

ARTICLES OF FAITH, CHURCH COVENANT, AND BYLAWS

2018



Adopted by
Church Vote
April 15, 2018
Last Amendment
December 16, 2020

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PREAMBLE

We declare and establish these Articles of Faith, Church Covenant, and Bylaws to preserve and secure the principles of our faith, and to govern the body in an orderly manner. These Articles of Faith, Church Covenant, and Bylaws will preserve the liberties of each individual Church member and the freedom of action of this body in its relation to other churches. Our foundation, our guidance, and our priority are anchored in the following three truths:

The foundation of this Church is the Lord Jesus Christ.

Our code of guidance in all its affairs is the Word of God.

We exist to glorify God in all that we do.

ARTICLES OF FAITH

The Articles of Faith for Calvary Baptist Church, Dothan, Alabama (this Church, the Church) is the most recently adopted Baptist Faith and Message by the Southern Baptist Convention.

CHURCH COVENANT CALVARY BAPTIST CHURCH, DOTHAN, ALABAMA

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 of 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.

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 discipleship; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline and doctrines; and to contribute cheerfully and regularly to support of the ministry, the expense of the Church, the relief of the needy, and the spread of the gospel throughout all nations.

We also engage to maintain family and private devotion; to disciple our children; to seek the salvation of our kindred and acquaintances; to walk above reproach in the world; to be just in our dealings, faithful in our commitments; and exemplary in our behavior to avoid gossiping, slandering, or bitterness and excessive anger; to seek God's help in abstaining from all drugs, food, drink, and practices which bring unwarranted harm to the body or jeopardize our own or another's faith; and 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 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 move from this place we will, as soon as possible, unite with a Church where we can carry out these articles of faith and the spirit of this covenant.

Article I NAME

This body shall be known as Calvary Baptist Church, located in Dothan, Alabama, hereafter known in this document as the “Church”. It is a congregationally controlled body led by an Incorporated Board of Elders to be known as the Council of Elders.

Article II STATEMENT OF PURPOSE

Our purpose is to glorify God by making disciples who will transform our city and our world.

Article III RELATIONSHIPS

The government of this Church is vested in the body of believers who compose it. It is subject to the control of no other church governing body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Baptist churches. Insofar as it is practical, this Church will cooperate with and support the Southeast Alabama Baptist Association, the Alabama Baptist State Board of Missions, and the Southern Baptist Convention or their successors.

Article IV STATEMENT OF FAITH

In every age, significant forces both outside of the church and from within work to undermine the authority and relevancy of Scripture. For matters of faith and conduct, we affirm the lifestyle and worldview taught by Scripture and endeavor as a church to live according to the principles taught in the whole of Scripture. We intend to live both publicly and privately according to these principles with love, grace and understanding.

- Ministers licensed and/or employed by Calvary Baptist Church (Church) will not sanction any ceremonies incompatible with the Church’s statement of faith, whether on or off Church-owned or -controlled properties. Doing so would result in immediate termination of employment and loss of all benefits.
- If a minister licensed by the Church is not employed by the Church when the event occurs, the Church will immediately revoke the license of the minister and notify them by certified correspondence.

Section 1 STATEMENT OF FINAL AUTHORITY

This statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. In faith, doctrine, practice, policy, and discipline; this Church’s Council of Elders is Calvary Baptist Church’s final interpretive authority on the Bible’s meaning and application. The Elders shall ensure adherence of these bylaws to Scripture in policy and practice.

Section 2 STATEMENT ON GENDER

We affirm, “...in the beginning God created them male and female,” that God created men biologically male, and women biologically female. (Gen 1:26-28, Matt 19:4-6).

Section 3 STATEMENT ON SANCTITY OF HUMAN LIFE

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps 139.)

Section 4 STATEMENT ON BIBLICAL MARRIAGE

We believe that marriage is a union between one man and one woman, following Biblical principles (Gen. 2:19-24, Lev. 18:22, Matt. 19:4-6, Rom. 1:18-27, Eph. 5:22-23, Heb. 13:4). We believe that God sanctions only the union of one man (who is biologically male) to one woman (who is biologically female), including civil unions or the like, regardless of the terminology used.

Article V MEMBERSHIP

Section 1 QUALIFICATIONS

The membership of this Church shall consist of persons who confess that Jesus Christ is their Lord and Savior, who submit to His will in their lives, and who have a personal relationship with Jesus Christ. Persons may present themselves as candidates for membership by profession of faith, transfer of letter from church of like faith, or statement of faith. New candidates for membership shall attend and complete a membership class. The leadership of this Church, defined as the Senior Pastor, the Council of Elders, or their designee, shall examine for recommendation each new candidate regarding their Christian experience and their willingness to live according to this Church Covenant. All recommended candidates shall be presented to this Church for membership vote. If a prospective member is coming from another church of like faith, Calvary's Church Clerk or the Church Clerk's designee will write to that church and request a transfer of letter and verify that he or she was in good standing. All candidates for membership, who have not experienced baptism by immersion, following their acceptance of Jesus as their Lord and Savior, shall be baptized by immersion. See also Article XI, Section 2 on Baptism.

Section 2 DUTIES

Members are expected to be faithful in all the duties essential to the Christian life, to attend regularly the services of this church, to give regularly, tithing and otherwise, for its support and its causes, and to share in its organized work.

Section 3 RIGHTS

Members who are in full and regular standing and who do not hold letters of dismissal may act and vote in transacting the business of this Church.

Section 4 QUORUM

A minimum of 100 members present at any regular business meeting or a special or called business meeting held after reasonable notice thereof shall constitute a quorum. A majority will be greater than 50% of eligible members present and voting. Proxy voting is not permitted.

