

Constitution
& By-Laws
of the
Fairview
Church
of the
Brethren

Last revised November 4, 2012

54 Church membership is not to be entered into lightly or unadvisedly because it is a membership in
55 the body of Christ. Both the congregation and the member shall diligently strive to make
56 membership meaningful and significant. The occasion of the member's reception shall be a
57 service of spiritual dignity, beauty, and meaning.

58 2) *Entering Into and Renewing Church Membership*
59 Membership in the local church is open to all persons who, by their own act of faith, say "yes" to
60 God's offer to new life in Christ (John 6:37) and accept the vocation of the covenant community
61 as thought and practiced by the Church of the Brethren. One of the responsibilities of the
62 congregation is to reach out to persons irrespective of race, national origin, or status in life, to
63 share with them the good news of God's grace in Jesus Christ, and to invite them to enter into the
64 life of Christ's body. (Matthew 28:19-20)
65 When responding to this invitation, the church shall take steps to prepare new members for
66 membership. This preparation should include instruction in the Word of God; the meaning of
67 church membership; the faith and history of the wider Christian community; the faith, practices,
68 history, and distinctive emphasis of the Church of the Brethren. The member shall also become
69 familiar with the life and expectations of the congregation they will be entering.
70 The church confirms their acceptance as members in one of three ways:
71 A) Confession of faith and baptism by triune immersion as practiced by the Church of the
72 Brethren;
73 B) A letter transferring membership from another congregation of the Church of the Brethren or
74 of another Christian denomination;
75 C) Reaffirmation of faith and renewal of the commitment to membership made at an earlier time
76 in another congregation.
77 Whatever the particular mode of reception, the act of receiving new members should be a festive
78 moment in the life of the church. It is a time for old and new members to affirm their relationship
79 with one another, a time to celebrate the joys and responsibilities of living in covenant in Christ's
80 body, and a time to lift up the lifelong process of growth to which baptism should lead.
81 Only as we regularly renew our covenant with God and with one another does that covenant
82 function in a vital way. The congregation shall provide its members with annual opportunities to
83 examine their faith and calling and to renew or reaffirm their relationship with the church.

84 3) *Membership Classification*
85 Members shall be classified in one of three ways for statistical purposes of the denomination.
86 A) Members of the congregation shall consist of those persons who have been received into the
87 church by baptism, letter, or reaffirmation of faith, and who choose to continue their
88 membership. All active members may vote, serve on commissions, and hold office in the
89 church.
90 B) Associate Membership may be granted to
91 1) persons of temporary residence in the community, such as students, who continue to hold
92 membership in their home church; or to
93 2) persons who have moved to a new location in which there is no Church of the Brethren,
94 and who wish to continue in relationship with Fairview Church at the same time they
95 become members of another Christian community.
96 Associate members may not be on the ballot, but may vote in Council business if they have
97 attended at least one worship service during the current year.
98 C) Separated Members consist of those persons who were received into the church as members,
99 but who have not participated in the church's life or carried out the commitments expected of
100 members for a period of three consecutive years. Regardless of the reason for separation the
101 church shall continue to explore ways to restore the broken relationship. Separated members
102 shall not be eligible to participate and vote in the Council Meeting. Separated members are
103 not included in the membership count for reporting purposes.

104 4) *Termination of Membership*
105 Membership in the church may be terminated in one of the following ways:
106 A) Death.
107 B) Transfer of membership by letter.

108 C) Withdrawal following a request by the individual.

109
110 **Article V Meetings of the Church**

111 1) *Worship*

112 The church shall meet “on the first day of the week” (Acts 20:7) for the primary purpose of
113 worship. The Bread & Cup communion shall be held during the Sunday morning worship service
114 twice each year and the full Love Feast as practiced by the Church of the Brethren shall be held
115 twice each year. Gatherings for the purpose of worship or Bible study will align with the heritage
116 of the Church of the Brethren. In addition, fellowship meetings which accentuate the building of
117 Christian community within the church shall be encouraged.

