

**Beaver Creek Church
of the Brethren**

Congregational Organization and Polity

Adopted 1988, Revised 1997, 2001, 2011

Proposed polity changes on October 2015

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BEAVER CREEK CHURCH
CONGREGATIONAL ORGANIZATION AND POLITY

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PREAMBLE

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

The congregation is a basic unit of the church at work in the world. Servants of the Lord must be alert to the needs and the opportunities about them. They must make their ministry relevant to the changing times and should always be creative in communicating the Word and the love of God.

CONSTITUTION

CONSTITUTION

Article I. Corporate Name

The Church shall be called Beaver Creek Church of the Brethren, located four miles northwest of Bridgewater, on Beaver Creek Road (Route 752).

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 God's 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 are responsible for the total ministry of the church.
8. Accepts the ministry of the church to be both the proclamation and fulfillment of the gospel for all people near and far, and the nurture of the individual believers in the Christian faith and life.

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Article III. Relationship to the Whole Church

1. The Church Universal

The local church is part of a larger whole that comprises the complete body of Christ. The local church, therefore, shall recognize other Christian bodies and denominations, and shall seek to cooperate with and give direction to, the united efforts of the church.

2. The Church Denominational

The congregation shall covenant to support faithfully the program of the Church of the Brethren, recognizing annual Conference enactments of the Church of the Brethren as having governing force in its life, and shall remain a member of the Church of the Brethren or its successor. The congregation shall send delegates to those official conferences of the Church of the Brethren in which it is entitled to have representation. In case of strife or division, if any part of the congregation refuses to abide by its obligations as a member of the Church of the Brethren, that part of the congregation, whether a majority or minority of its membership, that continues in unity with the Church of the Brethren, shall be recognized as the lawful congregation and shall continue in possession of all of the property of the congregation.

If the congregation (a) disbands, (b) departs from membership in the Church of the Brethren, or (c) decreases in numbers and financial strength as to render the congregation unable to fulfill its purpose, then the district of the Church of the Brethren in which it is located, or its successor, shall have the right to take charge and control of all property, and thereafter, to hold, manage, and convey the same at the discretion of the district. All action taken by the district relating to the property of Beaver Creek Church of the Brethren shall be in conformity with the provisions of the current Church of the Brethren Manual of Organization & Polity.

Article IV. Membership

1. Meaning of Membership

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. Each applicant shall be instructed in the Word of God and the faith and practices of the Church of the Brethren prior to being received into membership.

The new member shall be active in seeking, and the church shall be diligent in helping the new member to discover a place in the ministry of Christ and His church. It is expected that the member shall be faithful in discharging Christian responsibilities by way of attendance at regular worship services, communions, and other meetings of the congregation, and by stewardship of time, talent, and treasure. Members shall remember in their daily lives, and wherever they may be, that they are a part of the church and are responsible for a witness that is Christian. The congregation may well consider the periodic renewal of vows and commitments for all its members.

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2. Entering Into and Renewing Church Membership

Members may be received into the church in one of three ways:

- a. Confession of faith in Jesus Christ and baptism by triune immersion as practiced by the Church of the Brethren.
- b. A letter of transfer from another congregation of the Church of the Brethren or of any other Christian body.
- c. Reaffirmation of faith in Jesus Christ and renewal of membership made at an earlier time in this or another congregation.

Membership in the church shall be open to all persons irrespective of race, national origin, or status in life.

3. Membership Classification

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

- a. Members. Members of the congregation shall consist of those persons who have been received into the church by baptism, letter, or reaffirmation of faith, and who choose to continue their membership when the congregation invites them to examine and renew the covenant relationship, thereby confirming their intention to fulfill the responsibilities of members as described above.
- b. Associate Members. Associate membership may be granted to two categories of persons:
 1. Temporary residents. Persons such as students and residents who participate in the life of the congregation on a seasonal or short-term basis and who continue to hold membership in another congregation in the community of their permanent residence.
 2. Former residents. Persons who have moved to a new location in which there is no Church of the Brethren and who wish to continue a relationship with the Brethren at the same time that they become members of another Christian community.

