



Mount Calvary  
Missionary  
Baptist Church

# Church **Bylaws**

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## **FORWARD**

**Christians through the centuries have organized themselves into groups called churches. June 28, 1922, such a group came together and constituted Mount Calvary Missionary Baptist Church. The following describes the proceedings of this event.**

### **History Of Mount Calvary Missionary Baptist Church**

**In the year of 1922, after departing their membership from Star of Zion Missionary Baptist Church, Rev. Miles Spruill, Mr. and Mrs. Mack Staten and one hundred followers undertook the task of building a church. On May 3, 1922, following the leadership of Rev. Spruill; trustees T. Shaw, Thomas Whitney, Joseph Murphy and G. G. Newby, signed the deed for the purchase of the site on which Mount Calvary Missionary Baptist Church stands today for the sum of \$350.00 from Rigdon F. Green and his wife Matha A. Green, and on June 28, 1922, the doors of Mount Calvary opened for service. Rev. Spruill and Mr. Staten (father of Mother Ella Burden) labored tirelessly to erect a wooden structure for the glory of God. It was to be a place for all who desired to worship God and a place of Christian love and fellowship. The sanctuary was wooden with benches made of slabs, which served as pews.**

**The Deacon Board consisted of Mr. Albert Lofton, Mr. W.M. Sykes, Mr. Walter White, Mr. Zeb Nelson, Mr. Seth Taylor, Mr. George Jones and Mr. William H. Bragg. This board served with distinction.**

**The Sunday School was under the supervision of Mrs. Callie Simmons, Mrs. Carlillie Spruill, Miss Sudie Koonce, Mrs. Susan Hill, Mrs. Clara Hines, Mrs. Vines Mack and Mrs. Annie Wallace. Mrs. Hines, Mrs. Mack and Mrs. Wallace were also faithful Mothers of the church.**

**Choir members who served as officers through the years were: Mrs. Annette Spruill Taylor, Mrs. Minnie Murrell, Mrs. Callie Simmons and Mrs. Jane Bragg.**

**On March 2, 1924, the sanctuary was destroyed by fire. Rev. Spruill and flock immediately set about the task of rebuilding the church. Within two years, the church was again sufficient for worship. Rev. Spruill enjoyed a wonderful pastorate among his members, wherein he performed many services for the church and the community. He was a kind, considerate and understanding man. He was a shining example of Christianity for eighteen years in the church as well as the New Bern community. His wife, Eliza Spruill, his daughters Elizabeth Arnett and Julie were faithful to him along with the members of the church. It can be said with pride, that Rev. Spruill was a man of God and that his work did follow him as he was called from labor to reward on November 4, 1940.**

January 1941, Rev. Herbert C. Hill was elected as pastor of the church. Under his leadership, Mrs. Geneva Sykes organized the church choir. Serving as musicians throughout Rev. Hill's years with the church were: Mrs. Helen Simmons, Mrs. D.W. Wooten, Mr. Robert T. Simmons, Mrs. Clara Hines and Mrs. Lula Mendes.

Rev. Hill was a good shepherd who loved his members and did much to help them. He was known as a fine citizen throughout the city as he did all he could to promote harmonious relations, while at the same time, worked for the rights and privileges of all citizens. The church continued to improve under his leadership. He worked hard and faithfully for ten years for the benefit of the church. Mrs. Mildred Hill, wife of Rev. Hill served as chairman of the Mother Board for a number of years. His daughter, Essie H. Williams sang in the choir and along with her brothers Preston and Richard, served in the church happily and loyally. Rev. Hill fell asleep in the Lord January 1951.

Rev. Luther Watson, Jr. was elected pastor December 1, 1954. He was a native of Nash County.

Rev. Watson was a member of the Executive Board of the Old Eastern Missionary Baptist Association.

Accomplishments under Rev. Watson's pastorate:

- Restrooms were added
- Carpet was added
- New windows were added
- Bulletin board was added

Rev. Watson released the reins of his leadership and departed his life on December 27, 1965 in Rocky Mount, NC. He left a loving wife Sallie; one son, Robert Luther III; six daughters, Carolyn, Peggy, Barbara, Sallie Mae, Hildegarde and Mrs. Ernestine Hill. He was a dedicated pastor, dynamic preacher, a gentleman and friend to all who knew him.

April 1967, Rev. Nathaniel C. McNair Jr., a man of faith and courage was elected pastor. He came to us from Fayetteville, NC with his wife, Mrs. Alice McNair and children Nathaniel III, Natalyn Maryetta, Na'etta Genene and Natasha Claytonia.

The task of serving Mount Calvary was a challenge for Rev. McNair. However, he accepted the work set before him with an undaunted determination. The church grew spiritually and financially under his pastorate.

Accomplishments under Rev. McNair's pastorate:

- A church program committee was organized representing each auxiliary
- A budget plan was implemented
- A worship plan, including the events of the year was implemented
- A financial system the treasurer, Financial Secretary and Chairman of Trustee was Enacted
- A functioning Pastor's Aide Committee was organized
- A Laymen's League was organized

**Financial statements were issued to the members on a monthly basis  
A church roll was formulated and printed for use in the church  
Membership increased substantially**

**Unfortunately, in 1970, Rev. McNair and a group of followers withdrew their membership and formed the United Missionary Baptist Church, located on the corner of Main and West Streets. God is to be praised for the success of both churches.**

**May 1971, another shepherd, Dr. Willie J. Cox of Goldsboro, NC was called to the flock. He brought with him, his wife Mrs. Darris Cox. A year later a daughter Veronica Michelle was born.**

**Dr. Cox served as Moderator for the Old Eastern Missionary Baptist Association. During his tenure as moderator, the association allowed a female minister into the pulpit for the first time.**

**Dr. Cox demonstrated intelligence, pride and dedication in these services to the church and community.**

**Accomplishments under Dr. Cox's pastorate:**

**Two lots adjacent to the church were purchased for the purpose of adding an educational building, dining hall and parking lot**

**The main sanctuary was renovated in 1977 and a new lighting system was installed**

**A communion set was purchased**

**The public address system and baptismal pool were installed**

**The first church bus was purchased**

**Two flags were purchased**

**Membership growth was overwhelming**

**The Angel Group was organized**

**Junior Deacons were organized**

**New Members Club was organized**

**W. J. Cox Gospel Singers were organized**

**Deaconess were organized**

**Hour of Power Prayer Band was organized**

**Under the leadership of Dr. Cox, two new deacons were ordained: Melvin Walker and Joseph Bellamy.**

**Dr. Cox courageously and spiritually led the sheep to much progress and success.**

**On July 6, 1980 in a call meeting, Dr. Cox expressed his sentiments and said he had done his best and led the church as far as he could and thus, being led by the Holy Spirit he offered his resignation.**

**During the next six months, the work to complete the annex was resumed from plans expedited by a committee appointed by the church, with Mrs. Mary Brown acting as chairperson. The pastor's study was completed before electing another shepherd.**

**February 1981, Dr. Charles D. Bell of Jacksonville, NC was elected as pastor. He brought with him his wife Mrs. Velma Bell and daughter Duana.**

**Accomplishments under Dr. Bell's pastorate:**

**Purchased lot at the rear of the church**

**Annex was completed**

**New church van was purchased in 1987**

**Front and rear parking lots were paved**

**Furniture purchased for upstairs section of annex**

**Plexi-glass was installed on the windows**

**A fence was installed around the church and shrubbery was planted**

**New carpet was purchased**

**Church pews were cushioned**

**Mount Calvary was the first African-American church to join the Religious Community Services**

**Men's auxiliary was re-organized**

**Boy Scout Troop and Baseball Team formed**

**New water fountain purchased for vestibule and fellowship hall**

**New keyboard and drum set were purchased**

**Another church van was purchased**

**Dr. Bell served as Moderator of the Old Eastern Missionary Baptist Association.**

**Under the leadership of Dr. Bell, several ministers were licensed into the Missionary Baptist Association: Melvin Walker, Cleveland Ballard, Shirley Blount, Claudette Harrell, Theresa Parmley, Sandra Swan, Reginald Barnes and Rose Simmons.**

**Under the leadership of Dr. Bell, four deacons were ordained: Leon Carter, Homer Credle, Herman Best and William Alexander; three new deaconesses were installed: Gracie Banks, Willie Credle and Margaret Richardson.**

**June 2004, during morning worship service, Dr. Bell resigned as position of pastor of Mount Calvary.**

**During a church meeting, a pastoral search committee was elected by the church body to take on the challenge of assisting the church in finding our next shepherd.**

**September 21, 2005, the members of Mount Calvary held a special meeting with the sole purpose of selecting a new pastor. Believing in God's word that we keep the faith, Rev. Lawrence B. Kelsey Sr., by an overwhelming vote, became the new pastor of Mount Calvary Missionary Baptist Church.**

**On September 25, 2005, Rev. Kelsey preached his first official sermon as the newly**



elected pastor. Rev. Kelsey brought along with him, his wife Mrs. Sue Godette Kelsey and children Lawrence Jr. and Quiana, Rev. Kelsey was installed as the new pastor of Mount Calvary Missionary Baptist Church on January 8, 2006. On February 12, 2006, Rev. Kelsey and First Lady Sue Kelsey became full pledged members of Mount Calvary Missionary Baptist Church by Christian experience, after which the members extended the right hand of fellowship. On October 1, 2006, Rev. Kelsey, along with family, friends, the officers and members of Mount Calvary Missionary Baptist Church family celebrated the first year anniversary as pastor.

