



Teacher Application

Thank you for applying for a position at Calvary Baptist Day School. Please follow the directions below carefully. Your application is complete when all forms are returned to the **Headmaster's Office**, located in room A-2206A. Only complete applications will be pursued.

Download and complete the Teacher application. Be sure to use separate pages where indicated with an asterisk (*).

Personal Reference Forms: Give one copy to your pastor or deacon (whoever knows you best) and the other two forms to people who are qualified to speak to your spiritual experience and Christian service. These forms may be mailed, faxed, or sent by email to the **Headmaster's Office**, located in room A-2206A.

Professional Reference Forms: Give these forms to people who are qualified to speak to your professional training and experience. These forms may be mailed, faxed, or sent by email to the **Headmaster's Office**.

Authorization for Release of Information & Records: include your **first, middle, last name and maiden name** if applicable

Email, fax, mail or bring the entire application to:

Calvary Baptist Day School
5000 Country Club Road Winston-Salem, NC 27104
Phone: 336-765-5546 • Fax: 336-714-5577
Email: akempf@cbdsougars.com
Website www.cbdsougars.com

Christian Background (continued)

In what church do you hold membership _____?

Are you presently a member in good standing? _____ Years _____

List name and address of other churches you have attended regularly during the past five years.

When did you make your profession of faith in Christ? _____

When were you baptized? _____

In what church activities are you involved and with what degree of regularity?

Describe your routine of personal Bible study and prayer.

What books have you read recently that have helped you spiritually? _____

Professional Qualifications

Please attach photocopies of all your college transcripts. Should you be offered a position, official copies of your college transcripts will be required to be submitted for inclusion in your personnel files.

Formal Training

| Degree | Date Received | Issuing Institution |
|--------------------|----------------------|---|
| | | |
| | | |
| Your major: | Your minor: | Cumulative GPA: BA _____ Graduate Work _____ |

Work Experience (Sequentially list your teaching experience with most recent first)

| Place | Grades or Subjects | Dates | Phone Number |
|--------------|---------------------------|--------------|---------------------|
| | | | |
| | | | |
| | | | |
| | | | |

Number of years experience teaching in: Public School _____ Christian School _____

Special Qualifications or Experience:

List any books or articles that you have read recently that have helped you to grow professionally: _____

Teaching Credentials:

Do you have an ACSI Teaching Certificate? _____ What level? _____

Remains valid for _____ years.

Do you have a state teaching certificate? _____ State _____

What kind? _____ Remains valid for _____ years.

Endorsement(s) _____ List Semester hours in endorsement area(s).

If you do not hold a certificate, what requirements do you lack?

.

Personal References

*You will need to sign the Reference Release Form that is attached and return it with this application. Do not list family members or relatives as references. Give three references that are qualified to speak of your spiritual experience and Christian service. List your current pastor first. Provide these references with the **Personal Reference Form**.*

| Name | Complete Address | Phone | Position |
|-------------|-------------------------|--------------|-----------------|
|-------------|-------------------------|--------------|-----------------|

Professional References

*Give three references that are qualified to speak of your professional training and experience. List your current or most recent principal or supervisor first. Provide these references with the **Professional Reference Form**.*

| Name | Complete Address | Phone | Position |
|-------------|-------------------------|--------------|-----------------|
|-------------|-------------------------|--------------|-----------------|

Personal Philosophy

*** On a separate piece of paper, label and succinctly answer in one or two paragraphs each of the questions below.**

- A. Why do you wish to teach in a Christian school?
- B. What are the main characteristics that distinguish a Christian school from a public school?
- C. What do you consider to be the proper classroom atmosphere for learning?
- D. What is your philosophy of discipline?
- E. What areas do you feel are your strengths? Weaknesses?
- F. What do you believe about the origin of the earth and humankind?
- G. Please summarize any additional information you would like to present regarding your candidacy for this position.

Personal Interests

List memberships, offices, and honors obtained in:

High School _____

College _____

Currently _____

List your hobbies and personal interests:

What periodicals do you read regularly?

Applicant's Certification and Agreement:

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches listed in this application to give you any information (including opinions) that they may have regarding my character and fitness for work in this ministry area. In consideration of the receipt and evaluation of this application by Calvary Baptist Day School, I hereby release any individual, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply, with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

I further state that I have carefully read the foregoing release and know the contents thereof and I sign this release as my own free act. This is a legally binding agreement which I have read and understand. I understand that this is only an application for employment and that no employment contract is being offered at this time. I certify that I have carefully read and do understand the above statements.

Signature of Applicant

Date

STATEMENT OF FAITH

The Calvary Baptist Day School states as its statement of faith that it adheres to the doctrinal position of Calvary Baptist Church of Winston-Salem, Inc.

1. The Bible is the source of faith and for all instruction concerning religious life.
2. We believe the Bible to be inspired and the only infallible and authoritative Word of God.
3. We believe that there is one God eternally existent in three persons: Father, Son, and Holy Spirit.
4. We believe in the deity of the Lord Jesus Christ, in His virgin birth, in His sinless life, in miracles, in His vicarious and atoning death by His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return and power and glory.
5. We believe in the resurrection of both the saved and the lost – they that are saved to the resurrection of life, and they that are lost to the resurrection of damnation.
6. We believe in the spiritual unity of believers in our Lord Jesus Christ.
7. We believe in the present ministry of the Holy Spirit by indwelling in a Christian to enable him to live a Godly life.
8. We believe in the church as the instrument that God will use to carry out the Great Commission.

DECLARATION OF ETHICAL AND MORAL INTEGRITY

As an applicant for employment at Calvary Baptist Day School I, _____ recognize, understand, and agree to live by the moral and ethical standards of the church and school.* I further declare that with regard to my personal moral and ethical character and conduct* as of this date, I am not, nor have I been in the past engaged in inappropriate conduct toward minors, nor do I have inclinations toward such conduct. (Inappropriate conduct includes the following: homosexuality, verbal, physical or sexual abuse as defined by Scripture and state law.) I do declare that the above statement is factual and true.

By affixing my signature, I declare that I meet the moral and ethical standards of Calvary Baptist Church and Day School.

() As defined in the Church Covenant and Church Constitution and By-laws, ATTACHED*

If you are uncomfortable with answering any of the following four questions, you may request a private conference with the interviewer, or the Human Resources Coordinator to discuss these questions.

1. Have you ever been accused of child abuse? Yes_____ No_____
2. Were you ever subjected to abuse as a child? Yes_____ No_____
3. Is there anything in your past that could adversely affect your ability to work with children or youth? Yes_____ No_____
4. Is there anything in your past that could bring reproach upon the church and school if it became public knowledge? Yes_____ No_____

Applicant's Signature

Date

Administrator's Signature **after** Discussion with Applicant

Date



A. PERSONAL INFORMATION

Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer? If yes, explain.

Yes No

Have you ever been convicted of any offense involving dishonesty, breach of trust, child abuse, moral turpitude, or any other type of crime? If yes, indicate the nature of offense, date, court, and disposition.

Yes No

B. CURRENT ISSUES

We live in a pluralistic society with many conflicting beliefs and values. As a teacher you may be asked specific questions about controversial issues by your students. Your answer will come from your personal convictions. We need to know the views of those that would be Christian role models for our children. Please share your personal convictions as a Christian toward:

WINE, BEER, AND OTHER ALCOHOLIC BEVERAGES _____

SMOKING AND CHEWING _____

MARIJUANA AND OTHER DRUGS _____

ENTERTAINMENT (MUSIC/DANCING) _____

PRE-MARITAL SEX _____

DIVORCE AND REMARRIAGE _____

SEXUAL ACTIVITY OUTSIDE CHRISTIAN MARRIAGE _____

4. Have you ever led a child or youth to Christ?

5. If married, please have your spouse complete this question: What are his/her feelings about you teaching in a Christian school.

