

Constitution and Bylaws

BUNKERTOWN BROTHERS CHURCH

September 29, 2019



Bunkertown Brethren Church
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Constitution

of the Bunkertown Brethren Church

Article I. Corporate Name

The name of this congregation shall be the Bunkertown Brethren Church.

Article II. Affirmation of Faith and Purpose

This congregation:

1. Is founded upon the faith that there is but one God who is a personal God who in holy love creates, sustains, and orders all.
2. Confesses Jesus Christ as the Lord of the church and of all life.
3. Believes that the Holy Spirit is at work in the hearts and minds of believers, creating and sustaining the church through the Gospel, giving guidance and comfort, and uniting believers with their Lord and with one another.
4. Maintains the New Testament as its only creed and rule of faith. In the Holy Scriptures is recorded God's search for all persons which is climaxed in His redemptive act in and through Christ. Through the Bible God still speaks and continues to accomplish His redemptive purpose.
5. Believes that the Gospel is the good news that God was in Christ reconciling the world unto Himself. Through the Gospel, God's sovereign will and Christ's redeeming grace are revealed.
6. Holds that the church is the body of Christ and is under the Lord's mandate to be faithful in accepting and transmitting the Gospel by word and deed.
7. Considers that all members of the congregation of the body of believers are responsible for the total ministry of the church.
8. Accepts the ministry of the church to be the proclamation and fulfillment of the Gospel for all people both near and far and the nurture of individual believers in the Christian faith and life.

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Article III. Relationship to the Whole Church

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1. The Church Universal

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The church is part of a larger whole which comprises the complete body of

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Christ. The church, therefore, shall recognize other Christian bodies and

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denominations, and shall seek to cooperate with, and give direction to, the united

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efforts of the church.

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2. The Local Church

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The congregation is an independent congregation with full autonomy. The

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congregation shall have full authority to govern the church in all matters and shall

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elect a board to conduct matters according to this document.

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Article IV. Membership

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1. Meaning of Membership

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Church membership is not to be entered into lightly or unadvisedly because it is membership in the body of Christ. Both the congregation and the member shall diligently strive to make membership meaningful and significant. Prior to being received into membership, each applicant shall be instructed in the Word of God and the faith and practices of the Bunkertown Brethren Church and shall covenant to uphold and honor the entire Bible as the inspired Word of God. The occasion of the member's reception shall be a service of spiritual dignity, beauty, and meaning.

47

New members shall be active in seeking, and the church shall be diligent in helping them discover, their rightful place in the ministry of Christ and His church. It is expected that members shall be faithful in discharging their Christian responsibilities by way of attendance at regular worship services, communions, and other meetings of the congregation, and by their stewardship of time, talent, and treasure. They shall remember in their daily work, and wherever they may be, that they are a part of the church and responsible for a witness that is Christian.

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The congregation shall provide its members with opportunities to examine their faith and calling and to renew or reaffirm their relationship with Jesus Christ and this church. As a part of this process, members may be invited to make specific commitments related to their participation in the life and work of the church.

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2. Reception of Members

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Members may be received (a) by confession of faith in Jesus Christ and baptism by triune immersion; (b) by letter of transfer from a congregation of any other Christian denomination; or (c) by reaffirmation of faith. Membership in the church shall be open to all persons irrespective of race, national origin, or status in life.

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65 3. Membership Classification

66 a. Active Members

67 Active members avail themselves of the public means of grace by
68 regularly attending church services and communion and contributing to
69 the support of the Gospel and the various enterprises of the church in
70 such ways as they are able.

71 b. Separated Members

72 Separated members are those persons who were received into the church
73 as members, but who no longer participate in the church's life or carry out
74 the commitments expected of members, and who for two consecutive
75 years fail to respond to invitations to reaffirm or renew their relationship
76 with the congregation. The church shall continue to explore ways to
77 restore the broken relationship whether causes of separation have to do
78 with the individual, the congregation, or both. A member whose residence
79 is unknown and cannot be ascertained for two consecutive years will also
80 be designated as a separated member. For reporting purposes,
81 separated members shall not be counted in the statistical list.

