

HANDBOOK AND PROCEDURAL MANUAL  
CHURCH BOARD

Elizabethtown Church of the Brethren  
Elizabethtown, PA  
December 14, 2015

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The Constitution requires the Executive Committee, the Board, each commission, the Deacon Body and each standing committee shall have a handbook. These handbooks are to be reviewed and submitted for Executive Committee approval every three years (Article XIV.F.) The chairperson is responsible for keeping the handbooks up to date. They should be passed to each succeeding chairperson.

I. **MEMBERSHIP OF THE CHURCH BOARD, TERMS AND TENURE**

The Church Board shall be invested with administrative powers to plan, coordinate, integrate and supervise the program of the Congregation. The Board shall be empowered to act on behalf of Church Council between Council meetings, except for items specifically needing the action of Church Council.

The Church Board shall be comprised of either twelve (12) or thirteen (13) persons. There shall be ten (10) elective person, consisting of two members from each of the five Commissions, a Deacon Representative, as well as the Board Chair and the Board Chair-elect. The Moderator, Pastoral Staff, Church Clerk and the Church Treasurer (Assistant Treasurer in the absence of Treasurer) shall be ex-officio members of the Church Board without vote.

The Church Clerk shall serve as Secretary of the Church Board.

Gift Discernment Committee is responsible for the filling the following vacancies (each commission has five members – the committee is responsible for filling four of those positions.) In applying the tenure rules, service of more than half a term shall be considered a term of service (Const. Article XII,F,3,o – page 19.) Unexpired terms* of any of the below-mentioned positions shall be filled by Church Council elections at the next meeting after the vacancy occurs. If necessary, however, the Executive Committee or the Board may make interim appointments. Such appointments shall be announced promptly to the Congregation (Const. Article XII, F,1,b – page 18.)	
Board Chair	Term – 3 years (1 year as chair-elect followed by 2 years as chair) tenure – 1 term
Board Chair-Elect	Term – 3 years (1 year as chair-elect followed by 2 years as chair) tenure – 1 term
Christian Education Commission	Term - 3 years, tenure - 2 terms
Expressions Commission	Term - 3 years, tenure - 2 terms
Nurture Commission	Term - 3 years, tenure - 2 terms
Resources Commission	Term - 3 years, tenure - 2 terms
Witness Commission	Term - 3 years, tenure- 2 terms
Deacon Member	Term - 3 years, tenure unlimited
Moderator	Term - 2 years, tenure – 3 consecutive terms
Assistant Treasurer**	Term – 1 year, tenure – 10 consecutive terms
Treasurer**	Term – 1 year, tenure – 10 consecutive terms
Financial Secretary**	Term – 1 year, tenure – 10 consecutive terms
Church Clerk	Term – 2 years, tenure – 2 consecutive terms
Annual Conference Delegate (1)	Term – 2 years (the first year as delegate-elect, the second year as delegate)
District Conference Delegates (2)	Term – 2 years
Deacon***	Continuously 3 year terms

\*It is the responsibility of the individual that is unable to fill their term to notify their commission/board chair and the gift discernment chairperson.

\*\*Are recommended to the Gifts Discernment Committee by the Resources Commission

\*\*\*Are recommended to the Gift Discernment Committee by the Deacon Body

Note: any changes to this table must also be made to the table in the Gift Discernment Handbook

## II. CHURCH BOARD FUNCTIONS

- A. Fulfill Church Council directives.
- B. Report its activities and action to Church Council.
- C. Bring recommendations regarding church policy to Church Council.
- D. Supervise long-range planning, set goals and initiate new programs.
- E. Assign, supervise and coordinate the work of the Commissions.
- F. Interpret rules of procedure for Commissions and committees.
- G. Prepare and submit to Church Council a budget for approval.
- H. Process appropriately any concerns brought by groups or individuals.
- I. Enlist the help and the consultative resources of the Congregation, the district and the denomination in program planning and handling of special concerns.
- J. Make all appointments for which the board is responsible.
- K. Act on recommendations of the Executive Committee on candidates for pastoral, associate and program staff vacancies, and present recommendations of personnel and terms of employment to Church Council.
- L. Employ operational staff personnel based on recommendations of candidates and terms of employment as presented by the Executive Committee.
- M. Hold regular meetings and special meetings as needed (special Board meetings may be called by the Board Chair or by the Moderator.)
- N. Appoint a Church Treasurer, Assistant Treasurer and a Financial Secretary, acting upon the recommendation of the Resources Commission, subject to confirmation by Church council.
- O. Approve each Commission's chair and vice chair and appointed member (one year, limited to three years) as presented to the Board.

