

Constitution of Calvary Mennonite Church

Aurora, Oregon

Adopted April 9, 2000

Membership Revision February 2010

Ministry Revisions January 29, 2012

Preamble

Since the scriptures teach decency and order in church fellowship, worship, and service, (I Cor. 14:40) this congregation adopts the following Constitution to regulate its church life and serve as a guide for its work.

Division One – Our Church

Article 1 – Name

This congregation shall be known as Calvary Mennonite Church.

Article II – Affiliations

Calvary Mennonite Church is a member of the General Conference Mennonite Church and the Pacific Northwest Mennonite Conference.

Article III – Statement of Doctrine

As baptized believers in the Lord Jesus Christ and as members of Calvary Mennonite Church, we confess and hold to the following tenets of faith and Life.

Section 1 – The Bible – We believe the scriptures of the Old and New Testaments are inspired by God and are our supreme and final authority in matters of faith and life.

Section 2 – The Trinity – We believe in one God, Creator and Ruler of the Universe, eternally existing in three persons: Father, Son, and Holy Spirit.

Section 3 – Jesus Christ – We believe that Jesus Christ is the Son of God, co-eternal with the Father and the Holy Spirit; that he was conceived by the Holy Spirit and born of the virgin Mary; that he lived among men, being both God and man; that He fulfilled the will of God by His sinless life and His vicarious death, was resurrected and received up into glory to the right hand of God and ever lives to intercede for the saints.

Section 4 – The Holy Spirit – We believe that the Holy Spirit convicts the world of sin, of righteousness and of judgment; that He regenerates, sanctifies, and seals believing sinners through the Word of God; that He fills and empowers the surrendered, dedicated believer for God-pleasing, supernatural, living witnessing; and that He calls and commissions the Church to evangelize the world.

Section 5 – Man – We believe that man was created in the image of God; that he sinned, and thereby incurred not only physical death but also spiritual death and separation from God; that all human beings are born with a sinful nature and that those who reach moral responsibility become sinners in thought, word and deed.

Section 6 – Salvation – We believe that all who by repentance and faith receive Jesus Christ as Savior and Lord are born again of the Holy Spirit and thereby become children of God; that such believers are justified, sanctified, and kept by the power of God unto a salvation to be consummated at the return of Jesus Christ our Lord.

Section 7 – Our Lord’s Return – We believe that the Lord Jesus Christ will return bodily, visibly and personally for the believers to transform them into His own image and then to establish His millennial kingdom.

Section 8 – Judgment – We believe that the Lord Jesus Christ will judge the living and the dead and will effect a final separation of the redeemed and the lost, assigning unbelievers to everlasting conscious punishment to Hell, and believers to eternal glory in the presence of God.

Section 9 – The Church – We believe that the Church, the body of Christ, consists of all who are regenerated by the Holy Spirit who thus enjoy spiritual union and communion both with Christ, the head of the Church, and all fellow believers.

Section 10 – War & Peace – We believe that war is contrary to the Christian concept of human welfare and, therefore, is not compatible with the gospel and spirit of Christ. We also believe it is the duty of every Christian to promote peace and good will and to foster the spirit of understanding, mutual trust and cooperation among all the people of the world. The Bible teaches that human government is ordained of God.

However, we recognize and honor the rights of those members who, for the sake of conscience, cannot participate in war by bearing arms, but should answer the call of government by serving as corpsman, chaplain, radio operators, etc. We further believe that we must extend continued fellowship and nurture to all persons regardless of their decision in this matter.

Article IV – Statement of Purpose

Section 1 – Our Purpose – We exist to:

Worship God –

“Love the Lord your God with all of your heart, mind, soul and strength.” Matt. 22:37

Fellowship With Each Other –

“Love your neighbor as yourself.” Matt. 22:39

Evangelize The Lost –

“Make disciples of all nations, baptizing them in the name of the Father, the Son and the Holy Spirit.” Matt. 28:19

Teach All Disciples –

“To continue what Jesus began, teaching them to obey everything I have commanded you.” Matt. 28:20

Section 2 – Our Identity - We are a community of people committed to the worship of God, the following of Jesus Christ and the power of the Holy Spirit.