82 4. Membership Termination

83 Membership in the Bunkertown Brethren Church may be terminated by:

84 a. Death

85 b. Transfer by Letter

86 A letter of transfer is the property of the congregation and shall go from
87 the granting to the receiving congregation.

88 c. Withdrawal

89 This action shall be taken by the congregation at the written request of the
90 individual.

91 d. Removal

92 The congregation may act to remove a person's name from the list of
93 members when

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- 94
- a member has joined another church, but failed to request a letter of
- 95 transfer;
- the congregation determines that all attempts at reconciliation have
- 96 failed.
- 97

98 **Article V. Ministry Team**

99 The Bunkertown Church will call a ministry team consisting of a pastor(s) and body
100 of deacons to provide spiritual leadership and guidance to the congregation.

101 **Article VI. Congregational Business Meeting**

102 The congregational business meeting is the final authority and governing body within
103 the local congregation; it is the church in business session. The congregation in
104 business meeting shall hear reports and evaluate past accomplishments, study
105 present conditions, plan the future program of the church, record the voice of the
106 congregation on current issues where Christian witness is urgent, and provide
107 opportunity for sharing and coordinating differing points of view. The business
108 meeting shall also elect officers, adopt budgets, rule on policy and organizational
109 matters, and authorize church officials to act on behalf of the congregation. Only
110 active members shall be eligible to vote in the congregational business meeting. No
111 proxy voting will be allowed.

112 **Article VII. Officials of the Church**

- 113
1. The officers of the congregational business meeting shall be the church clerk and
114 the treasurer. The moderator and the church clerk shall be elected by the
115 congregational business meeting. The treasurer and the financial secretary, if
116 needed, shall be appointed by the church board subject to approval by the
117 congregational business meeting.
 - 118 2. The legal officers for the corporate body shall be the church clerk, treasurer, and
119 the chairperson of the commission of stewards.

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120 3. The term ex officio shall refer to an office held where the rights and privileges of
121 that office are limited to debate only, unless exception is made in this document.

122 **Article VIII. Church Board**

123 There shall be a church board, hereinafter referred to as the board, consisting of at
124 least thirteen members elected by the congregational business meeting. The
125 moderator, the pastor, other ministerial staff, the church clerk, the treasurer, and the
126 deacon chair shall be ex officio members.

127 The board shall be invested with administrative powers to plan, coordinate,
128 integrate, and supervise the ongoing program of the congregation. The board is
129 primarily responsible for long-range planning, goals and programs, and the initiation
130 of new programs. The board shall be empowered to act on behalf of the
131 congregational business meeting ad interim except for those actions specifically
132 reserved for the congregational business meeting as set forth in this constitution and
133 bylaws.

134 The board shall organize itself annually by naming a chairperson and a vice-
135 chairperson from among its elected members. The church clerk may serve as
136 secretary for the board. Then the board shall divide its elected members into
137 commissions based on personal aptitude and interest.

138 **Article IX. Commissions**

139 There shall be commissions, thus:

- 140 1. Commission on Nurture (the inner mission of the church)
- 141 2. Commission on Witness (the outer mission of the church)
- 142 3. Commission of Stewards (the stewardship function of the church)
- 143 4. Any other commissions as determined necessary by the board and approved by
144 the congregation

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145 The commissions shall be created by, and be responsible to, the board. Each
146 commission shall be comprised of three or more board members including a
147 chairperson. The moderator, board chairperson, and pastor shall be ex officio
148 members on all commissions. Each commission shall elect its own chairperson,
149 vice-chairperson and secretary.

150 As needed, depending upon the workload and the size of the congregation, the
151 commissions may seek authorization from the board for “continuing” or “short-term”
152 committees to carry out specific commission assignments. Where possible,
153 commission members shall serve as committee chairpersons.

