

**Constitution
and
Bylaws**

Of

**CALVARY
MENNONITE
FELLOWSHIP**

6083 Mt. Clinton Pike
Harrisonburg, VA 22802
(540) 867-9444
office@cmfva.org

(Revised November 8, 2015)

Contents

Preamble	3
Article I—Name	3
Article II—Affiliation	3
Article III—Objectives	3
Article IV--Mission Statement.....	3
Article V—Membership	4
Article VI—Integrated Auxiliaries	5
Article VII—Government	5
Article VIII—Leadership	6
Article IX—General Officers	7
Trustees	7
Board of Education	7
Board of Missions	10
Church and Sunday School Secretary	12
Treasurers.....	13
Church Librarians	13
Youth Shepherds	13
Song Leaders.....	13
Article X—Congregational Services.....	13
Ushers	13
Sound and Recording Operators	13
Greeters	13
Article XI Committees	14
Evening and Special Program	14
Food Committee`	14
Sunshine Committee	14
Article XII—Special Services.....	14
Lord’s Supper.....	14
Business Meetings.....	14
Article XIII—General Items	15
Appendices.....	16-21
A. Commitment to Accountability and Church Discipline.	16
B. Counseling and Confidentiality	19
C. Abuse & Harassment Policy.....	20
D. BMA Position & Policy Statements	21

Preamble

The Christian Church, functioning as a body of believers, originated during the apostolic age. This body, accepting the Word of God as authoritative for all of life and Jesus as both Savior and Lord, has continued to assist believers in a true expression of the faith unto the present time.

As a body of Christian believers known as Mennonite, we understand the faithful church to be a body of regenerated believers, a fellowship of holy pilgrims baptized upon confession of faith in Jesus Christ. As committed believers, we seek to follow the way of Christian love and nonresistance and to live separate from the evils of the world. We accept and promote the Confession of Faith as formulated by the Fellowship of Concerned Mennonites in the year 1990 and revised in 2003.

In order to set forth our position before the world, define our relationships with one another, and facilitate harmonious transactions of business and cooperative relationships within the church, we, the members of Calvary Mennonite Fellowship, organized January 21, 1990, hereby establish the following articles to which we voluntarily submit ourselves.

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).

Article III

OBJECTIVES

We hereby set forth the following objectives 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 in order 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.

Article IV

MISSION STATEMENT

We are a caring community of faith in full dependence on the Holy Spirit—committed to glorifying God, magnifying Christ, sharing the Good News with all people, and edifying our fellow pilgrims through the exposition of and obedience to God's all-sufficient written Word.

Article V

MEMBERSHIP

All persons are welcome into the fellowship of this congregation who comply with the following provisions:

Section A. Qualifications for Membership include:

1. Confession of Jesus Christ as Savior and Lord.
2. Repentance of sin and evidence of a new birth.
3. Expression of faith by water baptism.
4. Acceptance and support of the Confession of Faith, the Constitution of Calvary Mennonite Fellowship, and the BMA Position and Policy statements.

Section B. Admission Procedure for Membership

1. New believers shall be instructed in the principles, responsibilities, and privileges of the faith relating both to God and to the Body of Christ.
2. Applicants shall publicly acknowledge a readiness to actively support the program of the church.
3. Admission may be by confession of faith and water baptism, by a transfer of membership, or on confession of faith of those previously baptized.

Section C. Privileges and Duties of Membership are:

1. To exemplify the Christian life, showing separation from the world.
2. To evidence support by faithful attendance and giving.
3. To exercise a spirit of openness with all members.
4. To serve in appropriate ministries as called upon.
5. To exercise a willing expression of gifts.
6. To share in making congregational decisions.
7. To provide mutual accountability for Biblical principles and practices. (see Appendix A & D)
8. If at any time a member finds himself/herself opposed to the basic doctrines of this congregation, or, if for any other reason of substance, is unable to harmonize with the decisions of the congregation or with other members, that member will not seek to disrupt the fellowship, but will quietly and in a Christian manner withdraw from church membership.

Section D. Conflict Resolution

1. This church is committed to resolving in a biblical manner all disputes that may arise within our body. This commitment is based on God's command that Christians should strive earnestly to live at peace with one another (see Matt. 5:9; John 17:20-23; Rom. 12:18; and Eph. 4:1-3) and that when disputes arise, Christians should resolve them according to the principles set forth in Holy Scripture (see Prov. 19:11; Matt. 5:23-25; 18:15-20; 1 Cor. 6:1-8; Gal. 6:1). We believe that these commands and principles are obligatory on all Christians and absolutely essential for the well-being and work of the church. Therefore, any and all disputes in this church shall be resolved according to biblical principles, as provided in this section and further explained in Appendix A.
2. When a member of this church has a conflict with, or is concerned about the behavior of another member, he shall attempt to resolve the matter as follows. (a) The offended or concerned person shall prayerfully examine himself and take responsibility for his contribution to a problem (Matt. 7:3-5), and he shall prayerfully seek to discern whether the offense is so serious that it cannot be overlooked (Prov. 19:11; see also Prov. 12:16; 15:18; 17:14; 20:3; Eph. 4:2; Col. 3:13; 1 Pet. 4:8). (b) If the offense is too serious to overlook, the offended or concerned person shall go, repeatedly if necessary, and talk to the offender in an effort to resolve the matter personally and privately, having first confessed his own wrongdoing (Matt. 18:15). (c) If the offender will not listen and if the problem is too serious to overlook, the offended or concerned person shall return with one or two other people who will attempt to help the parties resolve their differences (Matt. 18:16); these other people may be members or officers of the church, other respected Christians in the community, or trained mediators or arbitrators (conciliators) from a Christian conciliation ministry. At the request of either party to the dispute, the church shall make every effort to assist the parties in resolving their differences and being reconciled.
3. If conflict persists (whether member in conflict with member, leader in conflict with leader or leader in conflict with the congregation), the BMA Regional Overseer and/or the BMA Council of Overseers shall be requested to come and provide counsel and/or leadership toward appropriate resolution.
4. Paragraph 3 (above) may be implemented by action of the Church Council or by a letter signed by at least 10% of the active Calvary membership or by unanimous voice of the Calvary Leadership.
5. The BMA personnel called (per paragraph 3) are hereby empowered to investigate, negotiate, and bring recommendations to the Church Council and the congregation to accomplish peaceful and Biblical resolution. It is to be understood by all parties that the "sheep are not to be beaten" and the "under-shepherds are not to be persecuted."

6. If appropriate resolution is not obtained by the above, it is hereby agreed that further attempts will be made through binding arbitration by Christians following biblical principles.

Section E. Inactive Status

When a member habitually absents himself/herself from the regular meetings and services of the congregation without legitimate reason (e.g. illness, voluntary service assignment, etc.), a bona fide effort on the part of the Elders and congregation shall be made to restore participation. After an absence of six months, his/her membership shall be placed on Inactive Status by the Church Council upon recommendation of the Elders . He/she shall be notified by letter of the Church Council action.

1. A member on the inactive list may not hold office or vote.
2. To be reinstated to active membership, one must re-establish regular attendance and meet with the Church Council, after which a decision will be reached by the Council upon recommendation of the Elders.

