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45 **I. PREAMBLE**  
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47 **Preliminary to any plan of local church organization is an understanding of the**  
48 **mission of the church. This mission, set forth in the Great Commission: though**  
49 **never fully understood, may be defined as having an inner and an outer direction.**  
50 **The inner mission of the church is to nurture its members, seeking ever to bring**  
51 **them more and more to the stature of maturity in Christ. The outer mission of the**  
52 **church is to be related, as God's instrument, to the problems and the needs of the**  
53 **world. These two major functions of the church are achieved to the extent that they**  
54 **are under girded with stewardship of time, talent and material resources.**

55 **The “congregation” is composed of servants of the Lord who are alert to the needs**  
56 **and opportunities that arise. They make their ministry relevant in changing times**  
57 **to spread the Word of God and His great love to all the world effectively.**  
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59 **The “constitution” states the fundamental principles of government adopted by The**  
60 **Congregation. The “bylaws” are detailed rules and regulations to follow as**  
61 **incorporated its organizational plan.**  
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## II. CONSTITUTION

### Article 1: CORPORATE NAME

- A. As of January 1, 2002, the corporate name became Arcadia Church of the Brethren, Florida, Inc., hereinafter referred to as “the Congregation.”
- B. It is a corporation, not for profit, under the laws of the State of Florida and is a recognized Congregation in the Atlantic Southeast District of the Church of the Brethren. National offices of the Church of the Brethren are located in Elgin, Illinois.
- C. Its fiscal year and church year shall be January 1 to December 31 annually, as designated by Annual Conference.

### Article 2: MISSION STATEMENT

"Worshiping and Sharing,  
Reaching Out and Caring,  
Serving God...  
Peacefully, Simply, Together."

### Article 3: VALUES STATEMENT

- Worship 1.* We worship an awesome and wonderful God (Father, Son, & Holy Spirit) with a loving heart
- Evangelism 2.* We reach out to those who haven't accepted Jesus Christ as their Savior and those who stray from following the path Jesus demonstrated with His life.
- Growth 3.* We strive to welcome future dedicated disciples, develop our own spiritual lives, and live out the Good News with integrity and maturity.
- Unity 4.* We operate as a loving unified body of Christ.
- Care 5.* We genuinely care for others
- Diversity 6.* . We value individual uniqueness and diversity of all peoples when utilizing God's blessings.
- Prayer 7.* We practice an earnest prayer life, seeking daily God's guidance., praying for others, seeking God's vision, combating evil, which enables us to live near the heartbeat of God
- God's Word 8.* We communicate God's Word through positive preaching and teaching under the power of the Holy Spirit
- Openness 10.* We open our hearts, facilities and resources to meet the ever changing needs of today's society.
- Change 11.* We hold that change and risks are necessary, therefore expect failures as well as blessed successes.

- 122           ***Responsibility 12.*** We act with responsibility and authenticity in all our  
123 relationships and in congregational life.  
124           ***Truth 13.*** We tell the truth in all things.  
125           ***Leadership 14.*** We support and communicate with the lay and pastoral  
126 leaders as they make decisions while leading us in our common mission.  
127           ***Laitly 15.*** We fully utilize the spiritual gifts of ministry given to our  
128 members by the Holy Spirit  
129           ***Pastor 16.*** We keep the pastor in our prayers to help him grow, prosper  
130 and be filled with God's Spirit.  
131           ***Devotion 17.*** We are to model our love of the Lord through devotion to  
132 Christ and our actions in daily life.  
133           ***Honor 18.*** We are totally dedicated to honor God in all we do.  
134           ***Service 19.*** We seek to identify specific needs in the community, both  
135 and physical, and to act on those needs as God leads  
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#### 137           **Article 4: RELATIONSHIP TO THE WHOLE CHURCH**

##### 138           **A. The Church Universal:**

- 139           •   **The Congregation is a part of the complete Body of Christ. It shall**  
140           **therefore recognize other Christian bodies and denominations. It**  
141           **shall seek to cooperate with and help give direction to united**  
142           **efforts.**

##### 143           **B. The Church Denominational:**

- 144           •   **This Congregation shall covenant to support faithfully the**  
145           **program of the Whole Church. It shall recognize Annual**  
146           **Conference enactments as having a direct influence in its existence**  
147           **and shall remain a member of the Church of the Brethren or its**  
148           **successor as long as enactments remain biblically based.**

##### 149           **C. This the Congregation shall send delegates to official conferences to** 150           **which it is entitled to have representation.**

#### 151           **Article 5: FAITH STATEMENT**

152           **As members of the Arcadia Church of the Brethren, Florida, Inc, (the**  
153           **Congregation),**  
154           **WE DECLARE that the Church of Jesus Christ "is essentially, intentionally**  
155           **and constitutionally one."**  
156           **WE AFFIRM that the primary biblical purposes of the Church are:**  
157           **Worshiping an awesome and wonderful God; Proclaiming the Good News in**  
158           **word and deed, intentionally inviting people into relationship and**  
159           **discipleship with Jesus Christ; Being the presence of Christ in the world, as**  
160           **Jesus was God present in the world; Fostering spiritual maturation in**  
161           **believers; Building fellowship and love in the Church;**  
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168 **Ministering to the needs of the Body.**