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Article X. Committees

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1. Executive Committee

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The Executive Committee shall be the board chairperson and the commission

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chairpersons. The moderator, the pastor, the deacon chair, and the church clerk

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shall be ex officio.

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In addition to serving the board ad interim, the Executive Committee shall meet

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with the pastor regularly in an advisory capacity and shall serve in maintaining

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good ministerial relations with the congregation.

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2. Nominating Committee

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There shall be a Nominating Committee consisting of from three to six members

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elected by the congregational business meeting from a ballot prepared by the

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board. The pastor and the moderator shall serve ex officio. Elected members of

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this committee shall not hold membership on the board.

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3. Continuing Committees

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The congregational business meeting and/or the board may constitute or

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authorize such other continuing committees (see glossary) as might be

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necessary to assist with the ongoing work of the church.

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4. Short-term Committees

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The congregational business meeting and/or the board may constitute or

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authorize short-term committees to carry out specific assignments. When the

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specific assignment is achieved, the committee shall be dismissed.

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Article XI. Other Organized Groups

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1. Other groups may be organized upon the authorization of the board or the

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approval of the congregational business meeting. In special circumstances, the

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ministerial staff may get approval from the Executive Committee. All

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organizations within the congregation shall exist to aid in fulfilling the mission of

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the church and are subject to the oversight and direction of the church

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Article I. Ministry of Deacons

1. Qualifications of Deacons

- a. Deacons will be active members of the congregation.
- b. Deacons must exhibit the spiritual characteristics described in Scripture as well as in the current Deacon Manual

2. General responsibilities of the deacon ministry are, but not limited to:

- a. Spiritual care and spiritual development of the congregation
- b. Hospitality and discipleship
- c. Anointing for health and healing
- d. Advocacy and support
- e. Ministry of unity and reconciliation

3. Calling Deacons

Deacons will be called by the congregation in accordance with one of the procedures as spelled out in the Deacon Manual.

4. Term of Service

The term of service for called deacons shall be five years. They are eligible to serve two terms in succession, with a year of ineligibility to serve as deacons before being nominated again.

5. Discontinuing a Term of Service

- a. A deacon may choose to end his/her term of service at any time.
- b. If, for some reason, a deacon is not living up to the general expectations of that ministry, other ministry leaders and other deacons should approach him/her following the guidelines described in Matthew 18. The ultimate goal is reconciliation and restitution. If these steps fail, the congregation may choose to discontinue an individual from the deacon ministry and encourage him/her to pursue other areas of service to the church.

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Article II. Personnel Selection and Tenure

1. The nominating committee shall maintain a personnel file indicating the interest, aptitude, and the record of service of all members. When nominating individuals for the election process, 1 Timothy 3 should be consulted. The committee shall also prepare a ballot for the use of the congregational business meeting in the election of (a) officials of the church (except those appointed by the board), (b) board members, (c) delegates to associated conferences, and (d) such other officers as are required by the congregational business meeting.
2. The term of service for all officers of the congregational business meeting (moderator, church clerk, treasurer, and financial secretary) shall be three years. There are no limits to the number of terms.
3. The term of service for elected members of the board, Nominating Committee, and continuing committees shall be three years. They shall not be eligible to serve more than two terms in succession. If any board or committee member is absent from meetings without cause for six months, that position may be declared vacant if reconciliation cannot be achieved. The pastor, deacon chair, and board chair will attempt to reconcile/mediate with the person who has been absent.
4. Approximately one third of the membership of the board or continuing committees shall be elected in any one year.

Article III. Employed Staff

1. Pastor

The congregation shall employ a pastor when needed. The pastor should be a person whose faith; whose aptness to teach, preach, counsel, and administer; and whose educational qualifications have been examined in consultation with the appropriate authorities in the Bunkertown Brethren Church.

