

Constitution Summary Page

Preamble	Page 1
Article I: Name	Page 1
Article II: Statement of Faith	Page 1
Article III: Ordinances	Page 1
✠ Baptism	Page 1
✠ The Lord's Supper	Page 2
Article IV: Church Objectives	Page 2
Article V: Church Covenant	Page 2
Article VI: Relationships	Page 3
Article VII: Licensing and Ordaining	Page 3
Article VIII: Amendments	Page 4

Summary Page By Laws

Article I: Membership	Page 5
† Section A: General	
† Section B: Candidacy	
○ By Confession of Faith	
○ By Letter	
○ By Personal Statement	
○ By Restoration	
Article I: Membership.....(Continued).....	Page 6
○ New Christian Prospective Members	
† Section C: Voting Rights of Members	
† Section D: Termination	
† Section E: Discipline	
Article II: Church Officers	Page 7
† Section A; Pastor	
Article II: Church Officers (Continued).....	Page 8
† Section B: Church Staff	
† Section C: Deacons	
Article II: Church Officers (Continued).....	Page 9
† Section D: Moderator	
† Section E: Clerk	
† Section F: Treasurer / Financial Secretary	
Article II: Church Officers (Continued).....	Page 10
† Section G: Trustee	
Article III: Committees	Page 10
† Section A: Regular Committees	
○ General Information	
○ Guidelines	
Article III: Committees...(Continued).....	Page 11
○ Children's Committee	
○ Committee on Committees	
Article III: Committees...(Continued).....	Page 12
○ Deacon Selection Committee	
Article III: Committees...(Continued).....	Page 13
○ Finance Committee	
○ Nominating Committee	
Article III: Committees...(Continued).....	Page 14
○ Personnel Committee	
○ Property and Space Committee	
Article III: Committees...(Continued).....	Page 15
○ Youth Committee	
† Section B: Special Committees	
○ General Information	
○ Building Committee	

Summary Page

By Laws - Continued

Article III: Committees...(Continued).....	Page 16
○ Constitutions and By-Laws	
○ Pastor Search Committee	
○ Personnel Search Committee	
Article III: Committees...(Continued).....	Page 17
† Section C: Coordinating Councils	
○ General information	
○ Church Council	
○ Sunday School Council	
Article IV: Church Meetings.....	Page 18
† Section A: Worship Services	
† Section B: Special Services	
† Section C: Regular Business Meetings	
† Section D: Special Business Meetings	
† Section E: Quorum	
† Section F: Parliamentary Rules	
Article V: Amendments	Page 19
Article VI: Special Ministries	
† Benevolence - Deacons	
† Bus	
Article VI: Special Ministries...(Continued).....	Page 20
† Flowers	
† Hospitality	
† Church Hostesses	
Article VI: Special Ministries...(Continued).....	Page 21
† Media Center	
† Music	
† Nursery	
Article VI: Special Ministries...(Continued).....	Page 22
† Senior Adults	
† Single Adults	
† Telephone	
† Ushers	
Article VI: Special Ministries...(Continued).....	Page 23
† Section A: Procedures for Church Nursery	
† Section B: Procedures for Personnel Policies and Benefits	
Article VI: Special Ministries...(Continued).....	Page 24
○ Job Evaluation	
○ Holidays	
○ Vacations	
○ Pay Periods	
○ Office Courtesy	
Article VI: Special Ministries...(Continued).....	Page 20
○ Professional Leave	
○ Time Away	

Constitution

Calvary Road Baptist Church Montgomery County, Texas 2005

PREAMBLE

We declare and establish this constitution for the principles of our faith, and so that this body may be governed in an orderly manner, cooperating with the Tryon Evergreen Baptist Association and the Southern Baptist of Texas Convention, and the Southern Baptist Convention.

ARTICLE I: NAME

This shall be known as the Calvary Road Baptist Church of Montgomery County, Texas, organized and incorporated in Texas as a nonprofit religious organization, June 27, 1993

ARTICLE II: STATEMENT OF FAITH

The Holy Bible is the inspired and infallible Word of God and is the basis for any statement of the Baptist Faith and Message as adopted by the Southern Baptist Convention in 1963 as revised in 2000. In matters of discussions or disputes over the scriptures, we will refer to the Holy Bible (KJV) as our basis for settling those disputes. We band ourselves together as a body of baptized believers in Jesus Christ, personally committed to sharing the good news of salvation to lost mankind. The ordinances of the church are baptism and the Lord's Supper.

ARTICLE III: ORDINANCES

Baptism

New Testament baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience, not a condition of salvation or cleansing, symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus as Lord. It is a testimony to His faith as the prerequisite for membership in this body of believers. The Deacon Body shall make preparation for the ordinance and assist the Pastor in the administration of this ordinance to the congregation. Matt. 3:13-17; 28:19-29; Mark 1:9-11; Luke 3:21-22; John 3:23; Acts 2:41-42; 8:35-39; 16:30-33; Rom 6:3-5

CONSTITUTION

The Lord's Supper

We believe the Lord's Supper is a symbolic act of obedience through partaking of the bread and fruit of the vine, memorializing the death of our Lord Jesus Christ, His presence in our midst, our commitment to Him, His will for our lives and for His church, and anticipating His second coming.