Associate members have the right to vote and hold office in the congregation granting their associate status and have a responsibility to contribute resources to support the ministries of that congregation. Associate members are not eligible to serve in church leadership or to represent the congregation as delegates to district or annual conferences.

- c. Separated Members. Separated members consist of those persons who were received into the church as members, but who no longer participate in the church's life or carry out the commitments expected of members, and who for three consecutive years fail to respond to invitations to reaffirm or renew their relationship with the congregation. Whether the causes of separation have to do with the individual, the congregation, or both, the congregation shall continue to explore ways to restore the broken relationship. For statistical purposes, members whose residence is unknown and cannot be ascertained for three consecutive years will also be designated as separated members.

4. Membership Termination

Membership in this congregation may be terminated by:

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- a. Death.
- b. Transfer of membership by letter. A letter of transfer is the property of the congregation and shall go from the granting to the receiving congregation. Either the letter or accompanying note should indicate whether the member for whom the letter is being sent is a member or separated member.
- c. Withdrawal. This action shall be taken by the local congregation at the written request of the individual.
- d. Removal. The congregation may act to remove a person's name from the list of members either when a member has joined another church but failed to request a letter of transfer, or when the congregation determines that all attempts at reconciliation have failed.

Article V. Congregational Business Meeting

The congregation in the business meeting is the final authority and governing body within the local congregation; it is the church in business session. The congregation in the business meeting shall hear reports and evaluate past accomplishments, study present conditions and plan the future program of the church, record the voice of the congregation on current issues where Christian witness is urgent, and provide opportunity for sharing and coordinating points of view. The business meeting shall also elect officers, adopt budgets, rule on policy and organizational matters, and authorize church officials to act on behalf of the congregation. All members shall be eligible to vote in the congregational business meeting.

Article VI. Officers of the Church

The officers of the congregational business meeting shall be the moderator, the church clerk, the treasurer, and the financial secretary. The moderator shall be elected by the congregational business meeting. The church clerk and the financial secretary shall be appointed by the Leadership Team subject to approval by the congregational business meeting.

The legal officers for the church shall be three trustees elected by and responsible to the congregation in the business meeting and confirmed by the Circuit Court of Rockingham County, Virginia. If at any time the number of trustees is less than three, either by death, transfer of membership, removal or resignation, then the ~~Gifts and Calling~~Leadership Team shall nominate persons to fill the vacancies. The nominations shall be submitted to the church council for election by majority vote.

Article VII. Leadership Team

There shall be a Leadership Team, consisting of a chair and a chair-elect that are elected by the congregation and representatives of each of eight (or seven if Congregational Connections becomes a subcommittee) focus teams. The moderator, ~~the Leadership Team chair-elect~~, the pastor, the church clerk, the treasurer, and the chairperson of the Deacon Board shall be ex-officio members without vote.

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

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The church clerk shall serve as secretary for the Leadership Team.

Article VIII. Focus Teams

There shall be the following focus teams: Facilities, Worship, Finance, Christian Education and Discipleship, Outreach and Missions, Fellowship, Ministry. ~~and Congregational Care.~~ Focus teams are composed of three members elected by the congregation on staggered three-year terms. Teams are responsible for selecting their own chairperson and their representative to serve on the Leadership Team (can be the same person). Teams are also responsible for managing attendance and ~~replacement~~ nomination of team members as needed to fulfill unexpired terms, subject to approval by the Leadership Team. Once selected, representatives to the leadership team serve in that capacity without substitution. Members can serve on only one focus team at a time.

Article IX. Continuing Committees

1. Gifts and Calling Team

There shall be a Gifts and Calling Team consisting of three members elected by the congregational business meeting. This team is responsible for identifying and recruiting those members of the congregation to fill the organizational needs of the church through gift recognition and discernment. Elected members of this committee serve staggered three-year terms and shall not hold membership on the Leadership or focus teams. This team operates independently and the ballot does not need approval from the pastor or Leadership Team prior to going before the congregation.

