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3 **BY-LAWS**  
4 **CALVARY CHURCH**  
5 **LOS GATOS, CALIFORNIA**

6 These bylaws are adopted and established to help us govern ourselves and worship our Lord Jesus Christ  
7 in an orderly manner. No bylaw shall take effect that is contrary to the Articles of Incorporation and  
8 Constitution of this Church.  
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10 **ARTICLE A - MEMBERSHIP**

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12 **SECTION I. RECEIVING OF MEMBERS**

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14 1. **BY STATEMENT OF FAITH**

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16 All members are received on the basis of their statement of faith in Jesus Christ as Savior and Lord of  
17 their lives and their fulfillment of the qualifications of Article 4, Section 1, of the Church Constitution.  
18 Letters of transfer are accepted from other churches of like faith and practice as positive encouragement  
19 but not as sufficient in themselves to constitute membership in this Church.  
20

21 2. **BY RESTORATION**

22  
23 Former members of this Church may be restored to membership under the following conditions:

- 24  
25 a. If they have been dropped from membership due to inactivity and a request to be restored has  
26 been received indicating a desire to be actively involved again in this Church.  
27  
28 b. If they have been removed from membership because of disciplinary action taken by the Pastors  
29 and Council of Elders, they have shown evidence of repentance satisfactory to the Pastors and  
30 Council of Elders, and request to be restored to membership. Restoration of a disciplined member  
31 may be full and unreserved or may be restricted in some way deemed by the Pastors and Council  
32 of Elders to be beneficial to the member or to the Church.  
33

34 3. **ADDITIONAL REQUIREMENTS**

- 35  
36 a. The Pastoral Staff will establish a class or classes and make them mandatory for candidates for  
37 membership, which will prepare them for service and worship in this Church.  
38  
39 b. All candidates for membership shall have an interview with a Pastor of this Church or a  
40 designated representative and supply information verbal or written relating to their faith in Jesus  
41 Christ, their ability to serve, and their agreement with the Constitution, Covenant, and Statement  
42 of Faith of this Church. Upon satisfactory testimony of faith and satisfaction of membership  
43 qualifications as stated in the Constitution and Bylaws of this Church, a pastor may sign the  
44 appropriate documents. At the time of signing by a Pastor, member candidates become active  
45 members of this Church.  
46

47 This Church reserves the right to refuse membership to any applicant for reasons stated or  
48 unstated. It is our declared purpose, however, to be as open as possible to all believers in Jesus  
49 Christ who desire to serve Him according to our declared purpose and to minister to all who come  
50 in need of help.  
51

1 **SECTION II. DISCIPLINE OF MEMBERS**  
2

- 3 1. It is our belief that the New Testament teaches the responsibility of members of the local church  
4 to be mutually accountable to each other in areas of life and practice.  
5  
6 2. This Church will follow the principles of Matthew 18:15-17 and I Corinthians 5:1-8 in all matters  
7 requiring discipline of members. Discipline shall be enacted only when the Pastors and Elders  
8 agree that all steps have been taken to assist the members toward repentance and no repentance  
9 has been evidenced.  
10  
11 3. Discipline shall be the mutual responsibility of the Senior Pastoral staff and Council of Elders and  
12 shall require a three-fourths vote of the Council of Elders in favor of any disciplinary action for it  
13 to become effective.  
14  
15 4. Discipline shall always be exercised in an openly loving manner, and its goal shall always be to  
16 see repentance and restoration of the disciplined members.  
17

18 **SECTION III. RECORDS OF MEMBERSHIP**  
19

- 20 1. Accurate and up-to-date records of active, inactive, and non-resident members shall be kept. Once  
21 a year, at the annual meeting, the active membership shall be reported to the Church.  
22  
23 2. The Senior Executive Pastor shall be responsible to order the Church Clerk to add and delete  
24 persons from membership in accord with Article 4, Sections 1-5, of the Church Constitution.  
25

