

Constitution of

# Calvary Grace Brethren Church

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## ARTICLE I — Name

The name of the Church shall be Calvary Grace Brethren Church.

## ARTICLE II — Objective

The objective of this Church will be to honor the Lord in all of its activities which will include, but not be limited to, services of public worship, efforts to evangelize the lost, programs for fellowship and edification of the saints, and the provision of a center for appropriate adult and youth functions.

## ARTICLE III — Incorporation, Affiliation and Dissolution

Section 1 — This Constitution will amplify that which is set forth in the Certificate of Incorporation filed under the laws of the State of Maryland.

Section 2 — This Church shall be affiliated with the Fellowship of Grace Brethren Churches. Should it ever become apparent that the Fellowship of Grace Brethren Churches has departed from the Statement of Faith as set forth in Article IV of this Constitution, the members of this Church shall have the privilege of approving an amendment removing the Church from this affiliation.

Section 3 — Should it become necessary for the Corporation to be dissolved, then, in accordance with the laws of the State of Maryland, all assets of the Church shall be converted into cash by the properly elected Trustees, or such other persons as shall be legally authorized to do so, and, after the payment of all debts and obligations of this Corporation, the remaining balance, if any, shall be distributed to such missionary agencies and/or Christian educational Institutions, and/or other non-profit religious Corporations they shall deem appropriate.

## ARTICLE IV — Statement of Faith

1. We believe the Bible, the Whole Bible and nothing but the Bible is our infallible rule of faith and of practice, and we feel it is our responsibility to make known the divine message of the Bible, the Word of God. We believe the sixty-six books of the Old and New Testaments are verbally inspired in all parts, and therefore wholly without error as originally given of God (II Tim. 3:16; II Pet. 1:21).
2. We believe in the one true God, existing eternally as three persons — the father, the Son, and the Holy Spirit (Luke 3:22; Matt. 28:19; 1 Cor. 13:14).
3. We believe in the Lord Jesus Christ, His preexistence and deity (John 1:1-3), incarnation by virgin birth (John 1:14; Matt. 1:18-23), sinless life (Heb. 4:15), substitutionary death (Luke 24:36-43), literal, bodily resurrection (1 Cor. 15), ascension into heaven and present ministry (Heb. 4:14-16), and coming again (Acts 1:11).
4. We believe in the Holy Spirit, His personality (John 16:7-15), deity (Acts 5:3-4), His work in each believer, baptism and indwelling at the moment of regeneration (1 Cor. 12:13; Rom. 8:9), and filling (Eph. 5:18) to empower for Christian life and service (Eph. 3:16; Acts 1:8; Gal. 5:22-23).
5. We believe man is a direct creation in the image of God (Gen. 1:26-28) and that his subsequent fall into sin resulted in spiritual death (Gen. 3:1-24; Rom. 5:12) and necessitates the new birth for his salvation (John 3:3-5).
6. We believe that salvation is a complete and eternal gift of God by grace alone, received through personal faith in the Lord Jesus Christ and His finished work (Eph. 2:8-9; Titus 3:5-7; I Pet. 1:18-19).
7. We believe in one true Church, the body and bride of Christ (Eph. 1:22-23; 5:25-32), is composed of all true believers of the present age (I Cor. 12:12-13), and in the organization of its members in local churches for worship, for edification of believers, and for world-wide gospel witness, and that each local church is autonomous but cooperating in fellowship and work (Eph. 4:11-16).