This ordinance shall be observed at a worship service with such frequency as this church determines. Participants shall be members of this church or of a church of like faith and order. The Deacon Body shall preside at the table and shall be assisted by the deacons of the church. Only the Pastor shall administer the ordinance, except that by express act of this church any person of like faith and order may be authorized to do so, in the absence of the pastor. Matt. 26:26-30; Mark 14:22-26; Acts 20:7; ICor. 10:16, 21; 11:23-29; 12:17-20

ARTICLE IV: CHURCH OBJECTIVES

"Our church is a body of baptized believers in Jesus Christ united together in Fellowship and Worship for the purpose of evangelizing, teaching, and ministering to all mankind."

We believe church objectives are:

1. To share The Gospel with every person so they may know Jesus Christ as their Lord and Savior. John 3:16; Mark 16:15
2. To teach The Bible to every person so they may understand God's Word and grow to spiritual maturity. Matt 28:19-20; Eph 4:11-14; II Tim 2:2
3. To Minister to the spiritual and other needs of every person so they may experience God's love. John 13:34-35; I John 3:16-18; Romans 12:20-21

ARTICLE V: CHURCH COVENANT

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

CONSTITUTION

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

We also engage to maintain family and private devotions; to religiously educate our children, to seek the salvation of our kindred and acquaintances; to walk circumspectly in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale of, and use of, intoxicating drinks as a beverage; to use our influence to combat the abuse of drugs, and/or the spread of pornography; to be zealous in our efforts to advance the kingdom of our Savior.

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

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

ARTICLE VI: RELATIONSHIPS

We recognize a Baptist church to be an organized body of baptized believers, equal in rank and privilege, democratic in spirit and principles of government, absolutely independent in administering its own affairs and acknowledging the Headship of Jesus Christ. Though subject to the control of no other ecclesiastical body, it recognizes and sustains the obligations of mutual counsel and cooperation, which are common among Baptist churches.

This body is a Baptist church affiliated with the Tryon-Evergreen Baptist Association, the Southern Baptist Convention, and Southern Baptist of Texas.

ARTICLE VII: LICENSING AND ORDAINING

Licensing:

Members of this church according to, I Timothy 1-8, that state and give evidence by previous services that they are called of God to the work of the ministry, may present themselves to the Pastor and Deacons. After a period of one year as to proof of their calling, and a recommendation from the Pastor and the Deacons and a vote of the majority of the members present at any regular business meeting, may be licensed by this church to the Christian ministry.

CONSTITUTION

Ordination of Ministers:

When a church of like faith and order shall have called as its Pastor a current member or previous member, whom is properly licensed, of this church who possesses Scriptural qualifications for ordination to the work of the Gospel ministry, and shall request that he be ordained, this church shall consider such request. This request will be considered by the Pastor and the Deacons and a recommendation to the church, and the church by a vote of the majority members present at a business meeting, approve such request, it shall then authorize and direct the Pastor to assemble an Ordaining Council of ordained Ministers of the Gospel of like faith and order, and Deacons of like faith and order, who shall perform the ordination in the name of, and in the presence of, this church.

ARTICLE VIII: AMEMDMENTS

This Constitution, when adopted by Calvary Road Baptist Church of Montgomery County, in a regular business meeting, shall supersede all prior resolutions, precedents, and actions of this church that are within the scope of this document. Legal documents, contracts and transactions are excluded, but shall be in harmony with principles and spirit of this constitution.

Amendments to the Constitution: This Constitution may be amended by a vote of two-thirds (2/3) of the members present at a regular business meeting, provided the amendment shall have been offered in writing by the Constitution & By Laws Committee. After due consideration the committee shall refer any amendment to the Church at a regular business meeting. After ninety (90) days and two (2) readings of the amendment, at least seven (7) days apart, at a regular or special called business meeting, the church shall vote on the proposed amendment.

BY - LAWS

Calvary Road Baptist Church
Montgomery County, TX

ARTICLE I: MEMBERSHIP

Section A. GENERAL

This is a sovereign and democratic Baptist Church under the Lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this church.

The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership. If there are any negative votes, the candidacy shall be referred to the Pastor and Deacons for a recommendation to be submitted to the church at a business meeting.

Section B. CANDIDACY

1. BY CONFESSION OF FAITH

Upon confession of faith in Jesus Christ as Lord and Savior and followed in baptism by immersion in the name of the Father, the Son, and the Holy Spirit, by the pastor of the church or by a person selected by the church to administer the ordinance of baptism, in the absence of our pastor.

2. BY LETTER

Upon receipt of the usual letter of recommendation from another church of the same faith and order, and having been baptized by immersion by a church of the same faith and order, a person shall be received into membership.

3. BY PERSONAL STATEMENT

Received by statement of previous confession of faith and baptism. The applicant must testify that he has committed his life to Jesus Christ and has subsequently follow the Lord in Christian baptism by immersion. If any person requests membership without baptism for health reasons such request shall be referred to the pastor and deacons for a recommendation to be brought at a business meeting.