*“You are a chosen people, a royal priesthood, a holy nation, a people belonging to God, that you may declare the praises of Him who called you out of the darkness into his wonderful light.”
1 Peter 2:9*

Section 3 – Our Motto - *“Continuing What Jesus Began”*

“The Spirit of the Lord is on me, because he has anointed me to preach the good news to the poor. He has sent me to proclaim freedom for the prisoners and recovery of sight for the blind, to release the oppressed, and to proclaim the year of the Lord’s favor.” Luke 4:18-19

Article V – Membership

Section 1 – Membership is open to believers, who have been baptized upon confession of faith in the Lord Jesus Christ, who are living a consistent Christian life, and who are in agreement with the principles of faith held by this church.

Section 2 – The Elders shall exercise the Scriptural discipline as needed in the membership. If it is learned by the Elders that a member is spreading a doctrine of heretical nature, or widely divergent from that stated in this constitution, he shall be called before the Elders. If he does not yield to the admonition of the Elders, the problem shall be referred to the congregation for disposition.

Division Two – Our Ministry

Article I – Services

In order to meet our needs and fulfill our duties we shall provide for the following services:

Section 1 – Regular Worship & Fellowship Services – The purpose of these services shall be to glorify God, to bring people to a full commitment to Jesus Christ, and to strengthen Christians in their faith and life.

Section 2 – Weekly Bible Studies will be organized.

Section 3 – Sunday School shall be provided to teach the Word of God to all ages.

Section 4 – A Missions Emphasis shall be organized and stressed throughout the year to call attention to our commitment to missions and outreach.

Section 5 – Special Services may be arranged at any time of the year.

Article II – The Pastor

Section 1 – Qualifications – A man having the qualifications given in I Timothy 3:1-7 and Titus 1:5-9 and who is in agreement with the stated doctrines of the church may be called as Pastor of this congregation.

Section 2 – Election – A pastoral election shall be held at a specially called congregational meeting which shall be announced at least two consecutive Sundays prior to the election. The candidate, recommended by the Council of Elders, who receives a three-fourths majority vote of all active members casting a vote, shall be called as pastor.

Section 3 – Term of Office – The pastor shall be called to serve indefinitely so long as mutuality exists between the pastor and the congregation.

Section 4 – Duties – It shall be the pastor's duty to teach and preach the Word of God and to watch over the spiritual welfare of the congregation. He shall attend the meetings of the council of Elders and be available for counsel to all ministries, committees and organizations of the congregation without being a voting member. He shall perform such other duties as may be required elsewhere in this constitution in accordance with the Word of God as given in II Timothy 4:1-5 and I Peter 5:2-4.

Section 5 – Working Agreement – The pastor and the Council of Elders shall make a written working agreement at the beginning of each calendar year concerning remuneration, working conditions, vacations, and other matters pertinent to the pastor’s work.

Section 6 – Pastor/Congregational Relationships – Concerns and praises, brought by individuals of the congregation, shall be handled by the Elders, to whom the pastor is accountable, for appropriate action on a current basis.

Section 7 – Resignation – The pastor may resign at anytime. However, he shall give ninety days notice to the Elders of his intention to resign.

Section 8 – Termination – If, at any time, the Elders believe it imperative, they may call an election for termination of the pastor(s) services. If a two-thirds majority of all active members casting a ballot vote in favor of the termination, the pastor’s services shall be terminated. This election shall be held at a specially called congregational meeting which shall be announced at least two consecutive Sundays prior to the election. If the pastor is dismissed, his salary shall continue for one month after notice of termination has been given, unless a longer period of time is mutually agreed upon.

Section 9 – The elders shall supply speakers in the pastor’s absence.

Article III – Church Workers

Section 1 – Administrative Secretary – The council of Elders shall employ an administrative secretary who shall be under the direct supervision of the Senior Pastor. The Elders shall determine qualifications, duties, hours, and salary.

Section 2 – Other Workers – When necessary, the Council of Elders may employ church workers to assist the pastor(s) of the church in specific areas of the church’s ministry. The Elders shall determine the qualifications, duties, salaries and terms of such offices.

Division Three – Our Church Government

Article 1 – The Council of Elders

Section 1 – Membership – The Council of Elders shall consist of the affirmed Elders, together with the Pastoral staff of the church. The term of office of the affirmed Elders shall be five years. They may serve consecutive terms.