8. We believe in a Christian life of righteousness and good works, of separation unto God from the evil ways of the world (Rom. 12:1-2), manifested by speaking the truth (James 5:12), maintaining the sanctity of the home (Eph. 5:22-6:4), settling differences between Christians in accordance with the Word of God (I Cor. 6:1-8), not engaging in carnal strife but showing a Christ-like attitude toward all men (Rom. 12:17-21), exhibiting the fruit of the Spirit (Gal. 5:22-23), and maintaining a life of prayer (Eph. 6:18; Phil. 4:6), including the privilege, when sick, of calling for the elders of the church to pray and to anoint with oil in the Name of the Lord (James 5:13-18).
9. We believe the Christian should observe the ordinances of our Lord Jesus Christ, which are:
  - A. Baptism of believers by triune immersion (Matt. 28:19)
  - B. The Three-fold Communion Service, consisting of
    - (1) The washing of the saints' feet (John 13:1-17)
    - (2) The Lord's supper (I Cor. 11:20-22; 33-34; Jude 12)
    - (3) The communion of the bread and the cup (1 Cor. 11:23-26).
10. We believe in Satan as a personality, the great adversary of God and His people (Rev. 12:1-10), his judgment (John 12:31), and final doom (Rev. 20:10).
11. We believe the second coming of the Lord Jesus Christ will be personal, visible, and is imminent to remove His Church from the earth (I Thess. 4:16-17) before the tribulation (I Thess. 1:10; Rev. 3:10), and afterward to descend with the Church to establish His millennial kingdom upon the earth (Rev. 19:11-20:6).
12. We believe in a future life of conscious existence of the dead (Phil. 1:21-23; Luke 16:19-31), the resurrection of the body (John 5:28-29), the judgment and reward of believers (Rev. 20:11-15), the eternal life of the saved (John 3:16), and the eternal punishment of the lost (Matt. 25:46; Rev. 20:15).

#### ARTICLE V — Covenant

Acknowledging Jesus Christ to be our Saviour and Lord, and submitting to the authority of the Holy Scriptures as our rule of faith and practice, and recognizing the privilege and duty of uniting ourselves for Christian fellowship, the enjoyment of Christian ordinances, the public worship of God, and the advancement of His church on earth, we do now, in the sight of God and invoking His blessing, solemnly covenant and agree with each other to associate ourselves as a church of the Lord Jesus Christ, as warranted by the Word of God.

We agree to maintain the teaching and the preaching of the Word of God, to submit ourselves to the orderly administration of the affairs of the Church and to walk together in brotherly love.

This we do depending on the aid of our Heavenly Father, Who so loved the world that He gave His only begotten Son for our salvation, and of Jesus Christ Who has redeemed us with His blood, and of the Holy Spirit, our Comforter and Guide.

#### ARTICLE VI — Membership

##### Section 1 — Qualifications

Any person who shall have confessed that Jesus Christ is the Son of God and has received Him as personal Saviour and Lord, and who shall have publicly accepted the Bible as the complete, final, and inspired revelation of the triune God to man, and who shall have been baptized in water by triune immersion, and who shall have consented to the covenants and provisions of this Constitution and Statement of Faith, may formally become a member of this Church.

All candidates for membership shall be interviewed by the Pastor and/or representatives of the Board of Deacons and Deaconesses and approved by the Pastor and a majority of the Board of Deacons and Deaconesses as to their spiritual qualifications for membership before being presented to the Council. Approval for membership must be by a two-thirds ( $\frac{2}{3}$ ) vote of members of Council present and voting at any regularly, or specially-called meeting.

#### Section 2 — Duties

Members are expected to be faithful in all spiritual duties essential to the Christian life, to participate in the three-fold communion ordinance, to be loyal to the Church, to regularly attend its services, to contribute to its support, ministries and charities and to share in its organized work.

#### Section 3 — Privileges

- a. Only those members in good standing, sixteen (16) years of age and older, are eligible to vote in all business sessions.
- b. Only those members in good standing, eighteen (18) years of age and older, are eligible to participate in an election for the purpose of calling a Pastor.
- c. Only those members in good standing, eighteen (18) years of age and older are eligible for election to offices in the Church.
- d. Any member who feels a dissatisfaction with the general procedure of any department of this Church may make his case known to the Pastor or the Board of Deacons and Deaconesses in writing. No verbal complaints shall be entertained before the Board of Deacons and Deaconesses. The Deacons and Deaconesses, in counsel with the Pastor, shall review the merits of the complaint and deal with it in accordance with the clear mandate of Scripture. Should the issue be that of severe enough nature to convene the Council to deal with it, that may be done with proper notification. Should Council be unable to resolve the situation, the matter may then be referred to the Church congregation for solution.