**Accomplishments under Rev. Kelsey's pastorate to date:**

**Counseling sessions were implemented**

**New Members class was re-organized**

**Training classes for ministers, deacons and deaconess were implemented**

**Building Committee was organized**

**Empowerment Seminars were implemented**

**Constitution and Bylaws Committee was organized**

**Constitution and Bylaws were ratified and adopted**

**Financial Secretary position re-defined**

**Prison Ministry was organized**

**Scholarship Committee was organized**

**New van purchased**

**New sound system installed**

**Plans for renovations to make the restroom handicapped accessible started**

**Under the leadership of Rev. Kelsey three deacons were ordained: Payton Smith, Wilson Harrell and Wheeler Blount; and three deaconesses were installed: Hilda Martin, Annie Walston and Carolyn Smith.**

**Under the leadership of Rev. Kelsey one minister was licensed: Wheeler Blount**

**Rev. Kelsey is very actively involved in all activities of Mount Calvary, the District Union and the Old Eastern Missionary Baptist Association and all other educational endeavors for the betterment of God's people.**

**God has brought Mount Calvary a long way since 1922, from a small clap board building with slab benches for pews and two pot bellied stoves for heat, to a brick veneer edifice, central air conditioning and heating system and comfortable padded pews. Yes, he has brought us from small light bulb lightning in the sanctuary to the beautiful chandeliers we see today. From the small sign on the side of the church to a marquee which lights the corner of Broad Street in front of the church.**

**As the vision continues to unfold, the members of Mount Calvary Missionary Baptist Church have faith that God will continue to bless this church so that it will grow in knowledge, strength and in the Holy Spirit for the glorification of God for the current year and years to come.**

**Revised: February 8, 2008**

# **Constitution of the Mount Calvary Missionary Baptist Church**

## **Preamble**

To preserve and make secure the principles of our faith and to provide for the orderly conduct of the affairs of this body of believers, Mount Calvary Missionary Baptist Church, consistent with the teaching of the Old and New Testaments and the accepted tenets of Missionary Baptist churches, the General Baptist State Convention, and the Old Eastern Missionary Baptist Association: to preserve the liberties inherent in each individual member of this church; and to other churches of the same faith; we do declare and establish this Constitution.

## **Article I: Name**

The name of this body shall be known as Mount Calvary Missionary Baptist Church.

## **Article II: Purpose**

### **Section 1. Church Vision**

To be a place of worship to the service of God and humanity by promoting His word according to the Holy Scripture.

### **Section 2. Church Objectives**

1. To have a Bible-believing based church that applies Biblical teachings to daily living.
2. To enhance membership and financial growth.
3. To develop spiritual harmony through various outreach ministries.

### **Section 3. The Purpose of the Church**

Mount Calvary Missionary Baptist Church is organized for the purpose of advancing and promoting the worship of God through the reading and study of the Holy Bible as the revealed work of God, the teaching and preaching of the Gospel of our Lord and Saviour, Jesus Christ, conducting regular services of worship for the spiritual training, development, and benefit of each member and for the winning of souls to Jesus Christ. This church shall be missionary in spirit, extending the Gospel through our organized religious channels to the entire world. It shall exist to provide regular opportunities for public worship, to sustain the ordinances, doctrines, and ethics set forth in the Old and New Testaments for the Church of our Lord Jesus Christ, and to channel its offerings to the support of the work of the Kingdom of God.

### **Section 4. The Purpose of the Congregation**

This congregation is organized as a Church exclusively for charitable, religious and educational purposes, including but not limited to the establishing and maintaining of religious worship, the building, maintaining and operating of churches, parsonages, schools, chapels, radio stations, television stations, rescue missions, print shops, daycare centers, camps, nursing homes and any other ministries that the Mount Calvary Missionary Baptist Church may be led by God to establish.

## **Article III: Membership**

### **Section 1. Baptism by Immersion**

The membership of this church shall be composed of persons who have given evidence of regeneration by the spirit of God culminating in a public profession of faith; who have been baptized by immersion; and who have been received into membership by a called vote of the church.

## **Section 2. Letter of Transfer - In**

A member of another church of like faith may be received by vote of the church upon promise of letter of transfer from the church where membership resides. The person applying for membership by letter of transfer will be in an associate member relationship until such letter of transfer is received from the other church. The person applying for membership will be an associate member for sixty days or until receipt of letter.

## **Section 3. Statement of Faith (Christian Experience)**

Anyone who has once been a member of another Church of like faith and in consequence of peculiar circumstances has lost that relationship or is not able otherwise to promise a letter of transfer may be received into the fellowship of this church upon statement to the membership and by vote of the church.

## **Section 4. Application for Membership**

Application for membership under circumstances other than those described in Section 1, 2, and 3 above will be considered by the deacons and pastor, whose recommendation will be presented to the church in conference; and the decision of the church will be final in each case.

## **Section 5. Letter of Dismission**

A letter of dismission enabling a member to unite with another church of like faith may be issued to said church upon request, provided the member is in good standing as defined below in Section 9. When a member shows intention of joining a church of another faith, and when action is requested from the church by the member, the member will be informed by a personal letter that the member's name has been removed from the roll of this church. All such applications must be passed upon by the church in conference.

## **Section 6. Membership Voting**

Every member of the church, twelve years or older, is entitled to vote in all elections and on all questions submitted to the church in conference provided the member is present or provision has been made for absentee balloting. Absentee votes will be honored from any active member in good standing, if their proxy is submitted to the church clerk prior to a scheduled vote. The church in conference may elect to extend voting privileges to active members under the age of twelve years on matters relating to the youth ministry and activities with the exception of financial considerations.

## **Section 7. New Member Orientation**

All candidates for membership will be expected to participate in the church's new member orientation plan as provided before full membership and the right hand of fellowship will be extended.

## **Section 8. Associate Membership (Watch-Care Members)**

An associate membership may be granted to persons requesting it. This membership is granted to persons who temporarily reside in our community while retaining membership in their "home church," but who desire a membership with this church. This would be extended to college students or others temporarily residing in this area. Associate members would not normally vote or hold office, but this would be left up to the discretion of the church in conference.

## **Section 9. Membership Expectations**

Although not a part of Baptist Doctrine, all members, except for those designated as shut-ins and those who have been granted a "leave of absence" as noted herein, shall be expected to: (1) be faithful in all duties essential to the Christian life, including regular attendance at the services of the church; (2) give regularly of time, talents, tithes and offerings in the support of the church and its missionary efforts; and (3) share in the work of its organizations.

## **Section 10. Inactive Membership**

Any member of this church shall be placed on an inactive list when the member has shown no apparent interest in the church for a period of a year. Before such action is taken, every reasonable effort will be made in the spirit of love to encourage that person to renew fellowship

and participation with the church. Such persons may be reinstated after making a public rededication and asking for reinstatement; this is to be followed by a simple majority vote of the church. No member on the inactive list shall have voting power or hold office. Voting privileges may be regained after a member has been put back on the active church roll by the membership. No member on the inactive list may serve as a deacon.

**Section 11. Membership Leave of Absence**

Provision shall be made to grant a "leave of absence" to members who are temporarily relocated due to military service, educational pursuits, missionary activities, or similar reasons for an extended period of time, who have expressed a desire to retain their membership in this church.

## **Article IV: Church Covenant**

**HAVING** been led, as we believe by the Spirit of God, to receive the Lord Jesus Christ as our Saviour; 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, angels 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 comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, disciplines and doctrines; to contribute cheerfully and regularly to the support of its ministry, the expenses of the church, the relief of the poor and the spread of the gospel through all nations.

WE ALSO ENGAGE to maintain family and secret devotions; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements and exemplary in our deportment; to avoid all tattling, backbiting and excessive anger; to avoid the sale and use of intoxicating drink as a beverage and to be zealous in our efforts to advance the kingdom of our Saviour.

WE FURTHER ENGAGE to watch over one another in brotherly love; to remember each other in prayer; to aid each other 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 Saviour to secure it without delay.

WHEN we remove from this place, we engage as soon as possible to unite with some other church where we can carry out the spirit of this covenant and the principles of God's word. And now unto Him, who has brought us again from the dead, our Lord Jesus, be power and glory forever. Amen.

## **Article V: Articles of Faith**

### **I. THE SCRIPTURES**

We believe that the Scriptures teaches that the Holy Bible was written by men divinely inspired, and is a perfect treasure of heavenly instruction; that it has God for its author, salvation for its ends, and truth without any mixture of error for its matter; that it reveals the principles by which God will judge us, and therefore is, and shall remain to the end of the world, the true center of Christian union and the supreme standard by which all human conduct, creeds, and opinions shall be tried.