2. Other Continuing Committees

The congregation in the business meeting may constitute or authorize such other continuing committees as might be necessary to assist with the on-going work of the church.

Article X. Deacon Board

The congregation shall create a deacon board consisting of eight to twelve units in addition to current Life Deacons. Each unit shall be defined as a married couple or an individual who may be married, single, or widowed. All shall be members in good standing. The deacon board shall organize annually, and the chairperson shall serve as ex-officio to the Leadership Team without vote.

The deacon board's central interest is the spiritual and physical well-being of the church family. The deacon body is concerned with the personal needs of congregational members.

The Office of Deacon is a congregational office and does not automatically transfer when a deacon moves to a new congregation. The call to participate in the deacon body comes as a decision of the congregation based on the individual's qualifications and the needs of the congregation.

The deacon board is accountable to the Leadership Team but may also report directly to the congregational business meeting.

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Article XI. Other Organized Groups

Various other special interest groups or age groups may be organized upon the authorization of the Leadership Team and the approval of the congregational business meeting. All organizations within the congregation shall exist to aid in fulfilling the mission of the church and are subject to the oversight and direction of the church.

Article XII. Records

1. Official Documents.

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

- a. Deeds, legal and governing documents;
- b. Minutes of council meetings, Leadership Team meetings, special committees, and other active groups within the congregation;
- c. Records of members by name, date received into membership, and date and reason for removal from roll; of ordinations, baptisms, weddings, and deaths; of church, church school, and Bible school attendance; of annual statistical reports and financial statements; of significant correspondence by and to elected, appointed, and employed officers that document congregational program and activity;
- d. Publications such as weekly worship bulletins, newsletters, bulletins or programs for special events, directories, books, pamphlets, and brochures published by the congregation.

2. Ownership of Records

All correspondence and records created by persons elected, appointed, or employed to act on behalf of the congregation while acting in that capacity are the property of the congregation held in trust for the use and benefit of the Church of the Brethren.

3. Transfer of Records

Church records no longer in active use will be transferred to the Bridgewater College Library Archives where they are preserved and protected from damage by fire and where, under proper restrictions, they may be open to examination.

Article XIII. Fiscal Year and Church Year

The fiscal year and the church year of the congregation shall be those designated by the Annual Conference.

BYLAWS

BYLAWS

Article I. Personnel Selection and Tenure

1. The Gifts and Calling Team shall maintain a personnel file indicating the interest, aptitude, and record of service for all members. The team 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 Leadership Team); (b) focus team members, ~~including~~ excluding its own membership; (c) delegates to District Conference and Annual Conference; and (d) such other officers as are required by the congregational business meeting.
2. Unless otherwise stated, all elected positions in the church are limited to two consecutive terms. Members completing two consecutive terms on a focus team are eligible to serve on a different focus team immediately, but may not act as a representative to the Leadership Team more than six consecutive years. Trustees of the church are elected to serve ~~three-year terms, without term limits and~~ will be affirmed annually at the Congregational Business Meeting.
3. A minimum of two units of the Deacon Board shall be elected each year at the fall congregational business meeting. This part of the ballot shall be prepared by the Leadership Team. The term shall be three years with no limit on serving consecutive terms.

Article II. Employed Staff

1. Pastor

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

The pastor shall be properly ordained. (In special interim situations a licentiate, or a minister from another denomination, may serve upon approval by the district board.) The pastor shall accept and adhere to the faith and the practices of the Church of the Brethren and the local congregation as set forth in Article II of this constitution, and the pastor's life and conduct shall witness to Christian faith.

The pastor shall be the spiritual shepherd of the congregation and the ~~executive leader~~ director of the church program. The pastor shall be an ex-officio member of the Worship and Ministry focus teams, the Leadership Team, and the Deacon Board, without vote. Normally, the pastor shall preach and teach, administer the sacraments, visit and counsel, and in various other ways aid the parish in worshiping and serving God.

2. Office Secretary

The local church shall provide secretarial assistance for the pastor and the church office. Among other duties, the office secretary shall keep the official membership ~~roll~~ role of the congregation.