169 **WE BELIEVE that Jesus is Lord and Savior, the Resurrected Christ, the**  
170 **Son of God, and the only biblical provision for the salvation of humankind.**  
171 **We further believe that salvation comes by God's grace through the willful**  
172 **human act of faith in Christ, the response to which is repentance of sin and**  
173 **baptism of the believer, and by the graceful Divine acts of remission of sin,**  
174 **bestowing the gift of the Holy Spirit, and granting of eternal life, all given**  
175 **freely without price or merit, paid in full by Christ's sacrificial death upon**  
176 **the Cross.**

177 **WE COMMEND (but not as a test of fellowship) the practice of simple**  
178 **apostolic Christianity, including but not limited to: observing fellowship**  
179 **meals, the symbolic act of foot-washing, anointing with oil, laying on of**  
180 **hands, celebrating holy communion, baptizing by triune immersion, calling**  
181 **leadership based on spiritual gifts, governing by plural leadership in the local**  
182 **congregation, sharing sacrificially in the distribution of resources, practicing**  
183 **peace toward all, fasting, praying, and living in expectancy of the ongoing**  
184 **fulfillment of the Kingdom and Christ's return.**

185 **WE RESPECT divergent opinions as long as they are in harmony with the**  
186 **Bible. The Church of Jesus Christ by its biblical design, in both things said**  
187 **and silent in scripture, must have "in the essentials, unity; in nonessentials,**  
188 **liberty; in all things, charity."**

189  
190 **Article 6: MEMBERSHIP**

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- 192 **A. Church membership is not to be entered into lightly or unadvisedly**  
193 **because it is membership in the Body of Christ. Both the congregation**  
194 **and the member shall diligently strive to make membership meaningful**  
195 **and significant. The occasion of his/her reception shall be a service of**  
196 **spiritual dignity, beauty and meaning.**
- 197
- 198 **B. Church membership means living in community, a community of**  
199 **covenant relationship with God and with one another. This community**  
200 **also has an institutional reality. Institutional affiliation is not optional but**  
201 **rather an essential outward expression of the covenantal relationship.**  
202 **We are called to be responsible to one another. Our faith is a gift of God**  
203 **which is highly personal; but it is not exclusively personal, and it calls for**  
204 **a faithful response in the life of the community in service to one another**  
205 **and in mutual discernment of God's will. We are not the final judges of**  
206 **each other's faith; that is up to God. But we are accountable before God**  
207 **and each other for the ministry into which we have been ordained by**  
208 **baptism and to which we commit ourselves when we enter into**  
209 **membership in the Body of Christ. Mutual accountability also means that**  
210 **just as congregations call individual members to be accountable,**  
211 **individuals may need to call the congregation to be accountable.**  
212  
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- 214           **C. Members shall be faithful in discharging their Christian responsibilities;**  
215           **attending services and meetings, communion, stewardship of time, talent**  
216           **and resources.**
- 217
- 218           **D. They should remember in their daily work, and wherever they may be**  
219           **that they are a part of the church and are responsible for a witness that is**  
220           **Christian.**
- 221
- 222           **E. The Congregation may periodically call for members to renew their vows.**
- 223
- 224           **F. Reception of Members:**
- 225                   **Members may be received by:**
- 226                   **1. Confession of faith and baptism by triune immersion.**
- 227                   **2. Letter of transfer from another Congregation or other Christian**  
228                   **church.**
- 229                   **3. Reaffirmation of faith.**
- 230
- 231
- 232           **G. Membership shall be open to all persons irrespective of race, national**  
233           **origin or status in life.**
- 234                   **.**
- 235           **H. All new members should participate in membership orientation prior to,**  
236           **or shortly after being received. Installation as a member shall be a**  
237           **spiritual origin or status in life.**
- 238
- 239           **I. Cases not covered by the foregoing provisions shall be referred to The**  
240           **Deacon Committee.**
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243           **Article 7: CONGREGATIONAL BUSINESS MEETING**

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- 245           **A. The Congregational Business Meeting, hereinafter referred to as CBM, is**  
246           **the governing body with final authority in this Congregation.**
- 247
- 248           **B. All regular and associate members shall be eligible to participate and vote**  
249           **in any CBM. Attendance of 15 percent of the active members shall**  
250           **constitute a quorum for conducting official business.**
- 251

252           **Article 8: OFFICERS OF THE CHURCH**

253

- 254           **A. The officers of the CBM shall be the Leadership Team Chairperson,**  
255           **Treasurer, Church Clerk, Chairperson of the Deacon Committee, and**  
256           **Stewardship Commission Chairperson.**
- 257

258 **B. The legal officers for the corporate body shall be the Leadership Team**  
259 **Chairperson, Treasurer, Church Clerk, Chairperson of the Deacon**  
260 **Committee, and Stewardship Commission Chairperson.**