### **II. THE TRUE GOD**

We believe the Scriptures teach that there is one, and only one, living and true God, an infinite, intelligent Spirit, whose name is Jehovah, the Maker and Supreme Ruler of heaven and earth; inexpressibly glorious in holiness, and worthy of all possible honor confidence and love; that in the unity of the Godhead there are three persons, the Father, the Son, and the Holy Ghost; equal in every divine perfection, and executing distinct but harmonious offices in the great work of redemption.

### **III. THE FALL OF MAN**

We believe the Scriptures teach that Man was created in holiness, under the law of his Maker; but by voluntary transgressions fell from that holy and happy state; in consequence of which all mankind are now sinners, not by constraint but choice; being by nature utterly void of that holiness required by the law of God, positively inclined to evil; and therefore under just condemnation to eternal ruin, without defense or excuse.

### **IV. THE WAY OF SALVATION**

We believe that the Scriptures teach that the salvation of sinners is wholly of grace; through the Mediatorial offices of the Son of God; who by the appointment of the Father, freely took upon him our nature, yet without sin; honored the divine law by his personal obedience, and by his death made a full atonement of our sins; that having risen from the dead, he is now enthroned in heaven; and uniting in his wonderful person the tenderest sympathies with his divine perfections, he is in every way qualified to be a suitable, a compassionate, and an all-sufficient Savior.

### **V. JUSTIFICATION**

We believe the Scriptures teach that the great Gospel blessing which Christ secures to such as believe in him is justification; that justification includes the pardon of sin, and the promise of eternal life on principles of righteousness; that it is bestowed, not consideration of any works of righteousness which we have done, but solely through faith in the Redeemer's blood; by virtue of which faith his perfect righteousness is freely imputed to us of God; that it brings us into a state of most blessed peace and favor with God, and secures every other blessing needful for time and eternity.

### **VI. THE FREENESS OF SALVATION**

We believe that the Scriptures teach that the blessings of salvation are made free to all by the Gospel; that it is the immediate duty of all to accept them by cordial, penitent and obedient faith; and that nothing prevents the salvation of the greatest sinner on earth, but his own determined depravity and voluntary rejection of the Gospel; which rejection involves him in an aggravated condemnation.

## **VII. REGENERATION**

We believe that the Scriptures teach that in order to be saved, sinners must be regenerated, or born again; that regeneration consists in giving a holy disposition to the mind that it is effected in a manner above our comprehension by the power of the Holy Spirit in connection with divine truth, so as to secure our voluntary obedience to the Gospel; and that its proper evidence appear in the holy fruits of repentance and faith, and newness of life.

## **VIII. REPENTANCE AND FAITH**

We believe the Scriptures teach that repentance and faith are sacred duties, and also inseparable graces, wrought in our souls by the regenerating Spirit of God; whereby deeply convinced of our guilt, danger and helplessness and of the way of salvation by Christ, we turn to God with unfeigned contrition, confession, and supplication for mercy; at the same time heartily receiving the Lord Jesus Christ as our prophet, priest and king, and relying on him alone as the only and all-sufficient Saviour.

## **IX. GOD'S PURPOSE OF GRACE**

We believe the Scriptures teach that election is the eternal purpose of God, according to which he graciously regenerates, sanctifies, and saves sinners; that being perfectly consistent with the free agency of man, it comprehends all the means in connection with the end; that it is a most glorious display of God's sovereign goodness, being infinitely free, wise, holy and unchangeable; that it utterly excludes boasting and promotes humility, love, prayer, praise, trust in God, and active imitation of his free mercy; that it encourages the use of means in the highest degree; that it may be ascertained by its effects in all who believe the Gospel; that it is the foundation of Christian assurance; and that to ascertain it with regard to ourselves demands and deserves the utmost diligence.

## **X. SANCTIFICATION**

We believe the Scriptures teach that Sanctification is the process by which, according to the will of God, we are made partakers of His holiness; that it is progressive work; that it is begun in regeneration; and that it is carried on in the hearts of believers by the presence and power of the Holy Spirit, the Sealer and Comforter, in the continual use of the appointed means especially the word of God, self-examination, self-denial, watchfulness, and prayer.

## **XI. PERSEVERANCE OF SAINTS**

We believe the Scriptures teach that such only are real believers as endure to the end; that their persevering attachment to Christ is the grand mark which distinguishes them from superficial professors; that a special Providence watches over their welfare; and they are kept by the power of God through faith unto salvation.

## **XII. THE LAW AND GOSPEL**

We believe the Scriptures teach that the Law of God is the eternal and unchangeable rule of his moral government; that it is holy, just and good; and that the inability which the Scriptures ascribe to fallen men to fulfill its precepts, arise entirely from their love of sin; to deliver them from which, and to restore them through a Mediator to unfeigned obedience to the holy Law, is one great end of the Gospel, and of the Means of Grace connected with the establishment of visible church.

## **XIII. A GOSPEL CHURCH**

We believe the Scriptures teach that a visible church of Christ is a congregation of baptized believers, associated by covenant in the faith and fellowship of the Gospel; observing the

ordinances of Christ; governed by his laws; and exercising the gifts, rights, and privileges invested in them by His Word; that its only scriptural officers are Bishops or Pastors, Deacons whose Qualifications, claims and duties are defined in the Epistles to Timothy and Titus.

#### **XIV. BAPTISM AND THE LORD'S SUPPER**

We believe the Scriptures teach that Christian baptism is the immersion in water of a believer, into the name of the Father, and Son, and Holy Ghost; to show forth in a solemn and beautiful emblem, our faith in the crucified, buried, and risen Saviour, with its effect, in our dearth to sin and resurrection to a new life; that it is prerequisite to the privileges of a church relation; and to the Lord's Supper, in which the members of the church, by the sacred use of bread and wine, are to commemorate together the dying love of Christ; preceded always by solemn self-examination.

#### **XV. THE CHRISTIAN SABBATH**

We believe the Scriptures teach that the first day of the week is the Lord's Day, or Christian Sabbath, and is to be kept sacred to religious purposes, by abstaining from all secular labor and sinful recreations, by the devout observance of all the means of grace, both private and public, and by preparation for that rest that remaineth for the people of God.

#### **XVI. CIVIL GOVERNMENT**

We believe the Scriptures teach that civil government is of divine appointment, for the interest and good order of human society; and that magistrates are to be prayed for, conscientiously honored and obeyed; except only in things opposed to the will of our Lord Jesus Christ, who is the only Lord of the conscience, and the Price of the Kings of the earth.

#### **XVII. RIGHTEOUS AND WICKED**

We believe the Scriptures teach that there is a radical and essential difference between the righteous and the wicked; that such only as through faith are justified in the name of the Lord Jesus, and sanctified by the Spirit of our God, are truly righteous in his esteem; while all such as continue in impenitence and unbelief are in his sight wicked.

#### **XVIII. THE WORLD TO COME**

We believe the scriptures teach that the end of the world is approaching; that at the last day, Christ will descend from heaven, and raise the dead from the grave for final retribution; that a solemn separation will then take place; that the wicked will be adjudged to endless punishment, and the righteous to endless joy; and that this judgment will fix forever the final state of men in heaven or hell on principles of righteousness.



# **Bylaws of the Mount Calvary Missionary Baptist Church**

## **Article I: WORSHIP**

The church shall hold regular services of worship on Sundays and Bible Study on Wednesday evenings unless otherwise agreed upon by the church. The Lord's Supper shall be observed the first Sunday of each month unless otherwise approved by the church. It may also be observed more often if approved by the church.

## **Article II: MEETINGS**

### **Section 1. Church Meetings**

This church shall hold regular meetings for worship, teachings, training and fellowship.

### **Section 2. Business Meetings**

This church shall hold regular business meetings for the disposition of all business matters not otherwise provided for to hear reports from the various church organizations and to consider other matters essential to the spiritual welfare and prosperity of the congregation.

### **Section 3. Other Meetings**

Other meetings of the church as a whole or of authorized groups, to include call meetings within the church, may be set according to the needs of the congregation as approved by the Pastor.

## **ARTICLE III: CHURCH PARTICIPATION**

All educational programs or courses of instruction formulated and offered by the Mount Calvary Missionary Baptist Church shall be primarily for the benefit of the members of the Mount Calvary Missionary Baptist Church; however, the Pastor may permit non-church members to participate in Church educational programs or courses of instruction if he deems it in the best interest of the Mount Calvary Missionary Baptist Church.

## **ARTICLE IV: OFFICERS**

The officers of this church shall be the pastor and deacons, and other vocational leadership as needed, such as clerk, treasurer, and such officers as shall be required to do the work of the church in any of its departments or organizations. All of these shall be elected by the church and shall be members in good standing at the time of election to include being tithers. All church officers subject to annual election shall be elected during the conference meeting on the Thursday night before the first Sunday in September.

Any member not present at church meetings cannot be nominated for an office or committee. Meetings may be tabled, no more than twice, until such time as all parties involved are present. At the third meeting, if those parties are not present, then they may be removed from office.