4. BY RESTORATION

A person from whom fellowship has been withdrawn in accordance with Article 1, Section E, when evidence of repentance and reformation is presented to the Pastor and the Deacons for a recommendation to be brought to the church at a business meeting membership will be restored.

BY - LAWS

- 5. NEW CHRISTIAN PROSPECTIVE MEMBERS** must attend and complete the New Beginnings Class of 8 weeks before membership is acquired and upon completion of said class and recommendation from that teacher will receive their membership. This is not a requirement for those requesting membership by transferal of letters as described in Article I, Section B, Number 2. Each new Christian that is a minor will be required to attend their age appropriate Sunday school class and upon completion of 8 weeks and recommendation from that teacher will receive their membership.

Section C. VOTING RIGHTS OF MEMBERS

Every member of the church, 12 years of age and older, is entitled to one vote on all issues and elections, and on all questions before the church in business meetings. A person must be a member, present and in the assembly to vote.

Section D. TERMINATION

The membership of a person shall be terminated in the following ways:

- 1) Death
- 2) Dismissal to another Baptist church of like faith and order by vote of this church in a regular business meeting.
- 3) Exclusion by disciplinary action of this church (see section E).
- 4) Removal from church membership roll because of affiliation with a church of another denomination or religious order.
- 5) Upon request of the member.

Section E. DISCIPLINE

We believe in a regenerate church membership; that church discipline is taught in the entire Bible, specifically Matthew 18:15-17 and I Corinthians 8:9-13; and that we have a responsibility for each other.

It shall be the basic purpose of Calvary Road Baptist Church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The Pastor, other members of the church staff, and deacons are available for counsel and guidance. Redemption rather than punishment shall be the guideline, which governs the attitude of one member toward another. Therefore, the following discipline is suggested:

1. Should any unhappy differences arise among members, the aggrieved member shall follow, in a tender spirit, the rules given by our Lord in Matthew 18 and Galatians 6:1-5.
2. Should any case of gross breach of the church covenant, or of public scandal occur, the deacon body shall endeavor to deal with the problem honestly and lovingly and if all their efforts fail, they shall report the situation to the church body.

BY - LAWS

3. All such proceedings shall be controlled by a spirit of Christian kindness and forbearance and prayer, but shall an adverse decision be necessary, the church may proceed to admonish or declare the offender to be no longer in the membership of the church by a three quarter ($\frac{3}{4}$) vote of the members present in a business meeting.
4. Persons whose membership have been terminated for any offense may be restored by a recommendation presented by the Pastor and the Deacon body and to be brought to the church at a business meeting, vote of three quarter ($\frac{3}{4}$) of the members present at a business meeting, upon evidence of their repentance and reformation as stated in Article I, Section B, Number 4-A.

ARTICLE II: CHURCH OFFICERS

All church officers must be members of the church. The officers of this church shall be as follows:

Section A. PASTOR

1. The Pastor is the administrative leader of the congregation, the organizations, and the church staff. His responsible for leading the church to function as a New Testament Church. The Pastor shall be a duly licensed and ordained Southern Baptist minister in full fellowship with all denominational agencies with which the church is cooperating.
2. The Pastor is leader of pastoral ministries in the church. As such he works with the deacons and church staff to:
 - a. Lead the church, by example, in performing her tasks: worship, witness, education, ministry, application and fellowship.
 - b. Proclamation of the Gospel to believers and unbelievers.
 - c. Care for the church's members and other persons in the community.
3. When a duly elected Pastor Search Committee presents a candidate for pastor, a secret ballot vote shall be taken and the church shall not call the candidate unless he is approved by a ninety percent (90%) vote of the members present.
4. If the Pastor wishes to resign:
 - A. He is expected to give the church four weeks notice. The church in return will pay any accrued vacation time due at this time.
 - B. Upon retirement, the pastor is expected to give the church a minimum of four weeks notice. The church will pay one month's salary and any accrued vacation time due at this time.

BY-LAWS

5. A vote of confidence of a pastor can only be called by a majority vote of deacons at a Deacon Meeting, when at least two-thirds (2/3) of the active deacons are present. After calling for this vote, it must be announced at a Sunday morning, Sunday evening, and Wednesday evening service, before the meeting where the actual vote is taken. This pastor must carry at least a seventy-five percent (75%) approval of the voting members present for him to continue as pastor. If the pastor does not receive seventy-five percent (75%) approval, he is immediately terminated and the church shall pay two weeks severance pay and any vacation time accrued. The Personnel Committee may bring, no earlier than one week following the vote, a recommendation to the church for any additional compensation deemed proper.

Section B. CHURCH STAFF

This church shall call or employ such staff members as the church shall need. A job description shall be written by the Personnel Committee, when the need for staff members is determined. Professional staff members, other than the pastor, shall be recommended by the Personnel Search Committee elected for the purpose and employed by the church action. Immediate family members of all Ministers shall not be eligible for church employment. Staff shall be Pastor, Music Director, Youth Director, Children's Director and Church Secretary.