#### Section 4 — Withdrawal

- a. A Church "letter" may be granted to any member of unquestionable standing upon his written request that he desires to affiliate with another Bible-believing, Bible-teaching, Bible-living church. This letter should be issued by the Recording Secretary upon recommendation by the Pastor in conjunction with the Board of Deacons and Deaconesses.
- b. No letter shall be granted to a member who has not maintained a consistent Christian testimony. Upon his written request, a member may have his name removed from the membership.

#### Section 5 — Dismissal

- a. When there is persistent repetition of conduct unbecoming to professing Christians, and in all cases of proven immorality, and in cases where a member ceases to adhere to the Statement of Faith, his name shall be removed.
- b. When any member has shown no interest in this Church for a period of two years, this being visible by his absence and his failure to support the ministries, his name shall be removed. Members living at a distance so that they cannot attend the services of the Church are expected to take their "Church letters" and to unite with another church of like precious faith. When it is not feasible to do so, because of unusual circumstances, they may remain members of this Church.
- c. Any action to dismiss a member shall be carried out by a two-thirds ( $\frac{2}{3}$ ) vote of members of Council present and voting at any regularly, or specially-called meeting, said meeting to be announced at least ten (10) days in advance.

## ARTICLE VII — Officers

Section 1 — The elected officers of the Church shall be as follows: Pastors, Vice Moderator, Deacons and Deaconesses, Trustees, Recording Secretary, Treasurer and Assistant Treasurer, Financial Secretary and Assistant Financial Secretary, Director of Christian Education and Assistant Director. All elected officers must be members in good standing of Calvary Grace Brethren Church.

### Section 2 — The Council

- a. The Council of this Church shall be composed of the Pastors, Vice Moderator, Deacons, Chairman of the Board of Trustees and Assistant Chairman, Recording Secretary, Treasurer and Assistant Treasurer, Financial Secretary and Assistant Financial Secretary, Director of Christian Education and Assistant Director. The Pastor shall be the moderator by virtue of his office. He shall preside at all Council meetings and at all congregational business meetings.
- b. The duties of the Council shall be to have general advisory oversight of all matters pertaining to the life of the Church, and to perform the usual functions of an executive committee. It shall appoint the committees listed in Article IX, unless otherwise stated. It is responsible for the reception and discipline of members as per Article VI.

### Section 3 — Meetings

- a. The Council shall meet regularly to conduct the necessary business of the Church. A majority of the members must be present to constitute a quorum. Such meetings will usually be held monthly, but, by common consent of the Council, when the affairs of the Church are in good order, certain monthly meetings may be canceled.
- b. Special meetings may be called by the Moderator at any time pressing business indicates the need for such meetings. Any member of Council may request that the Moderator call a special meeting to handle business the Council member deems necessary. In the absence of the Moderator, the Vice Moderator shall call special meetings.
- c. Any ten (10) members of the Church may petition the Council to meet in order to discuss any item(s) of pressing concern. Such written request, signed by the ten members, shall be honored by the Council in not less than fourteen (14), nor more than thirty (30), days.
- d. In the absence of both the Moderator and the Vice Moderator, the order of those who may call and/or chair meetings of the Council shall be: Chairman of the Board of Deacons and Deaconesses, Chairman of the Board of Trustees, Treasurer, Recording Secretary.
- e. Regular meetings of the congregation shall be held in January and July to discuss the business of the church. These meetings are to be convened on a day and date determined by the pastor and/or Council and announced to the congregation no less than two (2) Sundays prior to the selected date. The meeting can be held after the morning worship service on the second Sunday. The January meeting is understood to be the Annual meeting.
- f. Special meetings may be called as needed:
  - 1) By the moderator,
  - 2) By the Vice-moderator, in the absence of the moderator,
  - 3) By the majority vote of the Council at any regular, or specially called meeting,
  - 4) By a written request, signed by ten (10) members, such request to be honored in not less than fourteen (14), nor more than thirty (30), days after it is received.

- g. A quorum, which shall consist of one-third ( $\frac{1}{3}$ ) of the voting members present and voting at any regular or special business meeting, shall be required for any congregational meeting.