## III. STANDING COMMITTEES

Standing committee(s) of the Church Board include the following: Gift Discernment Committee, Membership Committee and Stewardship Education Committee.

### **A. Gift Discernment Committee**

It is the role of the Gifts Discernment Committee to "oversee the gifts discernment process on behalf of the church to meet its leadership needs, by engaging in careful and prayerful discernment to match persons' gifts with a call to a specific leadership role in the congregation." (Constitution)

#### **Membership**

- 1. The Committee consists of at least five members who serve staggered terms of three years. Members may serve two consecutive terms. A pastor serves ex officio without a vote.
- 2. The slate for members of this committee is prepared by the Executive Committee and submitted to Church Council for approval.
- 3. The chairperson is appointed by the Executive Committee.
- 4. A secretary will be chosen by the committee.
- 5. Committee members may not serve on the Church Board during their term of service on the Gifts Discernment Committee.
- 6. Members completing their term will serve as mentors to new members for ongoing support.

### **Responsibilities**

1. The Gifts Discernment Committee will develop and oversee the talent/interest/skill inventories for church members, keeping up-to-date records available for use by anyone in the church who needs help in securing persons for the ministries of the church.
2. The Committee will develop descriptions for positions for which they are responsible, namely Moderator, Church Clerk, Board Chair, Board Chair-elect, Commission members, and delegates to Annual Conference and District Conference. The constitution specifies use of a standardized form to include position, title, term, and tenure, group to whom accountable, duties, appointments, and suggested gifts needed to carry out the duties.
3. The Committee will maintain a library of Commission and committee handbooks for sharing with newly elected persons.
4. The Committee will announce openings and corresponding responsibilities for these positions at least four months prior to Church Council.
5. The Committee will educate the Congregation about the importance of gifts discernment and solicit suggestions for these positions.
6. The Committee will select persons to fill these position, extend the call of the church to these persons, and provide each candidate with a description of the position, as noted above (Item 2).
7. Nominees for treasurer, assistant treasurer, and financial secretary will be presented to Gifts Discernment Committee by Resources Commission.
8. The Deacon Body will present a list of names to Gifts Discernment Committee for consideration as Deacons.
9. The Committee will present a slate to the Executive Committee for approval at Fall Council.
10. Secretary of the Gifts Discernment Committee will officially notify newly-elected persons of their respective positions and provide them with the appropriate handbook for their positions.

## **B. Membership Committee**

### **Membership**

The committee shall consist of a member of the pastoral staff, three Deacons and a fifth member appointed by the Executive Committee. The deacons shall represent each year of the three-year Deacon term. The Deacon Representatives shall be appointed by the Deacon body for a three-year term. The Committee shall select from among its members a recording secretary. The Executive Committee will appoint the Chair of the Committee.

### **Responsibilities**

1. Shall review annually the status of all persons formally affiliated with the Congregation assigning each such person to one of the following: Member, Associate Member, Separated Member or Fellowship Directory Designate. Make recommendations of any member designation change to the Executive Committee.
2. Coordinate the pictorial directory.
3. Make referrals attempting reconciliation as membership problems arise.
4. Serve as a consulting body for issues relevant to membership recruitment.

## **C. Stewardship Education Committee**

#### **D. Special Committees**

Church Council, the Executive Committee and/or the Board may constitute or authorize other committees as deemed necessary.

In addition, the Commissions may appoint committees for specific assignments within the scope of the Commission's responsibilities. Special committees shall meet as directed by the constituting or authorizing group.

Terms of office and tenure for special committees shall be determined by the constituting or authorizing group. Short-term committees (ad hoc) shall serve until their assignment has been completed.

#### **IV. CHURCH BOARD CHAIR RESPONSIBILITIES**

The Board Chair shall serve as a liaison between the various structures of the Congregation and shall carry major responsibility in assisting the Board to plan, coordinate and supervise the ongoing program. The Board Chair shall serve as Chair of the Executive Committee and work with the pastoral staff in planning agendas for the Board and the Executive Committee. The Board Chair, the pastoral staff, and the Moderator shall prepare the agenda for Church Council meeting. The Board Chair serves as administrative leadership to the Congregation and as an ex officio member of the Finance Committee.