261  
262 **C. The Treasurer shall be appointed by the Church Leadership Team**  
263 **subject to approval by the CBM. The Leadership Team Chairperson**  
264 **and the Church Clerk shall be elected by the CBM.**  
265

## 266 **Article 9: THE LEADERSHIP TEAM**

267  
268 **A. There shall be a Leadership Team consisting of a minimum of seven (7)**  
269 **members shall be elected at large by the CBM.**

270  
271 **B. Their term of office shall be three (3) years. Leadership team members**  
272 **shall not be eligible to serve more than two (2) consecutive terms.**

273  
274 **C. If any Leadership Team member is absent from all regular meetings for a**  
275 **period of three (3) months, without cause, the office shall be declared**  
276 **vacant.**

277  
278 **D. The Pastor, Church Clerk, Treasurer, and Chairperson of the Deacon**  
279 **Committee shall be ex-officio members (with voice but without vote) of**  
280 **the Leadership team.**

281  
282 **E. The Church Clerk shall be the Secretary of the Leadership Team.**

283  
284 **F. The Leadership Team Chairperson shall call a meeting of the Leadership**  
285 **Team, including new electees, as early as possible following the CBM in**  
286 **which new Leadership Team members are elected. At this meeting, to**  
287 **reorganize for the following year, the new electees will vote only on**  
288 **reorganizing items and members whose terms are ending will vote only**  
289 **on current business items.**

290  
291 **G. The Leadership Team shall name a Chairperson for each of the three (3)**  
292 **commissions and assign the remaining elected members to the**  
293 **commissions on the basis of personal aptitude and interest.**

294  
295 **H. The Leadership Team shall be invested with administrative powers to**  
296 **plan, coordinate, integrate and supervise the ongoing program of this**  
297 **Congregation and be empowered to act on behalf of The CBM ad-**  
298 **interim, except for those actions, specifically reserved for the CBM as set**  
299 **forth in the Constitution and Bylaws.**

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306 **Article 10: COMMISSIONS**  
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- 308 **A. This Congregation has established that there shall be three (3)**  
309 **commissions, namely:**  
310  
311 **1. Nurture (The inner mission of the Congregation)**  
312 **2. Witness (The outer mission of the Congregation)**  
313 **3. Stewardship (The undergirding and financial support functions of**  
314 **the Congregation)**  
315  
316 **B. The commissions shall be created by and responsible to The Leadership**  
317 **Team.**  
318  
319 **C. Each commission shall be comprised of not less than two (2) Leadership**  
320 **Team members including the chairperson named by The Leadership**  
321 **Team.**  
322  
323 **D. Each commission shall name its own secretary to record the minutes.**  
324  
325 **E. Pastoral Leadership, Chairperson of the Deacon Committee and**  
326 **Leadership Team Chairperson shall be ex-officio members (with voice,**  
327 **but without vote) on all commissions.**  
328

329 **Article 11: COMMITTEES**  
330

- 331 **A. Executive**  
332  
333 **• The Leadership Team Chairperson along with the chairpersons of the**  
334 **three (3) commissions shall constitute the Executive Committee.**  
335 **Pastor, Church Clerk, Treasurer and Chairperson of the Deacon**  
336 **Committee shall be ex-officio members (with voice, but without vote)**  
337 **of the Executive Committee. It shall function in an advisory capacity**  
338 **to The Leadership Team and Pastor on request and may act for The**  
339 **Leadership Team, between meetings, on items that do not involve**  
340 **policy.**  
341  
342 **B. Nominating and Personnel**  
343  
344 **• There shall be a Nominating and Personnel Committee of not less**  
345 **than two (2) persons, with one to be elected on alternate years by The**  
346 **CBM from a ballot prepared by The Leadership Team. The term of**  
347 **office shall be three (3) years. Members shall not be eligible to serve**  
348 **more than two consecutive terms. Members of this committee shall**  
349 **not serve concurrently as a member of The Leadership Team.**