## ARTICLE VIII — Election and Duties of Officers

### Section 1 — Pastors

- a. When the election of a Sr. Pastor or other Pastors to work with him becomes necessary, the Council shall appoint a Pastoral Search Committee to take the leadership in the selection of the man or men of God's choice to lead this flock. All pastoral staff must be male in gender.
- b. The Pastoral Search Committee shall invite to the pulpit of the Church a candidate of good report. No Pastor shall be invited as a candidate unless he enthusiastically subscribes to the Statement of Faith and the covenant of this Church.
- c. A call to the pastoral office shall be extended to the candidate who has the affirmative vote of at least two-thirds ( $\frac{2}{3}$ ) of the members of the congregation present and voting at any duly called congregational business meeting. At least two (2) Sundays notification of a congregational meeting to consider the call of a Pastor shall be given in written form, by means of the Church "bulletin" or other regular communications, and be stated verbally at all public services of worship for the period of two (2) Sundays prior to said meeting. The meeting can be held after the morning service on the second Sunday.
- d. The Sr. Pastor shall have the charge of the spiritual welfare of the congregation. He shall preach the Word and have in his care the stated services of public worship and, with the assistance of the Deacons and Deaconesses, shall administer the Ordinances of the Church. He shall preside at all Church services, unless other acceptable arrangements are properly made. He shall hold the office of Moderator of the Church and shall preside at all business meetings, except when the business pertains to himself. He shall be an ex-officio member of all boards and committees in all the organizations of the Church.
- e. Pastors shall be elected for an indefinite term.
- 1) Termination of Office: The Pastor, upon resignation, shall give at least ninety (90) days written notice before the termination of his service. Should a Pastor be proved guilty of heresy or continued, unrepented immorality his services may be terminated by a two-thirds ( $\frac{2}{3}$ ) vote of all members present at any regularly, or specially-called congregational business meeting, providing a thirty (30) day written notice is given to the Pastor by the Recording Secretary of the Church. Any Pastor dismissed from his office shall receive his full salary for ninety (90) days from the date of his termination from office.
  - 2) Absence from the Pulpit: The Pastor shall not leave the pulpit and get a supply without the consent of a majority of the Council present and voting at any regularly, or specially-called meeting of that body.
  - 3) Vacation: The Pastor shall receive at least two (2) weeks vacation annually with full pay. The Council may grant the Pastor additional paid vacation in recognition of years of faithful service. Any other absence from the pulpit must be granted by permission of a majority of the Council.
  - 4) Salary: The salary of the Pastor shall be determined at the time of the approval of the annual budget. In the case of a newly called Pastor, his salary shall be determined prior to the extension of the call to the ministry of this Church, and he shall be in agreement with that decision before accepting the call.
  - 5) Benefits: Other benefits for the pastor(s), such as housing allowance, car allowance, insurances, etc. shall be approved by the congregation upon recommendation from the Council at any regularly, or specially-called congregational business meeting.

- f. Other pastors shall be selected as it is deemed appropriate by the congregation, upon recommendation of the Council that the particular office be filled, i.e., Youth Pastor, Visitation Pastor, Missions Pastor, etc. Their election shall be identical to that of the Sr. Pastor as outlined in this Article. The job description in each instance shall be prepared by the Council in advance of his call to the particular ministry.

#### Section 2 — Vice Moderator

- a. A Vice Moderator shall be elected at the Annual meeting. He shall serve for one year, with a year being understood as extending from one Annual Meeting until the next Annual meeting.
- b. The Vice Moderator shall preside at all business meetings of the Church and the Council in the absence of the Moderator, or at the request of the Moderator.
- c. The Vice Moderator shall conduct all affairs of business relating directly to the pastor.