26 **ARTICLE B - ORGANIZATION**  
27

28 **SECTION I. CALLING A SENIOR TEACHING PASTOR**  
29

- 30 1. Upon a vacancy in the office of Senior Teaching Pastor, the Council of Elders shall appoint a  
31 pastoral search committee consisting of a minimum of seven members who are representative of  
32 the whole Body of the Church. No more than two lay members of the Council of Elders shall be  
33 appointed, and no paid staff member shall be appointed.  
34  
35 2. The Elders shall give guidance to the Pastoral Search Committee, but the committee shall operate  
36 separate from the Elders. The Elders shall provide for the establishment of an adequate budget to  
37 provide fulfillment of the Committee's duties. The Committee shall organize itself by electing a  
38 chairperson and a secretary who will keep confidential minutes of the Committee's work and  
39 deliberations. They shall keep their activities and deliberations confidential until such time that  
40 they are ready to present a candidate. Upon election of a Senior Teaching Pastor by the  
41 congregation, the Committee's minutes shall be forwarded to the Council of Elders to be kept in a  
42 confidential file.  
43  
44 3. The goal of the Search Committee shall be to select a candidate who is best qualified to serve the  
45 needs of Calvary Church. Realizing that they represent the Church as a whole, the Committee  
46 shall solicit input from the Elders and the congregation in order to develop a profile for the  
47 position. The profile shall be presented to the Council of Elders for their approval. A candidate  
48 for the Senior Teaching Pastor position must agree, with and support without reservation, the  
49 Statement of Faith of this Church.  
50

- 1           4. The Search Committee is encouraged to seek advice and counsel from the Elders and pastoral  
2 staff as appropriate. When the Search Committee selects a final candidate they shall present that  
3 candidate in writing and in person to the Elders for their approval. Upon approval, the Elders  
4 shall then present the candidate to the congregation for their confirmation. A meeting of the  
5 membership to confirm a Senior Teaching Pastor shall be called in accord with Article 5, Section  
6 2 of the Constitution. Two weeks notice in writing shall be given of that meeting. Confidential  
7 ballots and verification of active membership shall be required to vote. Support of at least three-  
8 fourths of the membership present and voting shall be required to issue a call.  
9
- 10           5. During the period of time between a vacancy of the office of the Senior Teaching Pastor and the  
11 presentation of a new teaching pastor the Elders, in consultation with the Senior Executive Pastor,  
12 or in his absence the pastoral staff, will be responsible for setting schedules and for approving the  
13 interim pulpit teaching personnel.  
14  
15

## 16 SECTION II. COUNCIL OF ELDERS

### 17 1. QUALIFICATIONS OF ELDERS

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- 20           a. Biblical: Only those who are qualified under the instructions of 1 Timothy 3:1-7 and Titus 1:6-9  
21 and have shown a consistent life of dedication to Christ and His Church shall be considered. It is  
22 the belief of Calvary Church that biblically the office of Elder is gender specific.  
23
- 24           b. Experiential: Calvary will prayerfully seek men who have shown by their life experience a life of  
25 godliness and service to the Lord. Only spiritual men whom the Elders have had opportunity to  
26 observe over an extended period will be considered. Before selecting a candidate for the Council  
27 of Elders, the Elders shall have instructed and mentored a potential candidate in spiritual  
28 leadership and given opportunity for the candidate to prove his spiritual qualifications for the  
29 office of Elder.  
30
- 31           c. Personal
- 32               1) One who desires the office of Elder (I Timothy 3:1)
- 33               2) One who is able to make a commitment to spiritual leadership of the Church
- 34               3) One who is respected by the congregation and considered a leader
- 35               4) One who is in agreement with the vision and purpose of Calvary Church
- 36               5) Because Calvary affirms the biblical principles of the permanence of marriage and  
37 the primacy of the family, only those who have shown a significant history of  
38 faithfulness and purity in marriage and/or singleness shall be considered  
39

### 40 2. SELECTION OF ELDERS

- 41
- 42           a. The Council of Elders shall be affirmed by and shall be accountable to the congregation. The  
43 Council shall act as the representative policymaking body of the church and shall be responsible  
44 for the administration and operation of the church. At all times the Council of Elders will assume  
45 the highest level of concern for the spiritual growth of its members as well as for the spiritual  
46 health and welfare of the congregation.  
47
- 48           b. Elders may leave office by resignation, disqualification, or death. In the case of the  
49 disqualification of an Elder or failure to fulfill his duties, any other Elder on the Council may  
50 request a vote to rescind the appointment. Such vote shall succeed on a simple majority of Elders  
51 voting.

