

**CONSTITUTION
of
Calvary Baptist Church
203 East Third Avenue
Spokane, Washington 99202
(LARGE PRINT EDITION)**

A Religious Society of Spokane, Washington

**ARTICLE I
Name**

The name of this church shall be "Calvary Baptist Church."

**ARTICLE II
Purpose**

The purpose of this church shall be the advancement of the kingdom of Jesus Christ. It shall seek to attain this end through the public worship of God, the preaching of the gospel, consistent Christian living by its members, personal evangelism, missionary endeavor and Christian education.

**ARTICLE III
Policy**

Section 3.1

Spiritual Status and Affiliation

The government of this church shall be vested in the body that comprises its membership as governed by the Holy Spirit. It shall maintain affiliation and cooperation with the *National Baptist Convention, USA, Inc.; the American Baptist Convention, USA, Inc.; and the North Pacific Baptist Convention, USA, Inc., and Evergreen Baptist Association.*

Section 3.2

Non-Profit Status

Subsection 3.1A

501C(3)

This organization is organized and operated exclusively for charitable purposes within the meaning of Section 501C(3) of the Internal Revenue Code.

Subsection 3.2B

Limitations

Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on: (a) by an organization exempt from Federal Income Tax under Section 501C3 of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law); (b) by an organization's contributions which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Subsection 3.2C

Dissolution of Funds

Upon dissolution of the corporation, after paying or adequately providing for the debts and obligations of the corporation, the remaining assets shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable, educational, religious and/or scientific purposes and which has established its tax exempt status under 501C(3).

ARTICLE IV

Doctrine

This church shall accept the old and new testaments as an all-sufficient basis of doctrine, practice and as a summary of principles for Christian conduct among its members.

ARTICLE V

Membership

Section 5.1

Members

The members of this church shall consist of persons professing faith in the Lord Jesus Christ and given the "Right Hand of Fellowship." Members shall be entitled to voice and voting rights and election to office. Persons who have officially united with the church and have been accepted for membership, but have not completed the membership process, may participate with choirs, assist auxiliaries and attend business meetings, but do not have voting rights at the meetings until they are full members.

Section 5.2

Admission

Subsection 5.2A

By Baptism

A person who confesses Jesus Christ as Lord and Savior; adopts the views of faith and principles of this church; instructed in membership preparatory seminar training; and baptized by immersion may be received into the fellowship of the church.

Subsection 5.2B

By Letter

A person who has been baptized by immersion, and is in accord with the views, faith, and principles of this church may be received by letter from any other Christian church.

Subsection 5.2C

By Christian Experience

A believer who has formally been a member of a Christian church, baptized by immersion, and is in accord with the views, faith, and principles of this church, may be received upon statement of experience.

Subsection 5.2D

By Reinstatement

A person who has been inactive in membership may be reinstated to membership after the "Right Hand of Fellowship."

Section 5.3

Departing Membership

Any person in good standing who plans to leave this church and desires a letter of recommendation to any other church may receive it upon request. The letter of request may contain the name of the church in which membership is requested. This letter may be mailed to that church or given to the member upon request.

ARTICLE VI

The Pastor

Section 6.1

Pastoral Responsibilities

Subsection 6.1A

Spiritual Responsibilities

The pastor shall have in his/her charge the spiritual welfare of the congregation, services of public worship, preach the gospel, administer the ordinances, authorize the "Right Hand of Fellowship" to the new members, determine when the Lord's Supper will be observed other than on the first Sunday, and schedule religious meetings.

Subsection 6.1B

Business Meetings

The pastor shall preside at all business meetings of the church and the advisory council. He/she may delegate this responsibility to the assistant pastor, chairperson of the deacons, chairperson of the trustees, or associate ministers.

Subsection 6.1C

Supervision

The pastor shall have decision-making authority pertaining to all spiritual, physical matters of the church, give direction, and supervision to all departments, be an ex-officio member of all ministries, committees and auxiliaries, and appoint new members to the Mother Ministry. The pastor shall fill all appointed positions, suspend/terminate members from ministries/committees, etc. who become an offense to the church or cannot function in that capacity, consult with the trustees on the employment of all church workers, approve all church correspondence, announcements, programs, make recommendations on persons nominated to key positions prior to the annual election of officers, and present to the trustees a proposed budget by September 1st for the ministerial staff.