Section F. Termination of Membership

1. By a Letter of Transfer to another congregation of similar faith and practice.
2. By Letter of Release to a congregation of dissimilar faith and/or practice.
3. By a Letter of Termination of Membership upon request or after being on inactive status for one year without reinstatement.
4. By Forfeiture of Membership on account of sin without repentance or by a wanton disregard for the doctrines and policies of the church.

Article VI

INTEGRATED AUXILIARIES

Certain ministries and service organizations shall be operated as integral parts of Calvary Mennonite Fellowship. These shall include: Calvary Sunday School, Calvary Christian Academy, Calvary Youth Group, Calvary Ladies' Sewing, and any other such auxiliaries authorized by the congregation as a part of Calvary's proprietary ministries.

Article VII

GOVERNMENT

In the governance of the congregation, the overriding principle shall be the absolute headship of Jesus Christ. Under Him, servant leaders shall be chosen by the congregation to provide vision and guidance for the ministry and programs of the congregation.

Section A. Ordained/Licensed Leaders

The ordained and/or licensed leaders of the church shall be members of Calvary. The leadership shall be comprised of two offices: Elders and Deacons. The leaders shall have regular meetings for prayer, training, and arranging ministerial assignments.

Section B. Church Council

The representative governing body shall be called the Church Council. The Council shall be made up of all the Elders of the congregation. (Deacons who were ordained to serve on the council may continue in that role if they choose. Other Deacons will not be members of the Council.)

The Senior Pastor or another Elder as mutually agreed upon shall act as chairman of the Council. All members shall exemplify Christian propriety. To achieve congregational objectives, it shall be the duty of this body

1. To provide an atmosphere to stimulate spiritual growth within the congregation and to plan a strategy for evangelistic outreach.
2. To give direction to the policy and program of the church.
3. To oversee the budget preparation.
4. To plan for special programs and conferences.
5. To conduct the official business of the congregation.
6. To prepare a ballot for and oversee the elections including congregational and Sunday school positions.
7. To give recommendations to the congregation for the filling of leadership positions; which may include ordination, licensing, or other appropriate action.
8. To report to the congregation work being done by the Council.

Article VIII
LEADERSHIP

To facilitate an orderly discharge of responsibilities, offices with duties and methods of selection are as follows:

Section A. The Senior Pastor

1. Duties:
 - a. He (or another Elder) shall serve as the moderator of the congregation and as leader of the Church Council, extending spiritual direction and administrative direction to all church officials.
 - b. He shall commit himself to the expository preaching of the whole counsel of God.
 - c. He shall supervise all the shepherding ministries of the church and the counseling of applicants in preparation for membership.
2. Selection:
 - a. The Church Council shall oversee and guide the process of Elder selection.
 - b. The candidate for Senior Pastor shall be recommended to the congregation by the Church Council.
 - c. The recommendation of the Council shall be presented to the congregation at a regular weekly worship service or at a specially called meeting of the congregation for the announced purpose with a vote no less than one week later.
 - d. Acceptance of the recommendation shall be by at least 75% of members qualified to vote and voting. Abstentions will not be counted as votes.
3. Term and Review:
 - a. Barring unforeseen circumstances, he shall serve so long as it is mutually agreeable.
 - b. Every three years the Church Council shall review his performance as Senior Pastor, make appropriate recommendations, and report to the congregation.

Section B. The Elders

When possible and practical, there shall be plurality of Elders in the leadership. The Senior Pastor together with the other Elders shall compose the pastoral team. While each member of the pastoral team shall be recognized as equal in rank, the Senior Pastor shall act as a servant leader of the team.

1. Duties: He/they shall assist the Senior Pastor in ministering through intensive shepherding activities, by personal visitation, by public proclamation of the Word as requested, or by leading in areas requiring specific pastoral focus.
2. Selection: The procedure for selection will be the same as for the Senior Pastor.
3. Term and Review: The term and review will be the same as for the Senior Pastor.

Section C. The Deacons

1. Number and Duties:
 - a. A plurality of Deacons should be the norm for this congregation.
 - b. They shall assist the pastoral team by taking care of matters related to the congregation that should not specifically require pastoral attention.
 - c. They shall be sensitive to personal and material needs in the congregation and shall provide assistance as needed. Any major needs should be ministered to in consultation with the Church Council.
 - d. They shall develop a vision for the local and world-wide benevolence (alms) ministry of the congregation and guide the brotherhood in implementing the same.
 - e. An appointed Deacon shall oversee the accounting of the financial operations.
2. Selection: The procedure for selection will be the same as for the Senior Pastor.
3. Terms and Reviews: Terms and review will be the same as for the Senior Pastor.

Section D. Dismissal

1. An Elder or Deacon may be dismissed for propagating doctrine contrary to clear Scriptural teaching, moral failure, or inattention to duty. When such a cause for dismissal exists, the BMA Regional Overseer and/or BMA Council of Overseers' Chairman shall be notified and appealed to for assistance. Such notification shall be by Church Council action—or by a letter signed by no less than three Church Council members.
2. In such cases, the BMA overseer(s) will be asked to provide leadership to the Church Council on the matter. Everything shall be done with due process in the spirit of fairness and propriety. In order for dismissal to be accomplished, a recommendation to that effect must be made to the congregation by a BMA Overseer with the approval of a majority of the Church Council.
3. Dismissal will require a 2/3 congregational vote of those present and voting at a duly called members' meeting.
4. In view of the serious nature of a leader's involuntary removal from office, every effort shall be made by all parties to show Christian compassion and forbearance. Corrective measures and actions designed to promote genuine repentance and personal restoration shall be applied. Dismissal shall be a matter of "last resort." Any unpleasantness surrounding such action shall be dealt with quickly and take into account the dignity and personal privacy of the individual in question.

Article IX

GENERAL OFFICERS

The following officers within the congregation shall be chosen from the congregation. The length of term and their duties are as follows:

Section A. The Trustees

1. Number and Duties:
 - a. The number of Trustees shall be three, which shall be selected as provided below. An appointed Elder shall be considered an ex-officio (non-voting) member of the Board of Trustees.
 - b. Trustees shall hold the title to and manage all real and personal property owned by the Church.
 - c. They shall arrange maintenance and custodial care for church properties.
 - d. Any action by the Trustees shall require the unanimous consent of all Trustees except in the instance where one Trustee may be unavailable or unable to act; in which case, action may be taken by unanimous consent of the two Trustees which are available and/or able to act.
 - e. The Board of Trustees' authority is corporate. Individual trustees have authority to act only when the Board is convened in regular or special session. The line of authority will flow from the Board through its Chairman.
2. Selection:
 - a. Trustees shall be elected at the annual business meeting as a part of the General Officers Slate.
 - b. After the annual business meeting, the Trustees shall be called together by the Senior Pastor or his designee, who will guide the Trustees through a ballot process of selecting a Chairman.
3. Term:
 - a. Each Trustee shall serve for a term of three years.
 - b. The Trustees shall be elected in rotating years so that there shall be one Trustee elected annually.
4. Meetings: The Trustees shall meet as a board at least quarterly to transact business.

Section B. Board of Education

Part One – Structure of the Board of Education

Subsection A – General Responsibilities

1. The Calvary Board of Education, hereafter in this section referred to as the Board, shall be a policymaking body for all the educational ministries of the congregation (e.g. Sunday School, Calvary Christian Academy, Summer Bible School, teacher training, etc.) The Board shall generally oversee the continuing operation of these ministries and their business affairs.
2. The responsibilities of the Board shall include, but not be limited to the following:
 - a. Praying for these ministries.
 - b. Making policy.
 - c. Acting on personnel matters.
 - d. Establishing tuition and fees as necessary.
 - e. Promoting Christian education in the community.