118 2) *Council (Business) Meetings*

119 The Council meeting is the final authority and governing body within the local congregation; it is
120 the church in business session. The Council in meeting shall hear reports and evaluate past
121 accomplishments, study present conditions, and plan the future program of the church, record the
122 voice of the congregation on current issues where Christian witness is urgent, and provide
123 opportunity for sharing and coordinating differing points of view. The Council shall also call
124 officers, adopt budgets, rule on policy and organizational matters, and authorize church officials
125 to act on behalf of the congregation.

126 3) *Use of Church Property*

127 Given the mission and beliefs of the Fairview Church, we seek to use the church property and
128 services of the pastor(s) for activities that glorify God and our Savior Jesus Christ. We encourage
129 the use of our church facilities for activities and services which meet the needs of the community
130 and which agree with the tenants and teachings of the Church as found in the New Testament, i.e.
131 dedications, baptisms, weddings between a man and woman, celebrations, family gatherings,
132 teaching opportunities for spreading the Gospel and to nurture Christian growth, counseling
133 services, and other community needs. Such requests shall be made to the church through its
134 Stewards Commission. If any group, person, or couple seeks services outside the beliefs of the
135 church, the pastor(s) may counsel them to a greater understanding and knowledge of the New
136 Testament teachings on life, death, baptism, and marriage. We retain the right to refuse use of
137 the church facilities, or services of the pastor(s), for any activities that are not in accordance with
138 the church’s teachings.

139
140 **Article VI Leadership of the Church**

141 As a local congregation of the Church of the Brethren, the New Testament shall be the church’s only
142 rule of faith and practice (2 Timothy 3:16). As such, the church looks to God and His word for divine
143 leadership. The spiritual leadership of the church is the responsibility of the Deacons and the
144 Pastor(s), while the business leadership of the church is the responsibility of the Officers and the
145 Church Board.

146 1) *Officers of the Church* shall be the Moderator, the church Clerk, and the Treasurer. These three
147 shall be called by the Council.

148 2) The *legal officers* of the corporate body shall be the Moderator, the church Clerk, the Treasurer,
149 and the Chair of the Stewards Commission.

150 3) The three Commissions shall be:

151 *Nurture Commission* for the inner mission of the church,

152 *Witness Commission* for the outer mission of the church, and

153 *Stewards Commission* for the stewardship function of the church.

154 Each Commission shall have at least three members. Members of the Commissions are to be
155 called by Church Council for a three-year term, not to exceed two consecutive three-year terms.

156 The third-year-person on each Commission shall chair the Commission. However, the
157 Commission may select an alternate chairperson from among their members if the third-year
158 person declines. If a member on a Commission is inactive on the Commission for six months, the

159 Church Board may, upon consultation, replace the member until the next Fall Council meeting.

160 The Commissions may appoint additional persons as needed to help fulfill its prescribed
161 responsibilities.

162 4) The *Church Board* shall consist of the members of the three Commissions called by Council, the
163 Moderator, the church Clerk, the Treasurer, and the Deacon chair. The Pastor(s) shall be ex
164 officio on the Church Board. The moderator shall chair the Church Board. The church Clerk
165 shall serve as secretary to the Church Board. All Board and Commission meetings are open to
166 the church membership.

167 168 Article VII **Other Organized Groups**

169 All organizations within the congregation shall exist to aid in fulfilling the mission of the church and
170 are subject to the oversight and direction of the church.

171 The Council, the Church Board, or Commissions may authorize short-term Project Groups to carry
172 out specific assignments. When the specific assignment is achieved, the Project Group shall be
173 dismissed. Short-term Project Groups are accountable to the entity which called them.

174 175 Article VIII **Fiscal and Church Year**

176 Congregational leaders shall assume their duties January 1 with the exception of Sunday School
177 leadership. The fiscal year for congregations shall be the same as the calendar year. Salaries and
178 extended contracts shall be negotiated at the regular budget-building time for the upcoming fiscal
179 year.

180 181 Article IX **Amendments**

182 The constitution and by-laws of the church may be amended by a two-thirds vote of the members
183 present and voting at any regular Council meeting provided that written notice of the proposed
184 amendment has been given, and the call of the meeting issued at least two weeks prior to the meeting.