- 1  
2 c. Upon completion of his term, an elder shall be given the title Elder Emeritus. He shall retain this  
3 title and office as long as he actively supports the ministries of Calvary Church. Members so  
4 designated will constitute The Elder Advisory and will be at call to assist the Elder Council at its  
5 discretion. The Advisory and The Council shall meet semiannually for fellowship and an  
6 overview of the ministries of Calvary. An Elder Emeritus, after two years from completion of his  
7 first six-year term, and at the discretion of the sitting Council, shall be eligible to serve for a  
8 second six-year term. After serving a second term, his office of Elder Emeritus is permanent.  
9
- 10 d. The Elders are responsible to appoint replacements to fill vacancies and to add to the Council of  
11 Elders as long as the total number of Elders does not exceed 8 (Constitution Article 5, Section 1).  
12
- 13 e. In the event that the number of Elder Council members is less than 8, the number of lay Elders on  
14 the Council shall always exceed by at least 2 the number of Senior Pastors.  
15
- 16 f. Appointment of a lay elder to the Council shall be presented to the membership at a meeting of  
17 the church membership for affirmation according to the conditions set forth in Article 7, Section 6  
18 of the Constitution.  
19

20 3. ORGANIZATION OF THE COUNCIL OF ELDERS  
21

- 22 a. Each year at the first meeting of the Council following the annual meeting, the elders shall from  
23 its lay elders elect a chairman and a vice chairman to officiate at the meetings of the Council. The  
24 elder elected chairman may be elected in succession only twice. The chairman shall chair the  
25 meetings, and in his absence, the vice chairman shall preside.  
26
- 27 The chairman will work with the Senior Pastors in preparing the agenda for the meetings to  
28 assure that all issues pertinent to the ongoing ministries are considered.  
29
- 30 b. The Council of Elders is authorized to establish committees or organize themselves as  
31 circumstances may dictate in order to carry out their duties.  
32
- 33 c. The Council of Elders shall meet whenever necessary in their oversight role of the Church.  
34 However, the council shall meet at least monthly. A quorum shall be one-half of the Council plus  
35 one with the number of pastoral elders present being exceeded in attendance by at least 2 lay  
36 elders.  
37

38 4. DUTIES OF THE COUNCIL OF ELDERS  
39

- 40 a. Maintain oversight of the mission and vision of the Church. They shall seek the direction of  
41 God's Spirit in prayer, study the principles and directions of God's word, and seek godly counsel  
42 in applying God's word to the life of the church.  
43
- 44 b. Review and keep abreast of the goals and progress of all ministries of the church and provide  
45 counsel and encouragement to these ministries.  
46
- 47 c. Hold the final authority for all ministries of the church, measuring their purpose, progress and  
48 validity against the Word of God and the mission and vision of the church.  
49
- 50 d. Provide for the resources necessary for the accomplishment of the mission and vision of the  
51 church.

- e. Appoint and provide counsel for a Deaconate that shall oversee the organizational aspects of the church and its ministry. Periodically receive reports from and review the ministry of the Deaconate.
- f. Oversee the vision and management of the Global Ministries Committee by providing accountability concerning outreach policy, personnel and financial management. Receive regular reports of the progress and accomplishments of Calvary's global outreach.
- g. Be a spiritual support, encourager and counselor to the Senior Pastors of the Church and aid them in their leadership of the Church.
- h. Provide correction for the Church when necessary in order to keep it biblically centered and on course with its God-given mission and vision.
- i. Provide biblical and loving discipline of Church members with the goal of their restoration to the Lord in obedience to Him and fellowship with His Church.

**SECTION III: DEACONATE**

1. DESCRIPTION OF THE DEACONATE

- a. The Deaconate shall consist of a minimum of twelve Deacons appointed by the Council of Elders.
- b. Only men and women who have shown spiritual lives consistent with the description of Deacons in 1 Timothy 3 may serve on the Deaconate.
- c. The term of office for a Deacon shall be 3 years. He/she may succeed himself/herself once. After absence of one year they will be eligible for a new appointment.

2. DUTIES OF THE DEACONATE

- a. The Deaconate shall serve as a resource to the Council of Elders in stewardship over the physical organization of the church.
  - 1) They shall work with the Senior Executive Pastor and Administrator to set and oversee policies governing the use, protection and management of the funds of the church.
  - 2) They shall set and oversee policies governing the care, protection and use of the physical properties of the church.
  - 3) They shall provide for the care, protection and provision of needs for worshippers and those attending functions of the church.
- b. The Deaconate shall recommend to the Council of Elders policies that they consider necessary for faithful stewardship of the resources and vision of the church.
- c. The Deaconate shall fulfill its duties through three standing committees:
  - 1) The Financial Resources Committee
  - 2) The Human Resources Committee
  - 3) The Physical Resources Committee

- d. The Deaconate may also appoint special committees considered necessary to accomplish its duties.