Section 5 TERMINATION

Continuation of membership shall be subject to the principles and general usages of Baptist churches and especially the following:

- 1 A letter of dismissal and recommendation may be granted for any member in good and regular standing to unite with another church of like faith and order when requested by such church.
- 2 If a member in good standing requests release from his covenant obligations to this Church for reason which may finally deem satisfactory after it shall have patiently and kindly endeavored to secure his continuance in its fellowship, such request may be granted, and his membership terminated.

- 3 The Church may terminate the membership of persons who have been non-resident for one year except person in military service, academic pursuit or providentially hindered. After due notice and kindly efforts to make such action unnecessary it may also terminate the membership of resident members who have regularly failed to worship with the Church for a period of at least one year. The names of persons whose membership has been terminated in accordance with this subsection shall be kept on file under supervision of Church administration in a file separate from the records of the membership not terminated under this sub-section, and on request for a letter of dismissal there shall be given a letter of explanation only.

Section 6 DISCIPLINE AND RESTORATION

As members of this Church we covenant with one another as one body in Christ, and as we love Him we endeavor to keep His commandments and to care for His bride the Church. We believe Scripture teaches clearly that Christ has instructed the Church to glorify God by maintaining her purity with love and patience, equipping and encouraging her members to continually return to a biblical standard of doctrine and conduct. 1 Corinthians 5:6, 1 Timothy 5:20, Galatians 6:1, 1 John 2:9-17

- 1 DISCIPLINE Matthew 18:15-18
 - a. Should a member become an offense to this Church and to its good name due to immoral or unchristian conduct or by persistent breach of his covenant vows, the Church may terminate his membership, but only after due notice and after faithful efforts by the Council of Elders have been made to bring such a member to repentance and amendment.
 - b. No termination of membership, except by granting of letter of dismissal, shall be made sooner than thirty days after the meeting at which recommendation for termination was made.
 - c. All requests or recommendations for termination or action suggesting such, except by granting letter dismissal, shall first be considered by the Council of Elders who shall make recommendations to the Church. Recommendation from the Council of Elders shall be presented to Church at a properly called or regular business meeting. The vote to terminate shall be by a two-thirds vote of eligible members present and voting.
 - d. The members of this church agree that there shall be no appeal to any court because of their dismissal or because of public statements to the congregation on church discipline.

2 RESTORATION

Any person whose membership has been terminated for any offense or reason may be gladly restored by approval of the Council of Elders and a subsequent vote of the Church upon evidence of his repentance and reformation.

Section 7 MINISTER LICENSING

Calvary considers licensing a tentative approval for ministry for a man who makes public that God is specifically calling him to ministry. The Council of Elders shall thoroughly examine the candidate regarding his doctrinal soundness, moral and spiritual qualifications, and personal fitness for the ministry. The Council of Elders, after satisfactory examination, shall recommend the candidate to the Church for licensure. The candidate's licensure shall require ratification by the members of the Church.

Section 8 MINISTER ORDINATION

Any man giving evidence of a Divine call to the Gospel ministry and manifesting the gifts and grace belonging to the ministry may be ordained. He must first state that he accepts without reservation our Church Covenant and Articles of Faith. The Council of Elders shall thoroughly examine the candidate regarding his doctrinal soundness, moral and spiritual qualifications, and personal fitness for the ministry. The Council of Elders, after satisfactory examination, shall recommend the candidate to the Church for ordination. The candidate's ordination shall require ratification by the members of the Church.

Section 9 WATCHCARE

From time to time a temporary resident of the Dothan area, for example a college student or a military member, may desire a relationship with Calvary but also want to remain a member of their home church. This is referred to as Watchcare. Any person desiring Watchcare status with this Church should submit a letter from the pastor of their home church stating the good standing of membership in that Southern Baptist Church. The person will then be received under Watchcare using the same procedure as membership. Individuals under Watchcare cannot vote in the business of the Church.

Article VI CHURCH OFFICERS

Section 1 GENERAL DESCRIPTIONS

- 1 Officers of the Church are elected by the Church Body as outlined in these bylaws, each of whom shall be a member in good standing. An elder may not serve as deacon, clerk or treasurer. The officers of the Church are: 1. Senior Pastor, 2. Elders, 3. Deacons, 4. Church Clerk, 5. Treasurer, 6. Moderator.
- 2 The Church officers shall be covered under the Church's Directors and Officers Liability and Insurance Policy.
- 3 Removal of Officer
 - a. An Officer may be removed from office by a recommendation from the Council of Elders to the Church. In a special called business meeting, 75% of the ballots cast to approve the recommendation from the Elders is required to take this action. Any such action shall be done in accordance with the instructions of the Lord Jesus in Matthew 18:15-17 and those of the Apostle Paul in 1 Timothy 5:17-21, Deuteronomy 19:15.
 - b. A member of the congregation can address concerns of an Officer's conduct as required in Scripture directly to the Council of Elders at their next meeting. The Elders will meet to address their concern in keeping with applicable scripture, these Bylaws, Article VI, Section 2.1 and 2.3. The Council of Elders will apprise the member of steps taken to address their concern within 2 weeks.
 - c. Resignation – An Officer may resign by giving a written resignation to the Council of Elders who shall inform the Church at the next regular business meeting.

Section 2 SENIOR PASTOR

- 1 Duties of the Senior Pastor are:
 - a. preach the gospel.
 - b. lead the congregation and staff.
 - c. provide direction to the work of the Church.