The pastor shall be properly ordained. (In special interim situations a licentiate, or a minister from another denomination, may serve upon approval by the

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56 congregational meeting.) The pastor shall accept and adhere to the faith and the
57 practices of the Bunkertown Brethren Church as set forth in this constitution. The
58 pastor's life and conduct shall witness to Christian faith.

59 The pastor shall be the spiritual shepherd of the congregation and executive
60 director of the church program. The pastor shall be an ex officio member of the
61 board, the commissions, and the committees. Normally the pastor shall preach
62 and teach, administer the sacraments, visit and counsel, and in various other
63 ways aid the congregation in worshiping and serving God.

64 **2. Additional Ministry Staff**

65 When the congregation has grown to sufficient size the employment of additional
66 trained staff shall be considered as to assure the continued growth of the
67 congregation and to provide adequate leadership. All paid permanent ministry
68 staff will be members of Bunkertown Brethren Church within three months of their
69 employment.

70 **3. Office Secretary**

71 The church shall provide secretarial assistance for the pastor and the church
72 office. Part-time secretarial assistance shall be provided until such time the
73 workload requires full-time services.

74 **4. Custodian**

75 Custodial services shall be provided for the care and supervision of the church
76 buildings and grounds.

77 **Article IV. Staff Employment Procedures**

78 **1. Pastor**

79 The selection and call of a pastor and other ministry staff persons, as well as the
80 termination of their services to the congregation, shall be done in keeping with
81 approved church procedures and the guidelines of this constitution and bylaws.

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82 A two-thirds majority vote of the members present and voting in a duly called
83 congregational business meeting shall be regarded as a sufficient plurality to
84 express the will of the congregation in extending a call or in voting to continue the
85 leadership of a pastor.

86 **2. Office Secretary**

87 The office secretary shall be employed by the board in consultation with the
88 pastor. The office secretary shall be responsible to the pastor.

89 **3. Custodial services**

90 Custodial services shall be employed or contracted by the board and be
91 responsible to the commission of stewards in consultation with the pastor.

92 **4. Terms of Employment**

93 The terms of employment for all employed staff shall be carefully stipulated and
94 reviewed annually. When the terms have been mutually accepted, such terms
95 shall be set forth in writing and shall be considered an agreement between the
96 contracting parties.

97 All employed staff will be provided with a job description, and a performance
98 review will be conducted annually (see Article 9, Section 21).

99 **Article V. Ministry/Staff Ethics and Accountability**

100 **1.** When there are multiple staff, the division of responsibility and the lines of
101 authority shall be clearly defined and periodically reviewed by the appropriate
102 church officials. Although there must be close cooperation and harmony among
103 staff members, in the final analysis all personnel are responsible to the
104 congregation for the conduct of their office.

105 **2.** All staff will be held to the highest level of Christian ethical conduct, and licensed
106 and ordained ministers will be held accountable to the standards of Titus 1.5-9, 1
107 Timothy 3.1-7, and 1 Peter 5.1-4, and the Bunkertown Brethren Church.

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108 **Article VI. Congregational Ethics and Accountability**

- 109 1. All members and those in attendance will be encouraged and instructed to
110 maintain and exhibit attitudes and actions that reflect the examples and
111 teachings of Christ.
- 112 2. All members and regular attenders shall at all times exhibit the highest level of
113 Christian and moral ethics in order to be a faithful ambassador of Christ and to
114 remain in good standing with the church leadership and the congregation.

115 **Article VII. Background Checks**

116 Staff and volunteers working with children and youth will be required to have a
117 current background check on file in the church office.

118 **Article VIII. Church Officers' Duties**

119 All officers shall be members in good standing of the congregation and shall serve
120 faithfully in their respective offices.