Please read and sign below

- Calvary Baptist Day School has been classified as a 501 (c) (3) non-profit church-related organization and has chosen not to participate in the Federal Unemployment Tax Act. Therefore upon termination of employment, regardless of the reason(s), unemployment benefits are not available.
- Calvary Baptist Church does not provide medical insurance coverage in retirement.
- Calvary Baptist Church does not participate in COBRA's health benefit provision for continuation of group health coverage for its employees. (Consolidated Omnibus Budget Reconciliation Act)
- We do offer State Continuation coverage, to be paid by the employee, for up to 18 months after separation from employment.

Applicant's Signature

Date



Personal Reference Form

_____ has applied for a position with our school and we seek your opinion on the applicant's character, personality, and ability to fill this position. The applicant has also agreed that we have the right to keep your reference confidential. Thank you for your help.

How long have you known the applicant? _____

What capacity? (e.g. Pastor, Teacher, Friend) _____

Has this applicant demonstrated a commitment to Christian living both on and off the job site?

Would this applicant be a good Christian role model for students? _____

Have you noted depth of convictions as demonstrated by honesty, fairness, respect for authority, diligence, compassion, tact, and other Christian virtues? _____

List principal character and personality strengths _____

Are there character or personality weaknesses that diminish this applicant's effectiveness as a role model? _____

Do you consider this applicant a self-starter, willing to do extra tasks if needed? _____

COMMENTS? (Please list on a separate sheet)

References: Please provide the names and address of two other references who know this applicant.

1. _____

2. _____

Your Name: _____

Your Address: _____ Phone: _____



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Your Name: _____

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Professional Reference Form

We seek your opinion regarding _____'s character, personality, and ability to fill a teaching position. This applicant has agreed that we have the right to keep your reference report confidential. Thank you for your help.

Position(s) held: _____

Dates of service: _____ Full time _____ Part time _____

Reason for leaving: _____

Would you re-employ? _____

How would you rank this person as compared to others that you have supervised?

Top 5% Next 20% Middle 50% Low 25%

Has this applicant demonstrated a real commitment to Christian living both on and off campus?
Is he/she a good role model for students?

List the applicant's principal character and personality strengths

Are there character or personality weaknesses that might diminish this applicant's effectiveness as a Christian role model?

Your Name: _____ Position: _____

Name of organization: _____ Phone: _____

Please check the column that most closely applies:

1=Outstanding 2=Above average 3= Satisfactory 4=Needs to improve 5=No opportunity to observe

| Teacher Performance | 1 | 2 | 3 | 4 | 5 |
|---|----------|----------|----------|----------|----------|
| Provides for Biblical integration in subject areas | | | | | |
| Is consistently thorough in lesson planning and in securing necessary materials | | | | | |
| Uses a variety of teaching techniques and resources | | | | | |
| Demonstrates a knowledge of subject matter | | | | | |
| Understands and relates effectively to student needs/maturity | | | | | |
| Exhibits ability to arouse interest and to stimulate intellectual growth | | | | | |
| Is fair, firm, and consistent with students | | | | | |
| Maintains effective classroom control | | | | | |
| Develops appropriate relationships with students | | | | | |
| Demonstrates assertive leadership as a teacher | | | | | |
| Maintains voice control in the classroom | | | | | |
| Provides a well organized, attractive classroom | | | | | |
| Professionalism | 1 | 2 | 3 | 4 | 5 |
| Follows ethical and professional practices | | | | | |
| Develops appropriate relationships with administration and staff | | | | | |
| Is assertive and authoritative as a staff member at appropriate times | | | | | |
| Accepts and acts upon supervisory guidance | | | | | |
| Follows through on assignments | | | | | |
| Is accurate and prompt in record keeping and in responding to communications | | | | | |
| Is punctual at post of duty | | | | | |
| Makes good decisions after considering necessary information | | | | | |
| Develops appropriate relationships with parents | | | | | |
| Is a builder of loyalty and good will to the employer | | | | | |
| Displays emotional stability | | | | | |

References: Please provide the names, addresses, and phone numbers of two other potential references.

1. _____
2. _____



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| Teacher Performance | 1 | 2 | 3 | 4 | 5 |
| Provides for Biblical integration in subject areas | | | | | |
| Is consistently thorough in lesson planning and in securing necessary materials | | | | | |
| Uses a variety of teaching techniques and resources | | | | | |
| Demonstrates a knowledge of subject matter | | | | | |
| Understands and relates effectively to student needs/maturity | | | | | |
| Exhibits ability to arouse interest and to stimulate intellectual growth | | | | | |
| Is fair, firm, and consistent with students | | | | | |
| Maintains effective classroom control | | | | | |
| Develops appropriate relationships with students | | | | | |
| Demonstrates assertive leadership as a teacher | | | | | |
| Maintains voice control in the classroom | | | | | |
| Provides a well organized, attractive classroom | | | | | |
| Professionalism | 1 | 2 | 3 | 4 | 5 |
| Follows ethical and professional practices | | | | | |
| Develops appropriate relationships with administration and staff | | | | | |
| Is assertive and authoritative as a staff member at appropriate times | | | | | |
| Accepts and acts upon supervisory guidance | | | | | |
| Follows through on assignments | | | | | |
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| Demonstrates a knowledge of subject matter | | | | | |
| Understands and relates effectively to student needs/maturity | | | | | |
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| Is fair, firm, and consistent with students | | | | | |
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| Follows ethical and professional practices | | | | | |
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| Develops appropriate relationships with parents | | | | | |
| Is a builder of loyalty and good will to the employer | | | | | |
| Displays emotional stability | | | | | |

References: Please provide the names, addresses, and phone numbers of two other potential references.

1. _____

2. _____

CALVARY BAPTIST CHURCH

AUTHORIZATION FOR RELEASE OF INFORMATION & RECORDS

I, _____, understand that in consideration of my application, an investigation will be conducted. I authorize Calvary Baptist Church, through its agent, Investigative Associates & Consultants, Inc., to conduct such an investigation and release the organization and its agent, including its officers, employees, and representatives, from all liability or responsibility for this investigation, which may include, but not be limited to, the gathering of information regarding verification of prior employment, references, consumer credit history, driving history, and any criminal history which may be in files of any state, federal, or local criminal justice agencies. I understand that I have the right to request, in writing, a complete and accurate disclosure of the nature and scope of this investigation. **I understand that the information requested below regarding sex, race, date of birth, and maiden name is for the sole purpose of gathering information accurately.**

| | | | | | | | | |
|--|--|--|-----------------------------|--|--|--|------------------------|--|
| _____ Last First Middle (Please print Full Birth Name – Do not use initials) | | | _____ Social Security # | | _____ Mo. Day Yr Date of Birth | | | |
| _____ Maiden, Previous Married, and all other Alias names used | | | _____ Driver's license # | | _____ State | | _____ Sex Race | |
| _____ (Applicant's Telephone Number) | | | | | | | | |

| | | | | | | | | |
|--------------------------|--|--|---------------------|--|---------------------|--|--------------------------------|--|
| _____ Present Address | | | _____ City/State | | _____ Zip/County | | _____ Yr Mo How long? | |
|--------------------------|--|--|---------------------|--|---------------------|--|--------------------------------|--|

List all other addresses used for the past 7 years - use additional page(s) if needed.

| | | | | | | | | |
|---------------------------|--|--|---------------------|--|---------------------|--|--------------------------------|--|
| _____ Previous Address | | | _____ City/State | | _____ Zip/County | | _____ Yr Mo How long? | |
|---------------------------|--|--|---------------------|--|---------------------|--|--------------------------------|--|

| | | | | | | | | |
|---------------------------|--|--|---------------------|--|---------------------|--|--------------------------------|--|
| _____ Previous Address | | | _____ City/State | | _____ Zip/County | | _____ Yr Mo How long? | |
|---------------------------|--|--|---------------------|--|---------------------|--|--------------------------------|--|

If you have lived in the following states within the last seven years; Alabama, Arkansas, Canada, District of Columbia, Idaho, Iowa, Minnesota, New Hampshire, Nevada, South Dakota, or Virginia, you will be asked to complete an additional form in order to complete your application.