Subsection B - Number and Tenure of Members

1. The number of Board members shall be five. Each Board member shall serve on the Board for a term of five years, unless such service is terminated by resignation, death, or dismissal.
2. After one full term on the Board, the Board member shall step down from service for at least one full year before being eligible to serve again on the Board.
3. 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.
4. A selected Elder shall be an ex officio (non-voting) member of the Board.

Subsection C - Board Member Qualifications

1. Members of the Board shall subscribe to Calvary Mennonite Fellowship's Confession of Faith and Philosophy of Education.
2. Members of the Board shall be men who are members of Calvary Mennonite Fellowship.
3. Members of the Board shall be Christian role models in the family and community.
4. No full-time faculty member or spouse of any full-time faculty member shall be eligible to serve on the Board.

Subsection D - Board Member Compensation

1. Members of the Board shall receive no compensation for their services except as authorized by the Calvary Church Council.
2. The Board may authorize the reimbursement of expenses, incurred by any Board member, in the performance of official business.

Part Two – New Board Members of the Board of Education

Subsection A - Vacancies on the Board

A vacancy on the Board shall be deemed to exist in the case of expiration of term, resignation before expiration of the term, death, or removal from the Board.

Subsection B - Nominations for the Board

1. Candidates for the Board shall be nominated by the Calvary Church Council and elected by the Calvary congregation.
2. All candidates shall meet the qualifications of Board members set forth in Part 1, Subsection C.

Subsection C - Appointment of Members

Vacancies on the Board due to resignation or dismissal may be filled by the Calvary Church Council. In the instance of an unexpired term, each Board member so appointed shall hold office until the expiration of that term.

Subsection D - Resignation or Dismissal from the Board

1. Any Board member may resign from office by tendering the resignation in a letter to the Board Chairman and/or the Senior Pastor.
2. Any Board member may be removed from the Board for failure to be a Christian role model, for excessive absence from regular and special meetings of the Board, or whenever the Church Council judges that such removal would be in the best interest of the Educational Ministries. Removal shall require a two-thirds vote of the Church Council.
3. In view of the serious nature of a Board member's involuntary removal from office, every effort shall be made by all parties to show Christian compassion and forbearance. Corrective measures and actions designed to promote genuine repentance and personal restoration shall be applied. Dismissal from the Board shall be a matter of "last resort." Any unpleasantness surrounding such action shall be dealt with quickly and take into account the dignity and personal privacy of the individual in question.
4. In the event a Board member who has left the Board was an officer, another member shall be designated by majority resolution of the Board to assume the responsibilities of the vacant office.

Part Three – Duties of the Board of the Board of Education

Subsection A - The Academy

1. The Board shall help set the spiritual tone for the Academy. Board members shall individually and corporately pray for the administration, faculty, staff, parents, and children of the Academy. They will be inclined to pray, ever mindful of their own dependence upon God for His grace and wisdom manifest in their leadership.
2. The Board shall cooperate with the Calvary Church Council and shall communicate with the Council as necessary.
3. The primary function of the Board is to set Academy policy; not to administer the Academy. The daily operation is the work of the Administration, which consists of the Principal, a Board of Education member, and one of the Elders. The Board's policies set the boundaries within which the Administration administers the Academy.
4. The Board's authority is corporate. Individual Board members have authority to act only when the Board is convened in regular or special session. There shall be only one line of authority, which will flow from the Board through its Chairman to the Principal, who is charged with the responsibility for properly conveying the decisions and actions of the Board to the faculty, staff, students, and parents as appropriate.
5. The Board, subject to direction from the Church Council and in conjunction with the Calvary Board of Trustees, shall set policy to procure, to protect, to maintain, and to manage the property and equipment of the Academy.
6. The Board, subject to direction from the Church Council, shall oversee the general financial operation of the school by approving annual budgets and devising methods of raising necessary operating funds. Earnest measures will be taken to operate with a balanced budget.
7. The Board shall exercise due care to determine that the Academy operates according to the accepted legal principles which may include, but not be limited to, the obtaining of competent legal counsel to advise the Board on matters of safety, general liability and personnel issues.
8. A significant duty of the Board is the interviewing and recommendation for appointment of the Principal (Administrator) candidate to the Church Council. The Principal will implement the Board's legislated policies and directives and manage the day-to-day operation of the Academy. The annual evaluation of the Principal is the responsibility of the entire Board, shall be based upon the Principal's Job Description, and shall be reported to the Church Council. Additional specifications regarding the Principal are given in the Bylaws of Calvary Christian

- Academy.
9. Upon recommendation of the Administration to the Board, the faculty and staff of the Academy shall be approved by the Board after careful consideration of each individual's spiritual and academic qualifications. Such employees shall be chosen to meet the educational objectives and to execute the academic programs and policies of the Academy.
 10. The Board carries the ultimate authority to dismiss and/or not renew the contract of any personnel associated with the Academy who:
 - a. do not fulfill the requirements set forth in the Academy Bylaws,
 - b. do not fulfill their employment agreement, or
 - c. fail to be a Christian role model.
 11. The Board shall ensure that a Faculty and Staff Handbook is developed, revised as needed, and annually distributed to all employees.
 12. The Board shall approve the educational programs and standards of achievement for the Academy as recommended by the Academy's faculty under the leadership of the Principal.
 13. Each member shall annually evaluate his willingness and ability to continue in a Board position. Upon election to the Board, individual Board members shall sign the **Leadership Commitment** form.

Subsection B – The Sunday School

The Board shall help to set the spiritual tone for the Sunday School.

1. The Board shall approve Sunday School teachers upon the recommendation of the superintendents.
2. The Board shall regularly review the curriculum materials for doctrinal content and educational value. The Board has the authority to make appropriate curriculum changes with the approval of the Calvary Ministry.
3. The Board shall annually review the facility needs for the Sunday School and make appropriate recommendations to the Church Council.
4. During July of each year the Board shall recommend to the Church Council a Superintendent and an Assistant Superintendent for appointment. The Superintendents shall administer and promote the Sunday School program under the guidance of the Board.

Subsection C – Other Educational Ministries

1. The Board shall oversee any other educational ministries in the congregation.
2. The Board shall arrange for leadership and accountability for these ministries as the need may arise, subject to approval by the Church Council.

Subsection D - Committees

1. The Board shall have the option of using a standing and/or ad hoc committee system. Each committee shall have the responsibility to review and make recommendations in its assigned area for consideration and action by the full Board.
2. Each standing committee shall have at least one board member or an Elder. The Board may appoint interested individuals to serve on the committees.
3. The Board may from time to time establish ad hoc committees made up of Board members or other interested individuals to deal with specific issues. Upon completion of the assigned task, such ad hoc committees shall dissolve.

Part Four –Officers of the Board of Education

The Board shall annually elect Officers of the Board from among its members. The duties of the Officers shall be limited to the following:

1. 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.
2. 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.
3. Secretary. The Secretary shall cause to be recorded the minutes of any and 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.

