

BY-LAWS OF CALVARY PRESBYTERIAN CHURCH, INC.

**ARTICLE 1 - THE CHURCH**

Section 1 Name

This Church shall be known as Calvary Presbyterian Church, Inc., of Allenwood, New Jersey.

Section 2 Affiliation

This Church shall be a member of the Presbyterian Church in America (PCA).

Section 3 Government

The government of this Church shall be Presbyterian as set forth in the Book of Church Order (BCO) of the Presbyterian Church in America which is subordinate to the Word of God.

**ARTICLE 2 - DOCTRINE**

We believe the Bible to be the inspired Word of God, the only infallible rule of faith and practice. We believe that the Westminster Confession of Faith and the Larger and Shorter Catechisms set forth the system of Truth taught in the Word of God and contain all the fundamentals of the historic Christian faith, including the virgin birth of Christ, His mighty miracles, His substitutionary atonement by His death for our sins, His bodily resurrection from the dead, and His future return to the earth to condemn the wicked and to reward the righteous. We believe in the Person and Work of the Holy Spirit convicting and applying the Grace of Christ to our hearts unto salvation, all by the sovereign power of God. We believe that the presbyterian form of government, discipline and worship, are founded upon the Word of God and agreeable to it.

**ARTICLE 3 - MEMBERSHIP**

Section 1 - Qualifications

Any person who makes a credible profession of Jesus Christ as his Savior and Lord and has given assurance of his desire to live a consistent Christian life, and is willing to receive the sacraments of Baptism and the Lord's Supper, and who pledges his willingness to abide by these By-Laws of the Church, and shows satisfactory attitudes towards the doctrinal standards of this church, shall be eligible for membership in Calvary Presbyterian Church in one of the following ways:

1. By credible profession of faith
2. By re-affirmation of faith

3. By letter of transfer from a church not deemed heretical in the judgement of the Session.

However, all those desiring to unite with the church shall first receive instruction from the pastor as to the meaning of confessing Christ and uniting with the church, and secondly, they shall appear before the Session for questioning concerning their faith.

Section 2 - Profession of Faith

The following shall serve as a guide of questions to be asked of the candidate publicly:

1. Do you believe the Bible consisting of the Old and New Testaments to be the Word of God, and its Doctrine of Salvation to be perfect and the only Doctrine of Salvation?
2. Do you confess that because of your sinfulness, you abhor and humble yourself before God, and that you trust for salvation not in yourself, but in Jesus Christ alone?
3. Do you acknowledge Jesus Christ as your sovereign Lord, and do you promise, in reliance upon the grace of God, in Christ, to serve Him with all that is within you, to forsake the world, mortify your old nature and to lead a godly life?
4. Do you agree to submit in the Lord to the government of this church, and in case you are found delinquent in doctrine or life, to heed its discipline?
5. Do you agree to be loyal to the interests of this church by attending its services and meetings, by prayer and witnessing seek its purity and prosperity, and to contribute to its support as the Lord shall prosper you?

Section 3 - Noncommunicant Members

The covenant children of members shall be acknowledged as members, though not in full communion. This acknowledgment shall be by the Sacrament of Baptism at a regular service of the Church. Such baptized children do not become members in full communion until they make public profession of faith in Jesus Christ and are received as members in full communion.

## ARTICLE 4 CONGREGATION/CORPORATION

### Section 1 - Definitions

- A. The congregation of the church shall consist of all communicant members, and their baptized children.
- B. The corporation of the church shall consist of all the communicant members who are in good standing.

### Section 2 - Meetings

- A. The congregation and corporation shall meet at least once per year (ordinarily during the last week of January) for the purpose of:
  - 1. Receiving reports from the Pastor(s), Session, Board of Deacons, Treasurer, Sunday School Superintendent, Youth Counselor, Women's Missionary Society, Adult Fellowship, and any others requested by the Session.
  - 2. Electing members to the Session and Board of Trustees as necessary.
  - 3. Any other business that may properly come before it.
- B. Communicant members, residing in the area, who are regular attenders and who are otherwise in good standing, shall have the power to vote in all meetings of the congregation/corporation.

### Section 3 - Calling a Meeting

- A. The Annual Meeting and any pro-re-nata meetings shall be announced from the pulpit for two (2) Sundays immediately prior to the meeting.
- B. One fourth (1/4) of the communing members of the congregation may petition the Session in writing to call a meeting and the Session shall call it.

### Section 4 - Quorum

The quorum of the congregational meeting shall consist of one fourth (1/4) of the resident communing members, if the church has not

more than one hundred such members, and of one sixth (1/6) of the resident communing members if the church has more than one hundred such members.