#### Section 3 — Deacons and Deaconesses

- a. Deacons and Deaconesses shall be elected for a three year term, with a year being understood as extending from one Annual Meeting until the next Annual meeting. A deaconess is understood to be the wife of a deacon. A deaconess will not be elected apart from her husband, nor a deacon apart from his wife. The Board of Deacons and Deaconesses shall number as many as the needs of the church dictate.
- b. Prospects for the office of Deacons and Deaconesses shall be nominated by the Nominating Committee, recognizing the qualities of Christian life in the prospect as outlined in Acts 6 and I Timothy 3. The names of prospective Deacons and Deaconesses shall be submitted to the Church Council for approval. Following Council's approval, the Moderator shall promptly advise the Church membership in writing of the names of the prospective Deacons and Deaconesses. Church members will have two (2) Sundays following the mailing of the Moderator's notice to advise the Nominating Committee of any reason the proposed person/persons do not meet the qualifications for the office of Deacon and Deaconess. Adverse information shall be thoroughly investigated by the Nominating Committee, and if substantiated, will result in the withdrawal of approval of the proposed Deacon and Deaconess.
- c. Deacons and Deaconesses shall be elected by a two-thirds ( $\frac{2}{3}$ ) majority of the members present and voting at any regularly, or specially-called congregational meeting. They shall then be publicly installed in their office at a regular meeting of the Church.
- d. The Board of Deacons and Deaconesses, at their first meeting in the calendar year, shall select a chairman from among their number. He shall preside at all meetings of the Board of Deacons and Deaconesses in the absence of the pastor, or for issues relating to the pastor, and shall call meetings as frequently as the business of the Board requires. Any two members of the Board may petition the Chairman of the Deacons and Deaconesses to call a meeting to consider matters of importance to the Church.
- e. Duties: The Deacons and Deaconesses shall assist the Pastor in the spiritual welfare of the Church. They shall assist in ministering the ordinances of the Church, and make all provision for the same. They shall be expected to visit the sick, the needy, and the sorrowing. They shall exercise prudent and special watch-care over the Church membership, review the application form for all candidates for church membership, and investigate delinquent members, striving to restore those who are erring. The Deacons and Deaconesses shall consider the situation of distressed members of the Church and, when necessary, relieve their need by appropriation from a "Deacons Fund" which may be established for this purpose or from the Treasury, with approval of the Church Council of the use of funds not in Deacons' and Deaconesses' care. The Deacons and Deaconesses shall give thoughtful and prayerful consideration to all charges brought against a member, investigate thoroughly, and hear testimonies from all parties involved before bringing a report to the Council for discipline of the member(s) involved.

- f. The Board of Deacons and Deaconesses will act as the Pastoral Care Committee to ensure that the pastor(s) and his(their) families are being cared for.
- g. The Board of Deacons and Deaconesses will study the membership roll at least once each year, prior to the Annual Congregational meeting, and make recommendation to the Council for the removal of any members' name(s) from the active roll.
- h. The Chairman of the Board of Deacons and Deaconesses is authorized to sign checks drawn on church accounts only in any emergency when the Treasurer and Assistant Treasurer are unavailable.
- i. A deacon and deaconess may be re-elected after his/their three year term expires. There is no limit to how many times he/they may be re-elected.
- j. If either a deacon or deaconess disqualifies himself/herself according to I Timothy 3 or Titus 1, then the deacon and deaconess will be removed from office.
- k. Special cases, for example but not limited to, the death of a deacon or deaconess, will be handled on a case by case basis by the Board of Deacons and Deaconesses.

#### Section 4 — Trustees

- a. There shall be an elected Board of Trustees, six (6) in number, to serve for a period of three (3) years, two of whom shall be elected each year at the Annual meeting. A year is understood as extending from one Annual Meeting until the next Annual meeting.
- b. Prospects for the office of Trustee shall be set forth by the Nominating Committee. These nominees shall be approved by the Church Council prior to their being presented to the Congregation.
- c. Trustees shall be elected by a majority vote of all those present and voting at the Annual meeting.
- d. The Board of Trustees, at their first meeting in the calendar year, shall elect a Chairman and an Assistant Chairman from among their number. The Chairman (or Assistant Chairman in the absence of the Chairman) shall preside at all meetings of the Board of Trustees and shall call meetings as frequently as the business of the Board requires. Any two members of the Board may petition the chairman to call a meeting to consider matters of importance to the Church.
- e. Duties: The Trustees shall have the care, custody and oversight of all Church property. They may expend monies for the carrying out of this responsibility up to limits set by the Church Council. Any expenditures above those stated limits for any given purpose must be approved by the Council. In cases of potential outlay of major proportions, the matter shall be recommended to the Congregation for their approval at a regularly, or specially-called meeting. Though the Trustees have the responsibility for the care of the property, it is not necessary that the Trustees, personally, must undertake the work. They may appoint or hire those qualified to put forth the necessary effort and skill. It will be a usual practice to secure bids from at least two (2) vendors or craftsmen for the accomplishment of given tasks for which the Church will be expected to pay.
- f. Neither the Board of Trustees, nor any of its elected members, shall have the authority to close the house of worship against the Church, the Pastor, or any representatives thereof, under any circumstances.
- g. Qualifications: Trustees shall be nominated for this office with the clear teaching of Scripture in mind as to the fitness of the individual to serve in that position.
- h. A Trustee may be elected for consecutive terms.
- i. Should a Trustee be unable to fulfill his entire term, the remaining Trustees shall recommend a replacement to the Council. The Council will determine the fitness of the individual nominated and