Part Five – Meetings of the Board of Education

Subsection A - Regular Meetings

1. Regular meetings of the Board shall normally convene once a month. The time of the regular Board meetings shall be printed in the church bulletin the Sunday preceding the meeting.
2. Regular Board meetings shall be open to interested individuals. The Chairman may grant the privilege of the floor to observers at his discretion.
3. The Chairman of the Board shall be responsible for preparing an agenda for regular meetings of the Board.
4. The Board has the right to meet in executive session.
 - a. An executive session can be called by any Board member during a portion of any meeting for the purpose of discussing personnel and other sensitive matters.

- b. Executive sessions shall have in attendance all Board members present at said meeting and any other persons who are specifically asked to attend this session by the Board Chairman.
- c. No official business shall be transacted in the executive session. Rather, the time spent in executive session shall be used to discuss the sensitive matter at hand. When the Board reconvenes following an executive session, any decision shall be made and stated officially so that the Board Secretary can record such decision in the official minutes.

Subsection B - Special Meetings

1. Special meetings of the Board may be called by the Chairman of the Board or by a majority of the Board members.
2. A bona fide attempt shall be made to notify all Board members of special meetings.

Subsection C - Emergency Action

In an emergency, the Chairman of the Board may poll the full Board to secure authorization for a given course of action.

Subsection D - Presumption of Assent

Any member of the Board who is present at a meeting of the Board at which action is taken shall be presumed to have assented to the action taken unless his dissent is entered in the minutes of the meeting or unless the Board member files his written dissent with the Secretary prior to the next regularly scheduled meeting. The right to dissent shall not apply to a Board member who has voted in favor of the action.

Subsection E - Waiver and Consent

The transactions of any meeting of the Board, however called or noticed, shall be valid as though it had been transacted at a meeting duly held after regular call and notice, if a quorum is present, and if, either before or after the meeting, each of the Board members not present signs a written waiver of notice, a consent to the holding of such meeting, or an approval of the minutes thereof.

Subsection F – 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. Only members may vote at any meetings of the Board, and proxies shall not be valid for voting. In the absence of a quorum, a minority of Board members may adjourn any meeting of the Board from time to time, without notice other than announcement at the meeting, until a quorum shall be present.

If there are not sufficient Board members in office to constitute a quorum as provided in this Subsection, a minority of Board members may appeal to the Church Council for provisional appointment of sufficient Board members.

Subsection G - Robert’s Rules of Order

Meetings of the Board shall generally be governed by Robert’s Revised Rules of Order.

Section C. Board of Missions

Part One – Structure of the Board of Missions

Subsection A – General Responsibilities

1. Calvary Board of Missions, hereafter in this section referred to as the Board, shall be a planning, policymaking, and promotional body for all mission and outreach ministries for the congregation.
2. Responsibilities of the Board shall include, but not be limited to:
 - a. Praying for these ministries.
 - b. Investigating opportunities in mission fields.
 - c. Searching for new fields which are unevangelized.
 - d. Establishing policy on personnel and financial matters.
 - e. Promoting missions in and through the congregation.
 - f. Cooperating wherever possible with the BMA Mission Program.

Subsection B – Number and Tenure of Members

1. Number of Board members shall be three. Each Board member shall serve on the Board for a term of three years, unless such service is terminated by resignation, death, or dismissal.
2. After one full term on the Board, the Board member shall step down from service for at least one full year before being eligible to serve again on the Board.
3. 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.
4. A selected Elder shall be an ex officio (non-voting) member of the Board. This member will serve for a three-year term and shall be bound by Part Two of this subsection. He shall be selected by the Elders.

Subsection C – Board Member Qualifications

1. Members of the Board shall subscribe to Calvary Mennonite Fellowship’s Confession of Faith and Philosophy of Missions.
2. Members of the Board shall be men who are members of Calvary Mennonite Fellowship.
3. Members of the Board shall be Christian role models and shall have manifested a genuine interest in world missions.
4. No fully supported missionary shall be eligible to serve on the Board.

Subsection D – Board Member Compensation

1. Members of the Board shall receive no compensation for their services except as authorized by the Calvary Church Council.
2. The Board may authorize the reimbursement of expenses incurred by any Board member in the performance of official business.

Part Two – New Board Members of the Board of Missions

Subsection A - Vacancies on the Board

A vacancy on the Board shall be deemed to exist in the case of expiration of term, resignation before expiration of the term, death, or removal from the Board.

Subsection B - Nominations for the Board

1. Candidates for the Board shall be nominated by the Calvary Church Council and elected by the Calvary congregation.
2. All candidates shall meet the qualifications of Board members set forth in these Bylaws.

Subsection C - Appointment of Members

Vacancies on the Board due to resignation or dismissal may be filled by the Calvary Church Council. In the instance of an unexpired term, each Board member so appointed shall hold office until the expiration of that term.

Subsection D - Resignation or Dismissal from the Board

1. Any Board member may resign from office by tendering the resignation in a letter to the Board Chairman and/or the Senior Pastor.
2. Any Board member may be removed from the Board for failure to be a Christian role model, for excessive absence from regular and special meetings of the Board, or whenever the Church Council judges that such removal would be in the best interest of the missions program. Removal shall require a two-thirds vote of the Church Council.
3. In view of the serious nature of a Board member’s involuntary removal from office, every effort shall be made by all parties to show Christian compassion and forbearance. Corrective measures and actions designed to promote genuine repentance and personal restoration shall be applied. Dismissal from the Board shall be a matter of “last resort.” Any unpleasantness surrounding such action shall be dealt with quickly and take into account the dignity and personal privacy of the individual in question. In the event a Board member who has left the Board was an officer, another member shall be designated by majority resolution of the Board to assume the responsibilities of the vacant office.

Part Three – Duties of the Board of Missions

Subsection A – Vision

The Board shall help set the spiritual tone for the missions program. Board members shall individually and corporately pray for the congregation in its personal evangelism, for the mission agencies, and for individual missionaries.

Subsection B – Philosophy

1. The Board shall prayerfully prepare a detailed statement of Calvary’s mission philosophy which shall address the message, the messengers, the recipients, and the methods of missions.
2. The Board shall develop a plan to encourage the congregation in regular and growing financial support for missions.
3. The Board shall develop a program of solid exposure to missions for the Calvary membership. Emphasis shall be placed on involvement of those of all ages, especially the youth.

Subsection C – Specifics

1. The Board shall cooperate with the Calvary Church Council and shall communicate with the Council as necessary.
2. The Board’s authority is corporate. Individual Board members have authority to act only when the Board is convened in regular or special session. There shall be only one line of authority which will flow from the Board through its Chairman.

3. A significant duty of the Board is the interviewing and recommendation to the Church Council for appointment all Calvary members who are sent forth to do mission work.
4. Each member shall annually evaluate his willingness and ability to continue in a Board position. Upon election to the Board, individual Board members shall sign a **Leadership Commitment** form.
5. The Board is responsible to plan the annual Calvary Missions Conference.
6. The Board shall do everything possible to promote Biblical missions in and through this congregation.

Subsection D – Committees

1. The Board shall have the option of using a standing and/or ad hoc committee system. Each committee shall have the responsibility to review and make recommendations in its assigned area for consideration and action by the full Board.
2. Each standing committee shall have no fewer than two Board members appointed by the Board Chairman. One of the Board members shall chair the committee. The Board may appoint interested individuals to serve on the committees.
3. The Board may from time to time establish ad hoc committees made up of Board members or other interested individuals to deal with specific issues. Upon completion of the assigned task, such ad hoc committees shall dissolve.