If you have lived in Canada, Delaware, Georgia, Maryland, Nevada, New Jersey, Ohio, South Dakota, Texas, West Virginia or Wyoming, you will need to obtain the appropriate fingerprint card(s) in order to complete your application.

A telephone facsimile or photographic copy of this authorization shall be as valid as the original.

| | | | | | | | | |
|--------------------------------|--|--|---------------|--|--|--|--|--|
| _____ Applicant's Signature | | | _____ Date | | | | | |
|--------------------------------|--|--|---------------|--|--|--|--|--|

I certify that the above-named individual appeared before me this _____ day of _____ 20____

(Notary)

My commission expires _____

CALVARY BAPTIST CHURCH USE ONLY

___ CRIMINAL ___ DMV ___ SS# VERIFICATION ___ CREDIT REPORT ___ EDUCATION CREDENTIALS

Recruiter: _____ Date Faxed: _____

Investigative Associates & Consultants, Inc. (336) 768-7040 Telefax: (336) 768-2728 E-mail: iac@triad.rr.com

Para informacion en espanol, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- ◆ **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.

- ◆ **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - ◆ a person has taken adverse action against you because of information in your credit report;
 - ◆ you are the victim of identify theft and place a fraud alert in your file;
 - ◆ your file contains inaccurate information as a result of fraud;
 - ◆ you are on public assistance;
 - ◆ you are unemployed but expect to apply for employment within 60 days.In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

- ◆ **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

- ◆ **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.

- ◆ **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

- ◆ **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

- ◆ **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

- ◆ **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential

employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.

- ◆ **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- ◆ **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- ◆ **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS: CONTACT:

Consumer reporting agencies, creditors and others not listed below Federal Trade Commission: Consumer Response Center - FCRA
Washington, DC 20580 1-877-382-4357

National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)
Office of the Comptroller of the Currency
Compliance Management, Mail Stop 6-6
Washington, DC 20219 800-613-6743

Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)
Federal Reserve Board
Division of Consumer & Community Affairs
Washington, DC 20551 202-452-3693

Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)
Office of Thrift Supervision
Consumer Complaints
Washington, DC 20552 800-842-6929

Federal credit unions (words "Federal Credit Union" appear in institution's name)
National Credit Union Administration
1775 Duke Street
Alexandria, VA 22314 703-519-4600

State-chartered banks that are not members of the Federal Reserve System
Federal Deposit Insurance Corporation
Consumer Response Center, 2345 Grand Avenue, Suite 100
Kansas City, Missouri 64108-2638 1-877-275-3342

Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission
Department of Transportation, Office of Financial Management
Washington, DC 20590 202-366-1306

Activities subject to the Packers and Stockyards Act, 1921 Department of Agriculture
Office of Deputy Administrator - GIPSA
Washington, DC 20250 202-720-7051

**CONSTITUTION
OF
CALVARY BAPTIST CHURCH OF WINSTON-SALEM, INC.
5000 COUNTRY CLUB ROAD
WINSTON-SALEM, NORTH CAROLINA**

Preamble

For the purpose of preserving and making secure the principles of our faith and to the end that this body may be governed in an orderly manner, consistent with the teachings of the New Testament and the accepted tenets of Missionary Baptist Churches, and for the purpose of preserving the liberties inherent in each individual member of this church, and to preserve the freedom of action of this church with respect to its relation to other churches of the same faith, we do declare and establish this Constitution.

Article I. Name

This body shall be known as the CALVARY BAPTIST CHURCH of Winston-Salem, Inc., and shall hereinafter be referred to as "church."

Article II. Purpose

The purpose of this church body shall be to provide regular opportunities for public worship; to sustain the ordinances, doctrines and ethics set forth in the New Testament for the Church of our Lord Jesus Christ; to teach and train its members through a program of Christian Education; to support with its offerings all phases of the Lord's work; and to preach and propagate among all people the Gospel of our Lord and Savior Jesus Christ to the end that lost souls might be saved.

Article III. Articles of Faith

- 1. THE SCRIPTURES:** We believe that the Bible is the inspired, inerrant Word of God; and in the original manuscripts it was verbally (every word) inspired; that God, the Holy Spirit, is its Author; that the salvation of sinners is its end, and that eternal truth without any mixture of error is its contents; that it is indestructible and forever settled in Heaven; and that it is the supreme standard by which all human conduct, creeds, and religious opinions should be tried. (II Timothy 3:14-17; II Peter 1:19-21)
- 2. THE TRUE GOD:** We believe that there is one and only one living and true God: an intelligent, spiritual, and personal Being, the Creator, the Preserver, and the Ruler of the Universe, infinite in love and holiness and all other perfections, to whom we owe the highest love, reverence, and obedience. He is revealed to us in the Bible as Father, Son, and Holy Spirit, each with distinct personal attributes but without division of nature, essence, or being; equal in every divine perfection and executing distinct but harmonious offices in the great work of redemption. (I Timothy 2:5; Hebrews 11:6)
- 3. THE LORD JESUS CHRIST:** We believe that the Lord Jesus Christ was and is and evermore shall be the eternal Son of God; that He was with the Father and the Holy Spirit in the beginning; that He came to earth being supernaturally conceived by the Holy Spirit and born of the Virgin Mary; that He was God in the flesh; that while here on earth He lived a sinless and spotless life; that He died a supernatural and vicarious death upon the Cross for the sins of mankind; that He bodily rose from the dead the third day; and that He ascended to the right hand of God, from whence He shall come to judge the living and the dead and to reign eternally.
- 4. THE HOLY SPIRIT:** We believe that God in this age manifests Himself through the Holy Spirit, who possesses distinct personal attributes; that He is eternally co-existent with the Father and the Son: that His basic ministries are conviction of sin, regeneration of the heart upon faith, guiding, helping and empowering believers to live godly lives. We believe that all believers are indwelt by Him, and that those who are indwelt by the Holy Spirit may be progressively filled and controlled by the Holy Spirit by appropriating faith. The fruit of the Spirit in the believer's life is love, joy, peace, long suffering, gentleness, goodness, faith, meekness, temperance. In all things, the Holy Spirit is to glorify Christ. (Galatians 5:22, 23; John 16:1-15)
- 5. THE FALL OF MAN:** We believe man was created by the special act of God in a state of perfect innocence under the law of his Maker; but by willful and voluntary disobedience and transgression he fell from that perfect state of innocence, in consequence of

which all mankind are now sinners by nature and by choice; and being utterly void of that holiness required by the law of God and positively inclined to evil, are therefore under the just condemnation of God to eternal ruin, without defense or excuse.

6. THE WAY OF SALVATION: We believe that the salvation of sinners is wholly and only through the grace of God by faith in the Lord Jesus Christ as Savior and Lord; that saved sinners are sustained and kept by the power of God through the shed blood of Christ on our behalf at the right hand of God; and that anyone who is truly saved is eternally saved and can never be lost.

7. JUSTIFICATION AND RIGHTEOUSNESS: We believe that justification and righteousness are inseparably united in the Scriptures; that justification may be defined as the judicial act of God whereby He justly declares righteous one who believes on the Lord Jesus Christ; that the believing sinner is justified because Christ, having borne his sins on the cross, has been "made unto righteousness" (I Corinthians 1:30); that the saved, justified sinner has been in God's court, only to find that nothing is laid to his charge (Romans 8:1); that justification secures for us every spiritual blessing that is needed for time and eternity.