Section C. DEACONS

1. In accordance with the meaning of the work and the practice of the new Testament, Deacons are to be servants of the church. Deacons are spiritual leaders, who offer, by counsel. And by example, leadership in these areas: proclaim the Gospel to believers and unbelievers; care for church members and other persons in the community; lead the church to engage in stewardship, fellowship, worship, witness, education, ministry, and application of the Gospel to life; and to lead the church in performance of her administrative tasks.
2. There is no obligation to consider as an active Deacon a person who comes to the church from another church where he has served as Deacon.

There shall be a minimum of 12 months waiting period before a Deacon from another church is eligible for consideration as an active Deacon in our church.

- a. For a person to be considered as a Deacon, he shall have been a Christian for (5) years.
- b. The chairman shall have served as a Deacon in this church for at least two (2) years prior to election as Chairman.
3. In accordance with the meaning of the work and the practice of the New Testament, Deacons are to be ordained servants of the church.

BY - LAWS

4. The Deacon Executive Officers are the annually elected Chairman, Vice Chairman, Chairman of Family Ministry and Secretary. They are responsible for suggesting administrative and ministry activities to the Deacon Body. They shall make every effort to lead the deacons to be spiritual leaders of the congregation in prayer, stewardship, missions, ministry, and witnessing to the lost.

Section D. MODERATOR

The Pastor shall be the Moderator. In the absence of the Pastor, the Chairman of the Deacons shall act as moderator or another person authorized by the church.

Section E. CHURCH CLERK

The church shall elect annually a clerk recommended by the Nominating Committee. The Clerk shall keep, in a suitable book, a record of all the actions of the church, excepts as otherwise herein provided. The Clerk is responsible for keeping a register of the names of members, with dates of admission, dismissal, or death, together with a record of baptism. The Clerk shall issue letters of dismissal voted on by the church, preserve on file all communication and written official reports, and give legal notice of all meeting where such notice is necessary as indicated in these by-laws. The church may delegate some of the clerical responsibilities to a church secretary. All church records are church property and should be filed in the church office or other designated location within the church. The minutes from the prior business meeting shall be made available to the membership no later than the Sunday prior to each regular business meeting.

These duties shall be performed by the paid church secretary unless, and to such a time, as it shall become unfeasible.

Section F. TREASURER / FINANCIAL SECRETARY

1. This position comes under the Personnel Committee. It shall be the duty of the Treasurer / Financial Secretary to receive, preserve, and pay out upon receipt of vouchers approved and signed by authorized personnel, all money, or things of value paid or given to the disbursements. These records shall be kept at the church offices at all times. It shall be the duty of the Treasurer / Financial Secretary to render to the church at each regular business meeting an itemized report of the receipts and disbursements for the month. The Treasurer / Financial Secretary's report will be audited annually by the Finance Committee or someone designated by the Finance Committee.
2. Upon rendering the annual account at the end of each fiscal year, and its acceptance and approval by the Church, the records shall be delivered by the Treasurer / Financial Secretary to the Church Clerk or the Finance Committee, who shall keep and preserve the account as a part of the permanent records of the church.

BY - LAWS

Section G. TRUSTEE

Three trustees will hold in trust the property of the church. They shall have no power to buy, sell, mortgage, lease or transfer any property without a specific vote of the church authorizing each action. None of the real property owned by the church will be used or sold for any commercial purposes. Should this church cease to be affiliated with Southern Baptist, all the buildings and property would become the property of the Southern Baptist of Texas Convention. It shall be the function of the trustees to affix their signatures to legal documents involving the sale, mortgaging, purchase or rental of property or other legal documents where the signatures of trustees are required. Vacancies shall be nominated by the Nominating Committee and approved by the church.

ARTICLE III: COMMITTEES

Section A. REGULAR COMMITTEES

1) GENERAL INFORMATION

- a. **DEFINITION** - These are defined as standing committees working through the year in the church. They are recommended by the Committee on Committees and shall serve as designated in the By-Laws.
- b. **ELECTION AND SIZE OF REGULAR COMMITTEES** - All regular committee members shall be nominated by the Committee on Committees and elected by the church unless otherwise indicated in the By-Laws. Each committee shall be composed of no less than three (3) and no more than (6) persons. No persons shall serve on more than (1) regular committee at any one time, unless there is a lack of qualified members. New members of the Nominating Committee will be nominated by the Committee on Committees.
- c. **TERM** - Committees shall function within the church year - September 1 to August 31. The Committee on Committees and Nominating Committee shall serve from June 1 to May 31 of the following year.

2) GUIDELINES - Each committee shall:

- a. Work within the framework of the approved church budget.
- b. Have sole responsibility for spending budgetary funds approved by the church. Should additional funds be needed, the request shall be made to the Finance Committee.
- c. Conduct necessary meetings and give reports or make recommendations to the church as needed. It is required that each committee meet at least quarterly.

BY - LAWS

- d. Keep written records of actions taken at their meetings and store such records in an assigned location in the church office.
- e. Bring any actions that should be voted on by the church, directly to the church, by the committee chairman by informing the pastor, at least forty-eight (48) hours in advance, that he would like to be on the agenda for the business meeting.
- f. No committee may meet and conduct business unless:
 - 1. Members have been contacted and notified of such meeting, or notice of the meeting was first published in the church bulletin.
 - 2. A majority of the committee members must be present at the meeting.