Part Four – Officers of the Board of Missions

The Board shall annually elect Officers of the Board among its members. The duties of the Officers shall be limited to the following:

1. Chairman. The Chairman shall preside at Board meetings and perform such other duties as approved by the Board.
2. Secretary. The Secretary shall cause to be recorded the minutes of any and 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.

Part Five – Meetings of the Board of Missions

Subsection A - Regular Meetings

1. The Board shall normally convene once a month. The time of the regular Board meetings shall be printed in the church bulletin the Sunday preceding the meeting.
2. The Chairman of the Board shall be responsible for preparing an agenda for regular meetings of the Board.

Subsection B - Special Meetings

1. Special meetings of the Board may be called by the Chairman of the Board or by a majority of the Board members.
2. A bona fide attempt shall be made to notify all Board members of special meetings.

Subsection C - Emergency Action

In an emergency, the Chairman of the Board may poll the full Board to secure authorization for a given course of action.

Subsection D - Presumption of Assent

Any member of the Board who is present at a meeting of the Board at which action is taken shall be presumed to have assented to the action taken, unless his dissent is entered in the minutes of the meeting, or unless the Board member files his written dissent with the Secretary prior to the next regularly scheduled meeting. The right to dissent shall not apply to a Board member who has voted in favor of the action.

Subsection E - Waiver and Consent

The transactions of any meeting of the Board, however called or noticed, shall be valid as though it had been transacted at a meeting duly held after regular call and notice, if a quorum is present, and if either before or after the meeting, each of the Board members not present signs a written waiver of notice or a consent to the holding of such meeting, or an approval of the minutes thereof.

Subsection F – Quorum

1. 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. Only members may vote at any meetings of the Board, and proxies shall not be valid for voting.
2. If there are not sufficient Board members in office to constitute a quorum as provided in this Bylaw, a minority of Board members may appeal to the Church Council for provisional appointment of sufficient Board members.

Subsection G - Robert’s Rules of Order

Meetings of the Board shall generally be governed by Robert’s Revised Rules of Order.

Section D. Church and Sunday School Secretary

This person shall be elected by the congregation for a one½ year term. Duties include:

1. Keeping accurate records of Sunday School and congregational meetings, including Sunday morning attendance.
2. Keeping historical records in duplicate, with a copy to be submitted periodically to the public archives at Eastern Mennonite University and a copy to be kept on file at the church house.
3. Making a hostess list.

Section E. Treasurers

The Treasurer and Assistant Treasurer shall be elected by the congregation for four-year terms in staggered tenure. The Deacons or council shall appoint someone to manage the user names and log-in passwords of the financial bookkeeping system and to provide internal house review of financial reports. The duties of the Treasurers shall include the following:

1. To carefully safeguard all monies received and deposit same in approved bank accounts.
2. To disburse funds appropriately as designated.
3. To provide an accurate record keeping system in order to provide full financial disclosure to the Church Council.
4. To prepare the annual Financial Report for the congregation together with such intermediate reports as are called for.
5. To co-operate with an annual audit of the financial records.

Section F. Church Librarians

Two Church Librarians shall be elected by the congregation for a two-year term, one each year. The head librarian shall be appointed by the church council. The duties of the Librarian(s) are to:

1. Work in concert with the Academy Librarian to provide library services for the congregation scheduled around the regular church services.
2. Be responsible to see that the library is opened, monitored and secure at the appropriate times.
3. Be alert for titles that would improve the library holdings for the benefit of the church family.

Section G. Youth Shepherds

The Youth Shepherds shall be one or more couples selected by the Youth Group to serve under the guidance of an appointed Elder and approved by the Church Council for two-year terms. Responsibilities include the following:

1. They shall give general direction to youth activities by advice during planning and by attendance at youth functions.
2. They shall be careful to promote wholesome activities that will stimulate spiritual growth, minister to social needs, and maintain purity within the body of Christ. They shall follow any guidelines from the Church Council and shall advise the Council and/or Elders of concerns and observations regarding the youth program.

Section H. Song Leaders

Two Song Leaders shall be elected by the congregation for a two-year term, one each year. The head song leader shall be appointed by the church council. Duties include:

1. Working with the Elders to promote public worship through singing.
2. Coordinating with the ministry in selection of appropriate music for congregational and special singing.
3. Seeking ways in which to improve the music of the church while maintaining the principles of a cappella congregational singing.

Article X

CONGREGATIONAL SERVICES

Section A. Ushers

Ushers shall be elected by the congregation to serve two-year terms. Terms shall be staggered to provide continuity. A Head Usher shall then be appointed annually by the Church Council to oversee responsibilities which include:

1. Assisting and seating worshipers as needed, particularly at special services.
2. Receiving the offerings and delivering the offerings to the Deacons.
3. Being sensitive to temperature and ventilation needs and ensuring that the sanctuary is closed at the conclusion of services.
4. Assist visitors to find appropriate Sunday school classes.

Section B. Sound and Recording Operators

The Sound Operator shall be appointed by the Church Council to a one-year term. Responsibilities include the following:

1. Setting up and operating the public address and recording system.
2. Providing duplicate recordings as needed.
3. Making sure qualified operators are available for all church events.
4. Posting the recorded sermon on the church website each Sunday.

Section C. Greeters

The senior pastor shall ensure that Greeters are appointed as needed. Their responsibilities include the following:

1. Cordially welcoming all worshipers upon arrival.
2. Promoting an air of warm hospitality.
3. Assisting visitors by giving information helpful to their worship experience.
4. Supervising the distribution of the church bulletins.

Section D. Other

1. As the need arises, the Church Council may appoint and/or employ such personnel as required to accomplish administrative, secretarial, custodial, or maintenance responsibilities.
2. Voluntary service options would normally be explored before initiating regular employment procedures.
3. Discretion is hereby granted to the Church Council to provide for necessary services, whether volunteer or paid, as long as the Council operates according to principles of good stewardship.

Article XI

COMMITTEES

Section A. Evening and Special Program Committee

This committee shall consist of four persons appointed by the Church Council for two-year terms in staggered tenure. An Elder shall serve as an ex officio member. The duties of this committee shall include the following:

1. Arranging Sunday evening programs, utilizing gifts in the congregation when possible.
2. Planning special features which will stimulate the spiritual quality of congregational life.
3. Planning programs for special occasions.

Section B. Food Committee

This committee shall consist of two couples elected by the congregation for two-year terms in staggered tenure. Duties of the committee include the following:

1. Planning special activities which will enrich the congregation such as fellowship meals, banquets, etc.
2. The coordination of service ministries such as providing meals or any type of assistance where congregational involvement may be helpful.

Section C. Sunshine Committee

This committee shall consist of two women appointed by the Church Council for two-year terms, one each year. The Council will appoint one as chair. The duties of this committee shall include:

1. Arranging to have flowers or other such remembrances delivered to Calvary members and regular attendees when in the hospital.
2. Arranging for appropriate expressions or remembrances when death closely affects the Calvary family.
3. Arranging for food and other such help for Calvary families during times of sickness and other emergencies. This will normally be done in concert with a Deacon's wife.

