



First Church of the Brethren

2710 Kingston Road, York, PA 17402

Congregational Structure

Adopted April 10, 2011

OUR MISSION STATEMENT:

“We are a faith community whose purpose is to Love God, to Share Christ, and to Serve the World.”

OUR VISION STATEMENT:

“We are called . . .

- 1. to strengthen our congregation through worship, educational, fellowship and recreational opportunities;**
- 2. to encourage mutual support and sense of belonging among the members and community;**
- 3. to share the good news of Christ's love to those around us and to invite and welcome new people into our fellowship;**
- 4. to respond to the needs of people, both near and far, as we are able;**
- 5. to be conscientious caretakers of the resources, gifts, and relationships God has given us;**
- 6. to serve the needs of the church and community by providing a Child Development Center supported by Christian values.**

OUR CORE FUNCTIONS ARE:

- | | |
|-------------------------------|------------------------------------|
| 1. Worship | 6. Staff relations |
| 2. Christian education | 7. Child Development Center |
| 3. Fellowship | 8. Facility care |
| 4. Hospitality | 9. Financial stewardship |
| 5. Witness | |

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Prologue:

Throughout its history, the congregation of the York First Church of the Brethren has been called to worship God and to serve the world. With this new Congregational Structure, the focal point of this congregation is its various ministries. The ministries include worship, education, spiritual enrichment, fellowship and hospitality, witness, financial stewardship, facility care, caring for its members through deaconing, and serving the community's little people through its Child Development Center.

The remainder of the congregational structure undergirds these ministries. This support comes from the congregation, which is the ultimate authority of the congregation, the leadership team which is the bridge between the congregation and the ministry teams, the spiritual gifts discernment team which drives the “calling to serve” process, and the staff relations team which glues together the congregation and all of our staff.

The Constitution and Bylaws that follows serves only as the backbone of this congregation. The remainder of the church's body parts are developed and then exercised to serve God here at this place at this time through each members' faithful and committed daily Christian living and by serving God and others.

The Constitution and Bylaws of this Congregation follow.

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These organizations support
the ministry teams

The ministries below are the
heart of this congregation..



York First Church of the Brethren Constitution - Adopted April 10, 2011

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CONSTITUTION AND BY-LAWS

First Church of the Brethren, York, Pennsylvania

Adopted April 10, 2011

PREAMBLE

The mission of the church has an inner and an outer direction. The inner direction is the nurture of its members which seeks to bring them more and more to the stature of maturity in Christ. The outer mission of the church is to proclaim the good news of the gospel and to be related, as God's instrument, to the problems and needs of the world. These two major functions of the church can be achieved to the extent that they are undergirded with stewardship of time, talent, and material resources.

The congregation is the basic unit of the church at work in the world. Its members must be alert to the opportunities about them to serve Christ. They must make their ministry relevant to changing cultural patterns and strive to be creative in communicating the Word and the Love of God.

To these ends this constitution defines the organizational structure and working procedures of the First Church of the Brethren, York, Pennsylvania.

CONSTITUTION

Article I - NAME

The name of this congregation shall be the First Church of the Brethren of York, Pennsylvania, in which name it is incorporated under the laws of the Commonwealth of Pennsylvania (incorporated March 25, 1957). The principle office and place of business of the congregation shall be 2710 Kingston Road, York, Pennsylvania, 17402. Hereinafter it is referred to as the congregation.

Article II - AFFIRMATION OF FAITH AND PURPOSE

STATEMENT OF PURPOSE

We, the members of First Church, will commit ourselves to God, Christ, and the Church. We will seek to grow and develop spiritually through a deeper prayer life, increased Bible study, and a vitalized celebration of worship. By the grace of God, these will nurture our spiritual commitment, sustain our daily life, and enable us in compassionate service within our congregation, our community, and our world. We will cause the light of Christ to shine and touch our neighbors in the world so that all will know that Jesus Christ is Lord.

1 The purpose of the congregation is based upon the following affirmations. The congregation:

2 1. Is founded upon the faith that there is but one God, a personal God, who in holy love creates,
3 sustains, and orders all.

4
5 2. Confesses Jesus Christ as the Lord of the Church and of all life.

6
7 3. Believes that the Holy Spirit is at work in the hearts and minds of persons, in the institutions and
8 structures of the world, and in sustaining the church through the gospel.

9
10 4. Accepts the New Testament as its standard of faith and practice.

11
12 5. Receives and declares the good news that God was in Christ, and in Christ the whole world is
13 being reconciled to God.

14
15 6. Holds that the church is the body of Christ and is under Christ's mandate to be faithful in accepting
16 and communicating the gospel to all people by word and deed.

17
18 7. Considers that all members of the congregation are responsible for the total ministry of the church.

19
20 **Article III - RELATIONSHIP TO THE WHOLE CHURCH**

21
22 1. The Church Universal

23
24 This congregation is part of the larger church which comprises the body of Christ. It, therefore,
25 recognizes other Christian bodies and seeks to support, and share in the direction of the cooperative
26 efforts of the church.

27
28 2. The Church Denominational

29
30 This congregation covenants to support faithfully the program of the Church of the Brethren,
31 recognizing Annual Conference enactments as having governing force in its life, and shall remain
32 a member of the Church of the Brethren or its successor.

33
34 This congregation shall send delegates to those official conferences of the Church of the Brethren
35 in which it is entitled to have representation.

36
37 In case of strife or division, if any part of the congregation refuses to abide by its obligation as a
38 member of the Church of the Brethren, that part of the congregation, whether a majority or minority
39 of its membership, which continues in unity with the Church of the Brethren, or its successor, shall
40 be recognized as the lawful congregation and shall continue in possession of all of the property of
41 the congregation.

1 If the congregation (a) disbands, (b) withdraws from membership in the Church of the Brethren, or
2 (c) so decreases in numbers and financial strength as to render the congregation unable to fulfill its
3 purpose, the Southern District of Pennsylvania of the Church of the Brethren or its successor, shall
4 have the right to take charge and control of all property, and thereafter to hold, manage, and convey
5 the same at the discretion of the district.
6

7 **Article IV - MEMBERSHIP**

8

9 1. Meaning of Membership

10 According to the New Testament, life in Christ means life in the body of Christ." For by one Spirit
11 we were all baptized into one body" (1 Cor. 12:13), so that we, "though many, are one body in
12 Christ, and individually members of one another" (Rom. 12:5). Membership in a local fellowship
13 of believers, the congregation, is the way in which we affirm and live out our membership in Christ's
14 larger body, the church universal. In our interrelatedness with other Christians in the local church,
15 we experience the fullness of the gifts of the Spirit, we discover ways to be faithful to our covenant
16 with God and each other, and we are able to support one another in carrying out our common calling
17 as the people of God. So it was in the house churches of the earliest Christians; and so it is in the
18 life of God's people today.
19