- 121 1. The moderator shall facilitate the congregational business meeting and shall
122 recognize the pastor as the spiritual and executive leader. The moderator shall
123 preside at the congregational business meetings, may convene the board for its
124 organization, and perform all other duties that pertain to the office. The
125 moderator shall be considered an ex officio member at all board, commission
126 and committee meetings. The moderator shall be a member in good standing or
127 a Christian professional and shall agree to and support the policy and practices
128 of the Bunkertown Brethren Church.

129 In the event of the moderator's inability to serve, the moderator may appoint a
130 substitute to preside, or the vacancy may be filled on a temporary basis by the
131 board.

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- 132 2. The church clerk, or board-designated temporary replacement, shall keep
133 accurate minutes of the congregational business meetings, the board meetings,
134 and the Executive Committee meetings. Minutes shall be kept in a volume
135 provided for this purpose and they shall be kept in the church office, remaining
136 the property of the congregation. The official membership roll shall be kept in the
137 church office as well.
- 138 3. The treasurer, who shall be an ex officio member of the Commission of Stewards
139 and the board, shall keep a book of accounts of the congregation. The treasurer
140 shall receive the bank deposit slips for all contributions, disburse funds upon a
141 proper check request, secure a second signature as dictated by the board on all
142 checks, make written reports of all transactions monthly to the board, and to the
143 congregational business meetings, or at such intervals as the board may decide.
144 The treasurer shall report the general state of finances to the board on call and
145 shall also submit accounts to an audit annually at the direction of the board.
- 146 4. The financial secretary, if selected, shall receive, keep records of, and deposit in
147 the bank for the treasurer all contributions from the members and other public
148 and private offerings, and all other receipts. In the absence of a financial
149 secretary, these responsibilities can be fulfilled by the treasurer. At least two
150 persons shall count and verify in writing all public offerings. The financial
151 secretary shall report periodically to the Commission of Stewards.
- 152 5. All financial officers shall give corporate surety, in amounts determined by the
153 board, for which the premiums shall be paid by the congregation.

Article IX. Church Board Functions

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155 **The board shall:**

- 156 1. Fulfill the directives of the congregational business meeting.
157 2. Assign, supervise, and coordinate the work of the commissions.
158 3. Project long-range planning, set goals, and initiate new programs.
159 4. Interpret rules of procedure for commissions and committees.

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- 160 **5.** Make all appointments for which the board is responsible.
- 161 **6.** Prepare a ballot for use by the congregational business meeting in electing the
162 Nominating Committee members.
- 163 **7.** Fill all vacancies in elective offices occurring between congregational business
164 meetings and fill such other vacancies not otherwise provided for.
- 165 **8.** Act on recommendations from the Executive Committee on staff vacancies and
166 present recommendations on personnel and terms of employment to the
167 congregational business meeting for all professional staff personnel.
168 Nonprofessional staff may be employed by the Executive Committee or church
169 board as in harmony with church practice.
- 170 **9.** Prepare the agenda for the congregational business meetings.
- 171 **10.** Establish goals for outreach giving and suggest guidelines to commissions for
172 budget planning.
- 173 **11.** Review the proposed budget for presentation to the fall congregational
174 business meeting.
- 175 **12.** Approve and supervise, within the limits established by the congregational
176 business meeting, the expenditure of all funds. The board shall annually
177 establish the maximum amount each person and/or commission may spend
178 without board approval.
- 179 **13.** Provide for the annual audit.
- 180 **14.** Allocate and define authority with respect to the establishment of bank
181 accounts and the signing of checks and other legal documents. The board
182 shall annually secure additional individuals to legally sign checks. The primary
183 second signature shall be the board chairperson, with the stewards' chair as
184 the third alternative.
- 185 **15.** Receive, consider, and make disposition of concerns brought by any group or
186 individual member.
- 187 **16.** Report its activities and actions at the congregational business meetings.
- 188 **17.** Bring recommendations to a congregational business meeting when major
189 church policy needs revision or is involved.

