so members will have insight into how the Elders are leading the Church.
 - b. The Elders shall produce and publish their process for maintaining the Church membership rolls, as directed in these Bylaws under “Policies.”

- c. In coordination with the Senior Pastor, non-staff Elders shall develop and publish personnel policies for all paid employees (full and part time), to include paid time off, holidays, maternity/parental leave, and retirement plans. These policies will be publicly published in the Church Policies.
- d. **Church Clerk:** The duties of the Church Clerk are the responsibility of the Ministry Assistant. The Church Clerk shall:
 - i. Record and maintain record of all proceedings of all business meetings of the Church
 - ii. Conduct all correspondence regarding membership, at the direction of the Elders
 - iii. Assist the Elders in keeping an accurate and complete list of all members of the Church and their children aged 18 and under
 - iv. Under the direction of the Elders, maintain the current and authoritative source copy of the Church constitution, bylaws, and all Church Policies.
- e. At the annual meeting, the Elders shall make a written report summarizing their ministry for the prior year.

B. **Deacons:** The Deacons shall fulfill the duties described in Scripture and the Church constitution.

- a. The Deacons may publish policies which describe their processes (including rotations or terms of respite, if needed) in the Church Policies.
- b. The Deacons shall publish descriptions of their duties in the Church Policies so that members will clearly understand how the physical needs of the Church are being met.
- c. At the annual meeting, the Deacons shall make a written report summarizing their ministry for the prior year.

Article 3: Committees and Teams

Believing that all of God's people are gifted for service, the Church will utilize a committee and team structure to further the mission of the Church. Teams and committees shall be chaired by Elders or Deacons, and they shall be composed of Church members who serve under the authority and direction of the Elders. The chairs are permanent appointed positions. Committees represent the interests of the church and are elected by the members. Teams are formed to accomplish specific tasks and may be appointed by the Elders. The Elders may create additional committees or teams, as needed, to serve specific ministry initiatives or needs as they arise.

All committees shall be filled by an annual ballot prepared by the Elders. This ballot shall be presented to the Church during a business meeting for affirmation no later than December, and it will go into effect on January 1st. Should vacancies occur during the year, the Elders may present updated ballots to the Church as needed, with the effective date as determined by the Elders.

There are no prescribed rules of order under which committees must conduct their business. Under the leadership of the designated chair, each committee may govern itself as it sees fit.

A. **Finance Committee:** The purpose of the Finance Committee is to assist the Deacons and Elders with all financial aspects of the Church.

- a. The committee shall be chaired by a Deacon.
- b. The committee shall be composed of the Treasurer, Ministry Assistant, and four elected members serving two-year terms, with two members elected each year.
- c. Staff Elders shall not serve on the Finance Committee.
- d. The duties of the committee shall include:
 - i. Oversee the counting and tabulation of all tithes, offerings, and gifts of record, and see that the monies are properly cared for and deposited into the Church's bank account. This record shall then be given to the Treasurer. At the discretion of the Finance Committee, and with an emphasis on stewardship and accountability, the counting team may come from within the committee, or the committee may appoint members from outside the committee.
 - ii. Provide an annual giving statement to each financial contributor no later than January 15th of each calendar year
 - iii. Under the direction of the Elders, oversee the process of drafting, coordinating, and approving the Church's annual budget
 - iv. Monitor the execution of the current year's budget and, with the Treasurer, make regular reports to the members
 - v. Coordinate and oversee the review of all out-of-budget finance requests
 - vi. Under the direction of the Elders, develop long range financial goals consistent with the Church's vision and the funding strategies to accomplish them
 - vii. Ensure that proper internal controls exist and are in place for the safeguarding of all local church assets, including financial integrity by monitoring and auditing, as required
 - viii. At the annual meeting, the committee shall make a written report summarizing their ministry for the prior year.
- e. The committee shall produce written policies and procedures covering Church financial processes and publish them in the Church Policies, as directed in these bylaws under "Policies".

B. **Constitutional Review Committee:** The purpose of the Constitutional Review Committee is to ensure Church operations are consistent with the constitution and bylaws.

- a. The committee shall be chaired by an Elder.

- b. The committee shall be composed of one Deacon and three elected members, one of whom shall serve a two-year term.
- c. The duties of the committee shall include:
 - i. Review all recommended constitutional or bylaw changes proposed by the Elders, and provide insight, guidance, and implementation recommendations to the Elders prior to proposing those changes to the Church
 - ii. During the process of Church business, remind the Church, when necessary, of the requirements of the constitution and bylaws.
 - iii. Any approved changes to the constitution or bylaws are to be updated and provided to the Ministry Assistant not more than 2 weeks after the vote approving the changes.
 - iv. At the annual meeting, the committee shall make a written report summarizing their ministry for the prior year if changes were made to the constitution or bylaws.

