

CONSTITUTION

Of

CALVARY MENNONITE FELLOWSHIP

6083 Mt. Clinton Pike
Harrisonburg, VA 22802
(540) 867-9444

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Preamble

The Church of Jesus Christ was birthed at Pentecost and has been claimed by Christ through the centuries, as He promised, "I will build my church." (Matt. 16:18). This Church, accepting the Word of God as authoritative for all of life, is the universal body of believers who have committed their lives in baptism by faith in Jesus as Savior and Lord. As a local body of Christian believers known as Mennonite, we seek to follow the way of Christ and love in all of life and relationships.

To define the nature, structure, and working of our brotherhood organizationally, we set forth the articles of this constitution as a guide for delegating areas of responsibility, for doing "all things decently and in order," (1 Cor.14:40) and for dealing with legal, financial, and physical aspects of church life and property. Additional documents relating to specific duties of committees, boards, offices, and integrated auxiliaries of the congregation are referenced herein. These include the handbooks for the various church offices, Calvary Christian Academy, and Calvary Youth Group.

We voluntarily submit ourselves to this constitution and to the Calvary Covenant for our relationships in this congregation. We accept and promote the Confession of Faith as formulated by the Fellowship of Concerned Mennonites (now Anabaptist Council for Truth) in the year 1990 and revised in 2003.

Calvary Mennonite Fellowship qualifies as an exempt organization under Section 501c(3) of the Internal Revenue Code of 1954 as amended.

Article I

NAME

This congregation shall be known as the CALVARY MENNONITE FELLOWSHIP.

Article II

AFFILIATION

This congregation is affiliated with and carries an accountability relationship with the BIBLICAL MENNONITE ALLIANCE (BMA) at website *biblicalmennonite.com*.

Article III

GOALS

We hereby set forth the following goals for this congregation:

1. To exalt our Lord and Savior, Jesus Christ.
2. To be a worshiping fellowship under the Lordship of Christ.
3. To maintain the application of inerrant Biblical truth in all of life.
4. To preserve Scriptural standards in the face of the general apostasy.
5. To administer the ordinances of the church.
6. To instruct and nurture all to observe the whole counsel of God.
7. To acknowledge and utilize spiritual gifts found within the body.
8. To labor for the salvation of souls at home and abroad.
9. To demonstrate the love and compassion of Jesus in our relationship to one another and to a fallen world.

10. To provide opportunities for Christian fellowship and nurture for one another.

Article IV

MISSION STATEMENT

We are a caring community of faith fully dependent on the Holy Spirit—committed to glorifying God, magnifying Christ, loving our neighbor as ourselves, sharing the Good News and edifying our fellow pilgrims through the exposition of and obedience to God's all-sufficient written Word.

Article V

MEMBERSHIP

- A. Local church membership is a solemn commitment of oneself in the sight of God and man.
To be a functional member of Christ's local visible body we will:
 1. Actively participate in the life and service of the Church according to our talents and gifts and unite in acts of worship, prayer, caring, and sharing.
 2. Regularly support the Church program financially according to our means.
 3. Advance the purpose and interests of Christ around the world and in the community through the Church.
 4. Be accountable to the body and separate from the world providing protection and correction as we live under the Lordship of Christ.
- B. Membership Requirements
 1. Give evidence of new birth by daily life and verbal expression of faith in Christ and repentance from sin.
 2. Admission may be through water baptism, transfer of membership, or confession of faith of previously baptized individuals. Additional instruction and affirmation of the Calvary Covenant and Constitution may be provided in some cases.
 3. All members shall willingly support the Constitution and affirm the church covenant as a statement of belief.
 4. Members willingly use their spiritual gifts for the well-being of the whole body.
- C. Termination
 1. Requests for transfer of membership will be shared with the congregation. If a church member is in good standing, a church letter will be granted. If he/she is not in good standing, a report will be given to that effect.
 2. Sin without repentance, disregard for teachings of the church, or unwillingness to reaffirm the covenant will lead to forfeiture of one's membership. The rule of Christ according to Matthew 18 and Galatians 6:1-2 shall be followed.
 3. Lack of church attendance (absence from services without cause) or continual neglect of preparatory and communion services will be considered as not desiring continued membership.
 4. Inactive Members: If a member decides not to re-sign the Covenant, his/her membership will be inactive until he/she again signs the Covenant. An inactive member does not have membership privileges but will be able to receive a church letter with an explanation. If at the end of one year he/she has still not signed the Covenant, and if no transfer has happened or an extension has not been granted by the leadership team, he/she will no longer be a member of Calvary Mennonite Fellowship.