3) CHILDREN'S COMMITTEE

- a. Plan and implement a children's program for the church.
- b. Provide supervision for the children's activities.
- c. Promote and publicize children's activities.
- d. Formulate policies relative to children's activities.
- e. The pastor will be informed at all times of the actions of this committee.
- f. Prepare annual budget recommendations and give to the Finance Committee by October 1.
- g. Oversee the Bible Study held in the evenings.

4) COMMITTEE ON COMMITTEES

- a. Shall nominate, locate, interview, and screen all committee members and their chairman required by the church. Those elected must be members of good standing for at least six months.
- b. Shall nominate committee members to fill all vacancies that may arise during the year.
- c. Shall seek to rotate responsibilities so that the entire church is represented at all times in committee service.
- d. The Committee on Committees has the authority to replace inactive committee members. Any committee member who misses three (3) consecutive meetings is no longer a member of that committee.
- e. They shall inform all nominees of their responsibilities as a committee member, if they are selected by the church.

BY - LAWS

5) DEACON SELECTION COMMITTEE

The first time Deacons are selected at Calvary Road Baptist Church, they will be selected by ballot.

- a. This committee shall consist of the Deacon Body.
- b. The deacon Selection Committee is responsible for the Deacon Election. This committee will meet, review the strength of the Deacon Body, and determine if a deacon election is needed. If a deacon election is needed, the church body will submit nominations by ballot in a church business meeting. This will be announced in two Sunday morning services prior to the business meeting. To be eligible for the nomination, a man must:
 1. Be twenty - five (25) hears of age or older.
 2. Be a member of Calvary Road Baptist Church of Montgomery County, Texas for at least one (1) year.
 3. Not have requested permanent removal from the deacon nomination process.
 4. Be biblically qualified according to I Timothy 3:8-13.
 5. The deacon Selection Committee is responsible for presentation ballots, counting of ballots, and reporting to the congregation.
 - i. The committee shall interview the candidates and determine if they are willing to serve
 - ii. The Deacon Selection Committee will present the final list of selected Deacons to the congregation for ordination of those who have not been previously ordained.
 - iii. If the Deacon Selection Committee determines the Deacon Body is at full strength and a Deacon election is not necessary, the committee will report this fact to the church during the month of October.
 - iv. In addition to new Deacon Selection, this committee shall nominate from within the Deacon Body, a list of Active Deacons to serve for the entire new year beginning on January 1 through December 31.

BY - LAWS

6) FINANCE COMMITTEE

- a. The Church Treasurer, Assistant Treasurer, and/or Financial Secretary will be ex-officio members.
- b. By studying the expenditures of the past and the needs of the next year, decide on a budget to be brought before the church on the 1st Wednesday of November, to be discussed and voted on the 3rd Wednesday of November, during a regularly scheduled business meeting, to cover the fiscal year, January 1 through December 31.
- c. Meet quarterly to study expenditures and determine if funds are available for requested purchases.
- d. Study financial reports and keep the church posted monthly on how well it is staying within budget allocations and budget gifts.
- e. They shall also be responsible for the total insurance program of the church based upon information submitted by the Personnel and Property & Space Committees by October 1, the results of which will be presented in written form as part of the annual budget presentation.
- f. This committee shall be responsible each Sunday for the counting and depositing of the offerings received.
- g. See that the church books are audited internally every three years.

7) NOMINATING COMMITTEE

- a. The Sunday School Director and Church Training Director will serve as ex-officio members of this committee.
- b. Locate, interview, screen, and recommend to the church qualified persons for all church positions requiring volunteers; including Sunday School, church Training, organization leaders, teachers, and the Committee on Committees' members. Those elected must be members of good standing for at least six months.
- c. Counsel with church leaders regarding the need for volunteer workers and the performance of present volunteer workers.
- d. This committee shall have the authority to recommend to the church the replacement of individuals in positions they have filled by nomination. (This does not include any staff members or salaried employees).
- e. Shall nominate members and the chairman of the Committee on Committees in May and nominate vacancies that may arise during the year.

BY - LAWS

8) PERSONNEL COMMITTEE

- a. Make studies regarding the need for additional staff personnel.
- b. Develop and keep current all position descriptions for staff personnel
- c. Keep current an organization chart and manual of policies and procedures regarding all staff personnel
- d. Prepare and recommend to the Finance Committee a salary and benefit and insurance plan by October 1. Keep the plan current.
- e. In consultation with the Personnel Search Committee and the Finance Committee, this committee shall make salary recommendations and position descriptions for potential staff personnel.
- f. In consultation with the Pastor, this committee shall be responsible for personnel changes due to inefficiency, misconduct, etc. These changes shall come by recommendation to the church, if necessary.
- g. Shall interview, screen, and recommend to the church hiring and proposed salary of all non-professional employees.