C. Outreach Committee: The purpose of the Outreach Committee is to assist the Elders in advancing the strategic outreach of the Church and the equipping of the Saints for the work of ministry toward the fulfillment of the Great Commission.

- a. The committee shall be chaired by a Deacon.
- b. The committee shall be composed of four elected members serving two-year terms, with half of the committee's members being elected each year.
- c. At the annual meeting, the committee will make a written report summarizing their ministry for the prior year.

D. Building and Grounds Committee: The purpose of the Building and Grounds committee is to care for the physical properties of the Church.

- a. The committee shall be chaired by a Deacon.
- b. The committee shall be composed of four elected members serving two-year terms, with half of the committee's members being elected each year.
- c. The duties of the committee shall include:
 - i. Take necessary actions to preserve the physical properties of the Church, including, when approved, expending funds for their upkeep.
 - 1. The physical properties of the church include, but are not limited to, the Church building, outbuildings, land, and vehicles.
 - 2. The committee is not responsible for assets acquired through other committees or functions (for example, sound equipment acquired by the worship team)
 - ii. Develop a yearly budget proposal that contains
 - 1. Improvement items

- 2. Maintenance items
 - 3. Emergency repair and replacement estimate, including a recommendation for a designated emergency fund
 - 4. Line items for items that are reaching their life expectancy
- iii. In coordination with the Finance Committee, plan and budget a long-term maintenance fund for future improvements, additions, or high-cost facility refresh/renovation.
 - iv. At the annual meeting, the committee will make a written report summarizing their ministry for the prior year.
- d. The committee shall produce written policies and procedures covering Church facility stewardship and publish them in the Church Policies. These policies shall include, at a minimum:
 - i. Schedules of preventive and regular maintenance
 - ii. Evaluations of high-cost capital items, their life expectancy, and recommended budget set-aside (i.e., HVAC, carpet/paint, parking lot, elevator, vehicle, etc.)
 - iii. The Facility Use Policy, as directed in these Bylaws under “Policies”
- E. **Baptismal Team:** The purpose of the Baptismal Team is to assist the Elders and baptismal candidates during their day of baptism.
- a. The team shall be chaired by an Elder.
 - b. The team shall be composed of two men and two women to be appointed for two-year terms, with one man and one woman appointed each year.
 - c. The duties of the team shall include any tasks needed or assigned by the Elders to assist with baptisms.
- F. **Social Team:** The purpose of the Social Team is to oversee the planning and execution of Church functions.
- a. The team shall be chaired by a Deacon.
 - b. The team shall be of a size determined appropriate by the Elders.
 - c. This team shall organize and prepare for Church functions, including meals and other social events both at the church building and at other locations.
 - d. Members on this team shall serve one-year terms.

Article 4: Ministries

The specific ministries of the Church may change, but the Church’s responsibility to make disciples remains the same. While the Church’s members may engage in various personal ministries, the Church as a body will strive to participate in the following corporate ministries.

This list is not exhaustive or prescriptive, but it does represent the Church's desire for core or pillar ministries. If the Elders believe any of these ministries no longer serve Christ's mission for His Church, the Elders will present the possible termination of the ministry to members at a business meeting for input and voicing of concerns before the Elders make a final determination if the ministry will be ended. The Elders may also create or add additional ministry opportunities.