- d. serve the people as unto the Lord.
 - e. serve as a voting member of the Council of Elders.
- 2 The Church may call the Senior Pastor with the recommendation of the Senior Pastor Search Committee and Council of Elders. The Senior Pastor shall become a member of Calvary Baptist Church on the first Sunday of his tenure. The Senior Pastor shall be called for an indefinite period. Upon employment, the Senior Pastor shall become subject to the Church Personnel Manual.
 - 3 The Senior Pastor Search Committee shall provide initial compensation and benefits offer and other agreements for the Senior Pastor candidate in writing to the Council of Elders, and the Personnel Committee, in accordance with the Church Personnel Manual and Church budget. With the approval of these committees, the Senior Pastor Search Committee may submit the offer to the Senior Pastor candidate. Subsequent compensation and benefits shall be approved by the Church as part of the annual Church budgeting process upon recommendation by the Finance Committee and Personnel Committee.
 - 4 The relationship shall only be terminated by one of the following:
 - a. Death.
 - b. Resignation. The Senior Pastor shall give thirty (30) days written notice to the Church, after which the Senior Pastor and the Church shall have no further obligation to the other.
 - c. Vacancy. The Church may terminate the Senior Pastor upon recommendation of the Council of Elders. In a specially called business meeting, 75% of the ballots cast to approve the recommendation from the Elders is required to take this action. After such vote, the office of Senior Pastor will be immediately vacant.
 - 5 The Senior Pastor shall be an ex officio member of all committees, organizations, and ministry teams.
 - 6 The Senior Pastor shall be a member of the Council of Elders, is not subject to term limits or reaffirmation, but shall not function as a legal trustee for the Church.
 - 7 The Interim Senior Pastor shall become an employee and follow the policies and procedures as set forth by these Bylaws for Church staff and be accountable to the Personnel Committee in the same manner as the office of Senior Pastor. The Council of Elders will recommend responsibilities, compensation and benefits to the Personnel Committee for approval.

Section 3 COUNCIL OF ELDERS

- 1 Responsibilities of Elders:
 - a. Provide spiritual protection for the Church and are accountable to Christ and the Church membership.
 - b. Set an example for the Church by their obedience to the mission of Christ and His Church. (Matthew 28:18-20, Acts 20:28-31, 1 Corinthians 4:16, Hebrews 13:7)
 - c. Oversee the ministry and resources of the Church.
 - d. Shall devote their time to prayer, ministry of the Word through teaching and encouraging sound doctrine.
 - e. Shepherd the Church, God's flock, as described in Acts 6:1-6, 1 Peter 5:1-5, and James 5:14.
 - f. Oversee the ordinances of the Church including Baptism and Lords Supper.
 - g. Assure sound doctrine, practice, and worship.
 - h. Oversee church discipline as outlined in Matthew 18:15-17.

- i. In the absence or incapacity of the Senior Pastor, the Council of Elders shall assume responsibility for his duties, any of which can be delegated by the Council of Elders-including but not limited to the selection of an Interim Pastor. The Interim Pastor shall be filled by and/or selected by the Council of Elders as they deem necessary.

Serve as the board of trustees as termed in the original Certificate of Incorporation of the Church.

- j. Upon approval by the Church authorizing such action (budgeted items have prior Church approval), the signatures of two of the Council of Elders must be affixed to documents that are binding to the Church, involving the sale, transfer, gifting, mortgage, purchase, receiving, or rental of real property, or to sign promissory notes. The Church agrees to indemnify the Council of Elders for any liability they may incur in their official capacity performing actions directed by the Church.
 - k. Hold such meetings as deemed necessary by the Council of Elders. Two thirds of the current Council of Elders shall constitute a quorum. The Council of Elders shall appoint a chairman and a secretary at the beginning of each Council of Elders meeting.
 - l. A summary of the Council of Elders meetings shall be maintained in the Church office in a fireproof cabinet and in a secure offsite electronic medium.
 - m. Provide guidance to the Nominating Committee and review nominations.
 - n. Men who have yet to be ordained as elders shall be ordained as soon as possible after their selection.
- 2 Composition of the Council of Elders
- a. The Council of Elders shall consist of as many men as deemed necessary by the sitting Council of Elders.
 - b. Less than 4 men including the senior pastor shall immediately trigger the Elder training and selection process to begin, as outlined below.
 - c. The words, "Pastor" and "Elder", are synonymous and used interchangeably in scripture. Therefore, the Council of Elders may consist of lay elders and staff members who have been called as pastors by the congregation.
 - d. The Council of Elders will consist of a majority of lay elders. Less than a majority shall immediately trigger the Elder training and selection process to begin, as outlined below.

3 Requirements, Selection, and Confirmation of the members of the Council of Elders

- a. Requirements
 - i. Elders must meet the requirements and qualifications outlined in 1 Timothy 3:1-7, 1 Timothy 2:12, and Titus 1:6-9.
 - ii. Must be a member of the Church for at least two years.
 - iii. A man shall not be available for selection as elder for a period of 12 months following the end of his second term as Elder.
 - iv. Required training and syllabus for new elders shall be at the discretion of the Council of Elders.
 - v. In accordance with legal requirement for duties as trustee, must be at least 21 years of age.
- b. Selection of the Council of Elders
 - i. Nominations will be submitted to the Council of Elders by the congregation during the month of August.
 - ii. Only men who have completed elder training will be eligible for selection for the Council of Elders.

- iii. The Council of Elders will interview and assess the nominations and present the congregation with the candidates on the first Sunday in October.
 - iv. Council of Elders shall solicit written, signed comments relating to the list of candidates during the month of October, and present the final list of candidates to the congregation on the first Sunday in November.
 - v. After prayerful consideration, the congregation will vote on the candidates on the first Sunday in December. Only members of the Church may vote.
 - vi. The vote shall be yea or nay by written ballot on each of the nominees separately. Congregational approval of each candidate shall be at least 75% of all ballots cast.
 - vii. Following congregational approval, an elder will immediately join the Council of Elders.
 - viii. The Council of Elders have the authority to replace vacancies during the year using section 3b as a framework.
- c. Reaffirmation of Elders
 - i. A Lay Elder may serve 2 consecutive 3-year terms but must be reaffirmed by written ballot of the Church before starting their second 3-year term.
- d. Selection of the first Council of Elders
 - i. The selection shall follow the procedure in paragraph b above with the following exceptions:
 - a) When the first class of Elders is selected following the adoption of these bylaws, those Elders shall serve initial terms not to exceed 6 years as determined by the Elders, such that the terms are staggered.
 - b) The first council of Elders shall consist of the Senior Pastor and at least three lay men as deemed necessary by the Elder Task Force.
 - c) As stated in these bylaws, less than 4 men including the senior pastor shall immediately trigger the Elder training and selection process to begin.
 - d) Nominees will be solicited from the congregation by the deacons.
 - e) The Elder Task Force will oversee the nominations and assessment process.