9) PROPERTY & SPACE COMMITTEE

- a. Shall have responsibility for maintaining property, buildings, and equipment: such as air conditioning, heating, plumbing, and electrical work as needed by the church for its total ministry.
- b. Shall be responsible for interior decoration of the present building.
- c. Shall inspect all church property periodically, maintain an inventory of building equipment and needs, develop and recommend maintenance policies procedures to the church.
- d. Prepare budget recommendations to the Finance Committee by October 1 and administer budget funds regarding the maintenance and insurance requirements of all property and grounds.
- e. Recommend the need for custodial staff to the Personnel Committee.
- f. Provide policies regarding use of church property and furnishings not provided for elsewhere in the By-Laws.
- g. In consultation with program leaders, make an annual study of space needs and allocations to determine if adjustment is needed. Recommend additional space is needed for growth.

BY - LAWS

- h. Prepare annual budget recommendations, including a detailed review of the insurance program to the Finance Committee by October 1.
- i. Shall make recommendations for special donations and / or deposits for use of the sanctuary.

10) YOUTH COMMITTEE

- a. Will work closely with the youth director who is an ex-officio member of this committee in coordinating all the youth activities of the church.
- b. Plan and implement a youth program for the church.
- c. Provide supervision for youth activities.
- d. Promote and publicize youth activities.
- e. Formulate policies relative to youth activities.
- f. The pastor will be informed at all times of the actions of this committee.
- g. Prepare annual budget recommendations and give to the Finance Committee by October 1.

Section B. SPECIAL COMMITTEES

1. General Information:

Definition - These are defined as committees with a unique job to do that terminates at a specific point in time when their project is complete. The members shall be nominated by the Pastor and Committee on Committees or elected and approved by the church.

2. Building Committee:

- a. They shall study needs and bring recommendations to the church regarding a building program and / or property purchase or lease to meet those needs.
- b. They shall serve as a liaison between the building contractor, or property owners and the church.

BY-LAWS

3. Constitutions and By-Laws Committee:

- a. This committee will review and update recommendations to the Constitution and By-Laws of the church and will present them to the church, as set forth in the Constitution and By-Laws.
- b. This Constitution and By-Laws committee will automatically be disbanded when the church takes final action on the recommendations.

4. Pastor Search Committee:

- a. A Pastor Search Committee will be elected by the church when a vacancy occurs in the pastorate. The committee will be composed of four (4) members and one (1) alternate.
- b. The committee should agree upon a time and place to hold regular meetings, and the procedure to follow in interviewing prospective pastors.
- c. They will make a recommendation of a prospective pastor to the church. After consultation with both the Finance Committee and the Personnel Committee, the salary, benefits, and re-location expense for the prospective pastor will be included in the recommendation to the church.
- d. One week's notice will be given in the worship service when a pastor candidate will be preaching the following week. The vote to call the pastor will be taken at the conclusion of the evening service after the pastor candidate preaches.
- e. This committee will be automatically disbanded following the call and acceptance of the new pastor.

5. Personnel Search Committee:

- a. On professional staff, other than the pastor, the Pastor and the Personnel Committee assisted by such others as they deem necessary will nominate a Personnel Search Committee.
- b. The church will vote on the Committee at a regular business meeting. At least one week's notice will be placed in the church bulletin and a verbal announcement will be given in the worship service when a Professional Staff Candidate will be present the following week. There will be a fellowship and / or meetings as deemed necessary by the Committee with the candidate on that weekend to allow church members to become acquainted with the candidate. The vote to call the candidate will be taken at the evening service.

BY-LAWS

- c. When a duly elected Personnel Search Committee presents a candidate for a staff position, a ballot vote shall be taken and the church shall not call the candidate unless he is approved by ninety percent (90%) vote for the members present.
- d. This committee will be automatically disbanded following the call and acceptance of the new professional staff member.

Section C. COORDINATING COUNCILS:

1. General Information:

Definition - These are defined as planning councils of the program "Organizations"

2. Church Council:

- a. The Church Council is composed of the Church Staff and all church organization leaders.
- b. They shall be responsible for planning, coordination, and evaluating the programs of the church, including calendar activities. It is not an authoritative group. Once it agrees on a program or project, the head of one of the church organizations or the chairman of a church committee becomes responsible for completing the project.
- c. All matters agreed upon by the council calling for action not already authorized by the budget and church policy shall be referred to the church for approval or disapproval. The council shall recommend to the church objectives, church goals, calendar, priorities of programming, and mission offering goals.
- d. The Pastor shall serve as Chairman of the Council.

3. Sunday School Council:

- a. The Sunday School Council is composed of the Sunday School Director, Assistant Sunday School Director, Sunday School Secretary, Preschool Director, Children's Director, Sunday School Youth Director, Adult Leadership Director and the School Outreach Director. All professional staff will serve as ex-officio members of this council.
- b. They shall be responsible for assisting the church staff in planning, organizing, and implementing Sunday School Activities.
- c. They shall promote the involvement of all members in outreach.

BY - LAWS

- d. They shall be responsible for the training of all Sunday school workers.
- e. They shall seek out and encourage potential leaders.

ARTICLE IV **CHURCH MEETINGS**

Section A. WORSHIP SERVICE:

The church shall meet regularly each Sunday morning, Sunday evening, and Wednesday evening for worship, education, proclamation, ministry, and fellowship. These meetings will be open for the entire membership of the church and for visitors and shall be conducted under the direction of the Pastor.