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- 190 **18.** Designate deacons for special services in the responsibilities assigned to the
191 commissions.
- 192 **19.** Advise and counsel with the pastor when there is no pastor/parish committee.
- 193 **20.** Enlist the help and the counsel of the district executive and/or other district
194 personnel in program planning and handling of special concerns.
- 195 **21.** Conduct an annual performance review with each employed staff member.

Article X. Commission Responsibilities

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197 Each commission shall prepare annually a tentative budget for its program areas which
198 shall be submitted to the Commission of Stewards for their use in preparation of the
199 total church budget.

200 Along with the responsibilities herein listed, additional duties and instructions may be
201 assigned to the commissions by the board when deemed to be in the best interest of the
202 congregation. The activities of the commissions are subject to review by the board and
203 regular reports shall be made to the board.

204 **1. Commission on Nurture**

205 The Commission on Nurture shall be responsible for fostering the spiritual life of
206 the congregation through music, worship, education, and fellowship. The
207 commission, in coordination with the pastor, shall be responsible for securing
208 leadership for special meetings and providing pulpit supply when needed.

209 **2. Commission on Witness**

210 The Commission on Witness shall be responsible for directing the congregation's
211 witness to the world through evangelism, church extension, ecumenical relations,
212 missions, social action, ministry to the needy, and daily vocations.

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214 **3. Commission of Stewards**

215 The Commission of Stewards shall be the legal trustees of the congregation with
216 the responsibility for acquiring, holding, and conveying property in accordance
217 with the decisions of the board and/or the congregation.

218 The commission shall be responsible for the care, protection and maintenance of
219 all church property; for receiving, disbursing, and recording all funds of the
220 congregation; and for preparing the annual budget for board review.

221 Bank statements shall be reviewed by the stewards' chair along with the
222 treasurer/financial secretary.

223 **Article XI. Fiscal Year and Church Year**

224 The fiscal year and the church year shall be the same as the calendar year.

225 **Article XII. Business Meetings**

226 1. Biannual congregational business meetings shall be held in the spring and the
227 fall. Other regular meetings may be held as determined by the congregational
228 business session. Special meetings may be called by the board upon giving
229 fourteen-day written notice. The dates of all congregational business meetings
230 shall be posted in the church calendar and directory.

231 2. The board shall meet at least every two months. Special meetings of the board
232 may be called by the board chairperson.

233 3. Commissions and committees shall meet regularly or as the board may direct.

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Article XIII. Quorum

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1. Although it is desirable to have as many members present as possible for the congregational business meetings, no quorum shall be required except as might be specified by law.

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2. For meetings of the board and the commissions a majority of the elected members shall constitute a quorum.

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Article XIV. Rules of Order

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Unless otherwise specified in these bylaws, Robert's Rules of Order shall be the standard for any point not covered in this document.

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Article XV. Same Sex Unions

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1. There shall be no same sex unions performed on any property owned by the Bunkertown Brethren Church.

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2. No employee or member of the Bunkertown Brethren Church may perform a ceremony for same sex unions.

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Article XVI. Amendments

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The constitution and the bylaws of the congregation may be amended by a two-thirds vote of the members present and voting at any regular session of a congregational business meeting provided that written notice of the proposed amendment has been given in the call of the meeting issued at least thirty days prior to the meeting.

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Glossary

To the Constitution and Bylaws of the Bunkertown Brethren Church

AD HOC COMMITTEE (ad hoc, Latin, “for this”): A committee formed to achieve a specific objective, and usually dissolved after the achievement of its objective. They are called Short-Term Committees in the Bylaws of the Bunkertown Brethren Church. See Short-Term Committee.

AD INTERIM (Latin, “in the time between”): This phrase refers to the temporary period that one entity serves to represent another entity. For example: The Executive Committee serves to represent the Church Board when meeting with the pastor in an advisory capacity or in maintaining good ministerial relations with the congregation.