### Section 5 - Chairman

The Moderator of the Session shall chair all meetings of the congregation. Ordinarily, the Chairman of the Board of Trustees shall chair all meetings of the corporation.

## ARTICLE 5 - SESSION

### Section 1 - Definition

- A. The Session of the church consists of the Pastor(s) and the active Ruling Elders. If there be so many men qualified, there shall be at least two active Ruling Elders.
- B. Candidates for Elder shall be members in good standing for at least two years. Members transferring from a church not deemed heretical, who have been members of that church for more than two years, shall be eligible for election to any office, following one year membership in this church, pending examination by the Session, and assuming that they are not otherwise disqualified.

### Section 2 - Meetings

Ordinarily, regular meetings shall be held at least monthly. The Pastor has the power to convene Session when he may judge it requisite and he shall convene it when requested by two elders if there be so many. Because elders are expected to be in attendance at all public meetings, the restrictions for calling pro-re-nata meetings of the congregation and corporation shall not apply to the calling of pro-re-nata meetings of the Session, but an announcement at the time shall suffice.

### Section 3 - Quorum

A quorum shall be determined by the Session annually in accordance with the number of the active elders serving and in conformity with BCO 12-1.

#### Section 4 Moderator

The Pastor is, by virtue of his office, the Moderator of the Session. If the church is without a pastor, the moderator shall be either a minister appointed by the Presbytery with the consent of the Session, of one invited by the Session to preside on a particular occasion. The Session may also elect one of its own members to preside either when the church is without a pastor or when the pastor is absent and an emergency requiring immediate action arises. In judicial cases, the moderator shall be a minister of the presbytery to which the church belongs. Associate or assistant pastors may substitute for the pastor at the discretion of the Pastor or Session. All terms for this section shall be consistent with BCO Chapter 12.

#### Section 5 - Clerk

- A. The Session shall keep accurate records of its proceedings as well as a church roll including the names of communicate members, the names and birth dates of their children, a record of baptisms and the names of former communicant members transferred or suspended, or otherwise removed from the roll. The clerk shall submit such records for examination upon the call of Presbytery.
- B. The Clerk of Session shall be elected annually by the Session for the purpose of keeping such records. He shall serve as the Secretary of the congregation and the corporation.

#### Section 6 - Duties

The duties of the Session may be found in summary in BCO, Chapter 12, section 5.

#### Section 7 - Nominations/Nominees

- A. Whenever there is an election of the elders due, nominations shall come to the Session in writing during September, so that the nominees may be trained and examined as to their qualifications in accordance with BCO.

- B. Candidates who wish to decline shall do so in writing within two weeks of their being notified of nomination so that if there are others qualified, they may be nominated in time for election.
- C. Only men who have been members in good standing for at least two years may be nominated. Members transferring from a church not deemed heretical, who have been members of that church for more than two years, shall be eligible for election to any office, following one year membership in this church, pending examination by the Session, and assuming that they are not otherwise disqualified.
- D. The course of instruction shall be required of all candidates even though a candidate may be nominated for re-election to an office.
- E. The Session must judge the qualifications of a candidate in light of the pre-requisites set forth in I Timothy 3 and Titus 1. The Session may not reject such nominations without first informing the person who made the nomination.
- F. The Session may submit nominations of its own.
- G. All nominations must be announced two weeks prior to election. At the time of election, the list of nominees shall be read and there shall be no allowance for nominations from the floor.
- H. Nomination, election, ordination and installation of elders shall be in accordance with BCO, Chapter 24.

#### Section 8 - Budget

The Session, in conjunction with the Board of Deacons, shall present a proposed budget for the ensuing year to the congregation at the annual meeting.

### Section 9 - Delegated Authority

In as much as the Book of Church Order states that the Session is the ruling authority of the local church, all authority delegated to the Board of Deacons, Trustees, and other boards and agencies of the church, shall be delegated authority and never delegated irrevocably. The Session shall always have the authority to veto any action of any board or agency of the church except where such action by the Session would violate these By-Laws, BCO or New Jersey Statutes.

### Section 10 - Availability

The elders are expected to be in regular attendance at all meetings of the church and available for consultation on spiritual matters.

### Section 11 - Delayed Elections

In the event of the failure of the congregation or corporation to hold elections at the regular time, all elders, deacons, and trustees, whose terms expire, shall hold office until their successors are elected.