he shall be elected to fill the unexpired term of office by a two-thirds ( $\frac{2}{3}$ ) majority of the members of Council present and voting at any regularly, or specially-called meeting.

#### Section 5 — Recording Secretary

- a. A Recording Secretary, also known as the Church Clerk, shall be elected to serve for a period of one year, with a year being understood as extending from one Annual Meeting until the next Annual meeting.
- b. Prospects for the office of recording Secretary shall be set forth by the Nominating Committee. He shall be elected by a majority vote of the members present and voting at the Annual meeting.
- c. Duties: He shall keep accurate records of all proceedings during Council meetings and regular or special congregational meetings. These minutes shall be duplicated and distributed through the Church office or maintained and read at the next meeting of the Council or congregation, as appropriate. He shall be signatory to official documents as required by law, or by the Fellowship of Grace Brethren Churches for the purpose of statistical review or delegate appointment. He shall be responsible for any other correspondence as directed by the Council or congregation.
- d. In the absence of the Recording Secretary, the moderator shall appoint a qualified person to keep the records of the proceedings. Should it be necessary to replace the Recording Secretary for any reason, the Council shall appoint a replacement to fill his unexpired term.

#### Section 6 — Treasurer and Assistant Treasurer

- a. A Treasurer and Assistant Treasurer shall be elected to serve a period of two years, with a year being understood as extending from one Annual Meeting until the next Annual meeting.
- b. Candidates for the offices of Treasurer and Assistant Treasurer shall be set forth by the Nominating Committee. They shall be elected by a majority vote of those present and voting at the Annual meeting.
- c. Duties: They shall make disbursement of all Church monies, by check, from the several "Funds" under their control. They shall keep accurate records of all income and disbursements. They shall make monthly reports to the Council of the balances in the various funds and a detailed report at the annual congregational meeting in January. They shall produce other financial reports as requested by the Council. The Treasurer and Assistant Treasurer may divide these duties in any way that seems appropriate to them.
- d. Any checks of the Church drawn on any bank or depository shall be valid when signed by the Treasurer, Assistant Treasurer or Chairman of the Board of Deacons and Deaconesses.
- e. The Treasurer and Assistant Treasurer shall confer regularly with the Financial Secretary in the normal course of the operation of their respective offices, for the purpose of maintaining good fiscal practice.
- f. In the event the Treasurer or Assistant Treasurer shall be permanently unable to serve, the Council shall recommend a replacement to fill his unexpired term and he shall be approved by a majority vote of the members of the Church present and voting at any regularly, or specially-called meeting of the congregation.
- g. The Treasurer and the Assistant Treasurer shall be bonded by a qualified insuring agency. The expense incurred in this bonding shall be borne by the Church.
- h. The Treasurer shall serve on the Budget committee.