Article XII

SPECIAL SERVICES

Section A. Lord's Supper

The Communion and Foot Washing service shall be held at least twice annually as planned by the Church Council. Members are expected to make attendance a high priority. Non-members may participate with prior approval of the Elders. In all cases, participants shall exemplify a scriptural lifestyle that would be consistent with the position of Calvary Mennonite Fellowship.

Section B. Business Meetings

1. There shall be an Annual Business Meeting held on the second Wednesday of August, or as otherwise scheduled. The Senior Pastor shall normally moderate this meeting which may include the following:
 - a. Reports from various committees.
 - b. Making congregational decisions.
 - c. The election of congregational officers and committees.
 - d. Sharing concerns for the life of the church.
2. There shall be an Annual Report Meeting held on the fourth Wednesday of September or as otherwise scheduled. Reports (normally printed) will be given by the Treasurer, officers of all Integrated Auxiliaries, and such other Calvary ministries as deemed appropriate.
3. Special Members' Meetings for business or other matters may be called as the need arises.
4. Business meetings shall generally be conducted in accordance with Robert's Revised Rules of Order.

5. Persons voting shall be
 - a. Communicant members 16 years of age or older.
 - b. Faithful in church attendance.
6. Voting in Absentia or proxy votes may be accepted in emergency situations at the discretion of the Moderator.

Article XIII

GENERAL ITEMS

Section A. Quorum

A quorum shall consist of all members present and voting at any properly called business or members' meeting.

Section B. Fiscal Year

The fiscal year shall begin September 1.

Section C. Amendments

This Constitution shall be reviewed every two years by the Church Council for the purpose of keeping it relevant to the changing needs of the congregation. Amendments may be made at a properly called business meeting (see section D.1 below) of the congregation by a two-thirds majority vote of members present.

Section D. Notice of Meetings

1. When at any time the Church Council, Trustees, or other church officers shall propose an amendment to this Constitution or these Bylaws, or any matter pertaining to the disposition of real or personal property owned by the Church, or other matters of general church business, notice of any such proposal to be submitted to the Congregation shall be given at the regular services held by the Church on the two Sundays prior to the service or meeting at which such measure shall be considered. Notice at said two prior meetings shall be given verbally from the pulpit by the Pastor or other church officer and/or published in the weekly bulletin or other written materials passed out to the Congregation at said services.
2. Emergency Members' Meetings for the conducting of critical business of an unexpected nature may be called with a 48-hour notice by order of the Church Council, provided that appropriate notice is given at a regular Sunday or Wednesday service and bona fide efforts are made to contact all members by phone prior to said meeting.

***Addendum:** The transition to church leadership by scripturally qualified elders, begun in 2015, is resulting in a shift of membership and responsibilities in the Church Council and boards. The revisions included in this constitution reflect the anticipated completion of this transition when at least eight Elders will be installed in church leadership. Some of the earlier patterns will continue until phased out by the new order. November, 2015*

Appendix A

Commitment to Accountability and Church Discipline

*And let us consider how we may spur one another on
toward love and good deeds (Heb. 10:24).*

Like all of our Relational Commitments, the principles and practices described below apply to all the people who attend our church (both members and attenders).

A. Accountability and Discipline Are Signs of God's Love

1. God has established the church to reflect his character, wisdom and glory in the midst of a fallen world (Eph. 3:10-11).
2. He loves his church so much that he sent his Son to die for her (Eph. 5:25).
3. His ultimate purpose for his church is to present her as a gift to his Son; thus Scripture refers to the church as the "bride" of Christ (Rev. 19:7). For this reason the Father, Son and Holy Spirit are continually working to purify the church and bring her to maturity (Eph. 5:25-27).
4. This does not mean that God expects the church to be made up of perfectly pure people.
5. He knows that the best of churches are still companies of sinners who wrestle daily with remaining sin (1 John 1:8; Phil. 3:12). Therefore, it would be unbiblical for us to expect church members to live perfectly. What we can do, however, is confess our common struggle with sin and our mutual need for God's mercy and grace. We also can spur one another on toward maturity by encouraging and holding each other accountable to love, seek after, and obey God with all of our hearts, souls, minds and strength, and to love others as we love ourselves (Mark 12:30-31; Heb. 10:24-25).
6. The Bible sometimes refers to this process of mutual encouragement and accountability as "discipline."
7. The Bible never presents church discipline as being negative, legalistic or harsh, as modern society does.
8. True discipline originates from God himself and is always presented as a sign of genuine love.
 - a. "The Lord disciplines those he loves" (Heb. 12:6). "Blessed is the man you discipline, O LORD, the man you teach from your law" (Ps. 94:12). "Those whom I love I rebuke and discipline" (Rev. 3:19).
 - b. God's discipline in the church, like the discipline in a good family, is intended to be primarily positive, instructive and encouraging.
 - c. This process, which is sometimes referred to as "formative discipline," involves preaching, teaching, prayer, personal Bible study, small group fellowship and countless other enjoyable activities that challenge and encourage us to love and serve God more wholeheartedly.
9. On rare occasions God's discipline, like the discipline in a family with growing children, also may have a corrective purpose. When we forget or disobey what God has taught us, he corrects us. One way he does this is to call the church to seek after us and lead us back onto the right track. This process, which is sometimes called "corrective" or "restorative" discipline, is likened in Scripture to a shepherd seeking after a lost sheep.

If a man has a hundred sheep, and one of them wanders away, will he not leave the ninety-nine on the hills and go to look for the one that wandered off? And if he finds it, I tell you the truth, he is happier about that one sheep than about the ninety-nine that did not wander off (Matt. 18:12-13).

10. Thus, restorative or corrective discipline is never to be done in a harsh, vengeful or self-righteous manner. It is always to be carried out in humility and love, with the goals of restoring someone to a close walk with Christ (Matt. 18:15; Gal. 6:1), protecting others from harm (1 Cor. 5:6), and showing respect for the honor and glory of God's name (1 Pet. 2:12).
11. Biblical discipline is similar to the discipline we value in other aspects of life. We admire parents who consistently teach their children how to behave properly and lovingly discipline them when they disobey. We value music teachers who bring out the best in their students by teaching them proper technique and consistently pointing out their errors so they can play a piece properly. And we applaud athletic coaches who diligently teach their players to do what is right and correct them when they fumble, so that the team works well together and can compete for the championship.
12. The same principles apply to the family of God. We, too, need to be taught what is right and to be lovingly corrected when we do something contrary to what God teaches us in his Word. Therefore, we as a church are committed to help one another obey God's command to be "self-controlled, upright, holy and disciplined" (Titus 1:8). The leaders of our church recognize that God has called them to an even higher level of accountability regarding their faith and conduct (James 3:1; 1 Tim. 5:19-20). Therefore, they are committed to listening humbly to loving correction from each other or from any member in our church, and, if necessary, to submitting themselves to the corrective discipline of our body.