Article VI

CONGREGATIONAL LEADERSHIP

- A. All leadership and teaching positions of mixed adults (youth class and older) shall be filled by men. (I Tim. 2:12)

- B. Leadership Offices and Responsibilities
 - 1. Leadership Team
 - a. The Leadership Team shall consist of the pastors, deacons, and two or three laymen who are chosen by the congregation to serve a rotating three-year term, have been members for a minimum of two years, and demonstrate Christian maturity.
 - b. The Leadership Team shall organize themselves, using the gifts represented to fill the offices of Team Chairman, Team Secretary, and Treasurer. (The lead pastor is not eligible to be Chairman).
 - c. The team's responsibilities shall include the following:
 - (1) Plan the agenda for business and congregational meetings.
 - (2) Plan the annual church budget.
 - (3) Provide leadership in the decision-making processes.
 - (4) Be sensitive to the spiritual direction of the congregation and the needs within the congregation.
 - (5) Organize the small groups and serve as leaders for those groups.
 - (6) Provide one member to serve as Youth Pastor.
 - (7) Nominate brothers or sisters to serve in church offices, create a slate for an annual election, and/or appoint officers as appropriate.
 - (8) Provide direction and advice to church officers as needed.
 - (9) Process new member applications.
 - d. Lay members of the Team may succeed themselves one time.

 - 2. Pastor
 - a. The Pastor shall be one of the ordained brothers from the congregation, chosen by the congregation to serve as Lead Pastor.
 - b. The Pastor shall serve on the Leadership Team but is not eligible to be chairman.
 - c. The Pastor shall preach the Word of God.
 - d. He shall coordinate the preaching schedule and other special services. He shall be responsible to meet the spiritual needs of the congregation and be available for counseling and to visit the sick. He shall be accountable to the Leadership Team.
 - e. There shall be a reelection for Lead Pastor every six years by the congregation.

 - 3. Associate Pastor(s)
 - a. The Associate Pastor(s) shall serve on the Leadership Team, assist the Lead Pastor, and be available to assist in all pastoral activities.

 - 4. Deacon(s)
 - a. The deacon(s) shall serve on the Leadership Team.
 - b. His responsibilities shall include the following:
 - (1) Look after the physical needs in the congregation.