Section B. SPECIAL SERVICES:

Special services which are essential in the promotion of the objectives of the church shall be planned by the appropriate program organization or committee, church council, and the Staff, placed upon the church calendar, and financed within the framework of the budget.

Section C. REGULAR BUSINESS MEETINGS:

Regular business meetings shall be held at least quarterly per year.

Section D. SPECIAL BUSINESS MEETINGS:

A special called business meeting may be held to consider special matters of an important nature. The Pastor or someone designated by the church can call the meeting. It must be announced from the pulpit in two regular scheduled services.

Section E. A QUORUM:

The quorum consists of those who attend the business meeting provided it is a stated meeting or one that has been properly called.

Section F. PARLIAMENTARY RULES:

Robert's Rules of Order Revised is the authority for parliamentary rules of procedures for all business meetings of the church, unless otherwise stated in the Church Constitution or By-Laws. We will operate openly and honestly in all situations.

BY-LAWS

ARTICLE V **AMMENDMENTS**

These By-Laws, when adopted by Calvary Road Baptist Church of Montgomery County, Texas in a regular business meeting, shall supersede all prior resolutions, precedents, and actions of this church that are within the scope of this document. Legal documents, contracts, and transactions are excluded, but shall be in harmony with the principles and spirit of these By-Laws.

Amendments to the By-Laws: These By-Laws may be amended by an affirmative vote of two-third (2/3) of the members present at a regular business meeting, provided the amendment shall have been offered in writing by the Constitution and By-Laws Committee. After due consideration the committee shall refer any amendment to the church at a regular business meeting. After ninety (90) days and two (2) readings of the amendment, at least seven (7) days apart, at a regular or special called business meeting the amendment shall be voted on by the church.

ARTICLE IV **SPECIAL MINISTRIES**

The Nominating Committee will nominate at least two (2) members to each ministry each year, one shall serve as Chairperson and one shall serve as Assistant for each ministry listed below:

1. Benevolence - Deacons

- a. Shall seek out needs and requests for help and assistance. After meeting with the person or persons requesting help make proper disbursement of funds to such requests.
- b. Call for voluntary offerings for special needs and help in non-financial ways when possible.
- c. Prepare annual budget recommendations to the Finance Committee by October 1.

2. Bus

- a. Enlist, train, and approve drivers for the van/buses and make sure that they are covered by insurance.
- b. Establish policies and procedures in all areas including bus maintenance, safety, and the use of the van/buses for church related functions.
- c. Prepare annual budget recommendations to the Finance Committee by October 1.

BY-LAWS

- d. Assist the church secretary in keeping a calendar for scheduling the use of the vans/buses by church organizations.

3. Flowers

- a. Provide flowers fro the sanctuary.
- b. See that announcements are made in the bulletin concerning memorial flowers.
- c. Provide flowers as necessary or requested for special occasions.
- d. Send flowers to bereaved families in keeping with church policy.
- e. Prepare annual budget recommendations to the Finance Committee by October 1.

4. Hospitality

- a. Organize and enlist volunteers for the serving of food when someone in our church family experienced a death. Be ready to assist such families in whatever way the need may arise.
- b. See that meals and lodging are provided for revival teams.

5. Church Hostesses

- a. The Director and assistants of this ministry will function as the church hostess.
- b. They will see that the policies and rules of the church are carried in regard to our kitchen.
- c. They will supervise those using the kitchen by providing rules and policies and seeing that proper kitchen equipment is provided.
- d. They will coordinate the serving of refreshments at all church-wide fellowships.
- e. The Director is not responsible for Class, Department, or group meetings except to inform these groups of the proper use and cleaning of the kitchen.
- f. The Director is responsible, with the Church Secretary, to keep a calendar for scheduling the use of the kitchen by church organizations.
- g. Prepare annual budget recommendations to the Finance Committee by October 1.

BY-LAWS

6. Media Center

- a. Encourage the reading of books.
- b. Encourage and solicit the contribution of books to the library.
- c. Arrange, display, care for, and repair books.
- d. Collect and store historical documents, pictures, etc. pertaining to Calvary Road Baptist Church of Montgomery County, Texas.
- e. Develop and maintain reading and resource materials, audio-visuals, teaching aids, maps, etc.
- f. Prepare annual budget recommendations to the Finance Committee by October 1.

7. Music

- a. Work with the Music Director in carrying out and promoting a good music program in the church including graded choirs.
- b. See that sufficient and appropriate hymn books, musical instruments, and choir robes are provided for the auditorium, choirs, and the departments.
- c. Assist the Music Director in preparing annual budget recommendations to the Finance Committee by October 1.

8. Nursery

- a. Shall give guidance in the use of all nurseries according to the Nursery Policies established by the church.
- b. Establish Policies for adoption by the church.
- c. See that the nursery is kept clean, safe, and well stocked with supplies and equipment.
- d. Provide for necessary laundry service for linens.
- e. Prepare annual budget recommendations to the Finance Committee by October 1.
- f. To be responsible for soliciting volunteers.

BY-LAWS

9. Senior Adults

- a. Plan and carry out programs and activities for the Senior Adults.
- b. Promote and publicize Senior Adult activities.
- c. Prepare Annual budget recommendations to the Finance Committee by October 1.