3. Church Treasurer

The local church shall provide a treasurer to keep a book of accounts of the congregation.

4. Custodians

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

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Article III. Staff Employment Procedures

1. The selection and call of a pastor and other professional staff persons, as well as the termination of their services to the congregation, shall be done in keeping with the approved Church of the Brethren procedures and after seeking the counsel and guidance of the authorized officials of the Church of the Brethren. A two-thirds majority vote of the members present and voting in a duly called congregational business meeting shall be regarded as sufficient plurality to express the will of the congregation in extending a call or in voting to continue the leadership of a pastor.
2. The office secretary shall be employed by the Leadership Team on behalf of the church and in consultation with the pastor. The office secretary shall be responsible to the pastor.
3. The church treasurer shall be employed by the Leadership Team on behalf of the church and in consultation with the Finance Team. The church treasurer shall be responsible to the Finance Team on behalf of the church.
4. The custodians shall be employed by and be responsible to the Facilities Team on behalf of the church.
- 4.5. The choir director and accompanist shall be employed by and be responsible to the Worship Team on behalf of the church.
- 5.6. The terms of employment for all employed staff shall be carefully stipulated and reviewed annually. When the terms have been mutually accepted, such terms shall be set forth in writing on approved forms and shall be considered an agreement between the contracting parties.

Article IV. Church Officers' Duties

1. All officers shall be members in good standing of the congregation and shall serve faithfully in their respective offices. The moderator in some situations may be chosen from outside the congregation.
2. The moderator shall be the official head of the congregation but shall recognize the pastor as the spiritual and executive leader. The moderator shall preside at the congregational business meetings and perform all other duties that pertain to the office. The moderator shall be considered an ex-officio member, with voice but without vote, at all Leadership Team meetings. In the event of the moderator's inability to perform the duties of the office, ~~the moderator may appoint a substitute, or~~ the vacancy may be filled on a temporary basis by the Leadership Team.
- 2.3.
- 3.—The Leadership Team chairperson ~~shall be the executive leader of the church, and~~ shall be elected by the congregation. A person selected to chair the Leadership Team will serve a two year term; the first year as chair-elect and the second year as chairperson. If the chair-elect is serving on a focus team at the time of their calling, they will resign from that team before beginning their service as chair-elect. ~~The chair-elect will be a non-voting member of the Leadership Team.~~

BYLAWS

4. The church clerk shall keep accurate minutes of the congregational business meetings and Leadership Team meetings. Minutes shall be kept in a volume provided for that purpose and they shall be and remain the property of the congregation.
5. The treasurer, who shall be an ex-officio member of the Finance Team and the Leadership Team, shall keep a book of accounts of the congregation. The treasurer shall receive the financial secretary's bank deposit slips for all contributions. The treasurer shall disburse funds upon proper "order on the treasury." The treasurer shall make written reports of all transactions monthly to the Leadership Team, and to the congregational business meetings, or at such intervals as the Leadership Team may decide. The treasurer shall report the general state of finances to the Leadership Team on call and shall also submit the accounts to an audit annually at the direction of the Finance-Leadership Team.
6. The financial secretary shall receive, keep record of, and deposit in the bank for the treasurer all contributions from members and other public and private offerings, and all other receipts. The financial secretary shall report periodically to the Finance Team and prepare the annual giving members statements of for the congregation and other contributing person or persons.-r

Article V. Leadership Team Responsibilities

The Leadership Team is responsible for guiding and directing the inner and outer mission of the church. This body develops the vision and policy of the church, guides the work of all focus teams, recruits and retains church staff, and convenes special task groups as needed to provide for the current and future needs of the congregation.