3. DEACONATE COMMITTEES

- a. At the beginning of each calendar year the Elders shall appoint the Chairperson of the Deaconate. The Chairperson, in consultation with the Senior Executive Pastor, shall name from the members of the Deaconate, a person to chair each of the standing committees and shall evenly divide the remaining Deacons among the committees. At times during deaconate tenure, some members may request from the chairperson not to have a committee assignment due to current ministry responsibility.
- b. The Chairperson of the Deaconate, the Chair of the Council of Elders and the Senior Executive Pastor shall be <sup>1</sup>ex-officio members of all committees. In addition, a staff person assigned to a committee shall be an ex-officio member of the committee so assigned.  
<sup>1</sup>Ex-officio designates the way a person becomes a member of a committee, in all ways an ex-officio member is fully a member of the committee
- c. Deaconate committees shall organize at the beginning of each calendar year, appointing to their committee from the membership of the Church sufficient people to accomplish their work. The Deaconate shall ratify each appointment. A committee appointee from the membership shall serve at the discretion of the Deaconate; he/she shall be reappointed, if appropriate, at the beginning of each year.
- d. Deaconate committees shall meet as often as necessary to accomplish their work but shall meet at least once each month. They shall work with the church leadership to ensure smooth and proper operation of the church

*Note: For further information regarding the roles and interactions of Elders, Deacons, and Staff see the paper entitled CALVARY LEADERSHIP COMMUNITY.*

**SECTION IV. WOMEN’S MINISTRIES LEADERSHIP COUNCIL**

The Director of Women's Ministries, in concert with the Pastoral overseer, shall appoint a Women's Ministries Leadership Council from the membership. This council shall organize itself to provide ministry leadership to the women of Calvary.

1. QUALIFICATION

- a. The Director of Women’s Ministries and Pastoral overseer shall give consideration to women for membership on the Council who exemplify the spirit of Ephesians 4:11-13 and who have shown commitment to the Lord, His church, and His ministry.
- b. The Director of Women’s Ministries and Pastoral overseer shall seek the advice of the Pastoral Staff, Council of Elders, and Women’s Ministries Leadership Council members, in order to fulfill the desire to equip the Ministries Council with strong leadership.

2. ORGANIZATION OF WOMEN’S MINISTRIES LEADERSHIP COUNCIL

- a. The Director of Women’s Ministries shall serve as chairperson of the Council and may appoint a vice-chairperson from among the Council members. In the event of a vacancy in the office of Director of Women’s Ministries, the Pastoral overseer and Senior Executive Pastor will appoint an interim chairperson from among the Council members.

3. DUTIES OF WOMEN’S MINISTRIES LEADERSHIP COUNCIL

- a. The Council will oversee all women sponsored ministries related to the Church body. They will set goals consistent with Calvary’s vision statement and track each ministry’s progress in meeting those goals.
- b. The Council is directly accountable to the Council of Elders.
- c. The Director of Women’s Ministries, or Council designate, will be an ex-officio member of the Deaconate.
- d. Oversight responsibilities of the Council shall be, but not limited to:
  - Women’s Bible Studies
  - Discipling/Mentoring
  - Global Impact Support
  - Events
  - Outreach (including MOPS, Mothers of Preschoolers)
  - Leadership Training and Development

**SECTION V. CHURCH CLERK**

The Church Clerk shall be responsible to keep accurate records of the membership. The Clerk shall handle all official correspondence and sign documents as directed by the Board of Directors of the Church (Council of Elders). The Church Clerk shall review the membership roles annually and recommend to the Senior Pastors those who need special attention or removal due to inactivity.

**ARTICLE C - CHURCH BUSINESS**

**SECTION I. ANNUAL CHURCH MEETING**

- 1. The date of the Annual Church Meeting shall be set by the Council of Elders in consultation with the Pastoral Staff. Two weeks notice of the Annual Meeting shall be given to the congregation.
- 2. Reports concerning the condition of the Church, spiritually and physically, shall be given by the Chair of the Council of Elders and the Senior Pastors.
- 3. A financial report accurately reflecting the financial condition of the Church shall be given. A full financial report, including the budget for the coming year, shall be published and made available to the congregation as soon as possible following the close of the fiscal year.