## **ARTICLE V: ELECTION AND DUTIES**

### **1. Pastor**

#### **Section 1. Call**

Whenever a vacancy occurs, a pastor shall be called by the church to serve until the relationship is dissolved at the request of either the pastor or the church. In either case, at least a thirty-day notice shall be given of termination of the relationship, unless otherwise mutually agreed upon, voting by closed ballot by the majority of active members present, with both pastor and church seeking to follow the will of God through the leadership of the Holy Spirit.

The call of the pastor shall take place at a meeting especially set for that purpose of which at least three weeks notice has been given the membership. The election shall be upon the recommendation of a special committee elected by the church to seek out and nominate as pastor a minister of the gospel whose Christian character and qualifications are in keeping of God's word. The committee shall bring one or more names for the consideration of the church; and no nominations shall be made except by the committee. Election shall be by closed ballot with an affirmative vote of the majority of active members present. Should the minister recommended by the committee fail to receive the majority vote, the committee will be instructed to seek out another minister; and the meeting at which the vote was taken shall be adjourned without debate.

## **Section 2. Spiritual Leader**

The pastor will be the spiritual leader of the congregation; and as such, he will assume appropriate responsibility for the spiritual welfare of every resident member. Specifically, the pastor's duties will include:

- a. Planning, supervising and implementing the kind of worship services which bring Christians to maturity through the worship of God.
- b. Planning, supervising and implementing an effective program of Christian education for all ages.
- c. Planning, supervising and implementing a redemptive program of practical ministry involving the congregation, to the members, other Christians and non-Christians in the area.
- d. Planning, and conducting a periodic new member orientation class and a class for prospective members.
- e. Guiding the congregation in a positive relationship to the Old Eastern Missionary Baptist Association, the General Baptist State Convention and Christian institutions.
- f. Ordering his personal ministry to the congregation according to appropriate priorities involving crisis ministry and routine responsibilities.
- g. The pastor will make every effort to visit or make a similar contact to every active church family at least once a year.
- h. Being an ex officio member of all standing or special committees elected by the church; attendance upon these committees will be expected except when the substance of committee business would make his presence unnecessary or inappropriate. The pastor reserves the right to oversee every committee within the church.
- i. Being responsible for obtaining guest ministers and other speakers when away from the pulpit; working with elected committees for obtaining speakers for other special services such as revival, homecoming, vacation, etc. In the event of a pastoral vacancy, the interim pastor or chair deacon if no interim pastor has been appointed, shall assume this responsibility.
- j. The pastor shall be the moderator of all called meetings.

## **Section 3. Deacon Support**

The congregation will expect the pastor and the deacons to work in harmony, openness and mutual confidence in all affairs of the church.

#### **Section 4. Congregational Support**

The pastor can expect the personal and professional support and encouragement of the congregation.

#### **Section 5. Vacation**

The pastor will have two weeks vacation with full pay salary, annually, with the church paying the supply minister. This will increase to three weeks after five years tenure and four weeks after ten years tenure.

#### **Section 6. Paid Family Leave**

The pastor will be given full salary for two weeks absence annually, due to illness or death in his immediate family (spouse, children, parents), with the church paying the supply minister.

#### **Section 7. Absence for Professional Activities**

The pastor will be given the privilege of being absent two Sundays, annually, in revivals or other professional activities with the honorarium for the supply minister being paid by the Pastor **unless the activity is church sponsored.**

#### **Section 8. Resignation**

The pastor may terminate his position by a letter of resignation to the church clerk giving a minimum notice of **at least 30 days.**

#### **Section 9. Termination**

The congregation may terminate the services of the pastor with a recommendation from the deacons and a majority vote of the voting membership at a regular or called church conference. The deacons shall inform the pastor and membership of such an impending action a minimum of one month before a church conference. This one month provision shall be waived with regard to removal of the pastor from the pulpit in extreme cases, such as immoral conduct, without pay. The deacons shall be empowered, upon their unanimous vote, to place the pastor on leave of absence with pay until such time as the termination issue is decided in conference. Should the pastor be dismissed by the church according to the above stipulations, for reasons other than above, the church would continue his full salary and benefits for a minimum of three months while securing other minister(s) to lead worship.

#### **B. Associate Pastors**

Under the direction and guidance of the Pastor, the associate Pastors of the Mount Calvary Missionary Baptist Church shall assist the Pastor in carrying out the ministries of the Mount Calvary Missionary Baptist Church.

#### **C. Deacons**

The deacons shall be elected from among those members who have proven themselves to have scriptural qualifications according to I Timothy 3 and Acts 6. They shall be elected for a term of three years, to include the appointment of a Chair-Deacon by the Pastor. Upon adoption of this constitution, the Pastor and the active deacons of the church shall decide on a method of determining who shall rotate off so that a complete rotation may occur within the three years with a replacement of one-third the number required to make up full strength being elected each year. The pastor reserves the right to temporarily or permanently remove the deacons if their performance warrants such actions. The requirement of years can be waived according to the number of spiritually qualified and available men.

On or before July first of each year, the chairman of the deacons shall appoint a deacon nominating committee from the active deacons. The membership of this committee shall be announced in the church bulletin or from the pulpit; and members of the church shall be given opportunity to submit names of prospective deacons to the committee. On or before August first of the same year, the deacon nominating committee shall submit to the deacons a list of the proposed nominees. The deacons shall have the responsibility of selecting from the list so submitted or from other members of the church

deemed morally and spiritually qualified, list of nominees, if possible two for each vacancy to be filled, The list of nominees as approved by the deacons shall be submitted to the congregation at least one month prior to election. Additional nominations may be made from the floor at this time. Whereas it is necessary to interview all deacon candidates to be certain that they are aware of the responsibilities and obligations to the church, and the scriptural requirements of the office.

All deacon candidates are to be interviewed by the members of the deacon selection committee and the pastor. This is not a screening process; rather it is a process which will explain the scriptural requirements and responsibilities and obligations of the deacon to the church. The nominees receiving the highest number of votes shall be declared elected. Deacons being removed from active participation by rotation shall retain their title of deacon and may be called upon for service by the church at any time but shall be ineligible for re-election to the active deaconate until at least one year has elapsed following their period of inactivity from service.

Deacons shall at all times regard themselves as servants of the church. With the pastor, and as the Holy Spirit may direct, they are to consider and make recommendations to the church in all matters pertaining to its work and progress; including overseeing the discipline of the church, and establishment and maintenance of spiritual fraternal relations with all members of the church. They shall assist the pastor in the observance of the ordinances. All deacons are expected to support the work of the church and to work in harmony with the pastor. Therefore, all deacons are expected to:

1. Be faithful in their attendance to all church services;
2. Contact each of the church families appointed by the pastor to their watch-care on a regular basis.
3. Be involved in the nurture of existing church members, or the outreach of new church members.

No meetings of the deacons should occur without prior knowledge of and approval by the pastor.

#### **D. Office of the Trustees**

Upon the adoption of this constitution, the church shall elect spiritually qualified members to serve as Trustees. These officers shall be president, vice president, secretary, treasurer. The president of the Trustees shall serve for a period of three years. The Trustees shall execute all contracts, deeds, mortgages or other instruments when authorized to do so by the church in conference. They shall have general oversight of the upkeep, repair and use of property. Upon the death, resignation, or inability to serve as a Trustee, a successor shall be elected by the church in a conference called for this purpose or a regularly scheduled conference.

The appointed Trustees, along with the Treasurer, the Financial Secretary and the appointed Deacon(s) shall count all monies at the conclusion of church service. Funds collected will be kept in the church safe until counted. All funds will be placed in the bank's night deposit immediately after counting that same day.

**E. Church Clerk**

The clerk shall be elected annually upon recommendation of whatever committee is established to recommend the church officers. It shall be the clerk's responsibility to attend or be represented at all church business meetings, to keep an accurate record of all business transactions, to prepare the annual association letter, and to see that it is properly transmitted to the associational clerk. The clerk shall maintain a current list of all officers, members of committees and messengers. The clerk shall issue letters of dismissal as authorized by the church, preserve all papers and valuable records and letters that belong to the church, and preserve a true history of the church, keeping same in the church office files, as well as an identical copy kept in a specified safety deposit box. It shall be the duty of the clerk to see that accurate, active and inactive, rolls of the church membership are kept; the dates and methods of admission and dismissal; change in name, correct mailing addresses, deaths, and other pertinent information about each member. The church clerk shall keep all important documents in a safety deposit box. The clerk is responsible for acquiring pertinent data on any new member, either joining as a candidate for baptism or under Christian experience.

**F. Assistant Church Clerk**

The Assistant Church Clerk performs the duties of the Church Clerk in the absence of the Church Clerk. In addition, the Assistant Church Clerk will maintain written and recorded records of all proceedings. Then clerk shall keep all important documents in a safety deposit box. In the absence of the clerk, the assistant church clerk is responsible for acquiring pertinent data on any new member, either joining as a candidate for baptism or under Christian experience.

**G. Treasurer**

It shall be the duty of the treasurer to receive, keep in a bank, and disburse by check upon proper authority all money or things of value that are given to the church in accordance with instructions from the church. The treasurer shall keep at all times an itemized account of all receipts and disbursements; rendering and account monthly to the church to be preserved by the financial secretary. All books, records and accounts kept by the treasurer shall be the property of the church. The treasurer shall upon invitation meet with the deacons and shall be a member of the finance and budget committees. Financial Records should be updated on a weekly basis.