20 From the time of its beginnings, the Church of the Brethren has affirmed the importance of church
21 membership and sought ways to make church membership more meaningful. It is appropriate,
22 therefore, for the congregation and its members to reflect on their mutual accountability to one
23 another. On the one hand, the congregation has a covenantal responsibility to care for its members,
24 to encourage growth in freedom and discipleship, to help members discover their gifts and find ways
25 to serve, and to provide ministries which respond to both spiritual and physical needs. On the other
26 hand, each member has a covenantal responsibility to participate regularly in the life of the
27 congregation, to seek the counsel of the church in living out the way of Christ, to challenge the
28 church to greater accountability to its calling, to respond to opportunities to serve in the congregation
29 and beyond, and to contribute to the church's ministries in every way possible. Congregations may
30 use these general guidelines as a basis for developing more specific expectations for their
31 membership.
32

33 At the heart of our calling as members of Christ's body is the summons to follow Christ as his
34 disciples. Christians do not live unto themselves but are called to seek first the kingdom of God, to
35 risk themselves for Christ's sake, to take up the way of the cross. To accept and practice the costly
36 grace of radical discipleship is no easy task. In the community of faith, however, we find
37 courage and strength to live out our discipleship in solidarity with others.
38

39 2. Entering Into and Renewing Church Membership

40 Membership in the local church is open to all persons who, by their own act of faith, say yes to God's
41 offer of new life in Christ and accept the vocation of the covenant community, as taught and
42 practiced by the Church of the Brethren.
43

1 One of the responsibilities of the congregation is to reach out to persons irrespective of race, national
2 origin, or status in life, to share with them the good news of God's grace in Jesus Christ, and to invite
3 them to enter into the life of Christ's body.
4

5 When persons respond to this invitation, the church shall take steps to prepare them for membership.
6 Part of this preparation should consist of classes of sufficient length on the meaning of church
7 membership. Such classes offer an opportunity for persons to explore the faith and history of the
8 wider Christian community, to study the particular story and distinctive emphases of the Church of
9 the Brethren, and to become familiar with the life and expectations of the congregation they will be
10 entering. In addition to providing membership classes, the congregation may choose to identify
11 persons who will serve as sponsors of new members to assist in their orientation into the life of the
12 church. In whatever ways the congregation chooses to prepare persons for membership, the pastor
13 or minister has a key role to play here.
14

15 When persons seeking membership have completed their period of preparation, the board or
16 committee overseeing their preparation shall recommend them for membership in the congregation.
17 Following a congregational confirmation of acceptance as members, persons may be received into
18 the church in one of three ways:

- 19 (1) Confession of faith and baptism by trine immersion as practiced by the Church of the
20 Brethren.
- 21 (2) A letter transferring membership from another congregation of the Church of the Brethren
22 or of another Christian denomination.
- 23 (3) Reaffirmation of faith and renewal of the commitment to membership made at an earlier time
24 in another congregation.
25

26 Whatever the particular mode of reception, the act of receiving new members should be a festive
27 moment in the life of a congregation. It is a time for old and new members to affirm their
28 relationship with one another, a time to celebrate the joys and responsibilities of living in covenant
29 in Christ's body, and a time to lift up the lifelong process of growth to which baptism should lead.
30

31 The sequel to entering into membership is the renewing of membership. Only as we regularly renew
32 our covenant with God and with one another does that covenant function in a vital way. Historically,
33 Brethren worked at renewal of membership through an annual visit by the deacons to the homes of
34 members to reflect on the health of each person's relationship with Christ and the church--through
35 the love feast which traditionally followed that visit. Whether through this practice or through other
36 models of calling one another to accountability, the congregation shall provide its members with
37 annual opportunities to examine their faith and calling and to renew or reaffirm their relationship
38 with the church. As a part of this process, members may be invited to make specific commitments
39 related to their participation in the life and work of the church.
40

41 3. Membership Classification

42 Members shall be classified in one of three ways for statistical purposes and reported accordingly
43 on annual report forms:

1 a. Members. Members of the congregation shall consist of those persons who have been received
2 into the church by baptism, letter, or reaffirmation of faith, and who choose to continue their
3 membership when the congregation invites them to examine and renew the covenant relationship,
4 thereby confirming their intention to fulfill the responsibilities of members as described above.
5

6 b. Associate Members. Congregations may grant associate membership to three categories of
7 persons:

8 (1) Temporary residents, such as students and seasonal residents, who participate in the life of
9 a congregation on a seasonal or short term basis, and who continue to hold membership in
10 another congregation in the community of their permanent residence.
11

12 (2) Former residents, persons who have moved to a new location in which there is no Church of
13 the Brethren, and who wish to continue a relationship with the Brethren at the same time that
14 they become members of another Christian community.
15

16 (3) Former residents, persons who have moved to a retirement community and wish to retain a
17 relationship with this congregation.
18

19 Associate members have the right to vote and serve in the congregation granting their associate
20 status, and have a responsibility to contribute resources to support the ministries of that
21 congregation. Associate members are not eligible to serve on the Leadership Team, the Staff
22 Relations Team, the Gifts Discernment Team and the Deacons, or to represent the congregation
23 as delegates to district or annual conferences. (For more detailed guidelines on the rights and
24 responsibilities of associate members see section III.2 of the 1985 Annual Conference
25 Membership Study Committee report entitled "Church of the Brethren Membership Polity." in
26 a booklet form)
27

28 c. Separated Members. Separated members consist of those persons who were received into the
29 church as members, but who no longer participate in the church's life or carry out the commitments
30 expected of members, and who for three consecutive years fail to respond to invitations to reaffirm
31 or renew their relationship with the congregation. Whether the causes of separation have to do with
32 the individual, the congregation, or both, the congregation shall continue to explore ways to restore
33 the broken relationship.

34 Guidelines for working at reconciliation and restoration may be found in the 2002 Shalom Team
35 Report as adopted by the 2002 Annual Conference.

36 For statistical purposes, members whose residence is unknown and cannot be ascertained for three
37 consecutive years will also be designated as separated members.
38

39 4. Membership termination

40 Membership in a congregation of the Church of the Brethren may be terminated in one of the
41 following ways:

42 a. Death.

43 b. Transfer of membership by letter. A letter of transfer is the property of the congregation and shall

1 go from the granting to the receiving congregation. Either the letter or accompanying note should
2 indicate whether the member for whom the letter is being sent is a member or separated member.

3
4 c. Withdrawal. This action shall be taken by the congregation at the written request of the individual.

5
6 d. Removal. The congregation may act to remove a person's name from the list of members when:
7 (1) A member has joined another church, but failed to request a letter of transfer.
8 (2) The congregation determines that all attempts at reconciliation have failed.

9
10 **Article V - CONGREGATIONAL FORUM**

11
12 The Congregational Forum is the final authority and governing body. It is the church in business
13 session. The Congregational Forum shall be a place of open dialogue where members hear reports,
14 discuss new ideas, envision and approve goals, evaluate past accomplishments, make decisions for
15 future direction, and record the voice of the congregation on current issues where Christian witness
16 is urgent.