Section 4 DEACONS

- 1 Responsibility of Deacons:
 - a. Serve under the direction of the Council of Elders.
 - b. Identify, create, maintain, and remove ministries under their charge based on the logistical, administrative and physical needs of the Church and its members.
 - c. Serve the congregation as defined in the Deacon Handbook.
 - d. Be alert to benevolence needs of the congregation.
 - e. Meet at least once each quarter for the consideration of their specific duties.
 - f. Promote unity within the membership of the Church.
 - g. Facilitate the spread of the gospel.
 - h. Take on long-term and short-term needs of the Church as directed by the Council of Elders.
 - i. The deacons shall choose their chair in coordination with the Council of Elders.

2 Composition of Deacons

- a. The number of Deacons shall be set by the Council of Elders, with a minimum of 10.
- b. If a deacon is appointed to the Council of Elders, he will automatically be removed from the office of deacon.

3 Selection, Qualification and Confirmation of Deacons:

a. Qualifications

- i. A deacon must meet the scriptural qualifications set forth in scripture outlined in Acts 6:1-7 and 1 Timothy 3:8-13.
 - ii. A deacon must indicate a willingness to accept the office and faithfully perform therein as outlined in the Deacon Handbook.
 - iii. A deacon must be committed to the Church Covenant.
 - iv. Acceptable completion of an oral review of qualifications through personal examination as prescribed by the Deacon Handbook.
 - v. Must have at least fifty percent attendance in Calvary's weekly Bible Study during the preceding twelve months.
 - vi. Must be a resident Church member for at least two years.
- b. The deacons, like the Elders, shall hold each other accountable.
 - c. Deacons shall serve a term of three years from the beginning of the Church year, July 1, following their election at a regular or duly called business meeting. Any Deacon who has served a three-year term shall be ineligible to serve before expiration of one Church year.
 - d. Vacancies among deacons shall be filled through a nominating process by the Church and a Church vote. Nominations from the church membership will be accepted in the church office from March 15 through April 15. Nomination cards will be available at public access points around the campus during that time period.
 - e. The completed deacon nomination cards shall be collected by the church office during the week following April 15.
 - f. The deacon selection committee, consisting of the current Chairman of Deacons, the future year's chairman of Deacons, the Chairman of the Council of Elders, the Senior Pastor, and at least 2 previous deacon chairmen selected by the council of elders; shall review, vet, and present to the church by recommendation a list of additional deacons to be voted on by the church not later than the last Sunday in June each year.
 - g. The selection process shall be based on the qualifications of deacons as found in Article VI, Section 4-3a, of these bylaws. The selection process shall be further defined by the deacons in their Deacon Handbook.
 - h. Men who have yet to be ordained shall be ordained as soon as possible after their election.
 - i. If there is a conflict between the Bylaws and the Deacon Handbook, then these Bylaws will be the governing document. The Deacon Handbook may be revised by the deacon body by a two-thirds vote, and must be approved by the Elders.

Section 5 CHURCH CLERK

- 1 The duties of the Church Clerk shall be:
 - a. The Church Clerk shall be responsible for the maintenance of a suitable record of all the actions of the Church except as otherwise provided herein.
 - b. The Church Clerk shall be responsible for the keeping of an accurate register of the names of the members with dates of admission and dismissal or death, together with a record of baptisms.
 - c. The Church Clerk shall be responsible for keeping files of the Church roll with a current record of service and activity of each member and shall submit a summary of such member to any sister church when a request for letter is received. A request for a summary statement of service and faithfulness shall be made when requesting a letter of transfer from a sister church for one who has come under Watchcare.
 - d. The Church Clerk shall be responsible for notifying all officers, members of committees, and messengers of their election or appointment except as otherwise herein provided.
 - e. The Church Clerk shall be responsible for issuing letters of dismissal voted by the Church, for preserving on file all communications and written official reports, and for giving legal notice of all meetings where such notice is necessary as provided for herein.
 - f. The Associate Church Clerk will serve in the place of the Church Clerk when the Church Clerk is unavailable.
- 2 The Church shall elect annually a Church Clerk and an associate Church Clerk.
- 3 The Church Clerk shall be permitted to delegate the recording of minutes and record keeping of the Church records as the Church Clerk deems appropriate but must retain fiduciary responsibility.
- 4 The official Church Clerk's reports shall be maintained at the Church in a fireproof cabinet and in an offsite electronic medium.

Section 6 TREASURER

- 1 The Duties of the Church Treasurer shall be:
 - a. It shall be the duty of the treasurer to receive, preserve, and pay out upon proper authorization, all money or things of value paid or given to the Church, being responsible for maintaining always an accurate record of all receipts and disbursements.
 - b. All payments shall be made by the treasurer and based on the adherence of the Church's purchasing policies approved by the finance committee.
 - c. Payment of bills for properly authorized local work and expenses shall be made promptly and all funds received for denominational causes and as designated gifts shall be remitted at least monthly.
 - d. A financial report shall be submitted to the Council of Elders monthly, and to the Church in regular quarterly business meetings by the Treasurer or his designee.
 - e. Within ninety days after the end of each fiscal year the treasurer shall submit to the Church an annual financial report.
 - f. All books, records, and accounts kept by the treasurer shall be the property of the Church. The books shall be open to inspection by the Church membership at any reasonable time. A confidentiality agreement will be required in personnel related matters.