## Section 7 — Financial Secretary and Assistant Financial Secretary

- a. A Financial Secretary and Assistant Financial Secretary shall be elected to serve a period of two years, concurrent with the term of the Treasurer and Assistant Treasurer. A year is understood as extending from one Annual Meeting until the next Annual meeting.
- b. Candidates for the offices of Financial Secretary and Assistant Financial Secretary shall be set forth by the Nominating Committee. They shall be elected by a majority vote of the members present and voting at the Annual meeting.
- c. Duties: They shall be responsible for the weekly counting & depositing of the offering. There shall always be at least two people to count the weekly offering. If either the Financial Secretary or Assistant Financial Secretary or both are not present, additional individuals may be asked to assist in counting the offering. Those individuals must be approved by the Council. They shall give receipts and/or statements to contributors, either as requested or annually in a manner approved by the Church Council. They shall furnish the Treasurer or Assistant Treasurer with vouchers at the end of each quarter for the Mission Funds to be disbursed to national GBC missions and other missions approved by the Church Council. The Financial Secretary and Assistant Financial Secretary may divide these duties in any way that seems appropriate to them.
- d. Should it be necessary to replace the Financial Secretary or his Assistant for any reason, Council will appoint a replacement to fill his unexpired term.
- e. The Financial Secretary shall serve on the Budget Committee.

## Section 8 — Director of Christian Education and Assistant Director of Christian Education

- a. A Director of Christian Education and Assistant Director of Christian Education shall be elected to serve for a period of one year, with a year being understood as extending from one Annual Meeting until the next Annual meeting.
- b. Candidates for the offices of Director of Christian Education and Assistant Director of Christian Education shall be set forth by the Nominating Committee. They shall be elected by a majority vote of the members present and voting at the Annual meeting.
- c. Duties: They shall have general oversight and direction of all departments of the Sunday School and the Vacation Bible School and shall conduct the affairs of these educational arms of the Church using such methods as are approved by the Council. Under their supervision and in consultation with the Pastor(s) each department of the Sunday School and/or the Vacation Bible School shall carry forth its work under its own departmental superintendent and teachers. They shall appoint those who will conduct a Junior and/or Primary Church to be in session during Morning Worship services. They shall work in close harmony with the Council, looking to that body for direction, support and advice. They shall make regular reports to the Council of proposed events as well as evaluations of recent and current activities. The Director of Christian Education and Assistant Director of Christian Education may divide these duties in any way that seems appropriate to them.
- d. They shall secure teachers for various classes or departments as they become necessary or available. A teacher need not be a member of the Church, but he must be of exemplary Christian character and must state his agreement with the Statement of Faith and the principles and practices of the Church as spelled out in this Constitution.
- e. They shall present a proposed budget to the Budget Committee annually, forecasting the expected costs of conducting the Sunday School and Vacation Bible School.
- f. Should it become necessary to replace the Director of Christian Education or Assistant Director of Christian Education, the Council will appoint a replacement to fill his unexpired term.

## ARTICLE IX — Committees

### Section 1 — Nominating Committee

- a. A Nominating Committee composed of not less than three (3) members shall be appointed by the Moderator and approved by the Council.
- b. They shall be responsible to set forth candidates for the various offices upon which the congregation will vote at the Annual meeting.
- c. They shall present their findings to the Council at the regular meeting of Council immediately preceding the Annual meeting. Should Council find just cause for deleting a candidate from the proposed ballot, Council will give the Nominating Committee opportunity to find other candidates for the offices as practical.
- d. The Nominating Committee's responsibilities will end upon completion of the election.

### Section 2 — Budget

- a. A Budget Committee composed of not less than three (3) members shall be appointed by the Moderator and approved by the Council.
- b. They shall be responsible to propose a detailed budget for the new fiscal (calendar) year to be voted upon by the congregation at the Annual Meeting.
- c. The Budget Committee's responsibilities will end upon approval of a budget by the congregation.

### Section 3 — Ushers

- a. A Head Usher and an Assistant to the Head Usher will be appointed by Council at the first meeting of the calendar Year. They will serve as long as they are re-appointed, or until they are replaced.
- b. The Head Usher, or his Assistant in his absence, will be responsible to select faithful men to serve in the office of Usher.
- c. The Ushers' duties will be, but not be limited to, welcoming people at the door, distributing bulletins, showing worshipers to the seats, assisting in any way possible, checking heating and ventilation throughout the service(s), maintaining order and safeguarding the worship, receiving offerings, counting attendance at all services and keeping records as directed.
- d. Should the Head Usher or his Assistant be unable to serve the entire year, Council will appoint a replacement to fill the unexpired term.