17 The Congregational Forum shall call officers, deacons, Ministry Team chairs, Deacon Chair, a Staff
18 Relations Team member, and the four at-large members of the Gifts Discernment Team. The
19 Congregational Forum shall also adopt budgets, rule on policy and organizational matters, and
20 authorize church officials to act on behalf of the congregation. All active members present at a
21 Congregational Forum shall be eligible to vote, except in matters requiring voters to be of legal age.
22 The Congregational Forum should strive for prayerful consensus and unity in its decision making.

23
24 **Article VI - OFFICIALS OF THE CHURCH**

25
26 The officers of the Congregational Forum shall be the moderator, the church clerk, the treasurer, and
27 the chair of the Leadership Team who also serves as assistant moderator. The moderator, assistant
28 moderator and church clerk shall be called for a three-year term by the Congregational Forum.

29 The Congregational Forum officers shall make decisions on behalf of the Leadership Team at its
30 direction or in emergency situations between regularly scheduled Leadership Team meetings.
31 Decisions of the Congregational Forum officers shall be made by consensus. If consensus cannot
32 be achieved, the decision must be made by the Leadership Team.

33
34 **Article VII - LEGAL OFFICER/TRUSTEES**

35
36 The legal officers for the corporate body shall be the moderator (president) or their assistants, the
37 church clerk, and either the Financial Resources Ministry Team chairperson (primary) or the Facility
38 Ministry Team chairperson (secondary).

1 **Article VIII - LEADERSHIP TEAM**

2
3 There shall be a Leadership Team consisting of the Leadership Team’s chair, the Ministry Teams’
4 chairs, the deacon chair, the CDC chair and the moderator who serves as vice-chair. The pastor(s),
5 the church clerk and the treasurer shall be ex-officio without vote.
6

7 The Leadership Team shall be invested with administrative powers to plan, coordinate, integrate, and
8 supervise the ongoing program of the congregation. The Leadership Team is primarily responsible
9 for program, long-range planning, initiation or discontinuation of programs, and the setting of goals
10 and objectives. The Leadership Team shall be empowered to act on behalf of the Congregational
11 Forum ad interim except for those actions specifically reserved for the Congregational Forum as set
12 forth in this constitution and bylaws.

13 The Leadership Team is accountable to the Congregational Forum. The Leadership Team shall
14 assure that the mission and vision of the congregation are fulfilled by encouraging and empowering
15 the development of new ministries by individuals and groups and also by evaluating existing
16 ministries and modifying or discontinuing them. These ministries shall aid in fulfilling the mission
17 and vision of the congregation and shall be faithful to the Church of the Brethren heritage and its
18 understanding of the New Testament as the rule of faith and practice.

19 The Assistant Moderator will serve as the Leadership Team Chair. The moderator shall serve as vice
20 chair and the church clerk as secretary of the Leadership Team. The Leadership Team shall strive
21 for prayerful consensus and unity in its decision making.

22 The Leadership Team shall be responsible for negotiating contracts and salaries of the paid staff.
23
24

25 **Article IX - MINISTRY TEAMS**

26
27 Ministry Teams shall be created by the Congregational Forum and are accountable to the Leadership
28 Team. Each team shall be composed of three or more members, including a chair, who is called by
29 the Congregational Forum. Other Ministry Team members shall be called by the Leadership Team
30 and the Gifts Discernment Team. The moderator, Leadership Team chair, and the pastor(s) shall be
31 ex-officio members without vote on all Ministry Teams. Each Ministry Team shall choose from its
32 membership a vice-chair and secretary.

33 As needed, depending upon the work load and the size of the congregation, additional Ministry
34 Teams or short-term Project Groups shall be created to carry out specific assignments. The number
35 of Ministry Teams will be based on the identified core functions of the congregation.
36
37

38 **Article X - DEACONS**

39
40 The deacon body's central interest is the spiritual, physical, and emotional well-being of the church
41 family. Its duties differ significantly from the tasks of Ministry Teams, whose responsibilities are
42 expressed in programs aimed to support, nurture, teach, and direct the ministry and mission of all

1 the congregation. In contrast, the deacons serve as caregivers of the congregational members.
2 The office of deacon is a congregational office and does not automatically transfer when a deacon
3 moves to a new congregation. The call to participate in the deacon body comes as a decision of the
4 Congregational Forum based on the individual's qualifications and the needs of the congregation.
5

6 **Article XI - GIFTS DISCERNMENT TEAM**

7
8 The Gifts Discernment Team shall fulfill the following:

- 9 a. oversee the gifts discernment process and the talent/interest/skill inventories
- 10 b. keep accurate records of member profiles
- 11 c. serve as a consultative group to church leadership in securing persons for ministries in the church
12 develop descriptions for every position in the church using a standardized form to include
13 position, title, term, tenure, group to whom accountable
- 14 d. budget resources, duties and appointments
- 15 e. oversee the calling of the Congregational Forum officers, the deacons, the chairs of the Ministry
16 Teams, the Deacon Chair, the four at-large members of the Gifts Discernment Team, a Staff
17 Relations Team member, and delegates to District and Annual Conference.

18 The Gifts Discernment Team shall consist of the following people:

- 19 a. designated pastor
- 20 b. moderator (shall serve as chair)
- 21 c. a deacon body representative
- 22 d. four at-large members (two women, two men).

23 The at-large members shall serve three years with staggered terms. All members of the Gifts
24 Discernment Team shall serve with vote.
25

26 **Article XII - STAFF RELATIONS TEAM**

27
28 The Staff Relations Team shall consist of one person appointed by the Leadership Team, one person
29 appointed by the pastor(s), a deacon representative appointed by the deacon body, one person called
30 for a two-year term by the Congregational Forum. (A second term may be served.) Those appointed
31 shall serve an indefinite term until replacement or resignation. There are four distinct general
32 functions: meet and consult with the pastors, assist with evaluation of non-professional staff, meet
33 with licensed and ordained ministers of the congregation, and recruit persons for church professions.
34 The Staff Relations Team shall not fulfill administrative functions. These administrative functions,
35 such as negotiating contracts and salaries, will be the responsibility of the Leadership Team.
36

37 **Article XIII - SHORT-TERM PROJECT GROUPS**

38
39 The Congregational Forum, the Leadership Team, or Ministry Teams may constitute or authorize
40 short-term Project Groups to carry out specific assignments. Such groups may also be constituted
41 by a group or individual within the congregation if the project to be done, as discerned by the
42 Leadership Team, falls within the stated mission/vision and policies of the congregation. When the

1 specific assignment is achieved, the Project Group shall be dismissed. Short-term Project Groups
2 are accountable to the Ministry Team constituting them or to the Leadership Team.

4 **Article XIV - RECORDS**

6 1. Official Documents

7 The following official documents related to the ongoing activities of the congregation shall be
8 preserved:

- 9 a. Legal Documents: Deeds, contracts, and other legal and governing documents.
- 10 b. Minutes: Congregational Forum, Leadership Team, Ministry Teams, Project Groups, and
11 other active groups within the congregation.
- 12 c. Records: Of members including name, date received into membership, and date and reason
13 for removal from roll; of ordinations, baptisms, weddings, deaths; worship and Sunday
14 School attendance; annual statistical reports; financial statements; significant correspondence
15 to and from the called, appointed, and employed officers who document congregational
16 program and activity.
- 17 d. Publications: Weekly worship bulletins, newsletters, bulletins or programs for special events,
18 directories, books, pamphlets, and brochures published by the congregation.