Section 6.2

Call of the Pastor

The call of the pastor shall come before the church either at the quarterly business meeting or at a special meeting called for such a purpose. Notice of such meeting and its purpose shall be read from the pulpit on two successive Sundays. A vote of two thirds of the members present and qualified to vote shall be necessary to extend a call. The vote shall be by written ballot. Only one candidate shall be presented to the church at a time.

Section 6.3

Termination of the Pastorate

The term of office may end upon at least ninety days written notice by the pastor, the church or by mutual consent. Termination of said office shall be voted at a regularly scheduled or special meeting called for this purpose. Notice of such meeting and its purpose shall be read from the pulpit on two successive Sundays. A vote of two-thirds of the members present and qualified to vote shall make valid termination of said office. The vote shall be by written ballot if notice is given by the church. Should the termination go into effect prior to ninety days, the monthly salary will be prorated.

ARTICLE VII

Assistant Pastor and Associate Ministers

Section 7.1

Assistant Pastor

Subsection 7.1A

Responsibilities

The assistant pastor shall perform all duties assigned by the pastor, preside in the pastor's absence and receive a stipend.

Subsection 7.1B

Election/Termination

The assistant pastor shall be recommended by the pastor subject to election by the church. He/she shall be recommended for termination by the pastor and subject to approval of the church.

Section 7.2

Associate Ministers

Associate ministers shall be assigned duties as designated by the pastor/assistant pastor.

ARTICLE VIII Elected Officers

Section 8.1

Elections

All officers shall be elected annually to serve for one year. Officers to be elected include church clerk and assistant, treasurer and assistant, financial secretary and assistant, director of Christian Education and assistant, and at least seven trustees. The financial secretary and treasurer cannot be the same person. All elected officers are required to attend the annual leadership workshop before installation.

Section 8.2

Elected Officers' Responsibilities

Subsection 8.2A

Church Clerk

Subsection 8.2A.1

Records

The clerk shall be the official custodian of records, keep a complete record of the transactions of all business at the meetings of the church, and the advisory council, and read minutes for approval at the following business meeting, maintain a record of the names and addresses of members with date and manner of admission, a record of baptism, a list of suspended members, and preserve on file all communications and written reports.

Subsection 8.2A.2

Correspondence/Reports

The clerk shall notify all officers, committee members, and delegates of their election and appointments, issue all letters of dismissal and recommendations voted on by the church, give legal notice of all meetings where required, and distribute all correspondence and all other printed materials representing the church (i.e. outgoing mail, church programs, and announcements). The clerk

shall provide semiannually to the Deacon Ministry an up to date church roster, and deliver immediately to his/her successor all books and records pertaining to this office.

Subsection 8.2B

Assistant Church Clerk

The Assistant Clerk shall assume the duties of the church clerk in the absence of the church clerk and perform other duties as assigned by the church clerk.

Subsection 8.2C

Treasurer

Subsection 8.2C1

Duties/Responsibilities

Receive all monies from the hands of the financial secretary. The treasurer shall have custody of the funds of the church, make all deposits in the name of the church, have access to the securities, investments, title papers and other valuable documents of the church, be bonded with a security company bond in such amount as designated by the trustees, disburse funds only on the instruction of the trustees or for regular recurring bills, such as utilities, phone, and internet.

Subsection 8.2C2

Reports and Audits

The treasurer shall provide an itemized report of disbursements showing the financial condition of the church monthly to the Trustee Ministry and quarterly to the general church meeting. Make other reports requested by the church or the trustees. Present trustees a proposed budget by September 1st.

Subsection 8.2D

Assistant Treasurer

The Assistant Treasurer shall assume the duties of the treasurer in the absence of the treasurer and perform other duties assigned by the treasurer.