B. Most Corrective Discipline Is Private, Personal and Informal.

1. God gives every believer grace to be self-disciplined. “For God did not give us a spirit of timidity, but a spirit of power, of love and of self-discipline” (2 Tim. 1:7). Thus discipline always begins as a personal matter and usually remains that way, as each of us studies God’s Word, seeks him in prayer, and draws on his grace to identify and change sinful habits and grow in godliness.
2. But sometimes we are blind to our sins or so tangled in them that we cannot get free on our own. This is why the Bible says, “Brothers, if someone is caught in a sin, you who are spiritual should restore him gently” (Gal. 6:1). In obedience to this command, we are committed to giving and receiving loving correction within our church whenever a sin (whether in word, behavior or doctrine) seems too serious to overlook (Prov. 19:11).
3. If repeated private conversations do not lead another person to repentance, Jesus commands that we ask other brothers or sisters to get involved. “If he will not listen, take one or two others along” (Matt. 18:16). If informal conversations with these people fail to resolve the matter, then we may seek the involvement of more influential people, such as a small group leader, Sunday school teacher or church leader. If even these efforts fail to bring a brother or sister to repentance, and if the issue is too serious to overlook, we will move into what may be called “formal discipline.”

C. Formal Discipline May Involve the Entire Church

1. If an individual persistently refuses to listen to personal and informal correction to turn from speech or behavior that the Bible defines as sin, Jesus commands us to “tell it to the church” (Matt. 18:17a). This first involves informing one or more church leaders about the situation. If the offense is not likely to cause imminent harm to others, our leaders may approach the individual privately to personally establish the facts and encourage repentance of any sin they discover. The individual will be given every reasonable opportunity to explain and defend his or her actions. If the individual recognizes his sin and repents, the matter usually ends there, unless a confession to additional people is needed.
2. If an offense is likely to harm others or lead them into sin, or cause division or disruption, our leaders may accelerate the entire disciplinary process and move promptly to protect the church (Rom. 16:17; 1 Cor. 5:1-13; Titus 3:10-11).
3. As the disciplinary process progresses, our congregation may impose a variety of sanctions to encourage repentance, including but not limited to private and public admonition, withholding of the Lord’s Supper, removal from office, withdrawal of normal fellowship, and, as a last resort, removal from membership (Matt. 5:23-24; 2 Thess. 3:6-15; Matt. 18:17).
4. If the straying individual does not repent in response to private appeals from our leaders, they may inform others in the church who may be able to influence that individual or be willing to pray for him or her, or people who might be harmed or affected by that person’s behavior. This step may include close friends, a small group, a Sunday school class, or the entire congregation if our leaders deem it to be appropriate (Matt. 18:17, 1 Tim. 5:20).
5. We realize that our natural human response to correction is often to hide or run away from accountability (Gen. 3:8-10). To avoid falling into this age-old trap and to strengthen our church’s ability to rescue us if we are caught in sin, we agree not to run away from this church to avoid corrective discipline. Therefore, we waive our right to withdraw from membership or accountability if discipline is pending against us. Although we are free to stop attending the church at any time, we agree that a withdrawal while discipline is pending will not be given effect until the church has fulfilled its God-given responsibilities to encourage our repentance and restoration, and to bring the disciplinary process to an orderly conclusion, as described in these Commitments (Matt. 18:12-14; Gal. 6:1; Heb. 13:17).
6. If an individual leaves the church while discipline is in effect or is being considered, and our leaders learn that he or she is attending another church, they may inform that church of the situation and ask its leaders to encourage the individual to repent and be reconciled to the Lord and to any people he or she has offended. This action is intended both to help the individual find freedom from his sin and to warn the other church about the harm that he or she might do to their members⁶ (see Matt. 18:12-14; Rom. 16:17; 1 Cor. 5:1-13; 3 John 1:9-10).
 - a. For example, it is not uncommon for a person to attend a church, develop relationships of trust, persuade people to give him money to invest, and then fail to return the money as promised. Senior citizens are particularly vulnerable to these schemes, and many people have lost much of what they had saved for retirement. When such sinful men are discovered, they usually leave a church, but continue to prey on

members who have not heard about their schemes. If our leaders found such a man in our church, they would call him to repent and confess his wrongs. If he refused, they would bring him under formal discipline, and also warn the congregation not to trust him with their money.

- b. If our leaders inform our entire congregation about a disciplinary situation, they have discretion whether to divulge the individual's name. This decision usually will depend on a variety of factors, such as: how widely known the situation already is; whether there might be people in the congregation who could persuade the individual to repent; or whether the congregation needs to be on guard against potential harm he might cause (see previous footnote). Even if our leaders decide it is not necessary to identify an individual specifically, they may still inform the congregation of the general situation and the disciplinary steps they have followed. This general information can help to enlist wide prayer support, let the congregation know that our leaders are obeying the Lord's command to seek after those who stray, and warn people who may be flirting with secret sin that they, too, may face discipline if they do not turn back to God.
 - c. For example, if we confronted a man in our church for seducing young women, or for acting inappropriately around little children, or for sowing gossip and division, and he left and started attending another church, we would consider it our duty to urge the leaders of that church to counsel with him and to protect their people from his harmful behavior.
7. Loving restoration always stands at the heart of the disciplinary process. If an individual repents, and our leaders confirm his or her sincerity, we will rejoice together and gladly imitate God's forgiveness by restoring the person to fellowship within the body (see Matt. 18:13; Luke 15:3-7, 11-32; 2 Cor. 2:5-11; Col. 3:12-14).
 8. People who have been excluded from another church will not be allowed to partake of Communion in our church, to become members, or to participate in the regular fellowship of our church until they have repented of their sins and made a reasonable effort to be reconciled, or our leaders have determined that the discipline of the former church was not biblically appropriate. As we pursue the blessings of accountability and church discipline, we will hold fast to the promise of Scripture: "God disciplines us for our good that we may share in his holiness. No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it" (Heb. 12:10-11).

Appendix B

Counseling and Confidentiality

1. Biblical Counseling

- a. All Christians struggle with sin and the effect it has on our lives and our relationships (see Rom. 3:23; 7:7-25). Whenever a Christian is unable to overcome sinful attitudes or behaviors through private efforts, God commands that he should seek assistance from other members, and especially from the ministers, who have the responsibility of providing pastoral counseling and oversight (see Rom. 15:14; Gal. 6:1-2; Col. 3:16; 2 Tim. 3:16-4:2; Heb. 10:24-25; 13:17; James 5:16). Therefore, this church encourages and enjoins its members to make confession to and seek counsel from each other and especially from our pastoral counselors.
- b. We believe that the Bible provides thorough guidance and instruction for faith and life. Therefore, our counseling shall be based on scriptural principles rather than those of secular psychology or psychiatry. Neither the pastoral nor the lay counselors of this church are trained or licensed as psychotherapists or mental health professionals, nor should they be expected to follow the methods of such specialists.
- c. Although some members of the church work in professional fields outside the church, when serving as pastoral or lay counselors within the church they do not provide the same kind of professional advice and services that they do when they are hired in their professional capacities. Therefore, members who have significant legal, financial, medical, or other technical questions should seek advice from independent professionals. Our pastoral and lay counselors shall be available to cooperate with such advisors and help members to consider their advice in the light of relevant scriptural principles.