- (2) Be available to assist the ministry with counseling, visitation, and preaching.
 - (3) Provide the elements and feet-washing supplies for communion services.
 - (4) Administer the Alms Fund to meet needs within and outside the congregation.
5. Overseer
- a. The overseer shall be an ordained Anabaptist brother who can affirm our Covenant. He shall be a BMA Regional Overseer selected by the Virginia Regional as follows: The Alliance Moderator and/or the Chairman of the Council of Overseers shall assist the ministerial members of the region through a nomination and selection process. Two-thirds of the total congregational members voting on the matter from the regional congregations must then ratify the selection by vote. Finally, the Alliance must confirm the selection. The term of office for the Regional Overseer shall be five years with reappointment possible.
 - b. He shall be informed of all Leadership Team meetings and business meetings so he can attend them at his discretion. He shall receive copies of all congregational and Leadership Team meeting minutes.
 - c. He has the authority to call and moderate a special congregational meeting if other attempts to resolve differences are not successful. During unresolved conflicts, he shall ask for help from the Council of Overseers to assist him in bringing resolution to the conflict. They will then have the authority to hear all the facts and suggest what needs to be done. If there is a problem within the Leadership Team, they will have the authority to relieve the team member of his charge until the problem can be resolved.
6. The Team Chairman shall be responsible for the following:
- a. Chair the meetings of the Leadership Team.
 - b. Prepare the agenda and determine the schedule for team meetings.
 - c. Lead the team in carrying out its responsibilities.
 - d. Chair the congregational meetings.
 - e. Select a team member to fill his role in the event he cannot attend a meeting.
7. The Team Secretary shall be responsible for the following duties. Except for the first four, these may be delegated to an Office Secretary to serve under his direction.
- a. Serve on the Leadership Team.
 - b. Maintain the minutes of the Board, congregational, and business meetings.
 - c. Bring to the attention of the Leadership Team unfulfilled congregational matters.
 - d. Maintain the church membership file.
 - e. Maintain the church office, communications, announcements, records, supplies, etc.
 - f. Prepare church calendars and directories.
 - g. Coordinate announcements and communications for the church.
 - h. Arrange for church greeters, Sunday hosts, etc.
 - i. Be responsible for the Church website.
 - j. Maintain church attendance records.
 - k. Plan/coordinate Sunday morning services.
 - l. Prepare church bulletins and make them available at the sanctuary and via email.
8. The Church Treasurer shall
- a. Serve on the Leadership Team.
 - b. Make bank deposits.
 - c. Maintain giving records.

- d. Pay authorized bills.
- e. Maintain financial records.
- f. Prepare the church budget and present it to the Leadership Team and the congregation for approval.
- g. Provide financial reports monthly to the Team and annually to the church body.
- h. Delegate certain tasks as approved by the Leadership Team.
- i. Open any and all financial records to persons designated by the Leadership Team.

9. Trustees shall

- a. Be two or three men chosen by the congregation for a 6-year term.
- b. Coordinate the maintenance of all church property.
- c. Authorize all expenditures for the church property and seek approval from the Leadership Team and/or the congregation for any major expenditure.
- d. Hold title to the church property.

10. Sunday School Superintendent(s) shall be

- a. Nominated by the Leadership Team and chosen by the congregation to serve offsetting two-year terms, first as an assistant Superintendent and in the second year as Superintendent.
- b. Responsible to staff and coordinate the Sunday school service, program, and materials/curriculum.

11. Additional church offices and roles of leadership and service in the congregation, the process of their selection, and their respective responsibilities are governed by their applicable CMF handbook.

C. Calling of Leadership

1. The Pastor(s) and Deacon(s) shall be men chosen from the congregation by the following method:

- a. The request for additional leadership shall come from the Leadership Team and be affirmed by a two-thirds majority of the congregation.
- b. Only those who have been members for at least two years are eligible.
- c. Congregational preparation will include special messages on leadership qualifications and special times of prayer.
- d. Nominations will be taken from the congregation in the presence of the Overseer and one or two visiting ministers. The Overseer, the visiting ministry, and the local pastors will meet privately with persons nominated to discern their calling, then present their findings to the congregation. If more than one qualified candidate is nominated the congregation will decide to call more than one, vote again, or use the lot.
- e. The person(s) called may be licensed initially for a one-year period.
- f. At the end of the one-year licensure period, the Lead Pastor or the Overseer will conduct a congregational vote of affirmation to approve ordination. Any objections will need to be submitted in writing.

Article VII

CONGREGATIONAL MEETINGS

A. Meetings

1. Meetings shall be held semi-annually or more often as deemed necessary by the Leadership Team or overseer for the welfare of the congregation.
2. The Leadership Team Chairman or overseer shall call and chair all congregational meetings.