Subsection 8.2E

Financial Secretary

Subsection 8.2E1

Duties/Responsibilities

The financial secretary is the receiving agent for all monies contributed to the church. He/she shall keep an accurate account thereof between the church and its members of all pledges and contributions made, keep separate accounts of all funds raised or contributed as required, and render a statement to the treasurer along with all monies to be deposited. Records shall be maintained for seven years.

Subsection 8.2E2

Reports

The financial secretary shall make a monthly report to the Trustee Ministry on the status of disbursement vouchers, an itemized report of receipts and disbursements as related to the vouchers written/approved and the annual church budget, and make such other financial reports as requested by the church or the trustees.

Subsection 8.2F

Assistant Financial Secretary

The Assistant Financial Secretary shall assume the duties of the financial secretary in the absence of the financial secretary and perform other duties assigned by the financial secretary.

Subsection 8.2G

Director of Christian Education

The Director of Christian Education shall be responsible for coordinating all phases of Christian education and for developing a comprehensive program with the Pastor.

Subsection 8.2H

Assistant Director of Christian Education

The Assistant Director of Christian Education shall assume the duties of the Director of Christian Education in the absence of the Director, and perform other duties as assigned by the Director.

Subsection 8.2I

Trustee Ministry

There will be at least seven trustees who shall be responsible for all property belonging to the church. These trustees shall take necessary measures for the property's protection, management and upkeep. The chairperson may preside over the church business meetings and the advisory council in the absence of the Pastor/Assistant Pastor or Chairman of the Deacon Ministry.

ARTICLE IX

Ministries, Councils and Departments

Section 9.1

Advisory Council

Subsection 9.1A

Composition

The advisory council shall consist of the pastor, chairpersons and directors of all ministries, church clerk, treasurer and financial secretary. The pastor/advisory council may invite other persons as required. The council shall meet as required and called by the pastor. The church clerk shall act as the secretary at these meetings.

Subsection 9.1B

Responsibilities

The council shall undertake to strengthen the total work of the church and all auxiliary organizations, be responsible for overseeing the nominating committee, be responsible for securing an interim pastor and nominating a pulpit committee, and be responsible for appointing, with the pastor, all positions listed in Article X. The Pastor shall fill all appointed positions.

Section 9.2

Deacons

Subsection 9.2A

Spiritual Responsibilities

The deacons shall assist the pastor, promote Christian instruction, minister to church members, provide the pulpit supplies, assist with the Communion Table preparation, serve the Lord's Supper, lead the prayer service, visit the membership periodically, and provide care for the sick and distressed members. The deacons shall also direct the disbursement of the benevolent funds, conduct devotion/religious services as required, and be trained and ordained as determined by the pastor and deacons.

Subsection 9.2B

Meetings and Reports

The deacons shall elect from its membership the usual officers, meet each month, and provide a written report to church at each quarterly meeting. Present to the trustees a proposed budget by September 1st. Attendance by a majority of members shall constitute a quorum. The chairman may conduct the advisory council and business meetings in the absence of the pastor or assistant pastor.

Subsection 9.2C

Selection/Termination

The Deacons are recommended by the church membership for approval by the pastor and terminated in the same manner. The pastor may remove a Deacon that becomes an offense to the church by reason of immoral or unchristian conduct, or by consistent breach of his covenant vows.

Section 9.3

Deaconesses

Subsection 9.3A

Spiritual Matters

The Deaconesses shall assist the pastor, promote Christian instruction. Minister to the membership, prepare and assist in serving the Lord's Supper, lead the prayer service in the absence of Deacons or as requested, visit the membership, care for the sick and distressed members, assist with the

Baptismal preparations, and perform such duties usually assigned to Deacons in their absence.

Subsection 9.3B

Meetings

The Deaconesses shall annually elect the usual officers from their membership, meet monthly, provide a written report to church at each Quarterly Meeting, present to the Trustees a proposed budget by September 1.

Subsection 9.3C

Selection/Termination

The Deaconesses are recommended by the church membership for approval by the pastor and terminated in the same manner. The pastor may remove a Deaconess that becomes an offense to the church by reason of immoral, unchristian conduct, or by consistent breach of her covenant vows.