20 2. Ownership of Records

21 All correspondence and records created by persons called or employed to act on behalf of the
22 congregation while acting in that capacity are the property of the congregation held in trust for the
23 use and benefit of the Church of the Brethren. The congregation is urged to arrange for the
24 responsible, safe care of its records and documents.

26 3. Transfer of Records

27 Church records no longer in active use may be transferred by action of the congregation to a
28 depository approved by the district board where they can be protected from damage by fire and
29 where, under proper restrictions, they may be opened to examination.

30 Attention is called to the Brethren Historical Library and Archives at Elgin and to each of the
31 Brethren college libraries as appropriate depositories for church records.

33 **ARTICLE XV - BYLAWS**

35 1. Personnel Selection and Tenure

- 36 A. The Gifts Discernment Team shall maintain a personnel file indicating the interest,

1 giftedness, and record of service of all members. This team shall develop a process for
2 discerning spiritual gifts of all the members of the congregation and for finding the
3 appropriate ways to use those gifts for the ministry and mission of the church. The team
4 shall oversee the calling of persons for special duties in the church, such as the officers of
5 the congregation, members of the Leadership Team, deacons, delegates to district and Annual
6 Conferences, and other positions required by the Congregational Forum.

7 B. The term of office for all officers of the Congregational Forum shall be three years. Officers
8 shall not be eligible to serve more than two terms in succession.

9 C. The term of office for the chairs of the Ministry Teams shall be three years. They shall not
10 be eligible to serve more than two terms in succession. The other members of the Ministry
11 Teams shall have a term of two years. They shall not be eligible to serve more than three
12 terms in succession. If any Leadership Team or Ministry Team member is absent from
13 meetings without cause for six months, that office shall be declared vacant.

14 D. Approximately one-third of the membership of the Leadership Team shall be called in any
15 one year.

16 E. Delegates to District Conference: 2 years (one-half of number to be elected each year
17 according to district procedure) with a pastor and the Moderator serving each year by virtue
18 of their position.

19 F. Delegates to Annual Conference shall serve a one year term (limited to two consecutive
20 terms in five years, excluding the professional staff). A youth representative elected for a one
21 year term, to sit in on the general meetings (not a voting delegate) and attend the youth
22 functions.

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23
24 2. Employed Staff

25 A. Pastor(s)

26 The congregation shall employ a pastor(s) when needed. A person whose faith, aptness to
27 teach, preach, counsel, and administer, and whose educational qualifications have been
28 examined in consultation with the appropriate authorities in the Church of the Brethren.

29 The pastor(s) shall be properly ordained. In special interim situations a licentiate, or a
30 minister from another denomination, may serve upon approval by the Southern Pennsylvania
31 District - Church of the Brethren. The pastor(s) shall accept and adhere to the faith and the
32 practices of the Church of the Brethren and the local congregation as set forth in this
33 constitution. The pastor's life and conduct shall witness to Christian faith.

34 The pastor(s) shall be the spiritual shepherd of the congregation and the executive director
35 of the church program. The pastor(s) shall be an ex-officio member of the Leadership Team,
36 Ministry Teams and Project Groups as needed. Normally the pastor(s) shall preach and
37 teach, administer the ordinances, visit and counsel, and in various other ways aid the
38 congregation in worshiping and serving God.

39 B. Additional Professional Staff

1 When the congregation has grown to sufficient size, the employment of additional trained
2 staff shall be considered so as to assure the continued growth of the congregation and to
3 provide adequate leadership for the congregation. Other professional staff members could
4 include, but are not limited to the following: a director of Christian education, a director of
5 Christian witness, an associate pastor, a minister of music, an administrative assistant, a
6 congregational visitor, a youth minister, or others.

7 C. Other Paid Staff

8 The following staff and other positions may be added as needed to fulfill the needs of the
9 congregation.

10 1. Office Secretary

11 The church shall provide secretarial assistance for the pastor(s) and other needs.

12 2. Custodian(s)

13 Custodial services shall be provided for the care of the church buildings and grounds.

14 3. Facility Administrator

15 The Facility Administrator shall oversee the custodial staff and generally supervise the
16 day-to-day maintenance of the building and grounds.

17 4. Music Staff

18 a). An Organist shall provide organ or other keyboard instrument music in the worship
19 service.

20 b) A Choir Director shall develop and direct the Chancel Choir.

21
22 3. Staff Employment Procedures

23 A. The selection and call of a pastor(s) and other professional staff persons, as well as the
24 termination of their services to the congregation, shall be done in keeping with approved
25 Church of the Brethren polity and after seeking consultation and guidance of the authorized
26 officials of the Church of the Brethren.

27 A two-thirds majority vote of the members present and voting in a duly called
28 Congregational Forum shall be regarded sufficient to express the will of the congregation in
29 extending a call or in voting to continue the leadership of a pastor.

30 B. The office secretary shall be employed by the Leadership Team in consultation with the
31 pastor(s). The office secretary shall be responsible to the pastor(s).

32 C. The custodian and facility administrator shall be employed by the Leadership Team in
33 consultation with the Facility Ministry Team. The custodian and facility administrator shall
34 be responsible to the Facility Ministry Team.

35 D. The organist and choir director shall be employed by the Leadership Team in consultation
36 with the Worship Ministry Team and shall be responsible to the Worship Ministry Team.

37 E. The terms of employment for all employed staff shall be carefully stipulated and reviewed

1 annually. When the terms have been mutually accepted, such terms shall be set forth in
2 writing on approved forms and shall be considered an agreement between the contracting
3 parties.

- 4 F. When there is multiple staff, the division of responsibility and the lines of authority shall be
5 clearly defined and periodically reviewed by the appropriate church officials. Although
6 there must be close cooperation and harmony between staff members, in the final analysis
7 all personnel are responsible to the congregation for their conduct of their offices.