- 2 The Church shall elect annually a Church Treasurer who shall be a deacon and a member of the finance committee. The Church will also elect an Associate Church Treasurer who will serve in the absence of the Treasurer.
- 3 The Church Treasurer shall be permitted to delegate the financial administration of the Church as the Church Treasurer deems appropriate but must retain fiduciary responsibility.
- 4 Upon Finance Committee approval, the Church Treasurer or his Church staff designee shall be considered the authorized signatory of the Church for all contractual agreements except those contained in these Bylaws requiring the signatures of the Council of Elders.
- 5 The official Treasurer's reports shall be maintained at the Church in a fireproof cabinet and in an offsite electronic medium.
- 6 The Treasurer shall be limited to five (5) consecutive years of service.

Section 7 MODERATOR

- 1 It shall be the duty of the moderator to moderate regular and special business meetings of the Church.
- 2 The moderator shall be an elder designated by the Council of Elders.
- 3 In the absence of these, the Church Clerk shall call the Church to order, fifteen minutes after the pre-published meeting start time, and a temporary moderator shall be elected in order from those present:
 - a. past members of the Council of Elders, then
 - b. the deacon chair, then
 - c. past deacon chairs.

Section 8 CORPORATE TRUSTEES

- 1 The legal function of trustees for the Church shall be fulfilled by:
 - a. The Council of Elders
 - b. If the number of Elders falls below a minimum of 4, the function of corporate trustee shall be provided by the remaining Elders, plus as many of the following as necessary to reach 4. In order of succession:
 - i. The Elders recently rotated off starting with the most recent and going back up to 3 years
 - ii. Chairman of deacons starting with the current, then chairman elect, then starting with the most recent, prior chairmen going back up to 3 years
- 2 For the purposes of this section, the function of trustees shall be limited as follows:
 Upon approval by the Church authorizing such action (budgeted items have prior Church approval), the Trustees shall be empowered to affix their signatures to legal documents involving the sale, transfer, gifting, mortgage, purchase, or rental of real property, or to sign promissory notes. At least two signatures of Trustees must be affixed to documents that are binding to the Church.

Article VII OFFICERS OF CHURCH MINISTRIES

All ministries of the Church shall be under Church control, and all leaders and volunteers of all ministries shall be responsible to the designated staff members. The designated staff member shall have accountability to the Senior Pastor and the Council of Elders in concurrence with the Church Personnel Committee. A Church ministry is defined as an activity or service, on or off the Church premises, performed by the membership of the Church to carry out the purpose of the Church on behalf of the Church.

Article VIII CHURCH STAFF

Section 1 RESPONSIBILITY

Members of the Church staff, including pastoral and non-pastoral employees of the Church, shall be responsible to the Senior Pastor in concurrence with the Personnel Committee (see Personnel Committee section of these bylaws) and shall function in accordance with their job description, these bylaws, and the approved Personnel Manual. The Senior Pastor is responsible to the requirements of the Personnel Manual and the Church as outlined in these bylaws.

Section 2 DEFINED

The Church staff shall be composed of such pastoral and non-pastoral assistants to the Senior Pastor and other full or part-time personnel as may be authorized by the Church.

Section 3 PASTORAL STAFF

- 1 The Church will call a pastoral staff member upon recommendation from the Personnel Committee and the Council of Elders.
- 2 After approval from the Council of Elders, the Senior Pastor may remove a pastoral staff member and he may dissolve, create, or realign pastoral staff positions as he deems necessary and appropriate within the personnel committee's budget allocations.
- 3 The words, "Pastor" and "Elder", are synonymous and used interchangeably in scripture. Therefore, the Council of Elders may consist of lay elders and staff members who have been called as pastors by the congregation.
- 4 Pastoral Staff members may be added to or removed from the Council of Elders during a normal business meeting where lay elders are being selected. The Council of Elders will recommend the additions and/or removals to the congregation for a vote of affirmation.
- 5 Pastoral Staff shall not function as a legal trustee for the Church.
- 6 Pastoral Staff with the least Calvary Baptist Church employment tenure will be automatically removed from the Council of Elders until a majority of Lay Elders exists.

Section 4 DIRECTORS OF MINISTRY

After approval from the Personnel Committee and the Council of Elders, the Senior Pastor may hire, remove, replace, or realign budgeted directors of ministry staff positions.

Section 5 SUPPORT STAFF

The Senior Pastor or his designated church staff member, after supervisory approval, may hire, remove, replace or realign budgeted non-pastoral staff positions.

Section 6 GOVERNANCE

The Church staff shall be governed by the Church Personnel Manual.

Article IX STANDING COMMITTEES, SPECIAL COMMITTEES, AND MINISTRY TEAMS

Section 1 DEFINED

- 1 A committee is a group of Church members voted on by the Church for administering the work of the Church; meeting the needs of its members; caring for, improving or enlarging its scope of services or facilities; and the conducting of business as may be directed by the Church, its officers or the organization thereof concerned with the work of the committee.
- 2 There shall be standing and special committees of the Church.
 - a. All committees shall have a minimum of three members, which must be members of the Church in good standing.
 - b. The members of the committees shall, at their first meeting of the Church year, elect a chair and vice chair.
 - c. The first meeting shall be called within the first quarter of the Church year by the staff liaison to the committee who will also serve as the secretary of the respective committee.
- 3 A ministry team is a group of Church members voted on by the Church for performing a ministry task sanctioned by the Church body.

Section 2 TERMS

- 1 All standing committees, special committees, and ministry teams shall serve for the Church year.
- 2 No person shall serve on two Standing Committees simultaneously.
- 3 No person shall serve, rotate or resign from one Standing Committee and serve on another without a minimum absence of one year on a Standing Committee.
- 4 The Council of Elders by a $\frac{3}{4}$ affirmative vote may remove any person from a standing committee, special committee, or ministry team as part of church discipline. The Council of Elders shall inform the Church of the removal at the next regular or properly called business meeting.