Section 2 – Authority – The council of Elders shall be the highest governing authority of the church. The primary function of the Elders is to provide spiritual leadership and vision for the congregation and its Ministries. The Elders, as servants of the congregation, will have the final authority in directing the affairs of the church.

In the event of sale of any real property, real purchase of property, remodeling and addition to buildings, the congregation shall have the final decision.

Section 3 – The Elders, together with the pastor, shall watch over the spiritual life of the church members, the purity of doctrine, the program and order of public worship, the formation of adult fellowships, Bible Study groups and the nature of all other services and meetings of the church.

Section 4 – Qualifications – The elders shall endeavor to live according to the standards as outlined in I Timothy 3:1 – 13 and Titus 1:6-9.

Section 5 – Meetings – The Council of Elders shall meet regularly each month, or as needed, at a time and place agreed upon amongst themselves and announced either publicly, by telephone, or in writing.

Section 6 – Quorum – A quorum, in order to hold a formal meeting, shall consist of the majority of the affirmed members of the Council of Elders. All meetings shall be open to the congregation unless the Elders are in a closed session.

Section 7 – Executive Committee – An Executive Committee, consisting of the Chair of the Elders, the Elder who represents the Facilities and Finance Ministry and the Senior Pastor, will meet only for the purpose of handling matters that demand immediate attention or unexpected emergencies that do not allow time for the entire Council of Elders to meet.

Section 8 – The Chair of the Council of Elders – The chair of the Council of Elders shall preside over all business sessions of the Council Elders and of the Church. He shall be an ex-officio member of all committees with the right of voice, but no vote. He shall also perform such other duties as are customary to his office. Responsibilities also include overseeing the council of Elders, providing encouragement, and seeing that each Elder carries out their respective responsibilities.

Section 9 – Officers – The officers of the Council of Elders shall consist of a Chair, Vice Chair and Secretary, chosen from among their own number. The Secretary shall record the proceedings of all Council of Elder meetings as well as all congregational meetings and post them on the church bulletin board within one week of such meetings.

Section 10 – The Elders and two members of the congregation, appointed by the Council of Elders shall constitute a pulpit committee. This committee shall seek out and interview possible candidates when a church is in need of a new pastor and present their findings to the congregation for action.

Article II – Our Service Ministries

Section 1 – Service Ministries – The service ministries of our church shall be the Facilities and Finance Ministry, The Christian Education Ministry, The Caring Ministry, and The Missions Ministry. Other specific ministries may be created by vote of the congregation.

Section 2 – Membership – Each Ministry shall be administered by three persons, elected by the congregation at the annual business meeting for a three year term. In addition, a representative Elder shall provide advice and counsel as needed. The representative Elder shall be a voting member of the Ministry to whom he is assigned. He shall attend all meetings of that Ministry. In his absence one of the Ministry members will report either to the representative Elder or to the council of Elders.

Section 3 – Qualifications – The members of each Ministry shall be regular attending members of the congregation, of good reputation, full of the Holy Spirit and wisdom, and willing workers for the Lord.

Section 4 – Meetings – Each Ministry shall meet once each month, as needed, to conduct the business of its particular ministry. All meetings are open to the congregation and must be publicized in the church bulletin.

Section 5 – Officers – Each Ministry shall elect a chairperson and a secretary from among its own members.

Section 6 – Committee Appointments – Each Ministry shall have the privilege to appoint both standing and special committees to aid that particular Ministry in its work.

Section 7 – Each Ministry shall set standards and prepare guidelines for each organization or committee under its supervision.

Division IV

Article I – Congregational Meetings & Amendments

Section 1 – Notice – All business meetings of the congregation are to be announced at least two consecutive Sundays preceding the date of the meeting.

Section 2 – Affirmation – All officers, ministry and standing committee members shall be affirmed at the annual congregational business by the pastoral staff.

Section 3 – Regular Business Meeting – This meeting shall be held in February to receive reports of the church officers, ministries and committees. Unfinished and new business shall be discussed and acted upon.

Section 4 – Voting – All active church members may vote. Absentee ballots shall be available to all members who are unable to attend the meeting. A record shall be kept of who receives absentee ballots. Absentee ballots shall be given to the chairperson or to any Elder. The chair shall call for the absentee ballots as the first order of business.

Section 5 – Order of Business – The order of business shall be determined by the Council of Elders.