185 186 187 **BY-LAWS**

188 **Calling Committee**

189 Persons serving on the Calling Committee include the moderator (who shall convene the
190 committee), pastor(s) or member of the pastoral team, a deacon, and one person, called by the
191 congregation according to the process outlined below, who shall serve a single three year term.
192 This congregational representative is ineligible to serve on the church Board during his/her tenure
193 on the Calling Committee.

194 The Calling Committee shall

- 195 1) maintain a file which indicates the interests, aptitudes, and records of service of all members
196 of the congregation;
- 197 2) discern spiritual gifts of members of the congregation;
- 198 3) maintain descriptions for every position in the church which includes title, term, tenure, to
199 whom accountable, budget, duties, and appointments;
- 200 4) oversee the calling of persons for the offices of the church, the Church Board, delegates to
201 conferences, and other positions required by Council.

202 The Calling Committee shall

- 203 1) at least eight weeks prior to the fall Council meeting announce the positions needing to be
204 filled and corresponding responsibilities;
 - 205 2) educate the congregation on the call process;
 - 206 3) prior to Sunday morning worship at least six weeks prior to the fall Council meeting
207 a) distribute a blank "open" ballot with a listing of positions to be filled along with names of
208 eligible persons;
 - 209 b) lead in prayer prior to instructing the members of the congregation to write the name of
210 the person they believe should be called to each position which is open;
 - 211 4) receive these names and based upon these names and prayer, issue a call on behalf of the
212 congregation to the individual for the position;
 - 213 5) present the persons who have accepted the call for their respective positions to the fall
214 Council Meeting for affirmation.
- 215

216 **Deacons** I Timothy 3:8-13

217 The historic and primary role of Deacons in the life of the church is rooted in the New Testament.
218 Their role is spiritual nurturing and leadership of the church.

219 The call for more Deacons comes from the Deacon Body. A committee composed of the
220 Pastor(s), the Moderator, and one member of the Deacon Body is to be in charge of the selection.
221 Council shall use open ballots to nominate Deacons from among the membership of the church.
222 The selection committee shall be in charge of counting the ballots. This committee shall
223 interview nominees who receive the highest number of votes. If none of the nominees accept the
224 call, then the procedure begins again with another open ballot. The names of nominees who
225 accept the call to the Deacon Body are presented for approval by the Council. The term of office
226 shall be three years, with an indefinite number of terms. After serving a three-year term, the
227 Deacon Body may ask the Deacon to continue serving indefinitely. If the Deacon agrees, the
228 reinstatement shall be presented to Council for approval. There shall not be a designated number
229 of Deacons. No person shall be denied the deaconship because of gender or marital status. A
230 deacon cannot serve concurrently as a pastor.

231 The Deacons shall be responsible to:

- 232 1) help maintain unity and harmony of the church fellowship;
- 233 2) meet with the pastor(s) as needed in maintaining good ministerial relations with the
234 congregation and counsel regarding the ministry of preaching;
- 235 3) help the Pastor(s) in counseling and in ministering to the sick, the unfortunate, and the
236 needy within the congregation;
- 237 4) assist or perform an anointing service;
- 238 5) assume general oversight of the physical arrangements for observing the ordinances of
239 the church such as baptism and love feast;
- 240 6) appoint a greeter who should be present 15 minutes before Sunday gatherings begin to
241 welcome people and direct visitors to their classes, record Sunday school attendance,
242 dismiss Sunday school classes, and record worship attendance;
- 243 7) review yearly the church membership list to determine active and separated membership.
244 Persons can be transferred from one membership list to another without special action by
245 the Council (see Article IV for definitions of membership);
- 246 8) recruit capable men and women for the ministry, giving them encouragement and
247 guidance during their training and making recommendations to the congregation and
248 district regarding licensing and ordination;
- 249 9) provide opportunities and resources for those desiring to know more about membership;
- 250 10) oversee the Stress Fund;
- 251 11) send cards and flowers within the congregation as appropriate.