Section 3 SPECIAL COMMITTEE ESTABLISHMENT

Special Committees may be appointed at any time for a specific function by the Church. The Special Committee in association with the Nominating Committee, as noted in these bylaws, shall submit a description of the duties and responsibilities of a proposed special committee for approval at a regular or properly called business meeting.

Section 4 ELECTION

The members of standing committees, special committees, and ministry teams shall be recommended to the Church by the Nominating Committee; however, additional nominations may be made from the floor, during a regular or called Church business meeting where the Nominating Committee makes recommendations, by any member in good standing. The vice-chairman of the respective committee shall serve in the absence of the chairman, responsible to ensure that all responsibilities are faithfully discharged.

Section 5 REPORTING

The staff liaison of each standing and special committee shall file a written report after each meeting of the

committee to the Church Clerk or Church Clerk designated representative. The Church Clerk will be responsible for the report being made available to be reviewed by a Church member.

Section 6 STANDING COMMITTEES

Standing committees shall include but not be limited to the following:

1 FINANCE COMMITTEE

- a. The Finance Committee shall be composed of six elected members, one of which shall be a deacon, plus the Treasurer. Two members shall be elected annually for three-year terms except those elected to fill vacancies of unexpired terms. It is expected that members who are nominated to serve on this committee be faithful members, tithers and regular participants in the services and organizations of the Church and be knowledgeable of financial matters. No person who has an immediate family member employed by the Church shall serve as a voting member of the Finance Committee.
- b. A principal function of the Finance Committee shall be the promotion and development of biblical stewardship throughout the Church; which is the Church's plan of financing her work through tithes and offerings by its members.
- c. It shall be the duty of the committee to maintain oversight of all offerings to and expenditures of the Church. As a vital portion of its function, the Finance Committee shall prepare and present the annual budget for consideration of the Council of Elders who will review and then present to Church at a regular business meeting prior to the beginning of the Church fiscal year.
- d. Requests for approval of the purchase of budgeted and non-budgeted items shall be made in accordance with approved Church purchasing policies.
- e. Functioning as a purchasing committee, the Finance Committee shall consider requests for all purchases of items made in the name of the Church and which are to be paid from church funds per church purchasing policies.
- f. Signatures of two finance committee members shall be required on each check issued. Revised bank signature cards shall be executed annually or more frequently if necessary to keep authorized signatures current.
- g. The Finance Committee chair with concurrence of at least 1 other Finance Committee member may authorize expenditure of funds. This expenditure will be reviewed by the Finance Committee at its next monthly meeting for appropriate actions taken.
- h. The Finance Committee shall be responsible for maintenance of a balanced budget which shall not allow expenditures to exceed budgeted receipts. This includes the inherit authority to prorate committee and other functions' allotments, not to include employee compensation. Any matter of employee compensation or reduction in force is a function of the Personnel Committee.
- i. No member shall serve more than three years consecutively plus any unexpired term for which he or she shall have been elected except the Treasurer who is governed separately in these Bylaws or other exception noted above.
- j. The Finance Committee shall establish Church purchasing policies to be adhered to by anyone purchasing on behalf of the Church.
- k. The Finance Committee shall procure an accounting firm not associated with the Finance Committee or Treasurer to perform some form of audit at least every three years.

- l. The Finance Committee shall be responsible to give approval in instances where the Church Treasurer or his Church staff designee becomes the authorized signatory of the Church.

2 PERSONNEL COMMITTEE

- a. The Personnel Committee shall be composed of six elected members, one of which shall be a deacon. Two members shall be elected annually for three-year terms except those elected to fill vacancies of unexpired terms. It is expected that members who are nominated to serve on this committee be faithful members, tithers and regular participants in the services and organizations of the Church and be knowledgeable of personnel matters. No person who has an immediate family member either employed by the Church, or under consideration for employment shall serve as a voting member of the Personnel Committee.
- b. The committee, when called upon by the Senior Pastor, shall seek out and employ persons to fill vacancies which occur in the Church staff (except the office of Senior Pastor) and any newly created position. The committee in cooperation with the Senior Pastor shall see that sufficient and adequate staff, in keeping with financial and budgeting provisions, is maintained to meet the needs of the program of the Church. The calling of all pastoral staff shall be affirmed by the congregation.
- c. The Church empowers the Personnel Committee to execute all terms of employment and contracts of termination.
- d. The committee shall act as advisor to Church staff members in staff-Church relations.
- e. The committee shall act as a mediator for any staff member upon who excessive demands may be made by members, committees or organizations of the Church.
- f. The personnel committee shall review, at least annually, the job description of each staff member and make needed revisions. The committee shall keep current copy of job descriptions in its files always.
- g. No member shall serve more than three years consecutively plus any unexpired term for which he or she shall have been elected except as noted above.
- h. The Personnel Committee shall develop and maintain a Personnel Manual.
 - i. . The day to day operation of Personnel shall be governed by the approved Personnel Manual.
 - j. The Personnel Committee shall develop an annual personnel budget and set the compensation and benefits for all employees of the Church that fits within the approved General Fund budget.
 - k. The Personnel Committee shall be responsible for obtaining compensation data to ensure staffing compensation is in line with like ministries in the region.
 - l. The Personnel Committee, when called upon by the Senior Pastor, shall be responsible for disciplinary actions of all staff members except the Senior Pastor.
- m. The Council of Elders shall be responsible for disciplinary actions of the Senior Pastor as it relates to the Standards of Conduct in the Church Personnel Manual as a function of these Bylaws, Article VI, Section 2.1.j.

3 BYLAWS COMMITTEE

- a. The Bylaws Committee shall be composed of six elected members, one of which shall be a deacon. Two members shall be elected annually for three-year terms except those elected to fill vacancies of unexpired terms. It is expected that members who are nominated to serve on this committee be faithful members, tithers and regular participants in the services and organizations of the Church and be knowledgeable of Church matters.