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352 **C. Deacons**  
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- 354 1. **The Deacon Committee shall consist of the lifetime deacons and those**  
355 **elected on a term basis by the CBM.**  
356 2. **The Deacon Committee will confirm a candidates calling to the office**  
357 **of deacon to the CBM for a confirming vote.**  
358 3. **The election of deacons shall be for a term of four (4) years.**  
359 4. **All spouses of both elected and life term deacons that do not presently**  
360 **hold the office of deacon shall be ex-officio members of the deacon**  
361 **committee.**  
362 5. **All ministers and their spouses in This Congregation shall be ex-**  
363 **officio members of The Deacon Committee.**  
364 6. **A deacon who has served at least 8 years as a deacon may become**  
365 **eligible for consideration for a life term provided: a) He/she**  
366 **personally senses "a call" from God for life service. b) Their calling is**  
367 **confirmed by a vote of the Deacon Ministry Team. Eligible candidates**  
368 **will be present to the Congregational Business Meeting for a**  
369 **confirming vote to the office of "Life Deacon."**  
370 7. **A deacon who is a life deacon or has served as a term deacon for at**  
371 **least twelve years and is not able to continue active service due to age**  
372 **or infirmity may be named by the Deacon Ministry Team to the**  
373 **honorary office of "Deacon Emeritus." A deacon emeritus may attend**  
374 **deacon meetings with voice, but without vote.**  
375  
376  
377 8. **Other Continuing Committees**  
378  
379 • **The CBM or the Leadership Team may authorize and appoint such**  
380 **other continuing committees as may be necessary to assist with the**  
381 **work of This Congregation.**  
382  
383 9. **The CBM, or the Leadership Team, may authorize and appoint short**  
384 **term committees to carry out specific assignments. When the assignment**  
385 **is completed, the committee shall be dismissed.**  
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390 **Article 12: ORGANIZED GROUPS WITHIN THE CHURCH**  
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- 392 **A. Within the structure of this Congregation, there is, and will be, a variety**  
393 **of organizations on the basis of age, special interest, projects, etc. Others**  
394 **may be desired and can be organized when recommended by The**  
395 **Leadership Team and approved by the CBM.**

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- B. All organizations within this Congregation shall exist to aid in fulfilling the mission of the church and are subject to the oversight and direction of This Congregation.**

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### **Article 13: PASTORAL LEADERSHIP**

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- A. In consultation with the District Executive, and in accordance with approved Church of the Brethren denominational procedures, this Congregation shall call pastoral leadership.**
  - B. Pastoral leadership shall: Accept, and adhere to, the faith and practices of the Church of the Brethren and this Congregation this Constitution, with a life style and conduct that bears witness of this acceptance and adherence. Be the spiritual shepherd of this Congregation and executive director of the church program, ex-officio member (with voice, but without vote) of The Leadership Team, all commissions and committees.**

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### **Article 14: LEGAL DOCUMENTS and OFFICIAL RECORDS**

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- A. Ownership of all legal documents and official records are the property of This Congregation, held in trust for the use and benefit of the Church of the Brethren, or its successors, and must be kept in a safe place.**
  - B. Transfer by action of the CBM, Church records no longer in active use should be transferred to a depository approved by Leadership Team.**

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### **Article 15: AMENDMENTS**

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- This Constitution of this Congregation may be amended a two-thirds vote of the active members (Regular, Associate, and Non-Resident as defined in These Bylaws, Article 1) present and voting at any official session of The CBM, provided that a written notice of the proposed amendment has been given in the call of the meeting issued at least fifteen (15) days prior to the meeting.**

### III. BYLAWS

#### Article 1: MEMBERSHIP CLASSIFICATION

A. **Regular Member: An active member is one who attends and participates in the worship services, communion and other programs as regularly as possible and contributes time, talents and resources to support the program of this Congregation as he or she is able.**

B. **Associate Member :**

1. **Associate membership shall be offered to all part time residents who are:**

- **Members of the Church of the Brethren in their home area.**
- **Members of other Christian churches in their home area.**

2. **Associate Members shall be encouraged to participate in the total program of this Congregation including appointive or elective offices which are compatible with: The length of their stay here; Their past experience, training, aptitude, and interest. They shall have all rights, privileges and responsibilities of regular membership except the right to serve as a legal officer of this Congregation or as a delegate to Annual or District Conference.**

3. **Associate membership shall carry over from year to year and convert to full membership by a transfer of letter or the announced desire of the associate member to become a regular member.**

4. **Associate Membership may be terminated by either the member or this Congregation and should be terminated when the member no longer returns to the community where the associate membership is held.**

C. **Non-resident Member**

- **A non-resident member is one who lives at such a distance from This Congregation as to make it impractical to attend and discharge membership responsibilities. Such a member should seek a new church home near enough to become actively involved and request a transfer of their letter to that church. This Congregation shall encourage the non-resident member in this action. Failure of the non-resident member to make any contribution to This Congregation or communicate any desire to retain in this Congregation for a period of**

480                    **two (2) years shall be deemed inadequate reason to place that name in**  
481                    **the inactive file.**

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483                    **D. Inactive Member**

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485                    1. **Members who, without sufficient reason, fail to attend any services**  
486                    **and make no contribution to support the program of this**  
487                    **Congregation for a period of two (2) years, during which time, effort**  
488                    **has been made by this Congregation to encourage attendance to no**  
489                    **avail, shall be listed as inactive.**  
490                    2. **Members being placed on the inactive list shall be so notified and**  
491                    **informed that they can be reinstated by again becoming active in**  
492                    **attendance and support of this Congregation. Whether the causes of**  
493                    **separation have to do with the individual, this Congregation, or both.**  
494                    **This Congregation shall continue to explore ways to restore ways to**  
495                    **restore the broken relationship.**  
496                    3. **Members whose names have been placed on the inactive list shall lose**  
497                    **their right to vote in any Congregational Business Meeting,**  
498                    **hereinafter referred to as The CBM. Names in the inactive file shall**  
499                    **not be counted in the statistical records as members.**