8. REGENERATION: We believe that in order to be saved, every sinner must be regenerated or born again; that the agents in this new birth are the Word of God and the Holy Spirit; that these two work together in the heart bringing conviction for sin and conversion; that by it we become partakers of the divine nature and a transformed life that leads us to love all men and to practice righteousness; that one is born again or regenerated the moment he believes in the Lord Jesus Christ as Savior.

9. REPENTANCE: We believe that repentance and faith are Scriptural necessities to regeneration and are also inseparable graces; that both of these are wrought in the soul by the Holy Spirit; that when one repents and believes in Christ he will turn to God with contrition and confession, calling on God for mercy. (Romans 10:13)

10. SANCTIFICATION: We believe that the word sanctification means primarily to set apart anyone or anything wholly for God's use; that Scriptural sanctification is in three tenses: we were sanctified in Christ eternally when we accepted Christ as Savior; we are now being sanctified daily through the indwelling presence and power of the Holy Spirit and the cleansing of the Word of God and prayer; and we shall be completely sanctified when we meet Christ in our resurrection bodies; that by daily and progressive sanctification we gradually grow in grace and in the knowledge of Christ. (II Peter 3:18)

11. THE PERSEVERANCE OF THE SAINTS: We believe that all who have been truly saved and regenerated by the Holy Spirit of God will be faithful to Christ until death or until He returns; that this continuance in the faith is a mark which distinguishes them from mere professors; that all true believers are kept by the power of God, through faith unto salvation. (I Peter 1:3-5)

12. A LOCAL NEW TESTAMENT CHURCH: We believe that a local, visible, New Testament Church of Christ is a congregation of baptized believers associated by covenant in the faith and fellowship of the Gospel (Acts 2:41); who meet together regularly for worship, the teaching and preaching of God's Word, and the observance of the ordinances of Christ; who are governed by the teachings of His Word and are exercising the gifts, rights, and privileges invested in them by His Word; and that the only Scriptural offices are pastors (bishops and elders) and Deacons, whose qualifications and duties are defined in the epistles of Paul.

13. THE UNIVERSAL BODY OF CHRIST: We believe that in at least 13 passages of the New Testament the Holy Spirit refers to the universal body of Christ, sometimes called the church; that this body is made up of all who are truly saved and born again regardless of race, color or denomination; that one becomes a member of the Body of Christ the moment he accepts Christ as his Savior and Lord; that this body is a holy temple for the habitation of God through the Spirit; that it is one flesh with Christ, and is espoused to Him as a chaste virgin to one husband. (Ephesians 2:21-22; 5:30-31; II Corinthians 11:2-4)

14. THE ORDINANCES: We believe that baptism and the Lord's Supper are the only ordinances of Christ given to the local Church; that baptism is the immersion of a believer in water in the name of the Father, Son, and Holy Spirit; that this act is a symbol and a public testimony of our faith in a crucified, buried, and risen Savior; that its effect should be our death to sin and resurrection to newness of life; that it is a prerequisite to the privileges of church membership and to the Lord's Supper; that in commemorating the Lord's Supper, the members of the church remember the Lord's death until He comes; that a solemn self-examination must always precede the taking of this Supper.

15. THE LORD'S DAY: We believe that the first day of the week is the Lord's Day (Revelation 1:10); that it was established as a Christian institution for regular observance in the New Testament; that it commemorates the resurrection of Christ from the dead and should be employed in exercises of worship and spiritual devotion, both public and private, and by refraining from amusements and resting secular employments, the only exception being works of necessity and mercy.

16. THE RIGHTEOUS AND THE WICKED: We believe that there is a radical, essential and Scriptural difference between the Righteous and the Wicked, the Saved and the Unsaved; that only those who are born again and justified by faith in the Lord Jesus Christ are truly righteous in God's sight; that those who continue in impenitence and unbelief are wicked in His sight and under condemnation, that this distinction holds in life, in death, and after death.

17. THE RESURRECTION OF THE DEAD: We believe that the Scriptures clearly teach that Jesus rose from the dead and, because He lives, we too shall live also after death; that the Scriptures teach there will be two great resurrections: all the dead in Christ shall rise

first (I Thessalonians 4:16-17; Revelation 20:5) and appear in heaven before Christ at the Judgment Seat (II Corinthians 5:10), and all the wicked dead shall be raised together to stand before God at the Great White Throne (Revelation 20:11-15); that these two resurrections will be separated by the thousand year reign of Christ.

18. THE RETURN OF THE LORD: We believe that the return of our Lord is in two distinct phases: in the first phase (I Thessalonians 4:13-18) the Lord descends into the air to catch away His body and bride, and in the second phase He comes to earth with His saints (Revelation 19:11-16) to live and reign with them on the earth for one thousand years; that the time of His coming in the air is nowhere revealed; and that it is imminent and will be sudden (I Corinthians 15:51-53); that the time of His coming to the earth with His saints is likewise unknown except for the signs (Matthew 24-25) that Jesus said would precede His return to the earth.

19. THE ETERNAL STATE OF ALL SOULS: We believe that all who are ever saved by faith in Christ out of every age of time will dwell forever with Christ in Heaven and on earth in His eternal Kingdom; that the unbelieving of all ages of time, along with the Devil and his angels, will spend eternity in the Lake of Fire (Revelation 20:15).

20. CIVIL GOVERNMENT: We believe that civil government is of divine appointment for the interest and good order of human society; that those in authority are to be prayed for, conscientiously honored and obeyed; except in those things that are contrary to the Word of God and opposed to the will of our Lord and Savior Jesus Christ (Romans 13); that the Church and State should be separate and that the Christian ideal is a free Church in a free state; that the Church has the right to form and propagate opinions in the sphere of religion without interference by any civil power.

Article IV. Our Church Covenant

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Savior, and on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now in the presence of God and this assembly, most solemnly and joyfully enter into covenant with one another.

We engage, therefore, by the help of the Holy Spirit, to walk together in Christian love; to strive for the advancement of the Church in spiritual knowledge and holiness; to promote its prosperity and spirituality, to sustain its worship, ordinances, discipline, and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the Gospel throughout all nations.

We also engage to maintain family and secret devotions; to educate our children religiously; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to strive to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting and excessive anger, to abstain from the use and abuse of all intoxicating substances; to be zealous in our efforts to advance the Kingdom of our Lord and Savior Jesus Christ.

We further engage to watch over one another in brotherly love; to remember each other in prayer, to aid each other in sickness and distress; to cultivate Christian sympathy in feeling and courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the teaching of our Savior to secure it without delay.

We moreover engage that when we remove from this place, we will, as soon as possible, unite with some other Church where we can carry out the spirit of this covenant and the principles of the Word of God.

Article V. Character

1. POLITY: The government of this Church is vested in the body of baptized believers that compose it as a membership non-profit corporation, who recognize Christ as the Head of this church. It is subject to the control of no other person or group of persons, but it recognizes and sustains the obligation of mutual counsel and cooperation which are common among Missionary Baptist churches.

2. DOCTRINE: We believe in the Bible as the supreme authority on earth and the New Testament as final on Faith and Practice. We believe the Articles of Faith and the Church Covenant of this Church are in accord with the truth contained in the Scriptures and with other Missionary Baptist Churches.

Article VI. Affiliations

1. PRESENT AFFILIATIONS: This Church is now affiliated with the organization known as the Pilot Mountain Baptist Association, which Association, it is understood, is in fellowship with and participates in the program of the Baptist State Convention of North Carolina. As long as the above mentioned organizations remain organizations which have as their purpose the promotion and support of missions, education and benevolence and are of the character and in keeping with the spirit of the Constitution, By-Laws, and the Articles of Faith of this Church, we agree to cooperate with and participate in these organizations through our duly elected messengers and our support of the causes which these organizations represent.

2. WITHDRAWAL AND PROPERTY RIGHTS: This Church may withdraw from affiliation with the Pilot Mountain Baptist Association in order to join another Baptist Association of like faith and order by a vote of not less than fifty-one percent (51%) of the resident membership.