10. Single Adults - This committee is inactive until future growth allows for all positions to be filled.

- a. Plan and carry out programs and activities for Single Adults.
- b. Promote and publicize Single Adult activities.
- c. Prepare annual budget recommendations to the Finance Committee by October 1.

11. Telephone

12. Ushers

- a. Develop a friendly spirit in the church by greeting the people at all services.
- b. Adopt an orderly plan for greeting and seating people in all the services.
- c. Distribute bulletins, visitor's cards, and other materials needed.
- d. Work with the custodian to maintain the heating, cooling, lighting, etc. at best levels.
- e. Help create a worshipful atmosphere in the foyer and auditorium by encouraging quietness.
- f. Assist in receiving the offerings as needed.
- g. All deacons will assist ushers as needed.

BY-LAWS

Section A. PROCEDURES FOR CHURCH NURSERY: - All elected, paid, or volunteer worker shall be female.

1. Children that are sick shall not be kept in the nursery (i.e. fever, vomiting).
2. Nursery workers shall call the Nursery Director or Assistant if they cannot be there at the requested time.
3. Only Nursery workers will be allowed inside the nursery with the children.
4. Parents should leave children at the door of the nursery with a worker and not go inside the nursery.
5. Children shall be picked up as soon as the service, meeting, etc. is over.
6. The nursery will be provided only for regular church related services. For other activities such as church parties, the nursery workers shall be paid by those using the nursery.
7. All children's belongings such as diaper bags, toys, etc., shall be marked by parents.
8. The children from the ages of birth to two (2) years shall be separated from the toddlers (2-4 years).

Section B. PROCEDURES FOR PERSONNEL POLICIES AND BENEFITS:

1. **Job Evaluation:** The Personnel Committee and the Pastor shall review each staff member annually. The purposes are to determine salary increases, job productivity, staff, harmony, and interpersonal relationships, improve church program areas, and award recognitions where deserved. Evaluations will be in an attitude of positive Christian love.

All full-time employees will be on a ninety (90) day probation period.

2. **Holidays:** The following scheduled paid holidays are granted to all full-time employees each year: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday following, Christmas Eve, and Christmas Day. In addition there will be two floating personal holidays. Full-time employees are those who work 40 or more hours per week. If a holiday falls on Saturday or Sunday, the pastor will designate the previous Friday or following Monday as the holiday.

BY-LAWS

3. Vacation:

- a. Vacations are granted each year to full-time employees (including custodian) who have met the necessary service requirements. Vacations may be taken anytime during the year provided they are not taken at a time that will seriously handicap the church program. If two employees desire the same vacation period and their work is of such nature that only one may be permitted to leave, preference is determined by length of service.
- b. Employees are asked to indicate their vacation preference not later than March 1st. Vacation time will be taken during the calendar year.
- c. Pastor and Personnel Committee will be coordinators of vacation scheduling. Scheduling will be from March 1 of the current year to February 28th of the following year.
- d. Full-time employees shall be entitled to two (2) weeks vacation after the first year (2 Sundays and 2 work weeks). One week may be taken after six (6) months employment.
- e. After five (5) years service (60 months), a full-time employee shall have three (3) weeks vacation per year (3 Sundays and 3 work weeks). During the sixth (6th) year of employment and thereafter, an employee may take one week after each four (4) month period.
- f. Employees who terminate in good standing and who give at least two weeks notice of resignation will be paid for any vacation time remaining.

4. Pay Periods:

Payroll checks are issued on the 1st and 15th. No checks will be issued early without permission from the Pastor or designated person.

5. Office Courtesy:

- a. The church office is an open house for visits by church members and non-church members. It should be an information and service center with Christian love, friendliness, and good manners evident.
- b. Confidentiality must be observed to protect the congregation and the staff.
- c. Work areas should be orderly, neat, and clean.

BY-LAWS

6. Professional Leave:

- a. The church recognizes the value of staff members assisting other churches, associations, conventions, and conferences, etc. in special engagements, and opportunity for involvement in professional enrichment seminars, realizing that the first responsibility for each employee is to Calvary Road Baptist Church. Professional leaves for the Pastor, Minister of Education, Minister of Music, and Minister of Youth shall be as follows:
 - 1) They shall be allowed to participate in revivals of denominational conferences for fourteen (14) days, including two (2) Sundays each year. Part-time Ministers will be allowed seven (7) days, including one (1) Sunday.
 - 2) In addition, attendance is encouraged to the Southern Baptist Convention, The Southern Baptist of Texas Convention, and program organization conventions and conferences as coordinated by the Pastor.
 - 3) Their vacation is not to be considered a part of their time away for professional leave.

7. Time Away:

- a. Absence from the job - If personal illness, medical appointments or some other cause prevents employees from reporting to work, notify the Pastor or Church Secretary. Each staff employee may have up to five (5) work days off with pay for illness each year. Days away for illness may accumulate up to ten (10) days.
- b. Death - In case of the death of a member of the immediate family (spouse, children, or parents) or member of the household, up to five (5) work days off are granted with pay. Arrangements should be made with the appropriate staff member.
- c. Civic Duties - Church employees are paid for jury or witness duty.