2. Confidentiality

- a. The Bible teaches that Christians should carefully guard any personal and private information that others reveal to them. Protecting confidences is a sign of Christian love and respect (see Matt. 7:12). It also discourages harmful gossip (Prov. 16:28; 26:20), invites confession (Prov. 11:13; 28:13; James 5:16), and encourages people to seek needed counseling (see Prov. 20:19; Rom. 15:14). Since these goals are essential to the ministry of the gospel and the work of this church, all members are expected to refrain from gossip and to respect the confidences of others. In particular, our ministers shall carefully protect all information that they receive through pastoral counseling, subject to the following guidelines.
- b. Although confidentiality is to be respected as much as possible, there are times when it is appropriate to reveal certain information to others. In particular, when the ministers of this church believe it is biblically necessary, they may disclose confidential information to appropriate people in the following circumstances:
 - (1) When a minister is uncertain of how to counsel a person about a particular problem and needs to seek advice from other ministers in this church, or, if the person attends another church, from the ministers of that church (see Prov. 11:14; 13:10; 15:22; 19:20; 20:18; Matt. 18:15-17);
 - (2) When the person who disclosed the information or any other person is in imminent danger of serious harm unless others intervene (see Prov. 24:11-12);
 - (3) When a person refuses to repent of sin and it becomes necessary to institute disciplinary proceedings (see Matt. 18:15-20) or seek the assistance of individuals or agencies outside this church (see, e.g., Rom. 13:1-5);
 - (4) When required by law to report suspected child abuse.
- c. Scripture commands that confidential information is to be shared with others only when a problem cannot be resolved through the efforts of a small group of people within the church (Matt. 18:15-17). Therefore, except as provided in 2. b., a minister may not disclose confidential information to anyone outside this church without the approval of the ministerial team or the consent of the person who originally disclosed the information. The ministry may approve such disclosure only when it finds that all internal efforts to resolve a problem have been exhausted (see, e.g., 1 Cor. 6:1-8) and the problem cannot be satisfactorily resolved without the assistance of individuals or agencies outside this church (see, e.g., Rom. 13:1-5). This limitation shall apply to, but is not limited to, the giving of testimony in a court of law and the reporting of abuse.

Appendix C

Abuse & Harassment Policy Of Calvary Mennonite Fellowship

Introduction

Calvary Mennonite Fellowship and its attendant Ministries are committed to maintaining an atmosphere where all individuals are treated with dignity and respect. Our goal is to provide an environment in which all individuals are free to develop relationships, learn, and work without fear of harassment, humiliation, or exploitation due to the unacceptable behavior of another. As part of our commitment we have instituted the following policies and procedures to address and prevent such abuse and to provide corrective measures should such abuse occur.

Definition of Abuse

Abuse is defined as behavior that causes fear, intimidation, physical and/or emotional pain. Such abuse can occur when one individual intimidates or harasses for the purpose of controlling another, whether it be adult to child, adult to adult, or child to child.

Prevention of Abuse

We believe that as individuals relating in any way to our organization commit themselves unreservedly to the control of God's Holy Spirit. Abuse and other inappropriate behaviors will not occur. However, to avoid potential situations where abuse may occur, we recommend the following:

- 1: Appropriate screening of individuals placed in positions of responsibility.
- 2: Adequate supervision of activities where personal in interaction will occur.
- 3: Avoidance of situations where privacy could lead to inappropriate behavior.
- 4: An annual review of these policies within Calvary Mennonite Fellowship.

What to Do IF You Experience or Observe Abuse or Harassment

Incidents of abuse should be documented and also reported to a trustworthy adult, or directly to the Intervention Team names below. The trustworthy adult should then contact a member of the Intervention Team in order to set corrective measures in action.

The Intervention Team

Calvary Mennonite Fellowship has established an Intervention Team to facilitate reconciliation and to help bring healing to those who are victims and perpetrators of abuse. The Intervention Team had been given the responsibility to develop policies to assist in prevention of abuse and harassment, and procedures to be followed when abuse is reported. The Intervention Team is committed to careful and compassionate response. If criminal behavior is evident, appropriate authorities will be notified. Virginia Law mandates that certain behaviors be reported to civil authorities within 48 hours.

Summary

It is our fervent hope that no abuse will ever occur within the confines of our organization and that corrective measures will never be needed. We are aware however, that we live in an imperfect world, peopled by those with fallen natures, and so these procedures have been established as precautionary measures.

How to Contact the Intervention Team

Linden and Ondray Rohrer
8244 Union Springs Road
Dayton, VA 22821
Phone#: 867-9589
Cell#: 540-236-4507
Email: lindray95@gmail.com

David and Elizabeth Burkholder
19 Joseph Court
Bridgewater, VA 22812
Phone#: 828-1910
Email: burkliz@verizon.net

Appendix D

BIBLICAL MENNONITE ALLIANCE Position and Policy Statements

The following doctrinal and practical Biblical application commitments, initially established at the birth of BMA, are intended as requirements for BMA pastors and congregations.

1. The *Mennonite Confession of Faith (1963)* forms the basis for our statements of belief and practice. We recommend a thorough acquaintance with the principles and standards contained therein. Congregations are encouraged to develop written positions, policies, and statements of encouragement on pertinent contemporary issues. Some issues with Alliance-wide interest may result in proposals for consideration and adoption by the Alliance.
2. We agree that the church is the pillar and guardian of the truth. As such, it has a vested interest in the education of its families through Sunday School, preaching, and meaningful worship. Since Christ is the fountainhead of all true knowledge, every effort should be made to provide a complete Christ-centered, high quality education for the children of our congregations. The believing father is primarily responsible to prepare his child(ren) for all of life. In the interests of its accountability to the Scriptures, each local brotherhood is expected to assist and encourage its fathers in this responsibility (Deut. 6:6-9; Eph. 6:4; Col. 2:3; I Tim. 3:15).
3. We agree that the proper application of the headship order is for the Christian man to take seriously the Biblical commandment to be a Christ-like leader in the home and congregation and for the woman to complement him as his helper.
4. We agree that, in order to maintain a clear witness, the best application of the Biblical requirement of "long hair" for the sisters is "natural length." We also agree that the best application of the headship ordinance is that the sisters wear their veiling as a part of their regular attire. While a uniform style is not required across the Alliance, we do expect a veiling (or covering) of substantial size. We believe Christian men should have short hair and unveiled head.
5. We agree that the personal appearance of the true Christian believer must present a clear witness to Biblical teachings in such matters as modest apparel, gender distinctions, and simplicity. We agree to refrain from all decorative jewelry, the wedding band, and any makeup that alters the natural appearance.
6. We agree to urge our constituency to exercise Spirit-directed caution in the use of all media. Whenever the use of any media promotes an ungodly worldview or desensitization to sin, such use must be avoided (Psalm 101:3). Congregations should hold heads of households accountable for media use in their homes.
7. We agree that divorce and remarriage is outside the will of God and thus unacceptable. A second marriage with a former spouse living constitutes a state of adultery, requiring repentance and separation.
8. We agree that God's gift of sex is to be reserved only for marriage. All forms of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions.
9. We agree that human life is a special gift of God. Abortion constitutes the inexcusable taking of unborn human life; thus, it is murder. This includes termination of pregnancies due to rape, incest, birth defects, gender selection, birth or population control, or the mental well-being of the mother. Infanticide and euthanasia, including assisted suicide, are also to be recognized as murder.
10. We agree to prioritize the command of Christ to make disciples in all nations, and to establish churches for membership in the Alliance across North America and beyond.

To assist Alliance congregations in the formation of Biblical positions and policies, the following works are recommended:

- A. *Separated Unto God*, by J. C. Wenger
- B. *Introduction to Theology*, by J. C. Wenger
- C. *Doctrines of the Bible*, by Daniel Kauffman

Adopted by ministers of BMA 6/5/1998; updated 2/4/1999, 2/2/2000, 7/24/2009