Section 9.4

Trustee Ministry

Subsection 9.4A

Composition

The Trustee Ministry shall annually elect the usual officers from its membership. The Trustee Ministry shall consist of seven members, and meet each month. Attendance by a majority of members shall constitute a quorum. Members who miss three consecutive meetings without excuse shall be dismissed for dereliction of duty.

Subsection 9.4B

Reports/Employees

The trustees shall hold in trust all property belonging to the church and take necessary measures for its protection, management and upkeep, have custody/access to all securities, investments, title papers, and other valuable documents of the church, and determine the use of the church building for all extra or secular purposes. Trustees shall have no power to buy, mortgage, lease or transfer any property without specific vote of the church authorizing such action.

Subsection 9.4C

Funds

The trustees shall designate the bank where the funds of the church shall be deposited, have authority to spend up to \$2,500 without prior approval of the church, authorize disbursement of all funds, authorize the use of charge cards, and establish charge limits and type of purchases allowed. However, the deacons shall maintain the authority to disburse benevolent funds.

Subsection 9.4D

Reports/Employees

The trustees shall provide a written report to the church at each quarterly meeting, review and evaluate projected budgets from each ministry by September 1st, develop a budget for projected church expenses, and present it to the church for consideration in October.

Section 9.5

Christian Education Ministry

The Christian Education Ministry shall include the Sunday School, orientation classes, midweek bible classes and all other related educational activities. A Director of Christian Education shall be elected to chair and head this ministry. This ministry shall consist of the head of each of the previously named church school activities and the Director of Youth. Each school activity shall follow the general guidelines of the Christian Education Ministry. The Director of Christian Education shall collect reports from the head of each activity for quarterly submission.

Subsection 9.5A

Responsibilities

This ministry shall be responsible for the organization and administration of the entire church educational program, to include developing and interpreting the educational needs of the church, time schedules, housing, equipment and curriculum, the number and organization of classes, enlisting, training, and supervising teachers, and hold monthly meetings of the ministry. Attendance by a majority of members shall constitute a quorum. The director shall be responsible for all books, papers, and documents pertaining to the affairs of the

ministry, and prepare and present a budget to the trustees by September 1st. This budget will include all church school activities.

Subsection 9.5B

Sunday School

The Sunday School shall be organized to meet the educational needs of the church.

Subsection 9.5C

Orientation Class

The Orientation Class shall include the membership preparatory seminar training for all new members.

Subsection 9.5D

Midweek Bible Classes

The midweek bible class shall be organized to teach bible lessons and train the membership.

Section 9.6

Men's Ministry

The Men's Ministry is designed to teach and train men of all ages to become effective church workers, leaders, and missionaries. It shall meet monthly, elect the usual officers, and submit to the Trustee Ministry a proposed budget by September 1st.

Section 9.7

Youth Ministry

The Youth Ministry shall be headed by a director who will be responsible for coordinating all youth/young adult activities, conduct the children's church. The director is a member of the Christian Education Ministry. The ministry will submit a budget to the trustees by September 1st.. Select activities to aid in their spiritual growth and development.

Section 9.8

Music Ministry

The ministry of music shall consist of a director, all choirs, musical groups, and musicians. The music committee shall consist of the director of music (appointed by the pastor/advisory council), each choir/musical group director, the children's choir leaders and musicians. The director of music shall be responsible for the general supervision and development of the entire church musical program. The committee shall formulate standards for all musical groups with respect to qualification, selection of music and performance. The director shall submit a budget to the trustees by September 1st.

Section 9.9

Women's Ministry

The Women's Ministry shall be comprised of all mission auxiliaries/circles governed by the Women's Ministry. The Women's Ministry will have the usual officers elected from the ministry as well as the presidents and advisers of each auxiliary/circle. Each circle shall elect annually the usual officers. The purpose of the ministry and its auxiliaries is to increase the interest in mission work and giving throughout the total church. This may be achieved by sponsoring special events, speakers, films, or other projects that promote a mission endeavor. The women's ministry shall promote and/or cooperate with other churches, conventions and associations. The ministry shall submit a budget to the trustees by September 1st.