- b. The Bylaws Committee shall study the existing Articles of Faith, Church Covenant, and Bylaws considering current Church practice and needs. With approval of the Council of Elders, the committee shall prepare and present proposals for amendments or changes to the Bylaws to the Church at a regular or properly called Church business meeting.
- c. The Bylaws Committee shall be responsible for adherence of the Church to the Bylaws.
- d. The Bylaws Committee shall review all Church ministries to determine if a special committee is needed and/or required and make such recommendations to the Committee on Committees.
- e. No member shall serve more than three years consecutively plus any unexpired term for which he or she shall have been elected except as noted above.

4 NOMINATING COMMITTEE

- a. The Nominating Committee shall consist of six elected members, one of which shall be a deacon. Two members shall be elected annually for three-year terms except those elected to fill vacancies of unexpired terms and except as noted above. It is expected that members who are nominated to serve on this committee be faithful members, tithers and regular participants in the services and organizations of the Church and be knowledgeable of Church matters. In addition to the six elected, the other members of the committee, with all rights and privileges of the other members, shall include the Chair of the Deacons and an elder chosen by the Council of Elders who shall chair the committee.
- b. The Nominating Committee coordinates the collection of persons to serve on Standing Committees, Special Committees, and Ministry Teams from the existing Standing Committees, Special Committees, Ministry Teams and Council of Elders. The names will be submitted by Chair of the Standing Committees, Special Committees, and Ministry Teams. The names will be reviewed by the Nominating Committee with the Council of Elders and staff liaison for any potential conflicts or concerns. If the Council of Elders or staff liaison expresses a concern, the name will be returned to the respective committee or team for further review and, if needed, an alternate name will be submitted. If a committee or team has not submitted names by the time for the vote of the Church, the Nominating Committee will present nominations during the annual Church Business Meeting.
- c. The Nominating Committee shall solicit and recommend election of all volunteer workers as Officers of the Church including Church Clerk, Associate Church Clerk, Treasurer, and such other persons who may be used in a volunteer capacity in the various offices of the Church not otherwise noted in these bylaws. The Nominating Committee is responsible for notifying all nominees which are to be presented to the Church for election.
- d. The Nominating Committee shall review the need for all special committees and ministry teams on an annual basis to meet the needs of Church life and propose the addition or deletion of special committees and ministry teams.
- e. The Nominating Committee shall submit a description of the duties and responsibilities of a proposed special committee or ministry team for approval at a regular or properly called business meeting.
- f. Upon recommendation of the Senior Pastor, the Church may extend the term of a member of any committee an additional one year. If this provision is invoked, then the number of nominations for that committee, including the extended term, shall not exceed the maximum number required for that committee.
- g. No member shall serve more than three years consecutively plus any unexpired term for which he or she shall have been elected except as noted above.

- h. Vacancies in all Standing Committees, Special Committees, and Ministry Teams shall be presented as above to the Church at the next business meeting.

5 CALVARY FOUNDATION COMMITTEE

The Calvary Foundation Committee is necessary for any activities the Church undertakes as a 501(c)(3).

- a. The Calvary Foundation Committee shall be composed of six elected members, one of which shall be a deacon. Two members shall be elected annually for three-year terms except those elected to fill vacancies of unexpired terms. It is expected that members who are nominated to serve on this committee be faithful members, tithers and regular participants in the services and organizations of the Church and be knowledgeable of Church matters.
- b. Duties of the committee shall be as defined in the “Objects and Purposes of Corporation” section of the foundation’s Articles of Incorporation.
- c. No member shall serve more than three years consecutively plus any unexpired term for which he or she shall have been elected.

Section 7 SPECIAL COMMITTEES

1 DEFINED

- a. Special Committees may be formed by the nominating committee, with the approval of the elders, and elected by the congregation from time to time as the need arises. Such committees shall be composed of an appropriate number of members, interested in and familiar with the purpose of the committee, to insure orderly and adequate performance of duties.
- b. DUTIES
 - i. Performance of the task to which assigned
 - ii. Submission of findings and recommendations, as may be requested in the charge, to the appointing body.
 - iii. Dissolution upon completion and reporting of assignment unless charged with continuance for a specific purpose and time period.
- c. A ministry will come under the direction of a Special Committee when it meets the following criteria:
 - i. Incurs expenses
 - ii. Requires paid staffing not already approved in the Church budget,
 - iii. Receives revenue from sources other than the Church or as deemed needed by the Nominating Committee or other Standing Committee.

2 SENIOR PASTOR SEARCH COMMITTEE

- a. In the event of a vacancy of Senior Pastor, the Council of Elders will request nominations from the congregation and appoint a pastor search committee with members that reflect the Church body and are consistent with the Church membership responsibilities (as stated in article V section 1). The Council of Elders will present the Senior Pastor Search Committee membership to the congregation for approval. The Senior Pastor Search Committee shall be formed within 30 days of the announcement of vacancy.
- b. The Senior Pastor Search Committee shall consist of up to 7 members of at least 25 years of age. The committee shall include at least 2 members of each gender and one elder.

- c. The Senior Pastor Search Committee shall cease to exist in any capacity by a vote of the Church or will automatically cease to exist after six months from the date the Senior Pastor begins his duties.

3 INTERIM SENIOR PASTOR

The interim Pastor shall be filled by and/or selected by the Council of Elders as they deem necessary.

Section 8 REPORTING BY COMMITTEES

All committee chairs or committee secretaries are expected to submit written minutes to the Church Clerk or designee for permanent records. Minutes are to be submitted after each meeting to include agenda, date, time, persons in attendance, decisions, and actions.

Section 9 MINISTRY TEAMS

Ministry Teams may be established from time to time as the need arises. Such teams shall be composed of an appropriate number of members, interested in and familiar with the purpose of the ministry team, to insure orderly and adequate performance of duties. The Ministry Team will be responsible to the respective pastoral staff member.