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501                    E. **Absentee Members: Members whose residence cannot be ascertained for**  
502                    **a period of two (2) years shall have their record shown as "absent" and**  
503                    **placed in the inactive file.**

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505                    F. **Membership Termination: Membership in this Congregation may be**  
506                    **terminated by:**

- 507  
508                    1. **Death**  
509  
510                    2. **Transfer of letter. A letter is the property of this Congregation and**  
511                    **shall go from the granting of the receiving congregation.**  
512  
513                    3. **Withdrawal. Such action will be taken by this Congregation at the**  
514                    **written request of the individual member.**  
515  
516                    4. **Removal. This Congregation may take action to remove a person's**  
517                    **name from the list of members when:**  
518                        a. **A member has joined another church, but failed to request a**  
519                        **letter of transfer.**  
520                        b. **This Congregation determines that all attempts at**  
521                        **reconciliation have failed.**

526  
527 **Article 2: NOMINATING AND PERSONNEL COMMITTEE**  
528

- 529 A. This Committee shall establish and maintain a personnel file of the entire  
530 membership listing the aptitude, interests and capabilities of each  
531 member as an aid in selecting nominees for the various offices and duties.  
532
- 533 B. It shall prepare ballots as required by The CBM to elect:  
534 1. Church officials  
535 2. Leadership Team members  
536 3. Delegates to Annual Conference  
537 4. Delegates to District Conference  
538 5. Other ballots as required by The Leadership Team or The CBM  
539
- 540 C. This Congregation has established that the term of office for Leadership  
541 Team members and church officials, elected or appointed, except  
542 deacons, shall be for three (3) years with a limit of two consecutive terms.  
543
- 544 D. This Congregation has established the term of office for deacons to be  
545 four (4) years with a limit of two (2) consecutive terms. A deacon who has  
546 served at least 8 years as a deacon may become eligible for consideration  
547 for a life term provided: a) He/she personally senses "a call" from God  
548 for life service. b) Their calling is confirmed by a vote of the Deacon  
549 Ministry Team. Eligible candidates will be present to the Congregational  
550 Business Meeting for a confirming vote to the office of "Life Deacon."  
551
- 552 E. The membership file (Article 2, Section A of the Bylaws) shall also  
553 provide a continuing record of offices held and terms served for each  
554 member. After completion of two (2) terms in any office, the member is  
555 not eligible to be nominated for that same office for a period of one (1)  
556 year.  
557

558 **Article 3: PROFESSIONAL STAFF and EMPLOYMENT PROCEDURE**  
559

- 560 A. The Call of Pastoral Leadership In keeping with the approved Church of  
561 the Brethren procedures, and after seeking the counsel and guidance of  
562 the authorized officials of The Church of the Brethren, This  
563 Congregation shall select and call Pastoral Leadership. A two-thirds  
564 majority vote of the members present and voting in a duty called CBM  
565 shall be regarded as sufficient plurality to express the will of This  
566 Congregation in extending a call, a vote to continue the pastoral  
567 leadership, or to terminate the pastoral leadership.  
568
- 569 1. Pastoral Leadership shall:  
570 2. Be a person(s) whose educational qualifications, faith, aptness to  
571 teach, preach, counsel and administer, have been examined in

572                    **consultation with appropriate officials in The Church of the**  
573                    **Brethren.**

- 574                    **3. Be properly licensed or ordained as approved by the district.**  
575                    **4. Preach, teach, administer the sacraments, visit, counsel and in**  
576                    **various ways to aid and encourage This Congregation in their**  
577                    **worship experiences and service to God.**

578  
579                    **B. Additional professional staff should be employed when This**  
580                    **Congregation grows to such numbers that the workload for the Pastor is**  
581                    **more than one person is able to administer properly. In consultation with**  
582                    **pastoral leadership, an office secretary shall be employed by The**  
583                    **Leadership Team, and shall be responsible to pastoral leadership.**

584  
585                    **C. In consultation with pastoral leadership and the Stewardship**  
586                    **Commission, a custodian and/or yard maintenance person shall be**  
587                    **employed by The Leadership Team and shall be responsible to the**  
588                    **Stewardship Commission and pastoral leadership.**

589  
590                    **D. The terms and conditions of employment for each staff person shall, when**  
591                    **mutually accepted, be set forth in writing on approved forms and shall be**  
592                    **considered an agreement between the contracting parties.**

593  
594                    **E. When there is multiple staff, the division of responsibility, the lines of**  
595                    **authority, and agreements shall be clearly defined and periodically**  
596                    **reviewed by the Executive Committee. Although there must be close**  
597                    **cooperation and harmony among staff members, in the final analysis all**  
598                    **staff are responsible to this Congregation for the conduct of their office.**  
599

600                    **Article 4: CHURCH OFFICERS' DUTIES**

601  
602                    **A. All officers shall be members in good standing of this Congregation and**  
603                    **shall serve faithfully in their respective offices.**