252
253 **Pastor** Titus 1:7-9

254 *The Pastorate*

255 The congregation shall call a Pastor(s) when a vacancy in the pastoral leadership occurs. The
256 Pastor shall be a person whose faith, knowledge of the Scriptures, ability to teach, preach,
257 counsel, and administer have been examined in consultation with the District Executive
258 and/or the Ministry Commission of the Northern Plains District Church of the Brethren.
259 He/she shall hold, or be working toward, ordination in the Church of the Brethren. (In
260 special interim situations a licentiate, or a minister from another denomination may serve
261 upon approval by the District Board.) The Pastor shall accept and adhere to the faith and
262 practices of the Church of the Brethren and the local congregation as set forth in Article II of
263 this constitution, and be a person whose life and conduct shall witness to his/her Christian
264 faith.

265 The pastor(s) shall spiritually shepherd the congregation and serve as the executive director
266 of the church program. The Pastor(s)' spiritual care of the congregation is:

- 267 1) to prepare and deliver weekly biblically-based sermons;
- 268 2) to visit members of the congregation and non-members who attend;
- 269 3) to work with the Officers, Church Board, Commissions, Committees;

- 270 4) to inspire, organize and educate God's people to serve in personal evangelism,
271 visiting, counseling, leading in worship and sometimes in preaching;
272 5) to promote the use of denominational publications;
273 6) to interpret local, district, and denominational ministries;
274 7) to publish a weekly bulletin and periodic newsletter;
275 8) to cooperate with area pastors through the Ministerial Alliances.
- 276 A pastor's service may be terminated with three months notice (or longer with the agreement
277 of the congregation)
- 278 1) by the Pastor's resignation to the Church Board after the Pastor has obtained the
279 counsel of the District Executive or other appropriate district agency;
 - 280 2) following counseling by the Church Board after consultation with the District
281 Executive;
 - 282 3) by two-thirds majority vote at a regular or special Council Meeting after consultation
283 with the District Executive (Voting shall be by ballot).
- 284

285 *Search Committee*

286 A representative committee, consisting of at least three members of the congregation,
287 appointed by the Board, shall serve as a Search Committee and be responsible for
288 recommending a prospective pastor(s) to the Board. The Moderator shall serve on, and
289 continue as, a member of the Search Committee. The Search Committee shall utilize the
290 services of the District Executive for information and counsel before making any
291 recommendations to the Board. Such recommendation shall carry with it a record of the
292 complete contractual relationship which is proposed including, but not limited to salary,
293 vacation, expense allowance, conference attendance, pension fund payments, health care,
294 sabbatical leave and housing provisions.

295 The Board shall consider the recommendation of the Search Committee and, if approved,
296 recommend the prospective pastor(s) to the congregation. When there is multiple staff, the
297 division of responsibility and the lines of authority shall be clearly defined and periodically
298 reviewed by the Church Board. Although there must be close cooperation and harmony
299 between staff members, in the final analysis all personnel are responsible to the congregation
300 for their conduct of their offices.

301 The recommendation of the Board must be accepted by at least 75% of the members of the
302 congregation present and voting before a call may be extended. Such business may be
303 transacted at a regular or special meeting of the congregation, and the voting shall be by
304 ballot. The call, when extended, shall be for an indefinite period of time.

305

306 **Officers of the Church**

307 All officers of the local church shall be consecrated Christians, and members in good standing
308 with the congregation and shall serve faithfully in their respective offices. In the event of an
309 officer's inability to perform his/her duties on a temporary basis, he/she may appoint a substitute
310 or the vacancy may be filled by the Board.

311 *Moderator*

312 The Moderator shall be called for a single three-year term. The Moderator shall have served
313 previously on the church board and be knowledgeable of its function. The Moderator shall be
314 the official head of the congregation, but shall recognize the Pastor(s) as the spiritual leader.

315 The Moderator shall:

- 316 1) seek to be helpful to the Pastor(s) and the church in every way possible;
- 317 2) preside at all Council meetings;
- 318 3) chair the meetings of the Church Board;
- 319 4) serve as ex officio member of all Committees and Commissions;
- 320 5) arrange for pulpit supply and other ministerial services in the absence of the pastor(s);
- 321 6) serve as delegate to District Conference;
- 322 7) in case of in-climate weather or other emergency shall, in consultation with the pastor(s)
323 and Steward living closest to the church, decide whether to cancel a church meeting.