**H. Financial Secretary**

The Financial Secretary shall receive the empty offering envelopes after the money has been counted by the proper person(s); and from these, the financial secretary shall give each contributor individual credit as provided in the record system approved by the church. This person shall keep the envelopes for references as the church directs. The financial secretary shall keep records of the receipts from envelopes, plate or loose, and miscellaneous or special offerings. The financial secretary shall also be responsible for preparing and distributing regular statements to all contributing members as the church directs. The financial secretary will also assume temporary or total duties of the church treasurer if the need arises. The books maintained by the Financial Secretary must mirror the books maintained by the Trustees.

**I. Bonded Positions**

- A. Treasurer
- B. Financial Secretary
- C. Identified Trustees (Identified Trustees are signature card holders)

**J. Salaried Positions**

No member of Mount Calvary can hold more than one salaried position at a time.

- A. Pastor
- B. Janitor
- C. Assistant Janitor
- D. Church Clerk
- E. Financial Secretary

- F. Pianist
- G. Drummer

**K. Non-Member Salaried Positions**

- A. **Attorney:** An attorney shall be retained by the church for legal matters pertaining to the church, only.
- B. **Auditor:** An outside auditor shall be retained by the church, as a disinterested party, with no ties to the church, to perform a complete audit of the church finances, every odd numbered year.

**L. Church Council**

The church council shall be composed of all church officers, the pastor, deacons, deaconesses and the chairperson of each committee. This is an open forum where all interested persons can bring information and concerns regarding church business.

**M. Sergeant-at-Arms**

The Sergeant at Arms shall maintain order at all meetings; maintain records of member's attendance at all meetings and keep a count of all votes and motions.

**N. Parliamentarian**

The Parliamentarian should have a working knowledge of parliamentary law and a thorough understanding of the constitution and bylaws of the church; shall explain points of order to those making motions not in accordance with the bylaws and constitution of the church.

**O. Sunday School Superintendent**

The superintendent shall be acquainted with the best methods of religious education and endeavor to adopt them in this school. It shall be this person's duty to counsel weekly or monthly with teachers and officers through officers' and teachers' meetings, giving advice and receiving suggestions from co-workers. The superintendent shall see that a full and accurate report is made of the work of the Sunday School in the regular business meetings of the church. The position will be reviewed and voted upon by the church body every two years.

**P. President of the Home and Foreign Mission**

The President of the Home and Foreign Mission shall seek to enlist members of the church in a program of missionary training, giving, and activity according to plans promoted by the Missionary Auxiliary to the General Baptist State Convention. A full and accurate report will be given at the regular business meetings of the church.

**Q. Ordinance Committee (Deacons and Deaconess)**

It shall be the duty of this committee to assist the pastor with the ordinances of baptism and the Lord's Supper. It shall assist candidates for baptism in the preparation for and execution of this ordinance. It also will prepare the equipment and meal for the observance of the Lord's Supper and place them in the sanctuary prior to the worship service.

**R. Minister of Music**

The Minister of Music shall be responsible for providing worshipful music at all services. The Minister of Music is to train and direct the choir, or choirs, and is to cooperate with the pastor, the music committee, and other church leaders in the selection of suitable music; and arranging appropriate musical programs for all occasions where such services are needed.

**S. Pianist and/or Organist**

The Pianist and/or Organist shall play for all public services and shall assist the Minister of Music in a suitable program of music for the church. The pianist/organist shall be paid in addition to regular salary for services for away services which support the pastor and the choir when accompanying the pastor and when not paid by host church.

## **T Janitor and Assistant Janitor**

The janitor opens and locks church before and after services, meetings, rehearsals, etc.; rings bell to announce services and other church events; takes care of church buildings and furnishings; performs cleaning and routine maintenance duties in church and auxiliary buildings and in churchyard, or gives directions to other workers so engaged. The janitor on duty will inspect the church prior to any program or service to insure that enough supplies are on hand in all of the restrooms. The janitor will check all lights prior to each service and make repairs as necessary. Any major repairs identified will be reported to the Trustees and Building Committee.

## **Article VI: COMMITTEES**

**Section 1. Standing Committees** The church shall elect such standing committees as may be deemed necessary to carry out the various phases of the program of the church efficiently and effectively. In any event, the church shall have at all times the following standing committees: budget and finance, building and grounds, missions, ordinances, library, hospitality, benevolence, ushers, floral, music, membership, and any additional committees deemed necessary for the proper function of the church. In the event that any committee is non-functional, the deacons will have the responsibility to oversee this area. The chairman of each committee shall be invited to participate and/or report on committee activities at each quarterly church conference.

**Section 2. Temporary Committees** The church, in conjunction with the pastor may elect committees to perform temporary functions. This action may take place at a quarterly conference or a call meeting.

### **Section 3. Committee Quorum**

All committees shall be governed by a quorum. A quorum shall be one hundred percent of the members for a committee consisting of the four members or less; a quorum for a committee consisting of five or more members shall be sixty percent.

### **Section 4. Committee Minutes**

All committees and auxiliaries shall keep accurate minutes of meetings in order that proper transmission of information can be made to the church in conference. A summary of the efforts of such committees shall be filed with the church clerk quarterly during church conference.

### **Section 5. Committee Chairman**

Each committee shall elect a chairman for the purpose of reporting committee activities to the church body during church conference.

### **Section 6. Home Treasury**

No committee/auxiliary shall exceed \$50.00 in the home treasury. Any requests for funds must be submitted on the approved form to the trustees and it must be received a minimum of two weeks in advance. Emergencies will be handled on a case-by-case basis.

## **Article VII: DUTIES OF AUXILIARIES AND COMMITTEES**

**All Auxiliaries will have a President, Vice-President, Secretary and Treasurer.**

**All auxiliaries holding a program which requires a guest minister or speaker or pastor must have prior approval by the Pastor at least six weeks in advance of actually committing to the speaker.**

**All auxiliaries, prior to accepting engagements, must check the church calendar and receive prior approval from the Pastor so as to not conflict with any Mt. Calvary program or engagement.**

## **A. Auxiliaries**

### **Section 1. Pastor's Aide**

The Pastor's Aide Ministry sees to the well-being of the pastor and his family. They are caretakers of the angel that God has set in their midst. The Pastor's Aide assists the pastor with his personal needs as well as assist the Pastor in ministering to the congregation.

### **Section 2. Benevolence/Sick**

It shall be the duty of this committee to assist needy families; to encourage the church membership to give liberally of canned goods, etc., to help these needy families, especially at the Thanksgiving and Christmas seasons; to sort out, arrange, and deliver Thanksgiving and Christmas baskets. This committee shall, at all times of the year, be alert for opportunities to help the needy of our church membership and to encourage all members of the church to participate during periods of crisis. All requests for assistance will be investigated by the deacons and trustees, with the pastor overseeing the requests. Final decision on the disposition of funds will be made by the deacons and trustees, with input from the pastor, as needed.

Pastors, Deacons, and officers, when visiting the sick, can report back to the church any changes, differences or improvements in said member's condition and that member may be removed from the sick list.

#### **Hospital Policy/Sick Policy**

After being in the hospital for one or more days, a member in good standing will receive \$30.00, not to exceed three times per year. Members must be active and tithing members to receive support from the sick fund, with the exception of members under the age of 18. The patient-member must be able to show hospital documentation upon request.

Funds will be issued at the discretion of the Sick Committee, in accordance with the above guidelines. Funds must be issued in the form of a check for auditing purposes. An outpatient put to sleep under anesthesia and receiving surgery will receive \$20.00, a maximum of two times per year.

Members with an illness at home or in a nursing facility will stay on the sick list. Once a member returns to church, then that member's name should be taken off the sick list. Any re-occurring illness will result in that member's name being put back on the list. Sick money for individual homebound members will be \$30.00 every six months per household.

### **Section 3. Beautification**

The Beautification Committee coordinates and assists with maintenance and upkeep of the church's properties. They oversee enhancement of the beauty of the church edifice and grounds, and assist with neighborhood beautification projects and encourage community cleanliness.

### **Section 4. Ushers**

It shall be the duty of the Ushers to seat worshippers and take up the offerings at all of the worship and revival services; to heartily welcome all worshippers as they come to and leave the services; to see that everyone has a bulletin; and to look after the comfort of the congregation with regard to heat, light, ventilation, noise etc.

### **Section 5. Choirs**

The choirs shall render music in songs in support of the Pastor and for scheduled services.

### **Section 6. Hospitality**

This committee shall be responsible for preparing the fellowship hall for all church social activities and funerals. This committee (or designees) shall also secure all food, supplies and other arrangements conducive with the theme of the occasion and serve those attending.