This Church may withdraw from affiliation with all Missionary Baptist Associations in fellowship with the Baptist State Convention of North Carolina and the Southern Baptist Convention by a vote of two-thirds (2/3) of the resident membership. In the event of such a vote, the property of the church shall remain vested in the two-thirds (2/3) majority group. Resident member shall mean those members whose legal residence is in Forsyth County and of the surrounding counties contiguous to Forsyth County.

Article VII. Amendments

This Constitution may be amended, altered, or repealed by a two-thirds vote of the members present at any regular business meeting of the church; provided, however, that such amendment, alteration or repeal must be given to the clerk in writing; and this proposed change shall be presented to the Church at least thirty days prior to the time the vote is taken

**THE BY-LAWS
OF
CALVARY BAPTIST CHURCH OF WINSTON-SALEM, INC.
5000 COUNTRY CLUB ROAD
WINSTON-SALEM, NORTH CAROLINA**

Article I. Purposes of Corporation and Corporate Organization

Section 1. The objects and purposes of this church corporation are as stated in the Articles of Incorporation and the Constitution.

Section 2. The general operation of the temporal business affairs of this church corporation shall be under the supervision of the Active Deacons (All references to Deacons in this document are to the Active Deacons as voted by the church in its annual church conference) subject to the approval of the membership of said corporation.

Section 3. The executive officers of this church corporation shall be the President, Vice President, Secretary and Treasurer. These officers shall be nominated by the Deacons and shall be elected by the church membership for a term of one year and until their successors have been elected and have qualified. The Senior Pastor shall serve as President of said church corporation subject to election by the church membership. The Chairman of the Deacons shall serve as Vice President of said church corporation subject to election by the church membership.

Section 4. The Deacons of this church corporation shall consist of the Deacons of said church and shall be elected to the terms of office by the church membership as hereinafter provided in these by-laws.

Section 5. Any reference in these by-laws to the "Board of Deacons" or "Deacons" is defined as the "Board of Directors." Any reference to "Church" in these by-laws is defined as "membership of church corporation." Any reference in these by-laws to the "Senior Pastor" is defined as the "President." Any reference in these by-laws to the "Clerk" is defined as the "Secretary of the church corporation."

Article II. Membership

Section 1. QUALIFICATIONS: The membership of this Church shall consist of such persons as confess Jesus Christ to be their Savior and Lord and who (1) after due examination by the church as to their Christian experience, and, if coming from other churches of like faith and order, as to their letters of dismissal and recommendation or satisfactory substitutes therefore, (2) have been accepted by the vote of the Church and having been baptized, and (3) enter into its covenant, and (4) complete the new member orientation.

Section 2. DUTIES: Members are expected (1) to be faithful in all the duties essential to the Christian life, including habitual attendance at every service of the Church, (2) to give regularly of their time, talents, and tithes for the support of the Church and its causes, and (3) to share in the work of its organizations.

Section 3. RIGHTS: Such members as are in full and regular standing and do not hold letters of dismissal, and such only, may act and vote in the transactions of the Church.

Section 4. QUORUM: Five percent of the resident membership shall constitute a quorum except for the election of officers and Deacons when 10% shall be required, and for the call of the Senior Pastor when 50% shall be required.

Section 5. TERMINATION: The continuance of membership shall be subject to the principles and usages of Baptist Churches, and especially as follows:

- a. Any member in good and regular standing who requires a letter of dismissal or recommendation to any other Baptist Church is entitled to receive it upon request. In case of his removal to another community he should promptly make such request.
- b. If any member in good standing requests to be released from his covenant obligations to the Church for reasons which the church may finally deem satisfactory, after it shall have patiently and kindly endeavored to secure his continuance in its fellowship, such requests may be granted, and his membership terminated.
- c. The Church may annually examine its membership roll and, after due notice and hearing and kind effort to make such action unnecessary, may terminate the membership of persons who are non-resident for the period of two years or who for the same period of time have not regularly attended or supported the church.
- d. Should a member become an offense to the Church and to its good name by reason of immoral or unchristian conduct, by persistent breach of his covenant vows, or non-support of the Church, the Church may terminate his membership, but only after due notice and hearing and after faithful efforts have been made to bring such members to repentance and restoration.

e. The membership of no person shall be terminated (except by letter) at the meeting where the recommendation for such action is made, but shall be deferred until the next Church Business Conference or for at least 30 days. The moderator of the Church Conference shall excuse all non-members prior to any discussion or statement of cause for a member's dismissal from membership.

f. All requests for termination of membership or action looking thereto shall first be considered by the Deacons, who shall then make recommendations to the Church.

Section 6. RESTORATION: Any person whose membership has been terminated for any offense may be restored by a vote of the Church upon evidence of his repentance and reformation.

Article III. Meetings of Membership

Section 1. WORSHIP:

a. Public worship services shall be held at stated times on each Lord's Day (Sunday) and other times as may be scheduled and publicized appropriately.

b. The Lord's Supper shall be observed on the first Sunday of each quarter, or at such time as the Senior Pastor recommends or the Church may determine.

c. Revival meetings and other special meetings may be scheduled by the Senior Pastor and staff.

Section 2. BUSINESS MEETINGS OF MEMBERSHIP:

a. The annual meeting of the membership of this corporation, for election of Deacons and for such other business as may properly come before the meeting, shall be held at the place of worship of the corporation at 5000 Country Club Road, Winston-Salem, North Carolina, (or at such other place within this State as may lawfully be designated if the meeting is called by special notice) at a time set by the Senior Pastor and Deacons in December of the preceding year and announced seven (7) days in advance of the January meeting date.

b. The regular business meeting of the Church shall be held quarterly on Sunday evenings and may be in conjunction with the quarterly Lord's Supper services, with the exception of the January meeting, which shall be conducted in conjunction with the annual business meeting. Committees may make monthly reports of work undertaken and actions approved to be published monthly to all the members in the mid-week publication. At any regular meeting of the Church, the Senior Pastor may call for a business conference to act upon minor matters of business such as the appointment of messengers to meetings, granting of letters, or any other minor matter of business.

c. Special business meetings may be called by the Senior Pastor or when requested by a majority of the Deacons, or upon the presentation of a written petition setting forth the object of the proposed meeting signed by at least 20% of the directory membership of the Church, each of whom shall be 18 years and above.

d. The business meeting of the Church for the purpose of electing Bible Fellowship directors and teachers of the church shall be held during the month of September each year, or at least one month prior to beginning service.

e. No notice of regular meetings of membership is required. Notice shall be given of each special or deferred regular meeting of the membership, and it shall be deemed sufficient notice if the time, place, and purpose of such meeting is announced from the pulpit during the Lord's Day morning service, not less than one week in advance of such meeting.

f. The President shall call the meeting to order and preside, or shall call any member to preside, at any meeting of members. If the President is not present, the Chairman of the Deacons shall preside. If the Chairman of the Deacons is not present, then any other member selected by the President as temporary chairman shall preside. The Secretary of the corporation shall be the Secretary of such meetings.

Article IV. Deacons

Section 1. The Deacons shall be elected by the membership. The number of Deacons of this corporation shall be fixed at no lower than seven nor more than forty-five, as provided in Section 4.a.

Section 2. A person is required to be a member of the corporation to qualify as a Deacon.

Section 3. Vacancies among the Deacons may be filled at the next annual meeting of the membership or at a special meeting of membership called for that purpose.

Section 4. Deacons shall hold office for three years or a lesser term if elected to fill an unexpired term, and until their respective successors are elected and have qualified.

a. Number: There may be seven Deacons for the first 300 members that are on the church roll and one additional Deacon for each additional 100 resident members, not to exceed a total of 45 Deacons.

b. Term of office of Active Deacons: Deacons shall serve terms of three years or a lesser term if elected to fill an unexpired term.

c. Deacons may be re-elected for a new term after a lapse of at least one year.

d. Duties:

(1) They are to be zealous to guard the unity of the Church.