324 *Church Clerk*
325 The Church Clerk shall be called for a three-year term, not to exceed two consecutive three-
326 year terms. All records the Clerk maintains shall remain the property of the congregation.
327 The Clerk will:
328 1) record proceedings of the church Council meetings;
329 2) act as secretary to the Church Board;
330 3) keep an official membership list;
331 4) issue and receive letters of membership;
332 5) act as custodian of important church documents;
333 6) prepare local, district, and brotherhood reports;
334 7) serve as church historian;
335 8) give all Commission chairpersons a written copy of any action referred to their
336 committee by the Church Board or the Church Council.

337 *Treasurer*
338 The Treasurer shall be called for a three-year term, not to exceed two consecutive three-year
339 terms. All records and accounts the Treasurer maintains shall remain the property of the
340 congregation. The Treasurer will:
341 1) count and deposit the tithes and offerings received;
342 2) promptly pay all properly authorized bills;
343 3) file required reports with the IRS;
344 4) keep accurate records of all monies and expenditures;
345 5) present financial reports to the Council;
346 6) report the general state of finances to the Church Board on call;
347 7) submit accounts to an audit at the direction of the Church Board;
348 8) serve as ex officio member to the Stewards Commission;
349 9) record the use of vacation and sick leave for paid staff;
350 10) record memorial gifts in the memorial book;
351 11) ensure that the church's subscription to *Messenger* is current.

352
353 **Official Documents**
354 The official documents related to the ongoing activities of the congregation shall be preserved
355 and owned by the congregation. Church records no longer in active use may be transferred by
356 action of the congregation to a depository of the district or denomination.
357

358 **The Church Board**
359 Membership on the Board shall be as delineated in Article VI, section 3 of the Constitution. The
360 Church Board shall:
361 1) meet at least quarterly, with special meetings called by the Pastor(s) or Moderator as
362 needed;
363 2) fulfill the directives of the Council meeting;
364 3) assign, supervise, and coordinate the work of the Commissions;
365 4) project long range planning, set goals, and initiate new programs;
366 5) make all appointments for which the Board is responsible;
367 6) supervise, within the limits established by the Council, the expenditure of all funds;
368 7) secure leadership to plan congregational fellowship opportunities (i.e. Sunday school
369 parties) and events for the community.
370 8) receive, consider, and make disposition of concerns brought by any group or individual
371 member;
372 9) act for the Council between meetings.
373 10) prepare the agenda for the Council meeting;
374 11) review the proposed budget for presentation to the Council meeting;
375 12) report its activities and actions at the Council meeting;
376 13) bring recommendations to the Council meeting when major church policy needs revision
377 or is involved;

- 378 14) review constitutional by-laws and make appropriate recommendations to Council
 379 meetings to keep in harmony with denominational practices;
 380 15) recommend suitable personnel to the congregation for employment when applicable and
 381 review annually the terms of employment for all employed personnel and set forth
 382 mutually accepted terms in writing;
 383 16) publish a weekly bulletin and periodic newsletter in the absence of a pastor(s);
 384 17) fill all vacancies in offices occurring between Council meetings and fill such other
 385 vacancies not otherwise provided for;
 386 18) enlist the help and the counsel of the District Executive and/or other District personnel in
 387 program planning and handling of special concerns;
 388 19) counsel with the Pastor(s) and any other employees regarding terms of employment,
 389 duties and working relationships, vacations, professional growth, and in-service training
 390 opportunities;
 391 20) counsel with the Pastor(s) regarding requests from outside individuals or groups for
 392 special appeals, programs, or services;
 393 21) assist the Pastor(s) in coordinating and giving balance to the various program aspects
 394 within the congregation's organizational structure.
 395

396 **Nurture Commission**

1 Thessalonians 5:11; 1 Corinthians 12:4-11

397 The functions of the Nurture Commission should provide experiences that enable church
 398 members to increase their effectiveness in extending the ministry of Christ in today's world.
 399 These functions should include a wide range of experiences which meet the varying needs of
 400 nurture felt by the members of the congregation. The Nurture Commission should assume the
 401 initiative, counseling with related groups, for planning in the areas of worship, and education.