8
9 4. Church Officers

- 10 A. All officers shall be members in good standing of the local congregation. The moderator
11 should also be called from the local congregation. However, a person from outside the
12 congregation could be called if there is no qualified or willing persons for the office within
13 the church, or if circumstances within the congregation would suggest that a more “neutral”
14 party would be desirable to conduct the congregation’s decision-making. The moderator
15 should always be a member of the Church of the Brethren, preferably from the same district.
16 (For more detailed guidelines on the qualifications and selection of moderator, refer to the
17 2004 Annual Conference Paper “Duties and Relationship of Moderators to the Church of the
18 Brethren Organizational Structure”, adopted by the 2004 Annual Conference.)
- 19 B. The moderator shall be the official head of the congregation, but shall recognize the pastor(s)
20 as the spiritual and executive leader(s). The moderator shall preside at the Congregational
21 Forums and serve as vice chair of the Leadership Team and chair of the Gifts Discernment
22 Team. The moderator will be an ex-officio member with vote at Leadership Team and Gifts
23 Discernment Team meetings, but without vote at Ministry Team and Project Group meetings.
- 24 C. The chair of the Leadership Team shall serve as the assistant moderator.
- 25 D. The church clerk shall keep accurate minutes of the Congregational Forum and the
26 Leadership Team meetings. Minutes shall be kept, and they shall be the property of the
27 congregation.
- 28 E. The treasurer, who shall be an ex-officio member without vote of the Leadership Team and
29 the Ministry Team related to financial issues, shall keep a book of accounts of the
30 congregation. The treasurer shall receive the financial secretary's bank deposit slips for all
31 contributions, disburse funds upon proper "order on the treasury," make written reports of
32 all transactions to the Leadership Team and to the annual Congregational Forum, or at such
33 intervals as the Leadership Team may decide. The treasurer shall report the general state of
34 finances to the Leadership Team and shall also submit accounts to an audit annually at the
35 direction of the Leadership Team.
- 36 F. The financial secretary shall receive, keep records of, and deposit in the bank for the treasurer
37 all contributions from the members and other public and private offerings, and all other
38 receipts. At least two persons shall count and verify in writing all public offerings. The
39 financial secretary shall report periodically to the Ministry Team related to finances.
- 40 G. All financial personnel shall give corporate surety, in amounts determined by the Leadership

1 Team, for which premiums shall be paid by the congregation.

2 H. Indemnification of elected officials, appointed officials, and employees

3 1. General Rule:

4 Elected officials, appointed officials, and employees of First Church shall not be
5 personally liable for, and First Church shall indemnify and save harmless elected
6 officials, appointed officials, and employees from monetary damages as such for any
7 action taken, or any failure to take action, and First Church shall reimburse elected
8 officials, appointed officials, and employees for all legal and other expenses, reasonably
9 incurred by said persons in defense thereof, unless:

- 10 a. The elected official, appointed official, or employee has breached or failed to perform
11 the duties of his or her office under Section 8363 of the judicial code of Pennsylvania
12 related to standard of care and justifiable reliance, and
13 b. The breach or failure to perform constitutes self-dealing, willful misconduct or
14 recklessness.

15 2. Exception:

16 The provisions of this section shall not apply to

- 17 a. The responsibility or liability of an elected official, appointed official, or employee
18 pursuant to any criminal statute; or
19 b. The liability of an elected official, appointed official, or employee for the payment
20 of taxes pursuant to local, state, or federal law.

21
22 5. Leadership Team

23 The Leadership Team shall . . .

- 24 A. carry forth the vision/mission statement of the church.
25 B. provide an atmosphere of worship and invite personal sharing with one another at the
26 beginning of each Leadership Team meeting.
27 C. share resources and opportunities for leadership development offered by district,
28 denominational, and ecumenical agencies.
29 D. fulfill the directives of the Congregational Forum Meeting.
30 E. assign, supervise and coordinate the work of the Ministry Teams.
31 F. supervise and coordinate the work of the Project Groups not under the supervision of a
32 Ministry Team.
33 G. project long-range planning, set goals and objectives, recommend the initiation or
34 discontinuation of programs.
35 H. interpret rules of procedure for Ministry Teams and Project Groups.
36 I. make all necessary appointments with the Gifts Discernment Team.

- 1 J. fill all vacancies in congregationally-confirmed offices occurring between Congregational
 2 Forums and such other vacancies not otherwise provided for, with the Gifts Discernment
 3 Team.
- 4 K. act on recommendations from the appropriate Ministry Team on staff vacancies and present
 5 recommendations on personnel and terms of employment to the Congregational Forum for
 6 all professional staff personnel. Non-professional staff may be employed by the Leadership
 7 Team or the appropriate ministry teams with final authority by the Leadership Team and in
 8 harmony with congregational practice.
- 9 L. prepare items for the agenda for the Congregational Forum.
- 10 M. review the proposed budget for presentation to the Congregational Forum.
- 11 N. supervise, within the limits established by the Congregational Forum, the expenditure of all
 12 funds.
- 13 O. receive, consider, and make disposition of concerns brought by any group or individual
 14 member.
- 15 P. report its activities and actions to the Congregational Forum.
- 16 Q. bring recommendations to the Congregational Forum when major church policy needs
 17 revision.
- 18 R. enlist the help and consultation of the district executive and/or other district personnel in
 19 program planning and handling of special concerns.
- 20 S. define clearly and review periodically the division of responsibility and the lines of authority
 21 when there is a multiple staff.
- 22 T. negotiate contracts and salaries of the paid staff.
- 23 U. assist the pastor(s) in coordinating and giving balance to the various program aspects within
 24 the congregation's organizational structure.
- 25 V. meet regularly or as needed to transact the business of the church.
- 26 W. work with the Pastor(s) and Staff
- 27 1. Recommend suitable personnel for employment as the church secretary.
- 28 2. Represent the congregation in screening and nominating all professional personnel for
 29 employment by the Leadership Team and/or by the Congregational Forum, such as the
 30 pastor(s), associate pastor(s), administrative assistant, youth minister, director of
 31 Christian nurture, director of Christian witness, or a minister of music. The employment
 32 of the pastor(s) and other professional staff shall be in keeping with approved
 33 denominational placement procedures and in consultation with the district executive.
- 34 3. Stipulate carefully and review annually the terms of employment for all employed
 35 personnel. When the terms have been mutually accepted, they shall be set forth in
 36 writing and considered an agreement between the church and its employees.
- 37 X. provide copies of meeting minutes to the church office for filing and distribution within two
 38 weeks when possible.

1 Y. take appropriate action on other miscellaneous items not specified elsewhere.

2
3 6. Ministry Teams

4 A. Ministry Teams shall be responsible for developing ministries in areas such as:

- 5 1. Fostering the spiritual life of the congregation through worship, music, education,
6 spiritual enrichment and fellowship/hospitality.
- 7 2. Securing leadership for special meetings and providing pulpit supply when needed.
- 8 3. Directing the congregation's witness to the world through evangelism, church planting,
9 ecumenical relations, missions, social action, and ministry to the needy.
- 10 4. Acquiring, holding, and conveying property in accordance with the decision of the
11 Leadership Team and/or the congregation.
- 12 5. Caring for, protecting, and maintaining all church property.
- 13 6. Receiving, disbursing, and recording all funds of the congregation.
- 14 7. Building the annual budget for Leadership Team review.
- 15 8. Planning of stewardship emphases.
- 16 9. Recruiting, training, and mentoring leaders in cooperation with the Gifts Discernment
17 Team.

18 B. In general:

- 19 1. Mission and vision statements, core functions, size of the congregation and available
20 resources will determine the number of needed teams.
- 21 2. Basic areas of church life will be covered by Ministry Teams. Ministry Teams will be
22 added and dissolved as new areas of ministry are identified, as the congregation's needs
23 change, and as persons and groups discern ministries in which they want to be involved.
- 24 3. Each team will be chaired by a person called by the Congregational Forum, for a
25 three-year term, with a limit of two terms.
- 26 4. The Gifts Discernment Team and the Leadership Team will interact to call other persons
27 to complete the team. They shall serve two-year terms with a maximum three-term
28 tenure.
- 29 5. Each Ministry Team will:
 - 30 a. Identify its goals as related to the mission and vision statements.
 - 31 b. Identify the gifts and skills needed on the team to carry out its ministry.
 - 32 c. Report to the Leadership Team on a regular basis.
 - 33 d. Appoint a vice chair and secretary.
 - 34 e. Meet regularly or as needed.
 - 35 f. Work cooperatively with those carrying out specific ministries; empowering them

1 with the appropriate authority to fulfill their responsibilities (e.g., Christian education
2 teachers, choir director, etc.).