BUNKERTOWN BRETHERN HERITAGE: In the year 1708, a group of eight people were baptized in the Eder River of central Germany with the determination to revitalize their spiritual lives in closer harmony with Jesus Christ. They accepted the New Testament as their only creed. Brethren seek to be of service to others, commit themselves to social justice, peacemaking, simple living, discipleship, and proclaim the Gospel of Jesus. Identity line: “Continuing the Work of Jesus. Peacefully. Simply. Together.”

BYLAWS: The written rules and regulations enacted by an organization to provide a framework for its operation and continued maintenance. It is a companion document to a Constitution that stipulates the rules by which the organization shall operate. Bylaws provide for meetings, elections of officers, explain the types and duties of officers, the filling of vacancies, special notices, establishment of committees, and provisions for discipline. Bylaws are often a binding contract of the membership, which must be formally adopted and/or amended. A constitution may state that a particular meeting should take place to conduct business; the bylaws would determine when and how it should meet. A constitution would not mention the necessity of a quorum to convene. That is the function of the bylaws.

CHECK REQUEST: The Church Treasurer will disburse funds only when requested by a proper authority (such as Commission Chairs or the Board Chair). Our current

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practice is to have a Board authorized signature on all check requests. Thus, an approved order to commit funds is given in order to limit the possibility of unrestricted disbursements originating from anyone in the congregation, or to prohibit financial improprieties in general.

CONGREGATION: The collective body of believers in the ministry of Jesus Christ who gather at one place yet act as a whole. The Church is the body of Jesus Christ which is global in scope. The congregation is a local part of that wider church. Jesus referred to the church in Matthew 16:18, "I will build my church." The Greek manuscript word for church is *ekklesia* (pronounced ek-klay-see'-ah) meaning assembly, from EK (Greek, "out") and KLESIA (Greek, "ones called"). The Church of Christ is composed of those who have been "called out from" the world of unbelief. Ecclesiastical is an English word that comes from this same word and pertains to things about the church.

CONSTITUTION (Latin, [*cōnstituō*] to constitute, establish, arrange) : A written body of statements termed Articles that establishes the purpose of an organization, defines why it should exist, confers specific powers or limitations upon itself, and sets forth the procedure of how amendments can be adopted. It is a document that "constitutes" or establishes something. It differs from bylaws in that it lays a foundation for the bylaws to build upon.

CONTINUING COMMITTEE: A committee whose purpose "continues" beyond a specific objective unless it is officially disbanded. For example: the function of the Nominating committee continues beyond the submission of names for the ballot of an election. It cannot be termed a Short-Term (Ad Hoc) committee because the objective of submitting names for ballots does not end as long as there are elections. Likewise, it cannot be termed a Standing Committee because it is not officially permanent nor endowed with powers. Other examples would be the Counting Committee which counts the money given in offerings as long as there are offerings. See also Ad Hoc, Short-Term, and Standing Committees.

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CORPORATE SURETY: In the event of financial dishonesty by individuals who handle or manage church funds, a surety policy is purchased to cover the financial loss. This typically happens through a bonding agent who guarantees reimbursement for the loss up to a certain amount.

DULY CALLED MEETING: A particular meeting of a governing body might convene only as bylaws would stipulate. A few of these stipulations might include a well-defined length of advance notice, reference to certain officers, the date, the time, and the location. Further, bylaws may also designate that only certain matters or issues should be called in this proscribed manner. An announcement to convene that fails to comply may nullify the meeting and negate any decisions.

EX OFFICIO (ex officio, Latin, "from the office"): The term refers to rights or powers granted to an individual because of an office held. An executive serving in one capacity may also serve on a committee or board as an additional member "by virtue of their office" rather than through elections. A common misconception is that the participatory rights of ex officio members are limited by their status. Rather, this term denotes only how one becomes a member of a group, not the scope of their rights, which is determined by the group. It is a method of being seated, not a class of membership. Unless bylaws constrain their rights, they are afforded the same rights as other members, including debate, making formal motions, and voting. Another misconception is that ex officio board members lack voting privileges, but the term has nothing to do with voting [Robert's Rules, (11th ed.), pp. 483-84; p. 497, ll. 20-29]. Therefore, it is advisable that bylaws clarify the status of ex officio members to avoid commonly held assumptions or misconceptions.