- A. **AWANA:** The Church joyfully participates in the international AWANA ministry. AWANA is a pointed way in which the Church can teach children the Scriptures. AWANA will be led by a "Commander" under the direction of an Elder. This Commander must be a member appointed by the Elders and can be male or female. The Commander is tasked with the organization of AWANA and must present a list of all volunteers to the Elders for approval. Volunteers should normally be members of the Church, but at the discretion of the Elders volunteers may be regular attenders of the Church.
- B. **Sunday School:** The Church believes it is vital for its members to know the Scriptures. Sunday School is one of many ways this is achieved. All Sunday School teachers are members appointed by the Elders. Children's Sunday School teachers can be male or female when students are in the fifth grade or younger; all other Sunday Schools must be led by a male in accordance with Scripture.
- C. **Small Groups:** Small groups are home-based Bible studies aimed at fellowship and Christian growth. All small group leaders must be members of the Church and approved by the Elders. In accordance with Scripture, the teacher of each group must be a male.
- D. **Bible Studies:** The Church will have various Bible Studies available for anyone who would like to attend. These groups shall be led by an Elder approved member of the Church. Any mixed gender study must be led by a male in accordance with Scripture.
- E. **Men's and Women's Ministry:** The Church's desire is to see men and women grow in their faith. At times this happens through gender-specific ministries. As such, the Elders may appoint a Men's Ministry Leader and/or a Women's Ministry Leader. These positions and their objectives shall fall under the authority of the Elders.
- F. **Vacation Bible School:** Every year, as able, the Church shall host a Vacation Bible School or other ministry the serve the children in our community. This ministry shall be overseen by an Elder. The Elders may stand up temporary committees or teams for this purpose, as needed.
- G. **Calvary Youth Group (CYG):** The Church takes seriously the opportunity to minister to youth in its community and to support faithful parents in their task of raising their children in the discipline and instruction of the Lord. Through CYG, students come together regularly for fellowship, training in the Scriptures, equipping

for the work of ministry, and more. CYG shall be led by a male member of the Church who is appointed by the Elders. Volunteers must be members of the Church.

Article 5: Enduring Policies

From time to time the Church may develop policies to govern its internal processes. Generally, the policies are the responsibility of the Elders, the Deacons, or the committee that authors them. Those policies, after being reviewed by the Elders, shall be published in the Church Policies and reviewed annually by their authors. Any edits to the policies that affect general Church members or operations are to be communicated to the Church. Any policy changes shall be given to the Ministry Assistant for publication no later than two weeks after the change is made.

Any policies or written agreements previously approved by a vote of the members prior to these bylaws taking effect remain valid. Where those policies refer to legal duties, including those of Trustees, those duties transfer to the Elders. Where those policies refer to finances, those duties transfer to the Finance Committee. Where those policies refer to duties regarding facility maintenance, those duties transfer to the Building and Grounds committee. Any other issues of responsibility regarding other prior policies or agreements will be determined by the Elders.

In these bylaws, the members of the Church may direct the Elders, Deacons, teams, committees, and others to produce specific policies. After these groups write these policies, they will be reviewed by the Elders and published in the Church Policies. The Church instructions for these policies include:

- A. **Child Safety Policy:** The Elders are responsible for publishing and maintaining a Church Child Safety Policy.
 - a. This policy shall be published in the Church Policies, updated and reviewed regularly, publicized to all Church members, and made available to any person upon request.
 - b. The Elders are responsible for ensuring all persons involved in any Church capacity directly involving children are aware of and follow the Child Safety Policy.
 - c. The Elders are responsible for ensuring all persons involved in any Church capacity directly involving children pass a background check prior to participating.

- B. **Finance Policy:** The Finance Committee is responsible for publishing and maintaining a policy governing the financial processes of the Church. The Church's desire is to remain above reproach in all matters of finance. At a minimum, this policy must:
 - a. Ensure the integrity and stewardship of the Church financial processes is above reproach
 - b. Identify which personnel can authorize the expenditure of previously budgeted funds

- c. Explain the process for requesting and approving unbudgeted expenses
- d. Detail the normal timeline for inputs, drafting, review, publication, and approval of the Church budget
- e. Restricted donations
 - i. Identify existing restricted donations and describe how to properly track and spend those donations
 - ii. Prescribe procedures for receiving and tracking (or declining) new restricted donations
- f. Address conflicts-of-interest
- g. Always require two check signers. The Church check signers will be:
 - i. Ministry Assistant, Church Treasurer, Deacon, and two members at large to be appointed by the Elders.
- h. **Unbudgeted Requests:** For disbursement requests that are outside the approved budget:
 - i. Finance Committee authorizations:
 - 1. The Finance Committee may unilaterally approve one-time expense requests up to \$1,500 if it is consistent with the overall budget.
 - 2. With the consent of the Elders, the Finance Committee may approve one-time expense requests up to \$5,000 or 2% of the approved annual budget, whichever is less, if it is consistent with the overall budget.
 - 3. The total of all Finance Committee approvals outside of the budget may not exceed 2% of the approved annual budget per year.
 - a. If that amount is reached, the Finance Committee may only continue to approve further requests with the approval of the Church members.
 - b. By vote, the Church members may reset the Finance Committee's annual approval authorizations for the year.
 - ii. Elder authorizations:
 - 1. The Elders, in accordance with their own processes, may approve one-time unbudgeted expense requests up to \$500 per month, with consideration given to the Finance Committee's recommendation on the request.
 - 2. The total of all Elder approvals outside of the budget may not exceed 1% of the approved annual budget per year.