## **ARTICLE 6 BOARD OF DEACONS**

### Section 1 - Definitions

Deacons are called to administer Christian mercy to those in distress, especially those of the household of Faith, in expression of the communion of the Saints, but also to outsiders as a manifestation of the compassion of Christ. The Diaconal Ministry is one of material assistance, spiritual counsel, and practical advice as circumstances require. They shall have the care of the property of the congregation, both real and personal, and shall keep in proper repair the church edifice and other buildings belonging to the congregation. They shall devise effective methods of collecting the gifts of the people, and to distribute these gifts among the objects to which they are contributed. In the discharge of their duties, the Deacons are under the supervision and authority of the Session.

### Section 2 - Meetings

The Deacons will meet monthly or at the call of the Session or Pastor. Records shall be kept of these meetings and of Diaconal activities and presented to the Session for review as requested. The Board of Deacons shall elect a chairman, a secretary and a treasurer. The Pastor shall serve as an advisory member of the Board.

### Section 3 - Quorum

A quorum shall be determined annually by the Deacons in accordance with the number elected and BCO.

### Section 4 - Duties and Responsibilities

- A. The duties and responsibilities, consistent with those in Section 1 of this article, shall be further consistent with BCO, Chapters 7 and 9.
- B. The Treasurer of the Board of Deacons shall be the Treasurer of the Corporation. The Treasurer need not be a Deacon.

### Section 5 - Nominations and Elections

Nominations and elections shall be consistent with BCO and Article 5, Section 7, of this document.

## **ARTICLE 7 - BOARD OF TRUSTEES**

### Section 1 - Definitions

There shall be no fewer than three Trustees elected to serve this corporation. By virtue of these By-Laws, the active elders and deacons shall serve as the Trustees. Should there be no active elders or deacons, the corporation shall elect Trustees at the annual meeting as defined herein.

### Section 2 - Terms of Office

The term of a Trustee elected at the annual meeting shall be for one year. The term of a Trustee who is an elder or deacon shall be the same as the term for that office. He shall serve until replaced or removed as provided for herein and in accordance with BCO.

### Section 3 - Duties and Responsibilities

The functions and powers of the Trustees shall be in accordance with BCO and New Jersey Statutes, Annotated (NJSA):16. They shall include the buying, selling and mortgaging of property, acquiring and conveying title to such property, the holding and defending title to the

same, the management of any special funds entrusted to them for the furtherance of the purposes of the church, provided that such duties do not infringe on those of the Session or Board of Deacons, and shall act solely under the authority of the corporation granted in a duly constituted meeting of the corporation.

#### **ARTICLE 8 - ORGANIZATIONS**

- A. No organization shall be established without the approval of the Session. All organizations, including the Boards of Deacons and Trustees, shall be subject to the Session.
- B. All Annual Reports in writing, shall be made to the congregation at the Annual Meeting by all organizations, including their activities and finances.

#### **ARTICLE 9 - CHRISTIAN EDUCATION COMMITTEE**

##### **Section 1 - Definitions**

The Christian Education Committee shall consist of the Superintendent of Sunday School and any assistant superintendents, with the Sunday School teachers, Youth Counselor(s) and a representative of the Session. This committee shall conduct the business of the Sunday School, Daily Vacation Bible School and Youth Work in accordance with and subject to the Session.

##### **Section 2 - Superintendent**

- A. The Superintendent of the Sunday School shall be appointed by the Session annually, with consideration given to any recommendation from the Committee.
- B. The Superintendent shall chair all meetings of the Christian Education Committee and lead or provide a leader for the Sunday morning opening exercises of the Sunday School. His duties include attendance at all functions of the Sunday School and Church.

##### **Section 3 - Secretary**

- A. The Committee shall elect a secretary annually.

- B. The duties of the secretary shall include recording and correspondence for the Committee and submission of such records to the Session when requested.

##### **Section 4 - Teachers**

Ordinarily, teachers shall be selected from among the members, in good standing, of the church. All teachers need approval of the Session. Teachers shall be in regular attendance at all Sunday School and church functions.

#### **ARTICLE 10 - RULES OF ORDER**

Robert's Rules of Order shall govern meetings of the congregation and corporation where they do not conflict with the BCO or By-Laws of this church.

#### **ARTICLE 11 - AMENDMENTS**

An amendment to these By-Laws may be made only by two thirds (2/3) vote of the voting members present at a legally constituted meeting of the congregation. Notice of the same shall be given in the announcement of the meeting. All proposed amendments shall be submitted to the Session in writing.

Adopted:	August 24, 1954	
Revised:	October 23, 1966	January 25, 1974
	May 28, 1976	March 15, 1977
	January 25, 1980	January 17, 1981
	January 28, 1983	January 31, 1986
	January 29, 1988	February 5, 1989
	January 17, 2003	