Additionally, it is the responsibility of the Leadership Team to:

1. Fulfill the directives of the congregational business meeting.
2. Assign, supervise, and coordinate the work of the focus teams.
3. Project long-range planning, set goals, and initiate new programs.
4. Interpret rules of procedure for focus teams and committees.
5. Make all appointments for which the Leadership Team is responsible
6. Prepare the portion of the ballot for use by the congregational business meeting in electing the Deacon Board members, -Gifts and Calling Team, Financial Secretary, Church Clerk and Moderator.
7. Fill all vacancies in elective offices occurring between congregational business meetings and fill such other vacancies for which no other provisions have been made.
8. Conduct negotiations when there is a pastoral vacancy and bring essential recommendations to the congregational business meeting.
9. Prepare the agenda for the congregational business meeting.

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10. Review Approve the proposed budget for presentation to the congregational business meeting.
11. Approve and supervise, within the limits established by the congregational business meeting, the expenditure of all funds.
12. Counsel with the pastor regarding the listing, classification, reporting, accepting and dismissing of members.
13. Allocate and define authority with respect to the establishment of bank accounts and the signing of checks and other legal documents.
14. Receive, consider, and make disposition of concerns brought by any group or individual member.
15. Report its activities and actions at the congregational business meetings, and at other times as appropriate
16. Bring recommendations to the congregational business meeting when major church policy needs revision or is involved.
17. Enlist the help and counsel of the district staff in program planning and handling of special concerns.
18. Act to confirm or decline nominations of focus team members as needed to fulfill unexpired terms.
19. Bring recommendations to the Congregational Business Meeting in the event of trustee vacancies.
- ~~17-20.~~ Appoint short-term committees as needed, such as a Homecoming Committee.

Article VI. Focus Team Responsibilities

- 1. Facilities**
The Facilities Team is responsible for the care, protection and maintenance of all church property including structural and cosmetic repair, capital improvements, grounds maintenance and custodial care.
- 2. Worship**
The Worship Team is responsible for fostering the spiritual life of the congregation through music and worship, and accounts for all aspects of schedule, personnel and preparation of the worship space for all regular Sunday and special services.
- 3. Finance**
The Finance Team is responsible for managing and guiding the stewardship program of the church including appropriate staffing, giving and tithing, budget and annual audit.
- 4. Christian Education and Discipleship**

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The Christian Education and Discipleship Team is responsible for the educational program of the church including the library, including Sunday School program and, bible study studies. The team is also responsible for youth and children's programs and resources.

5. Outreach and Missions

The Outreach and Missions Team is responsible for directing the congregation's witness to the world through evangelism, spiritual renewal, church extension, ecumenical relations, missions, social action and ministry to the needy.

6. Fellowship

The Fellowship Team is responsible for organizing and promoting the social activities of the church and for the preparation, clean-up and care of facilities and supplies utilized in fellowship.

7. Ministry

The Ministry Team works with and provides for the needs of the Pastor and others with ministry leadership through support, evaluation and representation to the church body.

~~8. Congregational Care~~ Congregational Connections

~~The Congregational Care Connections Team provides for the needs of the congregation through support, communication, spiritual renewal and prayer.~~

In addition to stated responsibilities, each focus team prepares annually a tentative budget for its programs, which is submitted to the Finance Team for their use in preparation of the total church budget. Any expenditures outside the allotted church budget must be approved by the Leadership Team.

Article VII. Deacon Board Responsibilities

The Deacon Board will:

1. Prepare for communion.
2. Assist the Pastor in baptism, anointing service, and other special services.
3. Visit in response to needs of the Congregation and the community.

Article VIII. Trustee Responsibilities

The trustees shall hold legal title to the real estate owned by the Beaver Creek congregation of the Church of the Brethren, according to the laws of the Commonwealth of Virginia. The trustees have no power to transfer title or encumber real estate without the express consent and direction of the church council.

Article IX. Guidelines for Receiving, Managing and Disbursing Gifts

1. Introduction

Christian stewardship involves conscious, thoughtful, and purposeful decisions about the use of

BYLAWS

resources and possessions.

As individuals, we are called to share with the church for the furthering of God's Kingdom on earth from our current income and from our accumulated, inherited, and appreciated resources.