Section 9.10

Usher Ministry

The Usher Ministry shall consist of all usher groups. The director shall be appointed by the pastor/advisory council and shall serve as general president exercising supervision over each usher ministry. Each ministry shall elect the usual officers. The ushers shall be responsible for greeting and seating the congregation, receiving the offerings, and other duties as required. They may affiliate with the United Ushers Organization. The ministry shall submit a proposed budget to the trustees by September 1st.

Section 9.11

Mothers' Ministry

This is an honorary ministry, appointed by the pastor. The mothers are to minister to and advise the pastor and general membership. Members are appointed for life.

ARTICLE X

Appointments by the Pastor/Advisory Council

Section 10.1

Positions to be Appointed

Positions to be appointed include Announcement clerk, Auditing committee, Hospitality/events committee, Kitchen supervisor, Nominating committee, Purchasing clerk, and Public information committee. New positions may be created as the need arises.

Section 10.2

Responsibilities of Appointed Positions

All appointed officers and committees shall present to the Trustee Ministry a proposed budget by September 1st.

Subsection 10.2A

Announcement Clerk

The clerk shall make public announcements as required, coordinate with the pastor for announcements to be made, and coordinate with the public information committee as needed.

Subsection 10.2B

Auditing Committee

The committee shall audit the financial records of the church, and make a written report semiannually to the church. All financial records shall be made available to the committee as required.

Subsection 10.2C

Hospitality/Events Committee

The committee should promote fellowship with the church. (I.E., refreshments, anniversaries, picnics.)

Subsection 10.2D

Kitchen Supervisor

The supervisor will coordinate all kitchen activities.

Subsection 10.2E

Nominating Committee

The committee shall prepare and maintain a list of qualified persons to fill all vacancies of the church (except the pastorate). Interview nominees to ascertain their qualification and willingness to serve, recommend one or more persons to fill each position during the October Quarterly Business Meeting, and recommend to the church the names of persons to fill vacancies throughout the year as required.

Subsection 10.2F

Purchasing Clerk

The purchasing clerk shall be the principal purchaser of supplies and materials for the church. Purchase limit shall be in accordance with the authority granted by the Trustee Ministry.

Subsection 10.2G

Public Information Committee

The committee shall include members of the publicity, bulletin board and newsletter committees. It shall utilize appropriate media resources to inform the members of the community about various church related programs and activities, publish newsworthy articles, with mailings to members who live out of town or may be shut-in, and maintain church bulletin boards. All activities of this committee shall be coordinated with other church groups and final approval given by the pastor.

ARTICLE XI Financial Procedures

Section 11.1

Income

All funds for the support of the church shall be from tithes and offerings. Auxiliaries may receive special offerings from the membership. No projects will be financed by dinner sales, solicitations, raffles, etc.

Section 11.2

Disbursement

Disbursement of funds shall be made by the church treasurer or as specified in this constitution.

Section 11.3

Procedures Manual

Subsection 11.3A

Program Allocations

Subsection 11.3A1

Budget Requests

Each ministry must submit an annual budget request in September for the upcoming calendar year, to be approved by the Trustee Ministry. Failure to submit a budget request would annul all expenditures for that ministry for the following calendar year.

Subsection 11.3A2

Budget Allocation and Finalization

After allocations have been made to the requesting ministry, each ministry is required to submit a finalized, itemized budget to the Trustee Ministry by an announced date. Each ministry has spending authority as stated within their itemized budget. The financial secretary has authority to adjust ministry budgets by 10%; however, departments must operate within their annual allocation.

Subsection 11.3B

Expenditure of Funds

All signed vouchers must be submitted to the financial secretary two weeks prior to the date needed. The financial secretary will verify that there are adequate funds available in the appropriate account. All requests for funds must meet parameters in the pre-approved budget. All expenditures must be reconciled within seven days of the event and returned to the financial secretary. (The financial secretary must receive the original receipt.) The financial Secretary will submit a summary of expenditures to the Trustee Chairperson at the end of each month.