### Section 4 — Auditing

- a. An Auditing Committee, composed of three (3) members, at least one of whom is not a member of Council, shall be appointed by the Moderator and approved by Council at the end of the fiscal year.
- b. The Auditing Committee shall audit the Treasurer's report and verify its accuracy prior to the Annual Congregational Meeting.

### Section 5 — Appointments

- a. All appointed Committee members shall be members of the Church.

## ARTICLE X — Ordination and Licensure

Section 1 — Since it is one of the responsibilities of the Church to nourish and recruit men for the

Christian ministry, whether as missionary, evangelist or pastor, when there are those who give clear demonstration of their call to the work of the Lord, the Church should be alert to encourage these candidates.

Section 2 — Upon Completion of the appropriate phase of his education, the candidate shall address himself to the Council for consideration to be licensed/ordained. Realizing that the Fellowship of Grace Brethren Churches recommends Licensure for a period of time prior to ordination, these two events will be taken in due order.

Section 3 — When the candidate for Licensure presents himself, and upon Council's determination as to his fitness for entrance into the Gospel ministry, the Church Clerk will write a letter to the District Examining Board requesting examination of the candidate. Upon successful passage of the examination by the District Examining Board and subsequent written notification by the District Examining Board of that success, the candidate will be recommended by the Council to the congregation for Licensure.

Section 4 — The candidate will be approved for Licensure by two-thirds ( $\frac{2}{3}$ ) vote of the members present and voting at any regularly, or specially-called meeting of the congregation.

Section 5 — The candidate will then be licensed at a public service convened for that purpose. He will be set forth by this Church for the Gospel ministry in the field into which the Lord is leading.

Section 6 — The Licensure will be for a period of one year, and must be re-affirmed by the congregation annually.

Section 7 — Should a licensed minister desire ordination into the Fellowship of Grace Brethren Churches, and the Council approve his candidacy, the Church Clerk shall write a letter to the District Examining Board requesting the examination of the candidate's fitness for ordination. Upon passage of the examination by the District Examining Board and written notification of that from the District Examining Board, the candidate will be recommended to the Congregation for ordination.

Section 8 — The candidate shall be approved for ordination by a two-thirds ( $\frac{2}{3}$ ) vote of the members present and voting at any regularly, or specially-called meeting of the congregation.

Section 9 — Upon approval by the congregation, a special service for ordination shall be arranged by the Council.

Section 10 — Should a licensed or ordained minister from this Church be proven to be a heretic or in consistent unrepented immorality, he shall be de-frocked in accordance with the Handbook on Church Discipline set forth by the Fellowship of Grace Brethren Churches. His ministerial privileges and his membership in the Church shall be withdrawn, and he shall subsequently be treated as an unregenerate neighbor, as stated in the Handbook.

#### ARTICLE XI — Amendments

This Constitution may be amended by the vote of three-fourths ( $\frac{3}{4}$ ) of the members present and voting at any regularly, or specially-called meeting of the congregation, providing proper notification of such amendment process shall be given. This notification shall be given no less than two (2) Sundays prior to the meeting at which action is to be taken. Such notice must contain a written copy of the proposed amendment. This notification shall also be given verbally from the pulpit on at least two (2) Sundays preceding the meeting at which the amendment is to be considered. The meeting can be held after the morning service on the second Sunday.

#### ARTICLE XII — Editorial Comment on Gender & Divorce/Remarriage

Section 1 — Any use of the word "he" in this document is to be considered as the generic use of the pronoun, and is not to be considered as only in the masculine sense, except in the case of pastoral staff.

Section 2 — Since the Fellowship of Grace Brethren Churches has long been in disagreement as to an “official” position on the matter of divorce and remarriage, it is our understanding that only in the offices of Pastor, Deacon and Deaconess is this restriction operative.

Ratified July 26, 1989; added to on August 26, 1989; added to on October 4, 1989; amended October 5, 1994; amended September 8, 1996; amended September 21, 1997; amended October 22, 2000; amended January 28, 2001; amended August 8, 2004; amended July 20, 2008; amended February 2, 2009.