Article X USE OF CHURCH RESOURCES

All non-Church organizations must be authorized to use Church resources by the Church administration and must always be subject to its supervision.

- 1 No individual or group shall hold meetings in or use any room or assembly area of the Church building without Church administration approval.
- 2 Any organization using facilities of the Church shall not conflict with the beliefs, principles, mission of the Church, or the Christian faith.
- 3 Due to our belief in the Biblical teachings about marriage as stated in Article IV of these bylaws, same sex couples will not be married in any facilities owned or controlled by the Church, nor will the facilities be used for any celebrations, fellowships, etc., of such event.

Article XI ORDINANCES

Section 1 PURPOSE

The Scripturally directed ordinances of Baptism and the Lord's Supper shall be observed by this Church in accordance with Bible teaching.

Section 2 BAPTISM

- 1 1. In accordance with the teaching and example of Christ Jesus during his ministry on earth and as given in the Great Commission, the believer's baptism of repentance by immersion will be administered to candidates only after an open and public profession of faith in Jesus Christ and a stated intent and desire to live, not for self, but for and in the Holy Spirit.
- 2 The ordinance of Baptism may be administered only after affirmation and acceptance by the Church of the candidate's confession of faith, repentance and request to be baptized.
- 3 The baptism may be performed by a Christian minister or lay person approved by the Senior Pastor. In the absence of the Senior Pastor, the Council of Elders shall give approval of a lay person to baptize.

Section 3 THE LORD'S SUPPER

- 1 The Lord's Supper, as instituted by Christ as an observance under the New Covenant replacing the Passover Feast under the Old Covenant, is to be observed reverently by this Church at least once each quarter. Solemn attention, at each observance, shall be directed to a reverential remembrance of Christ, the spotless Lamb slain for the sin of the believer and attention shall be called to each participant that he should search his own heart with the penetrating light of God's Holy Word.
- 2 It is intended that participation be for those holding membership, in good standing, with this Church; however, those worshipping with us at the time of the ordinance, which are of like faith will be invited to participate.
- 3 An Elder or their designee shall officiate at the observance.

Article XII CHURCH BUSINESS PROCEDURE

Section 1 ORDERLINESS

- 1 Amendments to any sections of the Church covenant, Articles of Faith and/or Bylaws may be considered after the Bylaws Committee has given notice, in writing, to the Church at least two weeks in advance of the business meeting in which the amendment is to be considered for modification or change. Such notice shall include the nature and intent of the proposed amendment or change.
- 2 Roberts Rules of Order, latest edition, shall govern the transaction of business. If there is a conflict between the Bylaws and Roberts Rules of Order, then these Bylaws will be the governing document.
- 3 All called business meetings must be conducted after the notification of members as noted in section 3, below on Church business meetings.

Section 2 RECEPTION OF MEMBERS

- 1 Persons applying for membership either upon profession of faith or upon transfer of letter shall be examined at the time of application. (see also Article IV of these Bylaws)
- 2 No one shall be received into membership without the unanimous vote of members present unless the Church, after sufficient inquiry, is satisfied that the member or members objecting do not have just ground or are unreasonable in their attitude.
- 3 A candidate for membership by baptism must give evidence of conversion and assent to the Baptist faith and practice.

Section 3 CHURCH BUSINESS MEETING

- 1 The regular Church business meeting shall be held at least once each calendar quarter.
- 2 Business Meetings will be conducted in accordance with Roberts Rules of Order, latest edition.
- 3 The Church shall be given at least one week printed (written or electronic) notice including agenda prior to the quarterly Church business meeting.
- 4 Special called business meetings for the sole purpose of accepting new members and/or recommending students to institutions of higher learning shall be called by the Senior Pastor **without notice**.
- 5 Special called business meetings may be called by the Senior Pastor or Council of Elders. Special called business meetings, excepting in 12.3.4. above, must follow the protocol in 12.3.3. above.

Article XIII ADOPTION, GOVERNANCE, SEVERANCE, AMENDMENTS, AND DEFINITIONS

Section 1 ADOPTION

This Articles of Faith, Church Covenant, and Bylaws, when duly adopted by the Church shall, upon its passage, render null and void any other Constitution, Covenants, Articles of Faith, and/or Bylaws in effect or thought to be in effect and shall take priority over custom or precedent.

Section 2 TRANSITION

Transition Period - The period between adoption of these bylaws and the installment of the first council of Elders shall be called the Transition Period.

- 1 During the Transition Period:
 - a. Article VI, Section 3.2 and 3.3 of these Bylaws describing the first council of Elders and the selection process shall be in effect.
 - b. The previous Bylaws approved in a church business meeting on June 22, 2014, shall govern the church.
- 2 The Transition Period ends at the close of the church business meeting where at least four Elders including the Senior Pastor are selected.

Section 3 GOVERNANCE

All manuals and handbooks referenced herein and in use by the Church at the time of this document's adoption shall be considered approved and are subservient to these Bylaws. If there is a conflict between these Bylaws and any other manual, procedural document, or other guiding document, then these Bylaws will be the governing document.

Section 4 SEVERANCE

If any article, section, paragraph, or subsection is declared null or void, the other sections are still considered valid and in force.

Section 5 AMENDMENTS

Amendments to any sections of the Church covenant, Articles of Faith and/or Bylaws may be considered after the bylaws committees has given notice, in writing, to the Church at least two weeks in advance of the Church business meeting in which the amendment is to be considered for modification or change. Such notice shall include the nature and intent of the proposed amendment or change.

Section 6 DEFINITIONS

Immediate Family is defined as Someone's spouse, parents and grandparents, children and grandchildren, brothers and sisters, mother in law and father in law, brothers in law and sisters in law, daughters in law and sons in law. Adopted, half, and step members are also included in immediate family. Church Administration is defined as the members of the Council of Elders, Senior Pastor, Executive Pastor, or a person designated by the Senior Pastor.