Subsection 11.3C

Reimbursement Authority

Subsection 11.3C1

Authorized Reimbursements

Legitimate, authorized, out-of-pocket, emergency expenses may be reimbursed. The Trustee Ministry will determine the legitimacy of these expenses and has approval/disapproval authority. A member whose request for reimbursement is denied by the Trustee Ministry may appeal the decision at the quarterly business meeting of the church body immediately following the denial. Examples of legitimate, authorized, out-of-pocket expenses include but are not limited to payment for repair of a garage door or church door that will not close/lock, other emergency repairs of the church or vehicle, deposits paid for emergency repairs and towing of a church vehicle.

Subsection 11.3C2

Unauthorized Reimbursements

Illegitimate, unauthorized, out-of-pocket expenses include but are not limited to spending in excess of an amount approved on a Funds Request Voucher, spending that was not approved in advance or for which no voucher was submitted, purchasing of meals, music, equipment, office or building supplies, bus, train, or airline tickets or any non-emergency, approved or non-approved item not submitted on a Funds Request Voucher.

Subsection 11.3D

Exposure (Emergency)

This budgeted category is for unanticipated costs that might expose the church's liability or significantly hinder the church's ministry. These funds are limited to church costs that could not be foreseen. Expenditure of these funds requires a unanimous approval of the Trustee Ministry.

Subsection 11.3E

Quarterly Reconciliation

At every quarterly meeting, reports on the church finances must be presented.

Subsection 11.3E1

Financial Report

The financial report is to be presented by the financial secretary. It will include all monies received for the quarter. It will be categorized by tithe, general offering, building fund, etc.

Subsection 11.3E2

Treasury Report

The treasury report is to be presented by the treasurer. It will include the total income received from the financial secretary and itemized expenditures for the quarter.

Subsection 11.3E3

Ministerial Budget Status Report

The ministerial budget status report is to be presented by the financial secretary. It will give all funds received by the ministry and the amount remaining in the budget for the current year.

Subsection 11.3F

Funds Request Voucher Processing Procedures

Every request for funds shall be processed through the Trustee Ministry via the voucher process in accordance with policies and procedures established by the Calvary Baptist Church Trustee Ministry. The funds request voucher is used to document and track expenditures made by various ministries of the church. This accountability is critical for managing and controlling spending transactions attributable to each ministry. To ensure an accurate, proper and efficient disbursement and accounting system, funds shall not be disbursed to any ministry without a funds request voucher. Vouchers should be completed in their entirety, and signed by the ministry chairperson or vice chairperson prior to submission to the financial secretary. The financial secretary will then ensure that the funds requested are within the operating budget of the ministry. The voucher will be considered by the trustees at the following trustee meeting, and, if approved, submitted to the treasurer for disbursement of funds. No incomplete voucher will be considered for disbursement.

ARTICLE XII

Elections and Voting

Section 12.1

General Elections

The annual election of officers shall be held during a general church meeting held in November. At the October Quarterly Business Meeting, the nominating committee shall present to the church the names of one or more persons for each office to be filled. At the time of the general election any member present and qualified to vote may place in nomination the name of any eligible person present. A nominee must receive the majority of the ballots cast to be elected. Members must be present at the election meeting to cast their votes.

Section 12.2

Qualification of Voters

Members must be eighteen years of age to vote on matters pertaining to the purchase, sale or mortgage of property. Members twelve years of age may vote on all other issues.

Section 12.3

Vacancies

Vacancies occurring during the year may be filled at any business meeting. The nominating committee shall present to the church, nominees for the vacancies to be filled.

Section 12.4

Purchase and Sale of Property

An affirmative vote of two-thirds of the members present and qualified to vote (eighteen years of age) shall be necessary for the purchase or sale of property. Notice of such intention to purchase or sell shall be read from the pulpit on two successive Sundays prior to the election meeting.

ARTICLE XIII

Meetings

Section 13.1

Quorum and Calling of Meetings

A quorum for the transaction of business shall be twelve members. Special business meetings may be called by the pastor, advisory council, or by five members in good standing who are qualified to vote. Notice of such meetings and the purpose shall be given from the pulpit on the Sunday preceding the date of the meeting. The church may, however, act on the appointment of delegates to councils, associations, and conventions at any regular service, but not upon ordinary business.