POLICY: A definite course or method of action selected from among alternatives, in respect to given conditions that would best guide and determine present and future decisions for the sake of expediency. There is often confusion between the words policy and polity. Polity describes the framework in which policies abide. For example: The

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polity of a church may provide for the existence of a kitchen and lunchroom, but it is the policies that determine who does what in the kitchen and how it will be done. See also Polity.

POLITY (Greek: Πολιτεία, “rule by citizens”): was originally a term used in ancient Greece to refer to the many city states that had an assembly of citizens as the core of the political process. Congregational polity (rule by members) is that form of church government in which final human authority rests with the local congregation in decision-making, regarding membership, leadership, doctrine, worship, conduct, missions, finances, property, and relationships. This is human authority that recognizes the lordship of Jesus Christ and the leadership of the Holy Spirit. See also Policy.

QUORUM (Latin, “of whom”): The smallest dependable number of officers and members of an organization required to be present at a meeting in order to faithfully conduct the business at hand. Unless otherwise decided, once a quorum at a meeting has been established, the continued presence of a quorum is presumed to exist only until the chair or any other member notices that a quorum is no longer present (some members have left the meeting).

ROBERT’S RULES OF ORDER: A book written by US Army Brigadier General Henry Martyn Robert (1837–1923) containing rules of order and procedure intended to be a parliamentary authority for use by a deliberative assembly. He was born in South Carolina and raised in Ohio. When asked to preside over a meeting at a church in New Bedford, Massachusetts, his lack of knowledge concerning basic parliamentary procedure resulted in a huge embarrassment. He resolved that he would learn all he could about such procedures before attending another such meeting. The initial rules were loosely based on procedures then used in the United States House of Representatives.

RULES: A uniform standard or principle mandating or guiding conduct or action for a given type of situation. Rules are generally less encompassing than regulations. A

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government regulation would determine if a certain game is lawful, such as gambling, and rules would determine how and where it may be played. See also Regulations.

REGULATIONS: A term that is much more "official" in legal terms than a rule. Regulations are often a set of rules. For example: Federal regulatory commissions would issue rules on how airplanes may fly, bridges may be built, radio stations may broadcast, and cars may travel. They would not be referred to as Federal rules commissions. See also Rules.

SHORT-TERM COMMITTEE: A more pleasant term for an Ad Hoc Committee which is formed to achieve a specific task or objective, and usually dissolved after the completion of the task or achievement of its objective. For example: A "search committee" would be formed to fill the vacancy of a church office. When someone is hired, there remains no further reason for the existence of that search committee. See also Ad Hoc, Continuing, and Standing Committees.

STANDING COMMITTEE: A permanent committee officially established by an assembly which provides its scope and powers, until subsequent official actions may restrict its functions or disband its existence. A Standing Committee is not of the Short-Term (Ad Hoc) type because its functions and objectives are permanent. It is similar to the continuing type in that its work continues but is different in that it has been granted specific powers to execute business according to the enabling body. Nominating Committees (Continuing) have a permanent similarity but have no powers, such as installing or removing officers. See also Ad Hoc, Short-Term, and Continuing Committees.

Current Policies and Practices

of the Bunkertown Brethren Church

Current Policies and Practices

1. Dancing is not permitted in the Family Life Center (passed by a special Church Council meeting February 9, 2003, by request).
2. Commissions and committees need Board Approval for expenditures above \$500.00. (See article IX, Number 12).
3. A gift of \$35.00 is given to the Gideon's in memory of deceased members, active attenders, and former pastors.
4. Our current corporate surety amount has been established at \$10,000.00