1. Reserve Church Board Retreat, Church Board Planning Team, Executive Committee, Church Board and Council meetings on Church calendar
2. Prepare agendas for meetings in consultation with the Pastors and Moderator.
3. Provide the names of board members, chairs, vice chairs of commissions to the Church office
4. Attend Annual and District Conferences.
5. Approve all check request from the pastors, conference expenses and office staff.
6. Review with the pastors their commission/committee/staff assignments and report to EC/Board (per constitution.)
7. Cancel church on Sunday morning when weather or parking lot conditions dictate
8. Review/Update all executive and board appointments.
9. Laity Sunday – coordinate with pastors on date and verify it is on the calendar. Call a committee together and coordinate with pastor/music staff.
10. Pastor Appreciation Month – October – call a committee together.
11. Update any handbooks (EC, Board, standing committees) that are 3 years or older (per the Constitution.)
12. Attend finance committee meetings.
13. Every five years (ending in 5 and 0) review the ordain ministers of the ECoB.
14. Notify the pastors/staff of any action taken from recommendations by the Human Resources Committee.
15. Elect a vice chair from the Commission chairs the year there is not Church Board Chair-elect.
16. Sign all staff contracts and transfer of membership's paperwork.
17. Provide an article for the Feb/Mar issue of the newsletter providing financial information (wrap-up) of the previous year.
18. Compose the Commitment Sunday letter.

V. **CHURCH BOARD CHAIR-ELECT RESPONSIBILITIES**

1. Preside Over any meetings that the chair cannot attend
2. Attend Finance Committee meetings as ex officio (not vote.)
3. Attend Church Board Retreat and all Church Board Planning team, Executive, board and council meetings. Attend any special meetings called between the normal monthly meetings.
4. Plan Church Board Retreat with Pastors before year end.
5. Fill vacancies in the standing committees before year end.
6. Work with chair on any special needs.

VI. **OFFICIALS OF THE CONGREGATION AND RESPONSIBILITIES**

**Officials of the Congregation:**

Moderator  
Church Clerk  
Church Treasurer  
Financial Secretary

**Legal Officers:**

Moderator  
Church Clerk  
Chair of the Resource Commission

**RESPONSIBILITIES:**

1. Moderator:

The Moderator is a member of the Church of the Brethren called by Church Council to serve a two-year term (renewable twice.) The Moderator typically is a member of this Congregation. If the moderator is unable to perform the duties of the office, the Executive Committee shall appoint an acting Moderator until the Moderator can resume the role, or the vacancy is filled. The Moderator provides general leadership to the Congregation, but not administrative leadership, which is the responsibility of the Chair of the Board. The Moderator is a non-voting member of the Executive Committee and the Board and a legal officer of the Congregation. In the event the Moderator is not a member of the Congregation, the Executive Committee will appoint one of its members to serve as legal officer in lieu of the Moderator.

- A. Promotes the well-being and shalom of the community.
- B. Facilitates the process of the ministry of the Congregation.
- C. Encourages communication among all members by maintaining opportunities for open dialogue on issues.
- D. Fosters an open and safe environment that enables Church Council to hear and process various points of view.
- E. Provides opportunities for the Congregation to learn healthy ways to manage conflict.
- F. Helps the Congregation address specific issues that are creating conflict and provides mediators to resolve conflicts by enlisting persons trained in reconciliation.
- G. The Board Chair, the pastoral staff, and the Moderator shall prepare the agenda for Church Council meetings.
- H. Conducts Church Council meetings.

2. Church Clerk:

The Church Clerk shall keep accurate minutes of Church Council meetings, Board meetings and Executive Committee meetings. These minutes shall be submit to the church office within ten days to two weeks. The Church Clerk is a legal officer for the corporate body and is a non-voting member of the Executive Committee and the Board.

3. Church Treasurer:

- A. Serves as ex officio member of the Resources Commission, Finance Committee and Board.
- B. Keeps a book of accounts for the Congregation
- C. Receives the Financial Secretary's bank deposit slips for all contributions.
- D. Reports receipts and disbursements to the Board and submits all accounts to an audit annually at the direction of the Board.
- E. Makes a report of the Finances of the Church at the Spring and Fall Council meetings.

4. Financial Secretary:

- A. Receives, keeps records of and deposits in the bank all contributions from members, public and private offerings and all other receipts.
- B. Reports periodically to the Resources Commission.
- C. Serves as ex officio member of the Finance Committee.

## VII. CHURCH BOARD CALENDAR

### January

Board chair meets with deacons

Board retreat

### February

Monthly meeting

- Complete revision of Handbook (every three years)
- Review work of the Membership Committee

### March

Monthly meeting

### April

Monthly meeting

Council reports due to office (end of month)

### May

Monthly meeting

Spring Council

### June

Monthly meeting

### July

### August

Monthly meeting

Begin planning proposed budget

### September

Monthly meeting

- Review proposed budget

### October

Monthly meeting

Council reports due to office (end of month)

### November

Monthly meeting:

- budget review/approval (normally the first Monday)
- Gift Discernment Committee present slate for approval

Fall Council

### December

Monthly Meeting

- Approve appointed Board members
- Give opportunity for reflection by members who have completed their terms