402 The Nurture Commission's responsibilities toward *Worship* include:

- 403 1) assisting the Pastor(s) in the planning of varied corporate worship experiences and
 404 opportunities for reflection;
 405 2) assisting the Pastor(s) in the developing and implementing of Sunday evening services
 406 and weeknight meetings, planning for seasonal events and special historical celebration;
 407 3) developing proposals and providing guidance for the ministry of music;
 408 4) filling the positions of organist, pianist, song leader, worship leader, special music,
 409 children's ministry and audio-visual operator.

410 The Nurture Commission's responsibilities toward *Education* include:

- 411 1) providing opportunities and resources for formal study in Sunday school classes, short-
 412 term courses in specific Christian interest areas, training courses for group leaders;
 413 2) insuring that a teacher is present in every class each Sunday, ordering Sunday school
 414 materials;
 415 3) securing leadership for youth group;
 416 4) encouraging persons to participate in lay training programs sponsored by church/inter-
 417 church agencies and promote use of denomination publications;
 418 5) encouraging attendance at camps and retreats;
 419 6) appointing and providing assistance to a librarian who shall maintain the church's library
 420 collection and recommend Christian reading for the congregation;
 421 7) appointing a VBS director who shall select the date and the curriculum for VBS;
 422 8) providing gifts for the church children as appropriate (i.e. Christmas, Bibles for third-
 423 graders, high school graduation).
 424

425 **Witness Commission**

1 Timothy 2:3-4; Matthew 25:34-40

426 This Commission represents the church's witness to individuals, to groups, to the community, to
 427 the world. Its function is to present the claims of Christ upon all persons and upon all social
 428 structures of society. It aids the congregation in bringing the Gospel of Christ to all people and in
 429 manifesting God's kingdom of love, justice, peace, security, and freedom for all persons. It
 430 directs the congregation's witness to the world through evangelism, church extension, ecumenical

431 relations, missions, social action, ministry to the needy, and daily vocations. As such, it provides
432 channels for the congregation to extend its ministry to those outside its fellowship.

433 The Witness Commission's responsibilities toward *Evangelism* include:

- 434 1) working with other congregations for mutual helpfulness and shared ministries;
- 435 2) providing a brochure which introduces the church to the community;
- 436 3) planning and carrying out, along with the members of the congregation, appropriate
437 forms of evangelism in the community including personal evangelism, visitation
438 evangelism, fellowship evangelism, educational evangelism, preaching evangelism, etc.;
- 439 4) preparing, encouraging, and supporting members in speaking up for Christian values and
440 concerns in occupation, neighborhood, community and civic groups;
- 441 5) publicizing current activities and events of the church including seasonal ads in area
442 newspapers.

443 The Witness Commission's responsibilities toward *Social Education* include:

- 444 1) training and involving the congregation in social education and action on issues in the
445 areas of peace, religious freedom, and temperance;
- 446 2) counseling all young persons regarding alternatives to military service;
- 447 3) actively involve the congregation in the ministry of reconciliation and interpersonal
448 peacemaking in the church, community, and family.

449 The Witness Commission's responsibilities toward *Social Service* include:

- 450 1) assuming responsibility for the welfare work of the congregation in behalf of the needy
451 globally, nationally, and locally;
- 452 2) promoting Brethren Volunteer Service to youth and adults and recruit members for
453 service;
- 454 3) planning volunteer service projects in the community and congregation (i.e. highway
455 trash pickup), and recruiting for summer service projects elsewhere;
- 456 4) sponsoring overseas people-to-people projects such as student exchanges, resettlement of
457 refugees, and sending members to overseas seminars, work camps, and tours.