Section 13.2

Worship Services

Public services shall be on the Lord's day to include Sunday School, morning worship and youth church. The Lord's Supper shall be observed on the first Sunday of each month and at such other times as the pastor may determine. Other religious meetings may be scheduled by the pastor, the advisory council, or by vote of the church.

Section 13.3

Quarterly Business Meetings

Quarterly business meetings shall be held in January, April, July and October.

Section 13.4

Annual Business Meeting

The annual business meeting shall be held during the first quarterly meeting in January to receive final written reports of individuals, committees, ministries, and departments.

Section 13.5

Church Budget and Election of Officers

The annual budget shall be presented to the church for study during the quarterly business meeting in October. The budget shall be adopted during the election of officers held in November.

ARTICLE XIV

Salaried Employees

Section 14.1

Employees

The trustee ministry shall employ all paid church employees except the pastor. The trustees shall monitor employees, and may terminate employees for unsatisfactory performance.

Subsection 14.1A

Custodian

The custodian is engaged by and responsible to the trustees. The custodian shall be responsible for keeping the property clean and in good order. Care for the grounds shall include mowing, watering, snow removal and general upkeep as required.

Subsection 14.1B

Music Director

Musicians shall render music as required on Sunday and at special services/events. They shall be under the supervision of the trustee ministry for payment and services.

Subsection 14.1C

Pastor's Retirement Plan

The Pastor's Retirement Plan is established in accordance with the principals of Christian stewardship. The Trustee Ministry will monitor the fund with the assistance of an outside financial expert/advisor. The pastor will be vested in the retirement plan after serving five years at Calvary. Upon completion of the initial five years, the plan calls for increments of 2% per year up to 50% of the highest annual salary earned. To be eligible for his full retirement compensation, the pastor would have to serve 30 years or reach the age of 62. The retirement compensation will begin on the first day of the month following the pastor's retirement. If the pastor resigns prior to retirement eligibility, the pastor will be given a severance package that equals the highest percentage of pay earned.

Subsection 14.1C2

Pastor's Beneficiary

In the event of the pastor's demise, 50% of his or her retirement pay shall be paid to his or her spouse.

ARTICLE XV

Fiscal Year

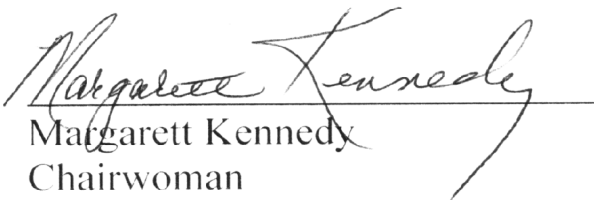
The fiscal year shall be the calendar year.

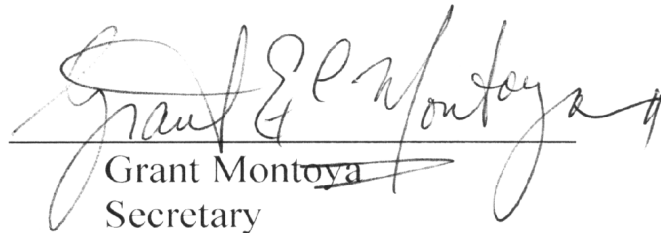
ARTICLE XVI

Amendments

The constitution may be amended at any regular or special business meeting of the church by two-thirds vote of those present and qualified to vote. Notice of such amendment shall be given for two consecutive Sundays prior to the reading and ratification at the next church meeting.


Respectfully Submitted by the 2012 Constitution Committee, Chris Bethely, Manuel Brown, Margaret Kennedy, Grant Montoya, Wallace Williams, on August 18, 2012.



Margaret Kennedy
Chairwoman


Grant Montoya
Secretary

Reviewed and approved at the quarterly church meeting dated 19 July, 2014.

Signed:


Rev. Dr. C. W. Andrews
Pastor


Berder Jones
Church Clerk