**Section 7. Floral**

This committee shall be responsible for securing, arranging, and disposing of floral arrangements for church services and funerals (See Funeral Policy). This does not include weddings

**A. Committees**

**Section 1. Budget and Finance** This committee shall meet at regular intervals to consider the financial condition of the church and shall prepare annually a proposed budget including local expenses, education, missions, salaries, and benevolences; and shall submit the same to the church in regular conference at least two months prior to the beginning of the fiscal year or budget year. In preparing the budget, the committee shall confer with the head of each organization of the church to determine the needs of these organizations. Upon adoption, it becomes the duty of the budget and finance committee, together with such others as may be needed, to provide members with envelopes for contributions and be responsible for the care and deposit of all funds contributed to the church in a designated bank.

**Section 2. Building and Grounds**

It shall be the duty of this committee to give attention to and study the condition and state of repair and appearance of all buildings and grounds, making such reports and improvements authorized by the church, and included in the church budget. All matters of major repair or improvement and items of equipment shall be submitted to the church in conference for its recommendations. This committee shall be responsible for the work of the custodian and all other persons employed in the capacity of caring for the building and grounds.

The chairman of the committee shall be responsible for purchasing custodial supplies. It shall be the duty of this committee to handle requests from groups not affiliated with the church who want to use the church facilities by bringing such requests to the church in conference along with the committee's recommendation. The chairman of this committee in consultation with the pastor, the chairman of the finance committee, and the chairman of the deacons, shall be authorized to make decisions of emergency expenditures.

**Section 3. Special Events/Programs**

It shall be the duty of this committee to implement inspiring programs for the enjoyment of the Mount Calvary Missionary Baptist Church community. It will be responsible for securing refreshments and making other necessary arrangements for the participant's enjoyment.

**Section 4. Annual Events**

The following events will be observed on an annual basis at Mount Calvary Missionary Baptist Church:

**CALENDAR OF ANNUAL EVENTS**

<b><u>MONTH</u></b>		<b><u>EVENT</u></b>
<b>February</b>	<b>-4<sup>th</sup> Sunday</b>	<b>Angel Group Anniversary</b>
<b>May</b>	<b>-3<sup>rd</sup> Sunday</b>	<b>Women's Day</b>
<b>June</b>	<b>-2<sup>nd</sup> Sunday</b>	<b>Youth Friendship Day</b>
<b>June</b>	<b>-4<sup>th</sup> Sunday</b>	<b>Church Anniversary/Homecoming</b>
<b>August</b>	<b>-2<sup>nd</sup> Week</b>	<b>Revival</b>
<b>August</b>	<b>-3<sup>rd</sup> Sunday</b>	<b>Men's Day</b>
<b>September</b>	<b>-3<sup>rd</sup> Sunday</b>	<b>Pastor's Anniversary</b>
<b>October</b>	<b>-4<sup>th</sup> Sunday</b>	<b>Family and Friends Day</b>

### **Church Anniversary/Homecoming**

It shall be the duty of this committee to implement an annual program for bringing together of church members, former church members, and friends for a day of Christian fellowship and celebration of the founding of Mount Calvary Missionary Baptist Church. This shall be held on the fourth Sunday in June of each year.

### **Pastor's Anniversary**

This committee shall be selected by the church annually during the December Conference. It shall be the duty of this committee to procure speakers and participants for the morning and afternoon services per the Pastor's guidelines and prepare the program of events and activities.

### **Revival**

It shall be the responsibility of this committee to plan periodic church revival services. It shall work with the pastor to prayerfully select and schedule an effective evangelist speaker; arrange for any announcements, publicity, special music (in cooperation with the Minister of Music); and any other appropriate considerations for the purpose of promoting the spiritual growth, revival and rededication to God's purposes of the church membership and to aid and enhance the church's outreach into the community.

### **Section 5. Library**

The responsibilities of this committee shall be to work in close cooperation with the librarian to promote and strengthen the ministry of the library; to see that adequate space and equipment are provided for the library; to recommend and oversee library policies, rules and regulations; to help select and train staff personnel; and to encourage the spiritual growth of the congregation through the use of its resources. The librarian will be a member of this committee.

### **Section 6. Scholarship Committee**

Three members appointed for overlapping terms of three years each; each member to serve one year as Chair. The Committee shall:

1. Present the criteria and procedures for scholarship applications.
2. Recommend annually to the Church Body, at the March quarterly conference.
3. The number of scholarships to be awarded in accordance with the approved regulations governing the Scholarships Fund;
4. Receive and review applications for scholarships;
5. Select the scholarship winner(s); and
6. Initiate publicity regarding scholarships

### **Section 7. Membership/Outreach**

It shall be the responsibility of this committee to study and recommend innovative methods of reclaiming inactive members and seeking new members for our church and the Kingdom of God. It shall be the duty of this committee to periodically review the church roll and prepare a list of the inactive church members and recommend to the church in conference that they be placed on an inactive members roll. In addition to the pastor, this committee shall consist of: a Deacon, a Deaconess, a Youth Advisor, a Youth representative, the Financial Secretary and the Church Clerk. It shall be responsible for acquiring any materials and for training others as necessary.

### **Section 8. Pastoral Search**

This committee shall be responsible for securing a prospective pastor upon the discharge or resignation of the present pastor. It is to keep the job description of the pastor current, updating it as the need arises. Upon the election of a pastor, the work of this committee will be completed. However, members of this committee will function as a pastor-church relations committee no longer than twelve months. All information gathered on candidates will be safeguarded and upon selection of a pastor, shall be destroyed.

### **Section 9. Nursing/Wellness**

The Wellness Committee is composed of 8 - 10 members, mostly health professionals or those who have a strong commitment to holistic health. It seeks to involve the entire congregation in a holistic ministry of mutual healing. The committee also fosters and oversees the **Nurse ministry** of the church, encouraging members to care for the spiritual, physical, emotional and social needs of others. They sponsor services like blood pressure screening and flu clinic, provide educational opportunities, and work with other church ministries, committees and staff to integrate faith and health into the life of the church and its members.

The Church Nurse is an RN who has completed a course in the unique practice of nursing within a faith community. The role of the church Nurse is to facilitate members and friends of the Church in maintaining and attaining their maximum physical, spiritual and emotional health. There will be a church nurse on duty every Sunday, including afternoon and evening services.

### **Section 10. Youth Activities**

It shall be the duty of this committee to work closely with the youth minister to promote the various activities of the church designed to meet the needs of the local young people. It will be this committee's responsibility to implement a strong visitation program for the youth of our church. It shall work closely with the Old Eastern Missionary Baptist Association and State Convention to provide opportunities for youth evangelism conferences and other activities provided by these agencies.

### **Section 11. Publicity**

This committee shall be responsible for promoting church activities in all media. This includes the publishing of the church newsletter, the weekly church bulletin.

### **Section 12. Historical**

This committee shall maintain a historical record of events and correspondence of the church. It shall maintain a pictorial history of the church whenever possible. It shall maintain a display of church history for new and current members to review.

### **Section 13. Newsletter**

This committee is responsible for providing a medium for the church and its ministries to share information with the congregation and community, and for gathering information from the congregation for the purpose of publication in a quarterly newsletter. This information includes, but is not limited to, a note from the pastor, news about members, events in the church, meeting notices, and inspirational articles.

Members of this committee meet at least once a quarter, before the release of the current quarter's newsletter.

### **Section 14. Transportation**

This committee shall consist of three designated persons who will be in charge of maintaining and issuing all church vehicles. Vehicles will be issued in accordance with the Vehicle Use Agreement (see Attachment #3).

## **ATTENTION ALL DRIVERS:**

***When closing the bus doors, PLEASE make sure the left door (facing doors from inside of bus) lies over the right door. This will insure the doors will NOT fly open at high speed, DO NOT ASSUME the doors are properly closed when using the door pull.***

1. Vehicles are to be used for Mount Calvary Missionary Baptist Church activities only. They may not be loaned to groups outside of Mount Calvary Baptist Church.
2. Adults, ages 25 and above, may operate the vehicles under the following conditions in which they must possess:
  - A valid drivers license.
  - A clean driving record.
  - Certification in defensive driving as required by the insurance carrier.
3. All approved drivers must be covered by Mount Calvary's insurance policy.
4. Each group using a vehicle is responsible for leaving it clean. **Clean is defined as removing all trash from vehicle(s).** Report any damage or mechanical needs to the church office as soon as possible.
5. Return vehicle(s) with a **full tank of gas.** If gas is paid for personally, **while vehicle is being used for Mount Calvary church purposes,** turn in receipts to the Financial Office for reimbursement.
6. The Church has the right to suspend an individual's right to operate a church vehicle based on his/her driving record or recent performance.
7. The church vehicles carry full insurance. In the event of an accident, turn in all police reports and a written summary to the church office as soon as possible.
8. Treat the vehicles as if they belonged to you and ask passengers to do the same.
9. Any organization within the church wishing to use vehicles should reserve them as far in advance as possible by calling the church office. Please make arrangements to pick up keys in the church office on the day of or day prior to usage.
10. No alcoholic beverages, tobacco products, or illegal substances shall be used or transported on the church vehicles.

### **Section 15. Van**

The Van Ministry provides transportation for members to attend worship services and church activities. When given ample notice, the van ministry will provide transportation for senior church members to vote, and any other necessary outing that they would not be able to attend otherwise.