604  
605                    **B. The Leadership Team Chair shall be the official head of this**  
606                    **Congregation but shall recognize the Pastor as the spiritual and executive**  
607                    **leader. The Leadership Chair shall preside at The CBM and perform**  
608                    **other duties that pertain to the office. In the event of illness, conflicting**  
609                    **schedules, etc., the Leadership Team Chair may appoint a substitute to**  
610                    **preside at a meeting, or the vacancy may be filled, on a temporary basis,**  
611                    **by The Leadership Team.**

612  
613                    **C. The Church Clerk shall:**

- 614                    **• Keep accurate minutes of The CBM and of The Leadership Team,**  
615                    **and The Executive Committee meetings. All minutes are and shall**  
616                    **remain, the property of this Congregation. They shall be kept in a**  
617                    **volume provided for that purpose at the church. A copy of all CBM**

618 **minutes shall be made for the Pastor and each member of The**  
619 **Leadership Team. The Church Clerk shall keep the official**  
620 **membership roll.**

621  
622 **D. The Treasurer shall:**

- 623
- 624 1. **Be an ex-officio member of the Stewardship Commission (with voice**  
625 **but without vote.)**
- 626 2. **Keep a book of accounts for this Congregation.**
- 627 3. **Receive the bank deposit slips for all contributions deposited.**
- 628 4. **Disburse funds upon receipt of a properly authorized "order on the**  
629 **treasury"**
- 630 5. **Make written reports of all transactions for each regular meeting of**  
631 **The Leadership Team.**
- 632 6. **Make written reports for each regular CBM and at such other**  
633 **intervals as The Leadership Team may require.**
- 634 7. **Report the general state of finances to The Leadership Team on call.**
- 635 8. **Submit the accounts to an audit annually at the direction of The**  
636 **Leadership Team.**
- 637 9. **Receive and deposit in the bank, all the contributions from all church**  
638 **services and any other meetings at which an offering is received plus**  
639 **any incidental receipts.**
- 640 10. **Record all envelope contributions to the individual or family to which**  
641 **the envelope has been assigned showing the amount and the account**  
642 **to which designated.**
- 643 11. **Maintain records of contributions by source (i.e. envelopes, loose**  
644 **offering, Sunday School, etc.), and provide such information to the**  
645 **Treasurer along with the bank deposit statements.**
- 646 12. **See that at least two (2) persons are present to count the offerings and**  
647 **verify, in writing, all monies counted.**
- 648 13. **Provide a statement yearly to all envelope contributors showing the**  
649 **total amount contributed to date in their envelope, for their**  
650 **information and records.**
- 651

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653 **Article 5: LEADERSHIP TEAM FUNCTIONS**

654

655 **A The Leadership Team shall meet on a regular basis. Special meetings may be**  
656 **called by the Leadership Team Chair by giving seven (7) days notice and the**  
657 **item(s) of business to be handled, to all Leadership team members. A quorum at**  
658 **any Leadership Team meeting shall be a majority of the elected members.**

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660 **B The Leadership Team shall:**

- 661
- 662 1. **Prepare the agenda for each CBM**

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2. **Prepare a ballot for use by the CBM in electing the members of the Nominating and Personnel Committee**
3. **Appoint the Treasurer and Financial Secretary as indicated in This Constitution and any assistants as needed.**
4. **Fulfill the directives of The CBM.**
5. **Assign, supervise and coordinate the work of the commissions.**
6. **Interpret rules of procedure for all commissions and committees.**
7. **Fill all vacancies in elective offices occurring between the CBMs and fill any other vacancies not otherwise provided for.**
8. **Act on recommendations from the Executive Committee on staff vacancies and present its recommendations concerning personnel and terms of employment, to The CBM for all professional staff.**
9. **Prepare for the annual budget by taking into account the "self-allocation" proposals from The Church of the Brethren for outreach giving, and suggest guidelines to the commissions for budget planning.**
10. **Review the proposed budget, as prepared by the Stewardship Commission, prior to its presentation to The CBM for adoption.**
11. **Approve and supervise, within the limits established by The CBM, the expenditure of all funds.**
12. **Allocate and define authority as to establishment of bank accounts, including loans and signing of checks and other legal documents except as covered by Article 8 of this Constitution.**
13. **Provide for the annual audit and appoint an auditor when required.**
14. **Receive, consider and make disposition of concerns brought by any group or individual member except when the "disposition" is such that CBM action is required.**
15. **Project long-range plans, set goals, and initiate new programs.**
16. **Bring recommendations to The CBM when major church policy is involved or needs revision.**
17. **Enlist the help and counsel of the District Executive and/or other district personnel in program planning and handling of special concerns.**
18. **Enlist the service and counsel of the Deacons when that would be helpful to The Leadership Team or to The Commissions.**
19. **Be alert to seminar, workshop and training opportunities which are scheduled by all levels of the denomination: National, Regional, District and Local.**
20. **Report its activities and actions to The CBM for the record.**
21. **Receive recommendations for The Executive Committee on pastoral replacement and forward to The CBM for action.**