3 g. Provide copies of meeting minutes to the church office for filing and distribution
4 within two weeks when possible.

5 h. Each Ministry Team shall prepare annually a tentative budget for its program area
6 which shall be submitted to the Financial Resources Ministry Team for its use in
7 preparation of the full church budget.

8 C. Specific duties based upon the core functions for Ministry Teams:

9 1. Worship Ministry Team

10 The Worship Team, along with the pastoral staff, seeks to aid the congregation in
11 creating and participating in worship experiences that glorify God and reflect the
12 Mission, Vision, and Goals of the congregation. They strive to provide a variety of
13 worship forms so that all members find appropriate ways to express their faith as they
14 worship.

15 Specific duties based upon the core functions for the Worship Team are as follows:

16 a. Arrange for pulpit supply and other ministerial services during the absence of the
17 pastor.

18 b. Assist in the planning and scheduling of corporate worship experiences, including the
19 training and appointment of personnel such as ushers, lay worship leaders, sanctuary
20 preparation (flowers, worship center, acolytes, sound and lighting, storytellers).

21 c. Counsel with the pastor regarding the ministry of preaching.

22 d. Plan for seasonal events such as Lent, Easter, Pentecost, Thanksgiving, Advent,
23 Christmas.

24 e. Develop a list of members willing to serve as worship leaders in consultation with
25 the Gifts Discernment Ministry Team.

26 f. Identify musicians, speakers, and other artists in consultation with the Gifts
27 Discernment Ministry Team.

28 g. Provide for the proper filing and cataloging of music.

29 h. Consult with the Audiovisual Team regarding the best use of existing equipment and
30 the need for new equipment to facilitate effective music ministry.

31 i. Develop job descriptions for all appointments and supervise as appropriate.

32 j. Evaluate all paid musical staff and communicate results to the Staff Relations Team
33 and the Leadership Team.

34 k. Encourage the sharing of talents and gifts through the arts, music, drama, and
35 creativity in worship services.

36 l. Develop and provide guidance for the ministry of music, including choirs, special
37 music, soloists, instrumentalists, etc.

- m. Form other teams as needed to carry out its responsibilities and protect the uniqueness of each worship service. (i.e. Praise Service)
- n. Encourage participation in ecumenical worship services.
- o. Provide publicity directly related to special worship services.
- p. Other specific items as defined in the approved Worship Team's more detailed job descriptions.

2. Education Ministry Team

The Education Ministry Team provides the opportunities and resources for study that will encourage the congregation to grow in faith and understanding of Jesus' teachings. Objectives pursued by the Education Ministry Team are always to be guided by the Mission, Vision, and Goals of the congregation.

Specific duties based upon the core functions for the Education Ministry Team are as follows:

- a. Provide opportunities and resources for formal study in Christian education classes, membership classes, short-term courses or seminars in specific interest areas, and training courses for group leaders.
- b. Encourage people to participate in formal study beyond the congregation by taking related courses in adult education in area colleges, in short-term summer schools, or in lay training program sponsored by church/interchurch agencies.
- c. Provide opportunities and resources for informal study through house groups, intercultural groups, community affairs groups, or other small groups; outdoor education efforts; camps; retreats.
- d. Develop a library that offers creative reading for all.
- e. Give consideration to educational values in talk-backs or discussions of sermons.
- f. Make all appointments for which the commission is responsible, such as church school teachers, librarian, and related committees.

3. Fellowship/ Hospitality Ministry Team

The Fellowship/Hospitality Team assists the congregation in creating an environment where current members can experience caring relationships in our community of faith, where visitors are welcomed and effectively assimilated into the life of the church. Objectives pursued by the Fellowship/Hospitality Team are always to be guided by the Mission, Vision, and Goals of the congregation.

Specific duties based upon the core functions for the Fellowship/Hospitality Team are as follows:

- a. Assist the congregation in creating a hospitable environment where visitors are

1 welcomed and new people effectively assimilated into the life of the church.

- 2 b. Plan congregational social opportunities.
- 3 c. Give consideration to fellowship opportunities for the community surrounding the
4 church.
- 5 d. Provide guidance for needs of specific fellowship groups such as adult, youth, and
6 Christian education classes.
- 7 e. Develop plans and secure leadership for interest groups such as hobbies, parents,
8 recreation, therapy.
- 9 f. Promote participation in District and Denominational Fellowship events and
10 activities.
- 11 g. Work with other groups to organize fellowship opportunities (i.e., Easter Breakfast,
12 Advent Breakfast, W.E. Gather meals, etc.)
- 13 h. Develop a visitor follow-up ministry so that visitors effectively feel welcomed into
14 the church by congregation members and not just pastoral staff.
- 15 i. Develop and run a Hospitality Center for Sunday morning services.

16 17 4. Spiritual Enrichment Ministry Team

18 The Spiritual Enrichment Ministry Team assists the congregation in creating an
19 environment where current members can be challenged and encouraged to grow in their
20 Christian faith and practice. Objectives pursued by the Spiritual Enrichment Team are
21 always to be guided by the Mission, Vision, and Goals of the congregation.

22 Specific duties based upon the core functions for the Spiritual Enrichment Ministry Team
23 are as follows:

- 24 a. Provide opportunities and suggestions for personal and group meditation and
25 reflection.
- 26 b. Provide opportunities and resources for informal study through clubs, house groups,
27 intercultural groups, occupational groups, community affairs groups, outdoor
28 education, camps, retreats or other small groups.
- 29 c. Develop opportunities for members to renew their baptismal covenants regularly with
30 God and the church.
- 31 d. Consult with the Pastor(s) for leadership in guiding the spiritual life of the
32 congregation.
- 33 e. In addition to the regular worship services, develop alternative opportunities for
34 worship and spiritual renewal (e.g. Spiritual Life Emphasis services or Revival

1 Services, etc.).

- 2 f. Identify persons with giftedness in small group leadership, train and encourage those
3 persons to develop small groups.
- 4 g. Periodically interview members of the congregation to determine if there are needs
5 that are not being met.
- 6 h. Consult with the Pastors on Yearly Ministry Focus Themes. Promote and develop
7 activities and ministries related to the Yearly Ministry Focus Theme.

8 **5. Witness Ministry Team**

9 This Ministry Team shall be responsible for directing the congregation's witness to the
10 world through evangelism, church extension, ecumenical relations, missions, social
11 action, ministry to the needy (voluntary services, international service, etc.), mass media,
12 and daily vocations. It shall assist the congregation in presenting the claims of Christ
13 upon persons and upon the social structures of society.