As a congregation, we are called to be faithful Christian stewards. We wish to have a well thought out and clear plan for the management and use of the gifts received by the congregation. We do this with the hope that members and friends will be encouraged to make faithful decisions, and that we as a congregation are faithful in carrying out the work of Christ.

2. Purpose

The purpose of these guidelines is to establish a procedure for receiving, managing, and disbursing gifts received by the congregation. We believe that having these guidelines will broaden and deepen our understanding of the meaning of Christian stewardship.

3. Biblical Context

The Bible clearly sets forth God's claim on our possessions. Certainly, wealth and material possessions are not to be ends in themselves. What truly matters is our attitude towards them and how we use them for the fulfillment of the Kingdom.

Psalm 24:1 "The Earth is the Lord's and the fullness thereof"

I Chronicles 29:14 "For all things come from thee, and of thy own have we given thee"

Matthew 6:21 "For where your treasure is, there will your heart be also"

Luke 6:24 "If, then, you have not been faithful in handling worldly wealth, how can you be trusted with true wealth?"

4. Receiving Gifts

Gifts may come in different forms such as cash, securities, real estate, life insurance proceeds, antiques, works of art, as well as other kinds of property.

If a gift other than cash is offered which cannot be utilized as given, assistance will be sought to convert it into cash at its fair market value as soon as practical.

Gifts may be undesignated or designated for specific purposes. Those gifts which have excessive restrictions or are designated for purposes beyond the scope of the congregational goals may be rejected.

Donors planning to designate gifts are encouraged to include a clause allowing the privilege of changing the use of the gift in the event that the designated purpose has been achieved or that the purpose is beyond the scope of the congregational goals.

All accepted gifts will be gratefully received and acknowledged. The names of the donor and those in whose name the gift is given will be recorded and kept as part of the official church records.

Ownership of the gift rests with the congregation.

BYLAWS

5. Managing Gifts

Consideration will be given to invest any cash resulting from gifts that are to be held for more than a year. Interest accrued will be distributed with the principal or in accordance with the designation.

Reports of information regarding gifts will be made along with the regular financial reports of the church.

6. Disbursing Gifts

Designated Gifts will be disbursed or used in accordance with the designation as soon as practical. Should the designated purpose be fulfilled or later become inappropriate, the gift or portion remaining may be used for other congregational purposes.

Undesignated Gifts will be disbursed or used by direction of the Leadership Team or the congregational business meeting. Input from interested parties will be accepted by these groups. If not so specifically directed, cash resulting from such gifts will be disbursed as follows:

- a. Those with a value of under \$1000, will be transferred to the regular operating fund.
- b. Those with a value of \$1000 or more:
 1. 10% will be transferred to the regular operating fund.
 2. 10% will be used for maintenance and repair activities as determined by the Facilities Team.
 3. 40% will be used for capital improvements, debt reduction, or the building program as determined by the Finance Team. Should no such activities be active, the Leadership Team will designate this amount
 4. 20% will be used for activities appropriate to and determined by the .Christian Education and Discipleship Team.
 5. 20% will be used for activities appropriate to and determined by the Outreach and Missions Team.

Article X. Business Meetings

1. A congregational business meeting will be held on the fourth Sunday of October for the transaction of church business. A meeting will be held the first Sunday of February to approve the previous year's reports during the morning worship hour. These reports will be distributed prior to the meeting. Other regular meetings may be held as determined by the congregational business session. Special meetings may be called by the moderator or the Leadership Team upon giving seven-day written notice. The dates of the congregational business meetings and other special business meetings shall be given to the district staff on request.
2. The Leadership Team shall meet monthly. Special meetings of the Leadership Team may be called by the chairman or the moderator.

BYLAWS

3. Focus teams shall meet regularly or as the Leadership Team may direct.
4. Adequate advance notice of all business meetings shall be given to the membership involved.

Article XI. Quorum

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.
2. For meetings of the Leadership and focus teams, a majority of the elected members shall constitute a quorum.

Article XII. Rules of Order

Robert's Rules of Order shall be the official rules of order for the congregational business meetings and the Leadership Team meetings.

Article XIII. Amendments

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 the 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.