**Article 6: COMMISSIONS**

**A. General**

1. **The structure of the commissions is covered in Article 8 of the Constitution. All commissions shall meet regularly or as directed by The Leadership Team.**
2. **Besides the duties and responsibilities listed herein, additional instructions may be given and duties assigned by The Leadership Team when deemed to be in the best interests of This Congregation. The activities of the commissions are subject to review by The Leadership Team regular reports shall be made to The Leadership Team. Each commission, and any committee with a separate budget, shall prepare a tentative annual budget to carry on the programs for which it is responsible. This tentative budget shall then be submitted to the Stewardship Commission for their use in the preparation of the total budget for this Congregation.**

**B. The Nurture Commission shall:**

1. **Be responsible for fostering the spiritual life of this Congregation through Christian education and fellowship.**
2. **Appoint Sunday School worship leaders, Secretary and assistants, and select Sunday School teachers for all age groups.**
3. **Promote Vacation Bible School.**
4. **Promote the District camping program.**
5. **Be responsible for securing leadership for special meetings relating to Christian education.**
6. **Appoint an Historian,**
7. **The historian shall gather and enter in an historical file:**
  - a. **-weekly worship bulletins, newsletters and directories**
  - b. **-brochures and programs for special events.**
  - c. **-anything published by this Congregation.**
  - d. **-photographs, newspaper clippings, artifacts which record special achievements or awards attained by the Pastor or lay members of this Congregation.**
  - e. **The historian should send copies of special events in the life of this Congregation to the Historical Committee of The District.**
8. **Appoint additional personnel as needed to fulfill the inner mission of this Congregation (e.g. librarian, small group leaders, Children's Director, youth advisors, etc.).**

754 **C. The Witness Commission shall:**

- 755
- 756 1. **Be responsible for directing This Congregation's witness to the**
- 757 **community through evangelism, church extension and ecumenical**
- 758 **relations.**
- 759 2. **Emphasize the mission program of The Church of the Brethren and**
- 760 **promote mission studies.**
- 761 3. **Cooperate with, and publicize, the Denominational program in this**
- 762 **Congregation to broaden local understanding and appreciation.**
- 763 5. **Promote ministry to the needy, both locally and worldwide, through**
- 764 **Church World Service as well as gifts of food, clothing, etc. given**
- 765 **locally.**
- 766 6. **Cooperate in social action projects when they are compatible with the**
- 767 **Mission Statement of the Constitution.**
- 768 8. **Appoint additional personnel as needed to fulfill the outer mission of**
- 769 **This Congregation (e.g. peace counselor, disaster response**
- 770 **coordinator, etc.).**

771

772 **D. The Stewardship Commission shall:**

- 773
- 774 1. **Be the legal trustees of This Congregation with responsibility for**
- 775 **acquiring, holding, and conveying property in accordance with**
- 776 **decisions of The Leadership Team and/or The CBM.**
- 777 2. **Be responsible for the care, protection, and maintenance of all the**
- 778 **property of This Congregation.**
- 779 3. **Be responsible for oversight of the receiving, recording and disbursing**
- 780 **of all funds of this Congregation.**
- 781 4. **Compile the annual budget from the tentative budgets prepared by**
- 782 **the commissions and committees, to present to The Leadership Team**
- 783 **for approval or revision.**
- 784 5. **Arrange, periodically, for this Congregation to have an every-person**
- 785 **stewardship enlistment.**
- 786 6. **Appoint additional personnel as needed to fulfill the undergirding,**
- 787 **with time and material resources, the inner and outer missions of this**
- 788 **Congregation.**
- 789
- 790

791 **Article 7: COMMITTEES**

792

793 **A. The Deacon Committee shall:**

- 794
- 795 1. **Assist the Pastor in ministering to the sick, unfortunate and**
- 796 **discouraged in this Congregation.**
- 797 2. **Prepare the physical arrangements for, and assist when required, in**
- 798 **baptism, communion, love feast, and anointing services.**

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3. **Be concerned with, and provide help and encouragement to the needy of this Congregation whenever possible.**
4. **Help in any way possible to maintain and strengthen the fellowship of this Congregation.**
5. **Assist the Stewardship Commission in congregational stewardship enlistment.**