14 Specifically, it shall be responsible for such concerns as the following:

- 15 a. Share the good news with as many persons as possible and challenge individuals to
16 identify with Christ and His mission.
- 17 b. Be alert to work with other congregations, both ecumenically and within the
18 denomination, in developing new congregations and new forms of ministry.
- 19 c. Assist in sensitizing the congregation to the unmet needs of the world, both within
20 and beyond the local community, and suggest ways of working with other churches
21 and agencies in responding to these needs.
- 22 d. Encourage and support individual members as they seek to make a Christian witness
23 at their places of employment, in the neighborhood and community, and to civic and
24 social groups.
- 25 e. Give leadership to the congregation in the areas of peace, international relations,
26 academic life, citizenship and political life, economic life, race relations, religious
27 freedom, and temperance.
- 28 f. Interpret volunteer service opportunities to youth and adults and recruit members for
29 such service.
- 30 g. Give leadership to the congregation in supporting community welfare institutions for
31 the poor, aged, dependent children, mentally ill, physically handicapped, mentally
32 retarded, delinquents, alcoholics, and drug addicts.
- 33 h. Assist the congregation in responding to disasters of any kind.
- 34 i. Alert the congregation to opportunities for participating in student exchanges,
35 resettlement of refugees, and sending members to seminars, work camps, and tours.

- 1 j. Send delegates to conferences and seminars on social concerns for purposes of
2 information and training.
- 3 k. Interpret the church's peace position and alternative service, and counsel all young
4 persons regarding military recruitment.
- 5 l. Actively involve the congregation in the ministry of reconciliation and interpersonal
6 peacemaking in the church, community, and family.
- 7 m. Interpret service opportunities, such as workcamps, resettlement of refugees, disaster
8 relief, volunteer service, to congregations and recruit persons for service.

9

10 6. Financial Resources Ministry Team

11 The Financial Resources Team is concerned with the adequate corporate stewardship of
12 the resources of the congregation.

13 The Financial Resources Team will:

- 14 a. Educate and encourage members to be good stewards of their resources, and
15 encourage Christian giving.
- 16 b. Provide and distribute envelopes to all members to be used in presentation of gifts
17 and offerings during worship services and other opportunities. Encourage envelope
18 use and the practice of tithing.
- 19 c. Provide educational opportunities pertaining to the Christian perspective on wills,
20 trusts and gifts.
- 21 d. Administer the funds of the church. Oversee the job functions, as described in the
22 appropriate job descriptions, for financial recorder, church treasurer and assistant
23 treasurer, and auditor. Provide the necessary means for keeping accurate and
24 complete records.
- 25 e. Implement timely reporting of the church's financial status to Ministry Teams,
26 Leadership Team and Congregation. Report on all funds to the Congregational
27 Forum.
- 28 f. Be concerned for an adequate corporate stewardship of the congregation, including
29 the ratio of resources going to outreach
- 30 g. Establish proposals for outreach giving and recommend guidelines to all ministry
31 teams for budget planning.
- 32 h. Provide an annual audit.
- 33 i. Allocate and define authority with respect to the establishment of bank accounts and
34 the signing of checks and other legal documents.

- j. Provide or suggest opportunities for participation in stewardship of the Earth's resources.
- k. Provide opportunities for stewardship of time, talents, and financial resources.
- l. Review all budgets for presentation to the Leadership Team and to the Congregational Forum.

7. Facility Care Ministry Team

The Facility Care Ministry Team manages and maintains the church's buildings and properties in a manner that will facilitate their effective use in carrying out the congregation's Mission, Vision and Goals.

The Facility Care Ministry Team will:

- a. Supervise the care, maintenance, and development of church property, such as the maintenance of facilities, custodial service, future needs and archive documents.

7. Deacons

- A. A The Deacon Chair is called by the Gifts Discernment Team.
- B. Deacons may be called for a term or for a continuing succession of three year terms. After each three year period of ministry, opportunity should be given for deacons to review their ministry experience. Following a positive review and affirmation, the deacon may enter into another period of ministry.
- C. Counsel with the pastor in planning and arranging for communion, love feast, baptism and anointing.
- D. Deacons determine the number of deacons needed to meet their needs. When deacons' duties include a caregiving ministry to every household in the congregation, a suggested guide is one deacon caregiver for every ten active households. (1997 Annual Conference Statement on Deacon Ministry in the Church of the Brethren, p. 16.)
- E. The deacons shall serve as the membership team. They shall recommend individuals for membership. They shall consult with the pastor(s) regarding the listing, classification, reporting, and termination of membership. They shall develop and make use of an up-to-date list of prospective church members.
- F. The deacons shall receive the names for the at-large positions on the Gifts Discernment Team and shall discern, call, and present the people to the Congregational Forum for affirmation.
- G. The deacons shall appoint a deacon representative to serve on the pastoral relations team.

1 H. The deacon body chair serves as a member of the Leadership Team by virtue of office with
2 vote. The deacon body representative serves as a member of the Gifts Discernment Team
3 with vote. A deacon body representative also serves on the Staff Relations team. The
4 deacon body is accountable to the Congregational Forum, to whom it will directly report.

5 I. Suggested ministries include the following:

- 6 1. Ministry at baptism and assistance with new members.
- 7 2. Ministry at the Love Feast and Communion.
- 8 3. Ministry to the poor and needy in the congregation.
- 9 4. Ministry to the sick and shut-ins of the congregation.
- 10 5. Ministry of reconciliation and restoration.
- 11 6. Ministry through a shepherding program.
- 12 7. Ministry to the bereaved.

13 J. Prepare the Deacons' budget to be submitted to the Financial Resources Ministry Team.

14
15 **8. Gifts Discernment Team**

16 The Gifts Discernment Team shall consist of the following people: the pastor or member of the
17 pastoral team, moderator (shall serve as chair), a deacon body representative, four at large members
18 (two women, two men). The at-large members shall serve three years with staggered terms. All
19 members of the Gifts Discernment Team shall serve with vote.

20 The Gifts Discernment Team shall . . .

- 21 A. oversee the gifts discernment process and talent/interest/skill inventories
- 22 B. keep accurate records of member profiles
- 23 C. serve as a consultative group to church leadership in securing people for ministries in the
24 church
- 25 D. develop descriptions for every position in the church using a standard form to include
26 position, title, term, tenure, group to whom accountable, budget resources, duties, and
27 appointments
- 28 E. oversee the calling of the Congregational Forum officers, the deacons, the chairs of the
29 Ministry Teams, the Deacon Chair, the four at-large members of the Gifts Discernment
30 Team, a Staff Relations Team member, delegates to District and Annual Conference using
31 the following process:

32 When (wks)

- 33 -20 1. At least six weeks prior to the congregational call, the Gifts Discernment Team
34 shall announce the positions needing to be filled and corresponding