- a. If that amount is reached, the Elders may only continue to approve further requests with the approval of the Church members.
 - b. By vote, the Church members may reset the Elders' annual approval authorizations for the year.
- 3. This authorization process is specifically to support unbudgeted Church operations. It is distinct in purpose and separate from the Elders' professional ministry expenses.
- iii. Disbursement requests exceeding \$5,000 or 2% of the approved annual budget, whichever is less, should be approved by the members as an amendment to the budget.
- iv. Approved unbudgeted requests will be funded by the General Fund. If the Finance Committee determines another funding source is required, the Committee must obtain the consent of the approval authority of that funding source prior to the request being approved.
 - 1. For budget lines, the approval authority is the committee or ministry responsible for that budget line.
 - 2. For designated funds, the approval authority is as described in the designated fund's policy.
- v. The Finance Committee should consider revising the budget and obtaining congregational approval if consistent requests for disbursement exceeding the budget are made.
- vi. All requests that exceed the approved budget should be carefully weighed against the ability to fund those requests with savings or contingency funds.
- vii. Funds that have been set aside for specific purposes may be disbursed for those purposes in accordance with the fund's policies.

C. **Facility Use Policy:** The Building and Grounds committee is responsible for publishing a policy governing the private use of Church property (the "Facility Use Policy"). The physical property of the Church was provided through God's benevolence and the sacrificial giving of its members. The desire of the Church is that the Church's physical property be primarily used for the fellowship of the Church and to bring glory to God.

- a. Members may use Church properties for private purposes in a manner consistent with good stewardship and the reputation of the Church by coordinating with the Ministry Assistant.
- b. Although Church property is not generally available for use by non-members, it may be permitted by the Elders on a case-by-case basis.
- c. In all cases, the Facility Use Policy must be followed.

- D. Membership:** The Elders are responsible for publishing a policy on how they will ensure Church membership rolls will be accurately maintained.
- a. It is the intent of the Church that members be those who regularly gather together and participate with the local body of believers.
 - b. Where a member of the Church cannot or does not regularly meet with the body for any reason, the Elders will follow up with the member and determine on a case-by-case basis whether their membership in the Church should continue. This follow up may include a plan for helping members who are incapable of meeting together with the Church still continue to participate with it.
 - c. The Church does not intend to maintain lists of people who are not members (i.e., “inactive” or other secondary lists). They are either members of the Church, or they are not.
- E. Marriage, Sexuality, and Gender:** The Elders are responsible for publishing a policy explaining the importance of the sanctity of marriage to the Church and the biblical view of gender.
- a. We believe the term ‘marriage’ has only one meaning, and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture.
 - b. We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
 - c. We believe that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography or any attempt to change one’s sex, or disagreement with one’s biological sex, is sinful and offensive to God.
 - d. We believe that in order to preserve the function and integrity of the church as the local Body of Christ, and to provide a biblical role model to the church members and the community, it is imperative that all persons employed by the church in any capacity, or who serve as volunteers, should abide by and agree to this Statement on Marriage, Sexuality, and Gender and conduct themselves in accordance with it.
 - e. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.
 - f. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of the church.
 - g. Because of these closely held religious beliefs, our Elders shall not participate in nor oversee, and our facilities shall not be used for, ceremonies of any kind that promote, advocate for, or otherwise condone any behaviors or beliefs

contrary to our faith and practice, including those within this Statement on Marriage, Sexuality, and Gender.

Article 6: Bylaw Changes

Bylaws are to serve as a guide for this Church. At times, bylaws may need amended or added to best suit the ministry of the Church. Such changes shall be proposed by the Elders and approved by the members at a business meeting.

¹ *Amended on July 7, 2024, effective August 19, 2024, the position of church secretary was renamed ministry assistant and responsibilities were redistributed.*

Amended October 1, 2023, effective immediately, section 5.B.h. was amended from "h. Until the Finance Committee publishes an unbudgeted expense policy in these bylaws, the following policy will apply: i. All monies (except budgeted items) expended by the Church are subject to Finance Committee review. Any single purchase item(s) of \$3,000.00 or more necessary for maintenance of grounds or equipment requires the approval of the members. Items in this category will be submitted and reviewed by the Finance Committee for presentation to the members at a business meeting." To its current form.