### **Section 16. Building**

This committee shall work closely with the Trustees and Deacons in addressing the structural needs of the church. This committee cannot make any binding decisions without the approval of the church body.

### **Section 17. Bereavement Committee**

Key activities for this committee include contacting the bereaved to offer sympathy and support.

### **Section 18. Funeral Policy:**

Those overseeing this policy will be members of the Bereavement Committee, consisting of: a representative of the Hospitality Committee; a Deaconess; a Deacon; a representative of the Floral Committee; the Church Clerk (or appointee).

The duties will be to initially 1) contact the bereaved family, to educate and help the congregants deal with the issue of death; 2) to console and facilitate the bereavement process at the time of the loved one's death; 3) gather information and discuss the needs of the family.

2. If the deceased is a full standing member, supporting the church physically (if health permits) and financially (tithes), the bereaved family will have a choice of \$300 in cash or the setting up of food, not to exceed \$500 in value.
3. If the deceased is not a member of the church but an immediate family member (parent, spouse, child) of a full standing member of the church, and the service is being held at Mount Calvary, the family will receive a monetary donation not to exceed \$75.00 and a letter from the church.
4. If a family desires to dine at the church, the kitchen committee will oversee and serve the food that is brought to the church from the family and others. The food must be brought to the church the morning of the funeral at a designated time agreed upon with the committee. The Committee will register all things received at the church and the family will receive the register list before leaving the church.
5. In the event the family feels that there will not be sufficient food to return to the church to dine, the Bereavement Committee should be notified the night before the service is to be held.
6. If the family uses another church or fellowship hall, the family is responsible for any costs incurred. (Exceptional situations will be dealt with on a case-by-case basis.)

Pall Bearers and Floral Bearers: The Bereaved family will have the right to choose their Pall Bearers and Floral Bearers; otherwise, they will be furnished by the church.

Ushers: Mount Calvary's ushers will be in charge of services at Mt. Calvary. If the service is held at another church, Mt. Calvary's Ushers will assist the ushers of that church, if needed and so desired by the family.

Preparation of the Obituary: The secretary of the church should stand ready to assist in the preparation of the obituary and order of service if needed.

All music will be coordinated with the desired choir president, by the family, to include special songs.

The date and time of the funeral service shall be coordinated with the pastor. If someone other than the pastor is to deliver the eulogy, permission from the pastor will be required.

### **Section 19. Empowerment Committee**

Key activities for this committee will include organizing educational seminars on life related issues every 90 days or more frequently, as needed.

## **Article VII: CHURCH GOVERNMENT**

### **Section 1. Government**

The government of this church shall be congregational in nature and shall be vested in the membership. The Mount Calvary Missionary Baptist Church shall have a racially non-discriminatory policy and therefore shall not discriminate against members and others on the basis of race, color or national ethnic origin.

### **Section 2. Church Conference**

A church conference shall be held on a quarterly basis on the Thursday before the first Sunday in March, June, September and December, as called by the church council. In addition to regular conferences, a special conference of the church may be called at any time by the pastor and chairman of the deacons,

or upon the request of any five members of the church who are regular in attendance and support, which request for special conference has been approved by the pastor. All special conferences of the church would require at least one week's notice to the membership stating the purpose of the conference, which would be limited to the stated purpose.

**Section 3. Fiscal Policies**

The Church shall operate on a fiscal year commencing in January. All budget requests must be submitted by the second Friday in November. The budget will be adopted at the December conference.

**Section 4. Moderator**

The Pastor shall be the Moderator for all meetings. In the event of a Pastoral vacancy, the Interim Pastor shall serve as Moderator. If no Interim Pastor is in place, the Chair Deacon shall serve as Moderator.

**Section 5. Quorum**

A quorum shall consist of not less than fifteen (15) active members of the church, in good standing.

**Section 6. Minutes**

The church clerk and the assistant church clerk shall keep written and electronically recorded minutes of each business meeting and shall record the number present, whether a quorum was present, and what actions were taken by the church.

**ARTICLE VIII: STAFF MEMBERSHIP**

All instructors, teachers, and administrators shall be members of the Mount Calvary Missionary Baptist Church. This provision shall not apply to visiting missionaries, evangelists, or preachers engaged for the purpose of delivering sermons, conducting revivals, training or instructional meetings, or other special meetings on a temporary basis.

**ARTICLE IX: UNITY/TEACHING**

All educational programs or courses of instruction shall be conducted as an integral and inseparable ministry of the Mount Calvary Missionary Baptist Church. All educational programs or courses of instruction shall be conducted-consistent with the teaching of the inerrant Word of God. Any assertion or belief which conflicts with or questions a Bible truth is a pagan deception and distortion of the truth which will be disclaimed as false. It is the responsibility of every instructor or teacher to present the inerrant Word of God as the sole infallible source of knowledge and wisdom.

**ARTICLE X: CHRISTIAN WALK**

All administrators, instructors, and teachers shall continue or adopt a lifestyle consistent with the Word of God, which they teach, whether in or out of the classroom.

**ARTICLE XI: COMMUNITY SERVICE**

This church shall be involved in facets of community service as much as possible.

**Article XII: AFFILIATION**

**Section 1. Independent Body**

This church is a free, autonomous, independent body; congregational in nature with authority to determine for itself in the manner set forth in this constitution the use of its property and all church policies; free from any outside control, authority or power, whether governmental or otherwise.

**Section 2. Association**

The church recognizes the value and mutual helpfulness in the voluntary association of churches, which are in such agreement in faith and practice as to make it possible a spirit of fellowship and good will. It is recognized that association and cooperation between such churches will influence the missionary, educational and benevolent interest of each other. The church does declare, therefore, its intention to work in mutual cooperation with other Baptist groups or Christian groups as far as conscience will allow.

**Section 3. Affiliation**

Upon the adoption of this constitution, this church shall be deemed to have voluntarily affiliated itself with The General Baptist State Convention and the Old Eastern Missionary Baptist Association.

**Section 4. Cooperation**

Upon adoption of this constitution, this church shall be deemed to be in friendly cooperation with the aims and purposes of the General Baptist State Convention of North Carolina and of the Old Eastern Missionary Baptist Association as set forth in the constitutions of these autonomous bodies; and through duly elected messengers, will participate in their deliberative assemblies; and shall as we are able, support the missionary, benevolent and educational programs of each.

**Section 5. Discontinuance of Affiliation and/or Cooperation**

The calling of a church conference for the purpose of voting on withdrawal from affiliation with the Old Eastern Missionary Baptist Association and/or discontinuance of cooperation with the General Baptist State Convention will require that the meeting be announced every Sunday for one month prior, stating the purpose and time of said conference. Action to withdraw must be carried by a vote of three fourths of the voting membership to be valid.

**Article XIII: CHURCH DISCIPLINE**

**Section 1. Counsel**

It shall be the basic purpose of the Mount Calvary Missionary Baptist Church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The pastor and deacons are available for counsel and guidance. Redemption rather than punishment should be the guideline which governs the attitude of one member towards another.

**Section 2. Embezzlement and/or Misappropriation of Funds/Theft**

If it has been proven that any member has embezzled, misappropriated funds or unlawfully removed any church property, then said member will be prosecuted to the full extent of the law.

**Section 3. Membership Discipline/Dismissal**

A. There shall be a Discipline Committee consisting of the Pastor and the Deacons. These men shall have sole authority in determining heretical deviations from the Statement of Faith and violations of the Mount Calvary Missionary Baptist Church Covenant. If the Pastor or a deacon is the subject of a disciplinary matter, he shall not sit as member of the Disciplinary Committee. He shall be entitled to the same steps as other Church members and be subject to the same discipline.

B. Members are expected to demonstrate special loyalty and concern for one another. When a member becomes aware of an offense of such magnitude that it hinders spiritual growth and testimony, (s)he is to go alone to the offending party and seek to restore his/her brother/sister. Before she goes, (s)he should first examine him/herself. When (s)he goes, (s)he should go with a spirit of humility and have the goal of restoration.

C. If reconciliation is not reached, a second member, either a deacon or the Pastor, is to accompany the one seeking to resolve the matter. This second step should also be preceded by self-examination and exercised in a spirit of humility with the goal of restoration.

D. If the matter is still unresolved after the steps outlined in subsections B and C have been taken, the Discipline Committee, as the Mount Calvary Missionary Baptist Church representatives Biblically responsible for putting down murmuring, shall hear the matter. If the matter is not resolved during the hearing before the Discipline Committee, the committee shall recommend to the members of the Mount Calvary Missionary Baptist Church that they, after self-examination, make an effort personally to go to the offending member and seek that member's restoration. The offending member should be removed from any office (s)he may hold until said matter is resolved.

E. If the matter is still unresolved after the steps outlined in subsections B, C, and D have been taken, such members who refuse to repent and be restored are to be removed from the membership of the Mount Calvary Missionary Baptist Church upon a majority vote of the membership present at a meeting called for the purpose of considering disciplinary action.

F. No matter may be heard by the Disciplinary Committee or the Mount Calvary Missionary Baptist Church unless the steps outlined in subsections B and C have been taken, except in the case of a public offense.