Section 6 – Petition – A special congregational meeting shall be called if 10% of the active members sign a petition requesting a meeting.

Article II - Amendments

Section 1 – Amendments – Amendments to this constitution shall be proposed by the Elders. The first written notice of said amendment shall be published within thirty days of presentation to the Council of Elders.

Section 2 – Notice – All proposed amendments must be submitted to the congregation in written form at least four weeks prior to the meeting at which such a proposal is to be acted upon.

Section 3 – Passage – Amendments can be adopted only by a favorable two-thirds vote of the active members casting a ballot.

Calvary Mennonite Church

Bylaws

Adopted April 9, 2000

We adopt these bylaws to aid us in carrying out the dictates of Calvary Mennonite Church Constitution. They are guide to enable us to fulfill what the Lord would have us to do through the church.

A) Membership

Membership in Calvary Mennonite Church is provided in the following classifications:

- 1) Each year there shall be a service of affirmation of those who chose to be members of Calvary Mennonite Church for the coming year. At this service each shall have opportunity to covenant with the body and shall indicate their commitment by the signing of the Living Stone.
- 2) The Living Stone is an actual object large enough for each member to sign.
- 3) A second stone may also be prepared which would represent all of those who have been members, or are listed as members of Calvary Mennonite Church, but do not choose to or are unable to sign the Living Stone. This stone will be called the Memorial Stone.
- 4) The following is the covenant:

CALVARY MENNONITE CHURCH LIVING STONE COVENANT

Joyfully celebrating my faith in Christ, I join with my brothers and sisters of Calvary in the following Covenant of Membership:

***I believe in God** as my Creator and Heavenly Father, and covenant to walk with Him as His obedient child exemplifying holiness and righteousness.*

***I believe in Jesus Christ** as God's son and as my Savior from sin. I joyfully commit my life and destiny to the Lordship of Christ.*

***I believe in the Holy Spirit** who has called me into covenant with the loving God. I am open to Spiritual Gifts which the Holy Spirit gives, enabling me to serve Christ in His Church and to minister to others in His name.*

***I believe in the Scriptures** as inspired by God through the Holy Spirit and accept them as the fully reliable and trustworthy standard for Christian faith and life.*

With my brothers and sisters, as God gives me grace, I understand faithfulness to Christ and his Church to include:

1. **Faithful attendance** at church services and meetings
2. **Systematic and proportionate 1st Fruits giving** of the resources of which God has made me a steward. I will seek guidance from fellow believers in the best use of my possessions and talents.
3. **A readiness to serve** various ministries of the church, moving at the Spirit's direction to the limits of my ability.

4. ***Humble efforts to keep the unity of the Spirit*** in the bonds of peace and love, seeking to unify an edify others, and to stand against all attempts of Satan to create division.
5. ***A demonstration of Christ's active love*** to a lost and needy world divided by nationalism, race, and class struggles. I commit myself to actions of love and peace rather than hatred and violence.
6. ***A commitment to discerning Christ-like*** simplicity and purity in life style, business practice, personal appearance, and conduct.
7. ***A readiness to give and receive counsel*** from one another and other members of Christ's Body.

I joyfully covenant myself to the Body of Christ with my brothers and sisters of Calvary.

B) Council of Elders

- 1) The primary function of the Council of Elders is to provide leadership and vision for the congregation and its Ministries.
- 2) ***Qualifications*** – The Elders shall endeavor to live according to the standards as outlined in I Timothy 3:1-13 and Titus 1:6 – 9.
- 3) ***Membership*** – Membership on the council of Elders shall be at least seven at any one time. Once affirmed, an Elder holds that position for a five year term, unless asked to resign for conduct not becoming to the position. The Elders shall appoint qualified persons to serve as Elders.
- 4) An Elder may take a leave a absence at anytime and return to the Elders when the leave of absence is over.
- 5) The Elders shall oversee the Benevolent Fund in providing for the needs of the destitute.
- 6) The Elders shall appoint the Worship, Public Relations and Nominating Committees.

C) Church Ministries

- 1) ***The Church Ministries*** shall consist of the Facilities and Finance Ministry, The Christian Education Ministry, the Caring Ministry, and The Missions Ministry. All Church Ministries shall submit a proposed budget to the Council of Elders for their approval before being submitted to the congregation for final approval.
- 2) ***The Facilities and Finance Ministry*** shall oversee and supervise all church property and grounds, including maintenance and repair of all church buildings, furnishings and equipment. They shall set standards and establish custodial programs which ensure the physical and spiritual values of the church.