B. Quorum

1. A quorum for congregational meetings shall be the members present.

C. Voting

1. Members 16 years old or more may vote.
2. A simple majority vote by members present (or higher as deemed necessary by the Leadership Team) shall be required for a matter to be considered passed.
3. Any consideration of major decisions shall be announced from the pulpit and placed in the church bulletin at least two Sundays prior to the meeting and shall be decided by a ballot vote.
4. Absentee voting may be permitted in pre-approved situations at the discretion of the Leadership Team.

Article VIII

CALVARY CHRISTIAN ACADEMY

A. Calvary Christian Academy (CCA) is a ministry of Calvary Mennonite Fellowship.

1. The church provides the facilities, a portion of the utilities and insurance, and limited funding as required to operate the school as provided in the annual CMF budget.
2. CCA is largely funded by tuition paid by its patrons which include the children of member families and of families from the surrounding community.
3. Calvary Mennonite Fellowship administers CCA through the Board of Education and the principal.
4. CCA operation and standards of conduct are detailed in the CCA Board Policy Manual, the CCA Parent/Student Handbook, and the CCA Faculty/Staff Handbook.

B. Board of Education

1. The responsibilities of the Board shall include establishing policy, acting on personnel matters and salaries, establishing tuition and fees as necessary, and promoting Christian education in the community.
2. The number of Board members shall be up to five.
 - a. Each Board member shall serve on the Board for a term of five years, unless such service is terminated by resignation, death, or dismissal.
 - b. Terms of service on the Board should be staggered in such a manner that normally one of the Board members will complete his term of service in any given year.
3. A majority of the board members shall be men who are members of Calvary

Mennonite Fellowship. A minority (no more than two) may be members of a similar Anabaptist church and elected by that church on a term by term basis, if that church has been approved by the Leadership Team.

- a. No full-time faculty member or spouse of any full-time faculty member shall be eligible to serve on the Board.
 - b. Candidates for the Board shall be nominated by the Leadership Team and elected by the Calvary congregation.
 - c. The board chairman shall be a member of Calvary Mennonite Fellowship.
4. Officers of the Board are elected annually from among its members and include the following:
- a. Chairman. The Chairman shall preside at Board meetings and perform such other duties as approved by the Board. The Chairman shall be the principal's point of contact with the Board when the Board is not in session.
 - b. Vice Chairman. The Vice-Chairman shall perform the duties of the Chairman in the latter's absence or disability. When so acting, the Vice-Chairman shall have all powers of and be subject to all the restrictions upon the Chairman.
 - c. Secretary. The Secretary shall cause to be recorded the minutes of all meetings of the Board. The Secretary shall have custody of the Board records and documents and shall conduct necessary correspondence and perform other duties associated with the office.
 - d. A pastor or deacon will serve as a point of contact between the CCA administration and the Leadership Team.
5. Meetings of the Board
- a. Regular meetings of the Board shall normally convene once a month and shall be open to church members.
 - b. Special meetings of the Board may be called by the Chairman of the Board or by a majority of the Board members.
6. Quorum – At all meetings of the Board, whether regular or special, the presence in person of a majority of members shall constitute a quorum for the transaction of business.

C. Faculty and Staff

1. Faculty and staff, whether full or part-time, shall be interviewed by the principal and board chairman (or his designee) and approved by the full Board of Education.
2. If a faculty or staff is not a member of CMF, he/she shall annually commit to honor the beliefs and positions of CMF as stated in a Covenant for CCA Faculty. The Covenant shall be written by the Board of Education and approved by the Leadership Team.

Article IX

AMENDMENTS

This constitution may be amended by a two-thirds majority membership vote. All amendments shall first be approved by the Leadership Team and shall be given in writing to members at least two -Sundays in advance of voting.

Article X

DISSOLUTION

Should Calvary Mennonite Fellowship be dissolved, payment of all liabilities shall first be made. Then

any remaining assets shall be disposed of exclusively for the purposes of CMF and/or to such charitable or religious organizations as qualify as tax-exempt at the time under section 501c(3) of the Internal Revenue Code of 1954 as amended.