- 1 responsibilities.
- 2 2. During that six-week period the Gifts Discernment Team shall be responsible for
- 3 educating the congregation on discernment of spiritual gifts and the call process.
- 4 -14 3. The moderator shall convene a Congregational Forum following a Sunday
- 5 morning worship service at which time the Gifts Discernment Team shall
- 6 distribute a blank ballot with a listing of positions to be filled.
- 7 -14. 4. Names of ineligible persons (church officers and Leadership Team members
- 8 serving unexpired terms) shall be shared with the congregation.
- 9 -14. 5. After a time of prayer and discernment the members of the congregation shall be
- 10 instructed to write the name of the person they believe should be called to each
- 11 position which is open.
- 12 -14. 6. The Gifts Discernment Team shall receive these names and based upon these
- 13 names from the Congregational Forum, the spiritual gifts inventory, and prayer,
- 14 issue a call on behalf of the congregation to the individual for the position.
- 15 -11-st 7. The deacons shall receive the names for the at-large positions on the Gifts
- 16 Discernment Team and shall discern, call, and present the persons to the
- 17 Congregational Forum for affirmation.
- 18 - 4-end
- 19 - 3 7.5 Slate available to church office for Congregational Forum booklet.
- 20 -0- 8. When all positions are filled through this process, the persons who have accepted
- 21 the call for their respective positions will be affirmed by the Congregational
- 22 Forum.
- 23 -0-st 8.5 Ministry Team Leaders select appointees.
- 24 +4-end
- 25 -0-st 9. In the event of an unclear call or a call that is not accepted, the Gifts Discernment
- 26 Team, after consultation with the Leadership Team, shall issue the call to another
- 27 individual.
- 28 +2-end
- 29 +2-st 10. Recycle 8.5 if needed. The Ministry Team Leaders will select appointees.
- 30 F. appoint a person to fill the unexpired term together with the Leadership Team in the
- 31 event of a vacancy
- 32 G. serve as the congregational contact team for district and denominational groups
- 33 responsible for calling leaders. This team shall have the responsibility for suggesting
- 34 people for district and denominational leadership;
- 35 H. training and coaching of team members shall be the responsibility of the pastor(s) and
- 36 moderator as delineated below.
- 37 1. The Moderator is responsible for the team's overall direction early in the

1 church year.

- 2 2. The Pastor(s) are responsible for team members' contact skill-building just
3 prior to candidate recruitment.

4
5 **9. Staff Relations Team**

6 The Staff Relations Team shall consist of one person appointed by the Leadership Team, one person
7 appointed by each pastor, a deacon representative appointed by the deacon body, one person who
8 serves as convenor and is called for a two-year term by the Congregational Forum. A second term
9 may be served. Those appointed shall serve an indefinite term until replacement or resignation. There
10 are four distinct general functions:

11 **A. Pastoral Relations**

12 The team shall . . .

- 13 1. meet with the pastor(s) quarterly, or more often as needed, in an advisory
14 capacity and serve in maintaining good ministerial relationships with the
15 congregation
- 16 2. consult with the pastor(s) regarding vacations, professional growth, and
17 training opportunities
- 18 3. consult with the pastor(s) regarding requests from outside individuals or
19 groups for special appeals, programs, services, or other community or wider
20 church involvements
- 21 4. assist the pastor(s) in coordinating and giving balance to the various program
22 aspects within the congregation's organizational structure.

23 **B. Staff Relations**

24 The team shall . . .

- 25 1. annually assist with the evaluation of all non-pastoral paid staff with the
26 assistance of the pastor(s) for the office staff, the Worship Team for the
27 music staff, and the Facility Care Team for the facility administrator and
28 church custodian(s).
- 29 2. make salary and work schedule recommendations to the Leadership Team
30 based on the evaluations performed.

31 **C. Ordained and Licensed Ministers**

32 The team shall . . .

- 33 1. meet with licensed and/or ordained ministers annually to be supportive of the
34 pastoral activities of these persons.

35 **D. Recruiting**

36 The team shall . . .

- 37 1. recruit capable men and women for church occupations, giving them

1 encouragement and guidance during their training and make
2 recommendations to the congregation and district regarding special
3 commissioning, such as licensing and ordination.

- 4 E. Meet quarterly or as needed.
- 5 F. The Staff Relations Team shall not fulfill administrative functions. Administrative
6 functions, such as negotiating contracts and salaries, will be the responsibility of the
7 Leadership Team.
- 8 G. Prepare the Staff Relations Team budget to be submitted to the Financial Resources
9 Ministry Team.

10 **Article XVI - COMMUNICATIONS**

11
12
13 Open and effective communications are vital within the life of this congregation. It is important to
14 communicate noteworthy information on a frequent basis via a variety of communications methods
15 to become a more informed congregation. The responsibility to communicate to the congregation
16 belongs to each team. However, the congregation accepts that staff-related matters are extremely
17 confidential and are the responsibility of the Leadership Team. Communication methods include:

- 18 1. Publish a periodic newsletter(s). - Leadership Team
- 19 2. Prepare and distribute a brochure introducing the congregation to the community. -
20 Leadership Team
- 21 3. Promote the use of denominational publications. - Pastor(s)
- 22 4. Encourage the use of technology for interpretation and education and provide adequate
23 equipment. - All organizations.
- 24 5. Interpret local, district, and denominational ministries. - Pastor(s)
- 25 6. Make available to the congregation minutes of the Congregational Forum, Leadership Team
26 and Ministry Teams within two weeks after their respective meetings. -Team Leaders
- 27 7. Assure that a copy of the Constitution is available to every member. - Leadership Team

28 **Article XVII - PROGRAM AND FISCAL YEAR**

29
30
31 Congregational leaders shall assume their duties on January 1. The fiscal year shall be the same as
32 the calendar year. Salaries and extended contracts shall be negotiated at the regular budget-building
33 time for the upcoming fiscal year when practical.

1 **Article XVIII - BUSINESS MEETINGS**

- 2
- 3 1. A semi-annual Congregational Forum shall be held. Other regular meetings may be held as
4 determined by the Congregational Forum. Special meetings may be called by the moderator
5 or the Leadership Team upon giving a fourteen-day written notice. The date of the Semi-
6 Annual Congregational Forum and other special meetings shall be given to the District office
7 as requested.
- 8 2. Adequate advance notice of all Congregational Forums and their agendas shall be given to
9 the membership involved.

10

11 **Article XIX - QUORUM**

- 12
- 13 1. Although it is desirable to have as many members present as possible for Congregational
14 Forums, no quorum shall be required except as might be specified by law.
- 15 2. For meetings of the Leadership Team and Ministry Teams, a majority of the members shall
16 constitute a quorum.

17

18 **Article XX - RULES OF ORDER**

19

20 The congregation shall strive for prayerful consensus and unity in its decision making. However,
21 when consensus is not possible, then "Robert's Rules of Order" shall become the official rules of
22 order for the Congregational Forums, Leadership and Ministry Team meetings.

23

24 **ARTICLE XXI - AMENDMENTS**

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26 The congregation shall strive for prayerful consensus and unity in its decision making. However,
27 if it is not possible, the constitution and by-laws may be amended by a 2/3 vote of the members
28 present and voting at any session of the Congregational Forum, provided that the amendment has
29 been presented at a previous Congregational Forum.

30 **- END -**