(2) They shall serve as a counsel of advice and conference with the Senior Pastor in matters pertaining to the welfare and work of the Church and the extension and growth of the Church.

(3) They are to help the Senior Pastor in the oversight of the Church, especially in the physical needs and the moral and spiritual problems of the members.

(4) They, together with the Senior Pastor, shall be free to call upon any member to aid in disciplinary action.

(5) They shall arrange for a temporary ministry when the Church is without a Senior Pastor, unless the Church shall direct otherwise.

(6) They shall conduct all the temporal business affairs of the Church subject to the approval of the membership of the Church.

(7) They shall meet once a month to consider with the Senior Pastor all the spiritual problems, committee recommendations, and general policies of the Church.

(8) They shall have power to invest excess funds of the Church.

e. Nomination and Election: A nominating committee of the Deacons shall be appointed by the chairman no later than September of each year to prayerfully recommend nominations for Deacons for the following year. The committee shall actively seek suggestions from the membership and other Deacons. They shall contact as necessary each specific candidate with respect to their willingness to serve if nominated and elected. The exact number of Deacons needed shall then be recommended to the Deacons no later than the November meeting. If the nominations are approved, prospective Deacons will be contacted personally by the Senior Pastor and the Chairman of the Deacons as to their qualifications, and the results shall be reported to the Deacons no later than the December meeting. If additional nominations are needed, they shall be brought to the Deacons no later than the December meeting for approval to be contacted by the Senior Pastor and the Chairman in the ensuing month. The entire group of nominated Deacons shall then be presented to the church for election no later than the annual meeting in January. The Deacons shall also approve the chairmen of each elected church committee.

f. Qualifications for Deacons:

(1) All Deacons shall meet the qualifications for the office as set down in I Timothy 3:8—13, and as mutually understood by the individual considered for the office and the current body of Deacons.

(2) All Active Deacons shall be in general support of the Senior Pastor and the direction of the ministry of the church.

(3) All Deacons shall be tithers of their income to the church.

(4) All Deacons shall be total abstainers from the use of alcohol as a beverage.

Section 5. The regular annual meeting of the Deacons shall be held at the principal office of the corporation as referred to above (or at such other place within this state as may lawfully be designated if the meeting is called by special notice) and shall be the next regularly scheduled monthly meeting of the Deacons following the annual membership meeting, or at such other hour or place as shall be appointed by the chairman (or by the President if there is no chairman).

Section 6. No notice need be given of the regular or annual meeting of Deacons. Three days' notice shall be given of special meetings, but notice of any regular or special meeting may be admitted or waived by the Deacons. Service of any notice is sufficient if it is given personally by telephone, by email, by confirmed facsimile transmission, or by being placed in the mail within the time required to the last known post office address of said Deacons.

Section 7. A majority of the number of Deacons shall constitute a quorum at any meeting for the purpose of transacting church business or making recommendations to the Church.

Article V. Executive Officers, Election and Duties

Section 1. The Church shall at the annual meeting in each year elect a President, a Vice President, a Treasurer, and a Secretary. They may also choose one or more Assistant Secretaries, and one or more Assistant Treasurers, and one or more Assistant Vice Presidents. The Senior Pastor shall serve as President of the Corporation subject to election by the membership. The Chairman of the Deacons shall serve as Vice President subject to election by the Church. The Secretary of the Deacons and Assistant Secretaries shall serve as Secretary of the corporation and Assistant Secretary of the corporation, subject to election by the church.

Section 2. Any person may hold two such offices at the same time except that no person may be the President and Vice President, or be the President and Chairman of the Board simultaneously.

Section 3. All officers elected by the Church shall hold office until their successors are chosen and have qualified, subject to the provisions of Article I.

Section 4. The President, a designated staff member, or the Chairman of the Deacons shall preside at all meetings of the membership, and the Chairman of the Deacons (or the Vice Chairman) shall preside at all meetings of the Deacons.

Section 5. The President shall have general supervisory control of and over the affairs and activities of the corporation and shall preside over the meetings of the membership. In the absence of the President, a designated staff member or the vice president shall preside over meetings of the membership.

Section 6. The Vice President shall have such powers and perform such duties as shall at any time be delegated to him by the Deacons, and in the absence or disability of the President, shall, perform the duties of the President.

Section 7. The Secretary or his designee shall have the custody of the seal, the minute book, corporate charter and such other books and papers as may from time to time be turned over to him by the President. He shall give the requisite notice of meetings of the membership and Deacons, shall record the proceedings of such meetings, and shall have such other powers and perform such other duties as shall at any time be required of him by the Deacons, or which shall be required of him by the general corporate laws of the State of North Carolina. He shall be responsible for keeping a register of the names of the members, with dates of their admission, dismissal, or death, together with a record of baptisms. He shall be responsible for issuing letters of dismissal voted by the Church. The Secretary shall be elected annually by the Church. There may be Assistant Secretaries approved by membership to assist the Secretary.

Section 8. TREASURER:

a. This Church shall elect annually a Church Treasurer, who shall serve as chairman of the Finance Committee. It shall be his responsibility or his designee to receive, preserve, and pay out all monies, keeping at all times an itemized account of all receipts and disbursements. Payment of all bills shall be made by check as promptly as possible. All funds received for denominational and other causes shall be paid by check and shall be disbursed in a timely manner, subject to the approval of the President after receipt of the same. It shall be the duty of the Treasurer to render to the Deacons and the church an itemized account of all receipts and disbursements each month for the preceding month, and this report shall be made available to the members in printed form. All books, records, and accounts kept by the Treasurer shall be considered property of the Church. The Treasurer shall, upon the election of his successor, promptly deliver all books, records, and accounts, pertaining or relating in any manner to the duties of the office to his successor.

b. Assistant Treasurers shall be elected who, in the absence of the Treasurer, shall assume all his duties and obligations.

c. The Treasurer or his designee will receive the empty collection envelopes after the money has been removed and counted by the tellers; and from these he/she shall give each donor individual credit and shall also be responsible for preparing and mailing statements to all contributing members, and shall in any other way assist the Treasurer in the execution of his responsibilities.

d. The Treasurer shall have charge of the securities and funds of the corporation and shall keep and deposit the same as required by the Deacons. He shall also have supervisory control over the books and records and the keeping of the books and records, including accounts of all receipts and disbursements, and shall render statements of the affairs of the corporation as required by the President or the Deacons in addition to monthly and annual reports. The Treasurer of the corporation is specifically charged with the duty of seeing that adequate insurance against fire, liability, or all damage or loss, is carried by this corporation, subject to the review and approval of the President.

Section 9. Any officer, agent, or employee of the corporation may be required to give such security for the faithful performance of his duties as shall be determined by the Deacons, who shall also determine the custody of any security so given.

Article VI. Employees and Salaries

Section 1. SENIOR PASTOR:

- a. His call and duties: A Senior Pastor shall be chosen and called by the Church whenever a vacancy occurs. His election shall take place at a meeting called for that purpose, of which at least one week's public notice shall be given. A representative Pastoral Search Committee shall be nominated by the Deacons for election by the church to seek out a suitable Senior Pastor and the Pastoral Search Committee's recommendation shall constitute a nomination, although any member has a right to make nominations. The Pastoral Search Committee shall bring to the Church for consideration only one man at a time. Three-fourths (3/4) of those present and voting must vote in the affirmative to call a Senior Pastor. The Senior Pastor thus elected shall serve the Church until the relationship is terminated by mutual consent or until discharged by three-fourths (3/4) vote of those present and voting upon proper notice. The Senior Pastor shall have charge of all welfare and oversight of the Church. He shall preside at all meetings of the Church, except as herein provided and shall be elected annually as President of the Corporation by the membership.
- b. His vacation and revivals: The Senior Pastor shall be given a vacation each year with pay at a time as he elects, the length of the vacation to be decided by the Personnel Committee and the personnel policy. In addition to the allotted vacation time, he shall be granted the privilege of conducting revival and special meetings away from the Church, consistent with the policy statement as approved by the Personnel Committee.
- c. His supply ministers: It shall be the responsibility of the Senior Pastor in counsel with the Deacons to see that the pulpit is filled in his absence.
- d. Salary of the Senior Pastor shall be recommended by the Personnel Committee, Finance Committee and Deacons and included in the annual budget to be approved by the church at a special meeting called for budget approval.