The Facilities and Finance Ministry shall oversee, collect and disburse all funds of the church. They shall assemble a proposed budget from information submitted to them by all the ministries, including the Elders. They shall instruct and/or teach stewardship classes to the congregation on a regular basis. They shall appoint the Auditing Committee and the Usher Committee.
- 3) ***The Christian Education Ministry*** shall supervise and administer the total program of Christian Education. The organizations responsible to this Ministry are: The Sunday School, Sunday

Evening Fellowships, Children's Church, Vacation Bible School, Camps, Youth Programs, preschool, and such other organizations and programs as would, by their nature, become a part of the Christian educational program of the church. They shall appoint the Library Committee.

- 4) **The Caring Ministry** is to provide a ministry of loving care to the needs of the people in our church and community. Their responsibilities include; overseeing the prayer chain, letter writing, communion service preparations, and ministering to all physical and spiritual needs in accordance with the Scriptures. They shall communicate special needs to the Elders for disposition.

The Caring Ministry shall serve as a caring structure for the social well being of all who come under the umbrella of the church. They shall also oversee and appoint the following committees: Decorating, Food Services, Hospitality, and Special Events. They shall appoint the Reception Committee and promote the visitation and encouragement of members and friends of the congregation.

- 5) **The Missions Ministry** shall supervise and /or administer the total missions program of the church both local and global. They shall work with leadership to promote special programs and events with the intent of presenting the truths and claims of our Savior to the lost. They shall screen, recommend, supervise and administer the funds received for missions according to the guidelines of the mission budget.
- 6) **Women's Missionary Society** –To Be Determined
- 7) All Ministries, and the organizations and committees under them, are responsible to the Council of Elders and to the congregation for their actions.

D) The Selection Process

- 1) A Nominating Committee of three persons, appointed by the Council of Elders prior to November 1, shall publicize positions open for nomination in the bulletin, from the pulpit, etc., prior to November 1.
- 2) A nomination form shall be used, containing the following;
 - A) Job Description
 - B) Qualifications
 - C) Signatures of the nominee.
- 3) A person may volunteer for an open position using the nomination form described above.
- 4) The Nominating committee will seek out one nominee for each position open. The nomination process shall be completed by December 15 at which time their names shall be published in the church bulletin.
- 5) The Council of Elders shall appoint additional Elders and recommend them to the congregation for affirmation by December 15 at which time their names shall be published in the church bulletin.
- 6) At the Annual Business Meeting the congregation will affirm all selections to the various Ministries and to the Council of Elders by dedication. Also, a commissioning service shall be held at this meeting for any Elders affirmed.
- 7) **Length of Term** – The members of the Ministries will serve a three year term, on being elected each year. Term of office shall be from February 28 to February 28, in keeping with the annual meeting. They are eligible to serve two consecutive terms.

E) Sunday School – Officers

- 1) **General Superintendent** – As the executive officer of the Sunday School, the General Superintendent shall, in cooperation with the departmental superintendents, direct, supervise and oversee the entire work of the Sunday School, the Superintendent shall conduct meetings of the Sunday School staff, give reports and present plans of procedure and progress for the consideration of the Christian Education Ministry when requested to do so. The Superintendent shall handle the funds of all departments and classes, keep an account of each and issue purchase orders according to instructions from the Christian Education Ministry. The Superintendent shall present a full report at the annual business meeting of the church.
- 2) **Departmental Superintendents** – Departmental Superintendents shall direct, supervise and oversee their respective departments in cooperation with the General Superintendent.
- 3) **Teachers** – Teachers shall be mature Christians preferably members of the congregation, who agree with the doctrinal statements of the church. They should have a thorough knowledge of the Bible, the Word of God, training or experience in teaching, and a deep interest in the spiritual welfare of the members of their classes. Teachers, substitute teachers and teacher's aides shall be appointed by the Christian Education Ministry upon recommendation of the departmental superintendents.
- 4) The General Superintendent, the Departmental Superintendents, teachers, substitute teachers and teachers' aides shall be reviewed and appointed annually by the Christian Education Ministry and approved by the Council of Elders.
- 5) The General Superintendent shall be considered a voting member of the Christian Education Ministry.