458

459 **Stewards Commission** 1 Peter 4:8-10; Malachi 3:10

460 The work of the Stewards Commission is related to Nurture and to Witness; it is the enabling and
461 equipping for the mission of the church. It is never mere maintenance. The Stewards
462 Commission should plan for the wise use and development of the congregation's resources in
463 time, ability, finances, and property, both individually and corporately, that they may be
464 dedicated to the purposes of God.

465 The Stewards Commission's responsibilities toward *Finances* include:

- 466 1) educating and encouraging members to be good stewards of their resources and
467 encouraging Christian giving and tithing;
- 468 2) reviewing annually the assets and liabilities of the church and interpreting the financial
469 condition of the church and the trends in giving;
- 470 3) preparing an annual budget, in cooperation with the Treasurer, for carrying out the
471 ministries of the congregation (considering salaries, building and commission needs, and
472 missional outreach);
- 473 4) supervising the work of the Treasurer in the receipts and disbursements of the church
474 money;
- 475 5) allocating and defining authority with respect to the establishment of all bank accounts
476 and the signing of checks and other legal documents.

477 The Stewards Commission's responsibilities toward *Property* include:

- 478 1) acting as legal trustees, acquiring, holding, and conveying property as decided by the
479 Council;
- 480 2) providing for adequate insurance coverage of church property;
- 481 3) supervising the care, maintenance, and development of church property;
- 482 4) recommending to the Board, which shall bring to Council, the major repairs or
483 remodeling which should be done to church property;
- 484 5) considering special requests for the use of church equipment and property;

- 485 6) arranging for person(s) to regularly clean the church and to check the restrooms for
486 cleanliness after weekly services have concluded;
487 7) educating the head usher as to the position's responsibilities.
488

489 **Head Usher** responsibilities include

- 490 1) making the sanctuary ready for worship by seeing to the physical comfort of the
491 surroundings;
492 2) making certain the altar is prepared for worship by insuring the offering plates are readily
493 accessible, and the candles ready for lighting;
494 3) counting the number present during worship hour and recording it on the attendance
495 board;
496 4) insuring the tithes and offerings are graciously received from the congregation;
497 5) selecting people to assist in receiving the offerings and to light the candles.
498

499 **Conference Delegates**

- 500 The congregation shall call delegates to Annual and District Conferences according the number
501 allowed by membership. The delegate shall
502 1) be a consecrated Christian and faithful member of the local church;
503 2) have a working knowledge of the Church of the Brethren ideals and program;
504 3) be called for a two-year term;
505 4) be encouraged to attend Church Board and Council meetings during his/her tenure as
506 delegate.
507

508 **Special Gifts Guidelines**

- 509 In order for the church to administer its gifts with good stewardship and in Christian love, the
510 following policy pertains to the acceptance of gifts to the church. All gifts to the church of
511 money or other items shall become the property of the Fairview Church of the Brethren and shall
512 be administered solely by the Stewards Commission. In addition, all special gifts or property
513 purchased with memorial funds will be recorded in the Memorial Book along with the name of
514 the person in whose memory the gift was given.
515

516 **Business Meetings**

- 517 1) The annual *Council Meeting* shall be held in November each year. Special meetings may be
518 called by the Moderator or the Board upon giving fourteen days written notice. Although it is
519 desirable to have as many members present as possible for Council meetings, no quorum shall be
520 required. The dates of the regular meetings of Council shall be given to the District Executive,
521 encouraging him/her to attend when possible.
522 2) The *Board* shall meet at least quarterly. Special meetings of the Board may be called by the
523 Moderator or Pastor(s). A majority of the members shall be present to constitute a quorum for
524 Board meetings.
525 3) The *Commissions and Committees* shall meet regularly, or as the Board or their tasks may
526 require. A majority of the members shall be present to constitute a quorum for Commission
527 meetings.
528 4) Adequate advance notice of all business meetings shall be given to the membership involved.
529

530 **Absentee Ballots**

- 531 Absentee ballots from members who are unable to attend the Council meeting will be received
532 when such ballots are submitted to the Pastor(s), or the Moderator before the meeting convenes.
533 Council will rule whether absentee ballots can be accepted before the vote is taken.