Section 2. ASSOCIATE PASTORS:

- a. Call: Associate Pastors shall be extended an indefinite call by vote of the Church in conference upon recommendation by the Senior Pastor to the Personnel Committee with the approval of the Deacons.
- b. Duties: Their duties and ministries shall be to actively support and promote the entire ministry and educational programs of the Church and its auxiliary organizations under the direction of and in association with the Senior Pastor.

Section 3. ASSOCIATE PASTOR/MUSIC & WORSHIP:

- a. Call: The Associate Pastor/Music & Worship shall plan and execute the entire church music ministry and music education program; plan the order of the service with the Senior Pastor; lead all congregational singing; and assist with general church projects under the direction of and in association with the Senior Pastor.

Section 4. PASTORAL ASSISTANTS:

The Personnel Committee and the Deacons, in conference with the Senior Pastor, may make recommendations to the Church for the employment of other Pastoral Assistants as the need may arise.

Section 5. ADMINISTRATIVE ASSISTANT(S):

- a. Employment: The Administrative Assistant(s) shall be employed by the Personnel Committee which may delegate hiring authority to the Director of Business and Financial Administration or the Senior Pastor's delegated staff member with the approval of the Senior Pastor.
- b. Duties: Duties of the Administrative Assistant(s) shall be determined by the Senior Pastor, Director of Business and Financial Administration, and Personnel Committee.

Section 6. OTHER EMPLOYEES AND STAFF MEMBERS: All other employees and staff members, regular and part-time, may be employed upon the recommendation of a designated staff administrator and reported to the Personnel Committee according to personnel policy.

Article VII. Organizational Officers and Their Election, and Duties

Section 1. All organizational officers of the church shall be under Church control, all such officers being elected by the Church annually for terms of one year.

Section 2. It is understood that the Senior Pastor is ex-officio head of all organizations, classes, unions, committees, etc., and his leadership is recognized in them all.

Section 3. The Bible Fellowship, Discipleship Training, Women's Ministry Team, and the Men's Ministry Team shall have officers and teachers nominated and elected. Teachers and leaders of these organizations shall be elected annually except for the Senior Pastor.

Section 4. Other Church Officers: The Church may elect other officers as it deems necessary to properly carry on the work of the Church.

Section 5. Church Membership for Officers and Teachers: All elected officers and teachers of the Church shall be members of this Church.

Article VIII. Committees and Ministry Teams of the Church

Section 1.

The following committees are required church committees:

a. The Committee and Ministry Team Nominating Committee, the Finance Committee, the Personnel Committee, the Missions Committee, and the annual election of new Active Deacons shall be nominated by the Deacon Nominating Committee and presented to the church at appropriate business meeting(s) for approval.

b. Nominating Committees: The Educational Nominating Committee shall consist of the Senior Pastor (Ex-officio) or his designee as chairman, and all Educational Division staff leaders, with appropriate representation from Bible Fellowship division Educational lay leadership, including Preschool, Children's, Youth, College and Career, and Adult ministries.

The duty of this committee will be to bring to the Deacons for church approval nominations of teachers and workers for all of the Educational ministry of the Church. The Educational Nominating Committee shall bring its recommendations in a timely manner prior to the start of a new Bible Fellowship year. The committee shall bring additional recommendations as needed throughout the year.

The Committee and Ministry Team Nominating Committee shall be nominated by the Deacons and elected by the Church. This committee shall consist of the Senior Pastor (Ex-officio) or his designee as chairman, and lay persons elected to a rotating three year term. Associate Pastors, administrative staff leaders, and lay representation from the prior year committees and ministry teams of the church shall assist in this process.

c. Finance Committee: This committee shall consist of not less than nine members of the church. The church Treasurer shall serve as Chairman of the Finance Committee. They shall prepare and submit to the Church at a called meeting an all-inclusive budget indicating the items and the amounts needed. Approval by the church of the budget shall constitute authority for the expenditure of each item in the budget. They shall recommend to the Deacons and the church the approval of any encumbrance, such as leases over \$15,000, and notes for any purpose, if the lease or encumbrance extends beyond any one budgeted year. They shall have the responsibility of supervising the expenditures of the budgeted items. They shall also have the authority to spend up to ten thousand dollars (\$10,000) with approval of the Senior Pastor no more than twice annually for any miscellaneous unbudgeted church item and reported to the Deacons at their next meeting and to the church at its next church conference.

The Finance Committee shall be elected for staggered terms of one to three years with one-third (1/3) of the members being elected each year. No member shall be elected for a term that would result in his serving more than three successive years. Members may be re-elected after a lapse of one year.

d. Personnel Committee: This committee shall consist of not less than six members of the Church to consider all matters affecting employed and called personnel of the Church, except those specifically designated to other committees. This committee shall, with the Senior Pastor, make recommendations concerning new church personnel and shall make annual recommendations in time for budget consideration by the Finance Committee concerning compensation, benefits, and other financial considerations. Such recommendations shall be submitted to the Deacons for subsequent approval by the Church. This committee shall serve as a source of counsel, advice, and assistance to the Senior Pastor in establishing and maintaining all policy matters affecting such personnel.

The Personnel Committee shall be elected for staggered terms of one to three years with one-third (1/3) of the members being elected each year. No member shall be elected for a term that would result in his serving more than three successive years. Members may be re-elected after a lapse of one year.

e. Missions Committee: This committee shall consist of not fewer than nine (9) members of the church to consider all mission support requests, to prepare the missions budget for the Finance Committee, to establish and maintain mission policy for the church, and to promote missions giving and involvement. The Missions Committee shall have the authority to spend up to ten thousand dollars (\$10,000) for any miscellaneous unbudgeted missions item

with the approval of the Senior Pastor no more than twice annually. All such expenditures will be reported to the Finance Committee and Deacons at their next meeting and to the church at its next church conference. All other committee expenditure shall be in accordance with the annual church budget and subject to review and approval of the Finance Committee, Deacons and the President.

Section 2. OTHER COMMITTEES AND MINISTRY TEAMS: The Church may elect other committees and ministry teams as it deems necessary to properly carry on the work of the Church at the recommendation of the Senior Pastor and the Committee and Ministry Teams Nominating Committee. All committees shall be elected for staggered terms of one to three years with 1/3 (one-third) of the members being elected each year. No member shall be elected for a term that would result in his serving more than three (3) successive years. Members may be re-elected after a lapse of one year.

Section 3. The membership of the Church shall be furnished annually with a list of current committees, and their members.

Section 4. All committees shall begin their terms in January after their election at the annual church conference.

Article IX. Finance--Budget, Execution of Contracts, Checks, Notes, Etc.

Section 1. PREPARATION OF THE BUDGET: The Finance Committee and the Senior Pastor, after advising with the Deacons and other responsible leaders of the various church organizations and ministries, shall prepare an annual budget which shall include provision for all expenditures. The budget shall provide an itemized breakdown of proposed expenditures and the amount needed.

Section 2. BUDGET YEAR: The church financial year shall be January 1st through December 31st.