F) Fellowships

- 1) Fellowship groups may be organized to provide spiritual and social activities for youth, junior high and children groups. Adult leaders and/or sponsors shall be appointed by the Christian Education Ministry and approved by the council of Elders.

G) Vacation Bible School

- 1) Realizing the need of supplementing the program of Christian Education, the church shall conduct a Vacation Bible School annually.
- 2) Date, time, faculty, purchase of supplies and publicity shall be administered by the Christian Education Ministry.
- 3) The Director of the Vacation Bible School shall be appointed by the Christian Education Ministry at least three months prior to the opening of the school. Thereupon, the director and Christian Education Ministry shall appoint the faculty. The teachers shall be mature Christians, preferably members of the congregation, who have a thorough knowledge of and love for the Bible the Word of God, training or experience in teaching, and a deep interest in the spiritual welfare of the church.
- 4) Financial records shall be kept and funds disbursed by the Church Treasurer as directed by the Christian Education Ministry.

- 5) The Vacation Bible School Director shall keep various records of attendance, decisions for Christ, homes contacted, membership prospects, etc. The General Sunday School Superintendent shall be the custodian of these records and make them available to the pastor, Sunday School officers and teachers for follow up work.

H) Auxiliary Organizations may organize and function subject to review and approval of the Council of Elders.

I) The Church Treasurer

- 1) The Treasurer shall be appointed by the Facilities and Finance Ministry, with approval of the Council of Elders, for a minimum term of three years and shall take office following the annual business meeting. The treasurer is considered to be a voting member of the Finance and Stewardship Ministry.
- 2) The Treasurer shall receive, hold and disburse all funds of the church in accordance with this Constitution and the regulations or directions of the Facilities and Finance Ministry, keep a record of all transactions and give a complete account there of at the annual business meeting of the congregation. Book keeping and payroll services to be determined by the Council of Elders.

J) Standing Committees

- 1) **Terms of Office** – All appointments to standing committees shall be for three years. A person shall be limited to two committee appointments.
- 2) **Supervision** – All committees are responsible to their respective Ministry.
- 3) Each committee shall select its own chairperson from among its own members.
- 4) Each committee shall consist of one or more persons.
- 5) Committee appointments shall be reviewed each year.
- 6) **Committees and Duties**

a. Committees appointed by and responsible to the Council of Elders are:

The Worship Committee – shall provide oversight of the musical program of the church in conjunction with the pastor(s) and worship team.

The Public Relations Committee – Shall furnish copies for the local newspapers of the church activities and be responsible for any campaign or special program literature distribution, and promote and advertise special events and functions in the life of the church.

The Church Correspondent - is a member of this committee, and shall submit items to religious publications or other publications as directed by the Elders.

b. Committees appointed by and responsible to the Christian Education Ministry are:

The Library Committee – Shall take care of the church library and make its services available.

c. Committees appointed by and responsible to the Caring Ministry are:

The Greeting Committee – shall meet all visitors at the church doors, secure their names and addresses, introduce them to church members and to the Pastor, and make them feel welcome.

The Usher Committee – shall welcome and administer to the comfort of the worshippers at all services.

The Decorating Committee – is responsible for flowers on Sunday morning, the sanctuary Christmas Tree, the bulletin boards in the entrance and shall be the consulting body for decorating needs of the church.

The Food Service Committee – shall serve at times of funerals or at any time lunch or refreshments are required or when a need for food needs to be met.

The Hospitality Committee – shall minister to the needs of visiting Christian workers and others who need lodging and meals at special occasions.

d. Committees appointed by and responsible to the Facilities and Finance Ministry are:

The Auditing Committee - shall audit the church treasurer's and mission treasurer's books annually and report to the annual congregational business meeting.

The Offering Committee - They shall take up the offerings, count and record the totals of funds collected and turn over to the Church Treasurer or the Facilities and Finance Ministry.

K) Amendments

- 1) Amendments to these bylaws may be proposed by the Council of Elders at any scheduled or special meeting of the congregation, provided notification of such meeting is announced two weeks in advance via the bulletin or over the pulpit. Amendments may be passed by a majority vote of those casting a ballot.