**B. The Executive Committee shall:**

1. **Be comprised of The Leadership Team chairperson, the chairperson of each commission; and ex-officio members, (with voice, but without vote); pastoral leadership, the church clerk, the treasurer, and chairperson of The Deacon Committee. Act on behalf of The Leadership Team between meetings.**
2. **Be responsible to carry out duties as listed in Article 11 of this Constitution.**
3. **Represent this Congregation in pastoral relationships.**
4. **Serve in an advisory capacity to The Leadership Team and to Pastoral Leadership.**
5. **Review the Pastor's contract thirty (30) days prior to the fall CBM and bring its recommendations to that meeting.**
6. **Appoint: Organist, pianist and choir director(s). These persons shall cooperate with the Pastoral Leadership in planning the music for worship of this Congregation.**
7. **Ushers for all services**
8. **Additional personnel as needed. (e.g. acolytes, greeters, etc.).**
9. **As soon as it becomes known there is to be a pastoral vacancy, The Executive Committee shall: Appoint a Regular Member of this Congregation to be chairperson of a Search Committee Arrange for the election, by The CBM, of a Search Committee consisting of not less than five (5) and not more than ten (10) members from this Congregation. The Search Committee shall cooperate with an authorized District official to find new Pastoral Leadership.**
10. **When the Search Committee is satisfied that a candidate meets the standards set forth in Article 3.B of these Bylaws, negotiation of the terms and conditions of the call shall be entered into.**
11. **When mutually agreed upon terms and conditions have been set forth in writing, The Search Committee shall make recommendations to The Executive Committee that a call be issued and a contract entered into.**
12. **Hear and act upon the recommendations presented by the Search Committee and forward the recommendations to The Leadership Team. In the event of Pastoral change, arrange: a proper farewell for the Pastor who is leaving. with District officials, a service of**

844 **installation, as well as a reception to welcome the new Pastoral**  
845 **Leadership.**

846 **13. Appoint additional personnel as needed to fulfill the mission and**  
847 **ministry of this Congregation.**

848  
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850 **C. The Nominating and Personnel Committee shall:**

- 851
- 852 **• Be responsible to carry out duties as listed in Article 11 of these**
- 853 **Bylaws.**
- 854

855 **Article 8: CONGREGATIONAL BUSINESS MEETINGS (CBM)**

856

857 **A. The regular business meetings shall be held every six (6) months with the**  
858 **spring date in April, after the 15th and the fall date in October, after the**  
859 **15th. Fifteen (15) percent of the active (Regular and Associate) members**  
860 **shall be a quorum for the CBM as shown in Article 7 this Constitution.**

861

862 **B. Special meetings may be called by the Leadership Chairperson upon**  
863 **giving a seven (7) day notice from the pulpit and in the bulletin.**

864

865 **C. The dates of all regular and special business meetings shall be given to the**  
866 **District Executive with a standing invitation to be in attendance whenever**  
867 **possible. Special meeting dates should be cleared with the District**  
868 **Executive and adjusted if necessary to permit attendance.**

869

870 **D. The Congregational Business Meeting shall:**

- 871
- 872 **1. Hear reports and evaluate past accomplishments in the light of**
- 873 **present conditions.**
- 874 **2. Hear, discuss, and act upon recommendations from The Leadership**
- 875 **Team or special committees appointed to study current or future**
- 876 **programs.**
- 877 **3. Record the voice of This Congregation on current issues where a**
- 878 **Christian witness is urgent.**
- 879 **4. Provide opportunity for sharing and coordinating differing**
- 880 **viewpoints.**
- 881 **5. Elect officers, Leadership Team members, nominating and personnel**
- 882 **committee members and deacons.**
- 883 **6. Consider proposed budgets and amend as necessary prior to adoption**
- 884 **thereof.**
- 885 **7. Rule on policy and organizational matters.**
- 886 **8. Authorize church officers to act on behalf of this Congregation**
- 887 **between meetings.**

- 888                   9. **Act on such other matters as may come before the meetings and be**  
889                   **accepted as business.**

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892 **Article 9. RULES OF ORDER**

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894                   **Robert's Rules of Order Newly Revised shall be the official rules of order for**  
895                   **The CBMs and The Leadership Team Meetings.**  
896

897 **Article 10: LEGAL DOCUMENTS and OFFICIAL RECORDS**

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899                   **A. The following legal documents and official records related to the ongoing**  
900                   **activities of this Congregation shall be preserved, as stated in Article 14**  
901                   **of this Constitution:**

- 902  
903                   1. **Deeds, legal, and governing documents, contracts.**  
904                   2. **Minutes of CBM and Leadership Team Meetings.**  
905                   3. **Members by name, date received into membership and date and**  
906                   **reason for removal from membership.**  
907                   4. **Baptisms, weddings, deaths.**  
908                   5. **Licensing and ordinations**  
909                   6. **Attendance of worship, church school and other information needed**  
910                   **for annual statistical reports.**  
911                   7. **Financial Statements, Audit Reports.**  
912                   8. **Significant correspondence by and to staff, employed, elected and**  
913                   **appointed officers which document This Congregation's life and**  
914                   **ministry.**  
915

916 **Article 11: AMENDMENTS**

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918                   **These Bylaws of this Congregation may be amended by a two-thirds vote of**  
919                   **the active members (Regular, Associate, and Non-Resident as defined in**  
920                   **these Bylaws, Article 1) present and voting at any official session of the CBM,**  
921                   **provided that a written notice of the proposed amendment has been given in**  
922                   **the call of the meeting issued at least fifteen (15) days prior to the meeting.**  
923                   **When, and if, there are amendments to this Constitution of these Bylaws,**  
924                   **they shall be printed in such manner on pages that can be readily attached to**  
925                   **the amendment section provided herewith.**  
926