Section 3. BUDGET PRESENTATION: The Finance Committee shall present the proposed annual budget to the Deacons for their approval, after which the annual budget shall be presented to the church at a called meeting for that purpose, announced at least one week in advance. Copies of the proposed budget shall be distributed to the membership for consideration at least one week prior to the date of the meeting for its consideration.

Section 4. SEPARATE ACCOUNTS: All receipts from all sources shall be kept in designated accounts: a general fund, and other separate accounts as the Church deems necessary.

Section 5. All deeds, mortgages and deeds of trust shall be signed by the President or Vice President and by the Secretary, provided, however, that in the absence of the Secretary or his inability to act, an Assistant Secretary or the Treasurer may sign. All notes, bonds, and other evidences of indebtedness shall be signed by the Treasurer or Assistant Treasurer and countersigned by the President or a Vice President. All checks and all contracts and agreements shall be signed by such officer or employee as shall be authorized to sign by appropriate resolution of the Deacons.

Section 6. The Director of Business and Financial Administration may approve leases for equipment with a purchase value up to \$15,000 and report such leases to the Finance Committee and the Deacons at the next Deacons meeting. All leases above \$15,000 must be approved by the Finance Committee, the Deacons, and the church.

Section 7. The Deacons in concert with the Finance Committee shall designate one or more banks as depositories of the funds of this company. Neither the Treasurer nor his fidelity bond shall be responsible for the loss of any funds of the company occasioned by his deposit of company funds in a bank duly designated as depository for the company.

Section 8. Notwithstanding the foregoing provisions contained in Sections 1, 2, and 3 above, the Deacons may from time to time specifically authorize the execution of notes, agreements, and the like, and the signing of checks or certain designated checks by other officers or employees of this corporation; and such instruments, signed in accordance with appropriate resolution of Deacons, shall be in all respects binding upon the corporation.

Section 9. The Treasurer shall prepare the year-end financial statement at the close of each fiscal year and shall present it to the membership and the Deacons as soon as practicable and shall furnish it at such other times as requested by the Deacons or the Church.

Article X. Notice of Meeting

Section 1. Whenever in these By-Laws notice is required to be given to the membership or to the Deacons of any regular meeting or of any special meeting of members or Deacons, such notice shall be deemed to have been specifically served at the time when such notice is (a) emailed, (b) placed in the U.S. mails with proper postage to the last known post office address of each member or of each Deacon, or (c) when given personally to each member or to each Deacon; provided, however, that notice to the membership shall require the announcement of the meeting at church service on at least one Sunday immediately prior to such meeting.

Article XI. Discipline

Procedure: Should unhappy differences arise between members, the aggrieved member shall, in a true Christian spirit, carry out the instructions of our Lord as set forth in Matthew 18:15—19.

In matters of moral concern, breach of the Church Covenant, or public scandal, an individual member, the Senior Pastor in counsel with the Deacons, or the Senior Pastor's delegated, appropriate person(s), shall endeavor to remove the offense.

- a. An individual knowing of a moral concern, breach of the Church covenant, a publicly scandalous matter, or personal offense shall speak privately to the person under concern in order to seek information and explanation through personal conversation and, if necessary, seek repentance, renunciation of the offending actions, and restitution. The result may be reported to the Senior Pastor to determine if further action should be taken.
- b. If the party(ies) refuses to cooperate with the attempt to gain information, cannot provide an adequate explanation, or refuses repentance, renunciation, or restitution, a Restoration Committee appointed by the Senior Pastor will approach the party(ies). Understanding that spiritual discernment and understanding through conversation rather than confrontation is an important element in wholesome discipline, the committee shall:
 - (1) Seek to clarify the issues,
 - (2) Promote understanding of differing points of view,
 - (3) Distinguish between sin before God and a disagreement between individuals,
 - (4) Distinguish between personal conviction and personal opinion,
 - (5) Seek confession and forgiveness where appropriate.

If an acceptable explanation can be made and/or if repentance, renunciation and restitution are acknowledged to the satisfaction of the Restoration Committee, the committee shall make a report and, if necessary, a recommendation to the Senior Pastor and the Deacons. If the matter is not resolved acceptably, the Restoration Committee shall make a recommendation to the Senior Pastor and Deacons regarding further disciplinary action.

c. The Restoration Committee shall follow the guidelines set down in Scripture and shall represent the church in such matters. The committee may recommend a probationary period for the offender which would include regular meeting for prayer, counsel and accountability. At the end of the probationary period, the committee will make a report of the results to the Senior Pastor. If a resignation of membership is requested but not made in writing within thirty (30) days to the church office, the church may vote to withdraw fellowship. The committee and Senior Pastor with the counsel of the Deacons may as necessary make a discreet but Biblically faithful statement to the church or an appropriate church body.

Article XII. Ministry Recommendations and Licenses to Preach

In the event a member of this church senses God's call to ministry and desires to prepare in an educational institution requiring church recommendation, the Senior Pastor may recommend to the Deacons the approval of this member for the educational institution on behalf of the church. The action by the Deacons on the recommendation shall be reported at the next quarterly church business conference.

In the event a member of this church requests the church to grant him a license to preach and has publicly indicated his call to preach, he may first be required to submit to an examination by the Senior Pastor and the Deacons, or to the Senior Pastor and a committee especially appointed for that purpose by the Deacons. The purpose of this examination would be to determine the applicant's call and fitness to preach under a license of this church. The Deacons, however, may also accept the recommendation of the pastoral staff to proceed with the licensing of the candidate. Upon recommendation of the Senior Pastor and Deacons and upon approval by the majority of the members present at any regular business meeting of the church, said member may be licensed to preach.

Article XIII. Ordination of Ministers

Section 1. In the event a member of this church expresses a desire to become a candidate for ordination to the Gospel ministry, the Senior Pastor will bring that personal request or a request from a sister church to the Deacons. If the Deacons expresses their approval, the Deacons will vote to convene an ordination council to examine the candidate at a mutually agreed upon date, and, in a customary manner among churches of like faith and order.

If the ordination council recommends with a unanimous report, the ordaining of the applicant, the report shall then be given to the church, and upon approval by a vote of at least ninety percent (90%) of the members present at any regularly scheduled service, the church shall proceed with the ordination.

Article XIV. Miscellaneous Provisions

Section 1. The seal of this corporation shall be in the custody of the Secretary or his designee, who shall affix it to all instruments or documents requiring the seal of this corporation. The form of the seal and the phraseology contained thereon shall be as adopted at the first meeting of the Deacons.

Section 2. The corporation shall indemnify any and all of its officers or members (or former Deacons/officers/members) for all expenses and damages actually and necessarily incurred by them in connection with the defense of any action, suit, or legal proceeding in which they or any of them are, or have been, parties by reason of their being or having been Deacons, or officers, or members or agents of this corporation. However, no indemnity shall be allowed or paid in connection with any matters as to which any such Deacons/ officers/members shall be finally adjudged by laws to have been guilty of or to have committed any criminal acts, gross negligence, or willful misconduct. Such rights of indemnity shall be in addition to all other rights or remedies to which such Deacons/officers/members may be entitled.

Article XV. Parliamentary Procedure

Parliamentary Procedure and Law shall be followed in all business meetings of the Church and in all business transactions of this Church. In the event a controversy over procedure should arise, *Robert's Rules of Order* shall be accepted unless otherwise specified in the Constitution or By-Laws.

Procedure: These By-Laws may be amended, altered, or repealed by a two-thirds (2/3) vote of the members present and voting at any regular business meeting of the Church: provided, however, that such amendment, alteration, or repeal must be given to the Secretary in writing; and its proposed change shall be presented to the Church at least thirty (30) days prior to the time the vote is taken.

Article XVI. Seal

The corporate seal shall have inscribed thereon the name of the corporation, with abbreviation "Inc." and the word "Seal," as shown on the margin of this article. The seal may be used by causing it or a facsimile thereof to be impressed or affixed or in any other manner reproduced.