G. If an unrepentant offending party is removed from the Mount Calvary Missionary Baptist Church membership, all contact with him/her from that point forward should be for the sake of restoration. This action would not exclude such a person from worship or fellowship with the church.

#### **Section 4. Recommendation of Church Activity Exclusion**

Under most cases, exclusion from membership shall not include exclusion from attendance at worship services and regular fellowship meetings. However, under extreme circumstances (i.e. threat of bodily injury), the pastor and deacons may recommend to the church that such an individual or individuals should be excluded from all activities of the church. Such a recommendation would require a separate vote of the majority of members present at a meeting called for this purpose.

#### **Section 5. Membership Restoration**

Any person whose membership has been terminated for a condition which has made it necessary for the church to exclude him/her may, upon his request, be restored to membership by a majority vote of the church upon evidence of his repentance and reformation.

### **Article XIV: CHURCH FUNDING**

#### **Section 1.**

The church shall operate primarily from funds received as tithes and offerings of its members. The borrowing of money from institutions or individuals, at the prevailing rate of interest, may be necessary at times. Fund raising benefits shall be limited to activities within this church family. Other fund raising techniques, such as the holding of real estate property for speculative purposes, and the owning and renting of property for monetary gain shall be allowed. Certain enterprises in which the church might engage solely as a community service should be so identified with proceeds being used for the stated purpose of the event.

#### **Section 2.**

The use of the church by non-members for funerals, weddings, etc. will be assessed a fee, based on what area is to be used: Approval of such will be by the Pastor, the Chairman of the Deacons and/or the Chairman of the Trustees. (See Attachment #1)



## **ARTICLE XV: EDUCATIONAL ACHIEVEMENTS**

### **Section 1.**

Elementary, middle and high school students who have achieved their goals shall receive a certificate of recognition from the church on Youth Friendship Day.

### **Section 2.**

High school and college graduates with a diploma or degree (Bachelor or Associate) shall receive a monetary gift of \$100.00 from the church, provided they are members of good standing in Mount Calvary.

### **Section 3.**

Graduates who have received monetary assistance from the church during the course of study will not receive a monetary gift upon completion of College and receipt of degree. Any student meeting the above requirements for membership and requesting financial assistance, must furnish an official letterhead, with a point of contact from his/her college or university, confirming enrollment prior to any awarding of monies. Funds will be sent directly to the school or official school sanctioned department. Each request will be thoroughly investigated.

## **ARTICLE XVI: USE OF CHURCH PROPERTY OR VEHICLES**

Any member wishing to use the church Vehicles for non-church business will need authorization from the Pastor and/or the Trustees. (See Attachment #3)

## **Article XVII: ADOPTION and AMENDMENTS**

### **Section 1. Constitution and Bylaws Adoption**

The constitution shall be considered adopted and in immediate effect if and when a majority of the voting membership at the business meeting at which the vote is taken shall vote in favor of same. This vote shall be taken not less than thirty days after formal presentation of the constitution to the church, and notice of such meeting in which the vote is to be taken shall be given at least one week in advance.

### **Section 2. Constitution and Bylaws Amendment**

This constitution may be amended, altered or repealed by a majority vote of the voting membership at a called meeting for that purpose, provided, however, that such amendment, alteration or repeal shall have been given to the Chair Deacon (or Assistant Chair, or Pastor if Assistant not present) in writing; and the proposed change shall have been presented to the church at least thirty days prior to the time the vote is taken.

## **Article XVIII: VALIDATE**

### **Section 1. Constitution and Bylaws Adoption**

The adoption by the church of this constitution and bylaws shall repeal all previously adopted rules.

### **Section 2. Constitution and Bylaws Record Keeping**

A copy of this constitution and bylaws shall be kept by the clerk at all times among church records and another copy shall be kept in the church office; and all amendments to or revision thereof shall be prepared by the clerk and attached to copies of the constitution and bylaws and made available to the church members, generally upon request.



Attachment #1

MOUNT CALVARY MISSIONARY BAPTIST CHURCH  
BUILDING USE AGREEMENT  
(by Non-Member)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

We, \_\_\_\_\_, the Undersigned, agree to use:

PURPOSE OF THE EVENT: \_\_\_\_\_

Please check the items that apply to this request

- A. Sanctuary
  - Wedding ..... \$300.00
  - Non-Wedding Service ..... \$100.00
- B. Fellowship Hall ..... \$150.00
- C. Sanctuary and Fellowship Hall
  - Wedding ..... \$450.00
  - Non-Wedding ..... \$300.00

DATE OF THE EVENT: \_\_\_\_\_ TIME OF EVENT \_\_\_\_\_ AM / PM

We agree to pay \$ \_\_\_\_\_ (the full amount in advance) for use of the above mentioned.

Repair/replacement costs for any broken item(s) will be the responsibility of the user. This cost is not included in the rental fees. Damages will be determined as they are identified by the Building Use Checklist during the final inspection by a Trustee or approved representative.

\_\_\_\_\_  
Representative of the User Group Date

\_\_\_\_\_  
Chairman of the Trustees Date

\_\_\_\_\_  
Pastor/Chairman of the Deacons Date

There will be no charge for use of the sanctuary by members who are active and in good financial standing, as verified by the Financial Secretary.

Disapproved \_\_\_\_\_ Approved \_\_\_\_\_

**MOUNT CALVARY MISSIONARY BAPTIST CHURCH  
BUILDING USE CHECKLIST**

AREA	CONDITION @ RENTAL	CONDITION @ RELEASE	PROBLEM	COMMENTS <i>(Renter's initials are required next to each of the damages listed.)</i>
SANCTUARY				
VESTIBULE: DOORS ELEVATOR				
BATHROOMS				
BATHROOM FIXTURES				
PEWS: INCLUDING CUSHIONS, BALCONY AND CARPET				
SOUND EQUIPMENT				
INSTRUMENTS				
CHOIR LOFT				
EDUCATION AREA				
TRUSTEE ROOM				
CLASSROOM				
FELLOWSHIP HALL				
TRASH CONTAINERS				
BATHROOMS				
KITCHEN				
REFRIGERATOR				
STOVE				
SINK				
STEAM TABLE				
MICRO-WAVE				
TABLES (18)				
HIGH CHAIRS (5)				
CHAIRS (95)				

Code: N (New); F (Fair); P (Poor); NR (Needs Repair)

I, \_\_\_\_\_, am liable for any additional damages that may occur.

\_\_\_\_\_  
Signature Date

I, \_\_\_\_\_, release the above person from liability.

\_\_\_\_\_  
Signature Date

I, \_\_\_\_\_, acknowledge the above damage.

\_\_\_\_\_  
Signature Date



**MOUNT CALVARY M. B. CHURCH**  
 509 CARROLL STREET, P.O. BOX 13594  
 NEW BERN, NC 28561-3594  
 Phone (252) 638-1875

The following number must appear on all related correspondence, shipping papers, and invoices:  
**PURCHASE REQUEST/ PURCHASE ORDER NUMBER: 1001**

TO:  
 NAME:

SHIP To:  
 NAME:

STREET ADDRESS:

STREET ADDRESS:

CITY STATE ZIP:

CITY STATE ZIP:

PICK UP DATE	REQUISITIONER	CHECK / CASH	AUXILIARY

QTY	UNIT	DESCRIPTION/REASON	UNIT PRICE	TOTAL
SUBTOTAL				
SALES TAX				
SHIPPING & HANDLING				
OTHER				
TOTAL				



MOUNT CALVARY MISSIONARY BAPTIST CHURCH  
VEHICLE USE AGREEMENT

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

We, \_\_\_\_\_, the Undersigned, request the use of:

Van # \_\_\_\_\_ on \_\_\_\_\_ from \_\_\_\_\_ AM/PM until \_\_\_\_\_ AM/PM

ODOMETER IN \_\_\_\_\_ ODOMETER OUT \_\_\_\_\_

CHECKLIST:	(IN)	(OUT)	INITIALS:
------------	------	-------	-----------

GAS LEVEL	_____	_____	_____
-----------	-------	-------	-------

CLEAN	_____	_____	_____
-------	-------	-------	-------

PROBLEMS: \_\_\_\_\_

Approved by:  
\_\_\_\_\_

Received by:  
\_\_\_\_\_

Release of Liability:  
\_\_\_\_\_

Signature of Church Representative receiving vehicle after final inspection.  
\_\_\_\_\_

## VEHICLE USE AGREEMENT:

### ATTENTION ALL DRIVERS:

*When closing the bus doors, PLEASE make sure the left door (facing doors from inside of bus) lies over the right door. This will insure the doors will NOT fly open at high speed. DO NOT ASSUME the doors are properly closed when using the door pull.*

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  - A clean driving record.
  - Certification in defensive driving as required by the insurance carrier.
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9. Any organization within the church wishing to use vehicles should reserve them as far in advance as possible by calling the church office. Please make arrangements to pick up keys in the church office on the day of or day prior to usage.
10. No alcoholic beverages, or tobacco products or illegal substances shall be used or transported on the church vehicles.

I, \_\_\_\_\_, have read the above stipulations and accept the terms of this agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

