

Unity of the Brethren

Policy & Procedure Manual

Congregational Organization

- A. A Congregation desiring to affiliate with the Unity of the Brethren:
 - 1. Shall make the proper application through the medium of the Synodical Committee for acceptance by the Convention of the Unity of the Brethren.
 - 2. Along with the application, shall also include its local Constitution and By-Laws and a statement verifying its approval of the Constitution and By-Laws of the Unity of the Brethren and its commitment to abide by them.
 - 3. The Synodical committee shall study an application, and guided by its findings, shall recommend either the acceptance or rejection of the congregation. The final decision as to whether or not the congregation will be accepted shall be made by the Convention.
 - 4. The newly accepted congregation shall approve the existing Constitution and By-Laws in an official congregational meeting and shall confirm them by the signature of its Elders. One such copy of the Constitution and By-Laws, properly confirmed, shall be returned to the secretary of the Unity of the Brethren as proof that the congregation has legally announced and confirmed its membership with the Unity of the Brethren. A second duly signed copy shall be preserved for the same purpose in the record book of the congregation.
- B. Congregations who are provisional members of the Unity of the Brethren shall maintain a close relationship with the Executive Officers of the Synodical Committee.
 - 1. The officers will be available to give guidance both organizational and spiritual.
 - 2. Financial support for provisional churches shall be determined by the Synodical Committee upon the recommendation of the Executive Officers.
- C. Congregations wishing to sever its connection with the Unity of the Brethren:
 - 1. Make appropriate notification to the president of the Unity of the Brethren.
 - 2. If two-thirds (2/3) of the eligible members vote for severing connections with the Unity of the Brethren, and if a notification of severance signed by two-thirds (2/3) of the eligible members is sent to the secretary of the Unity of the Brethren, such a congregation is considered no longer a member of the Unity of the Brethren. If the congregation should wish to sever its relations with the Unity of the Brethren by any other method, it shall remain a member of the Unity of the Brethren so long as it does not exclude itself by failure to fulfill its membership responsibilities.
 - 3. If a congregation severs its connections with the Unity of the Brethren, it shall take along its property. However, two-thirds of members withdrawing shall be responsible for giving compensation to the one-third remaining loyal to the Unity of the Brethren, the amount being computed on the basis of the total property values divided by the number of eligible members. This compensation will serve as a basis for the purchase of new property by the loyal members.

4. The property of the congregation is indivisibly administered by the Elders. To prevent an imprudent disposition of congregational property, two-thirds (2/3) of ALL members – not only those present – who are eligible to vote, according to congregational records, shall approve the decision concerning any disposition of property.
- D. Restructuring of congregations:
1. Whenever the communicant membership of a Brethren congregation decreases to the point where it is unable to support a full-time pastor, the Executive Committee is instructed to negotiate with the congregation's Board of Elders to effect one of the following:
 - a. The congregation may be served by a part-time or bi-vocational pastor.
 - b. An arrangement whereby the congregation is served in conjunction with another congregation. Normally such an arrangement should not be made unless there is a reasonable assurance that the congregation will grow and this arrangement should not exceed five (5) years in duration.
 - c. The merger of the congregation with another Brethren congregation.
 - d. The discontinuance of the congregation.
 2. Whenever the Executive Committee and the congregation's Elders do not reach an agreement for the congregation to enter a parish relationship with another congregation or to merge with another congregation, then the Executive Committee shall vote on discontinuance.
 - a. If the Executive Committee votes in favor of discontinuance by a two-thirds (2/3) majority, then the congregation shall by a two-thirds (2/3) majority of active members vote to voluntarily discontinue the congregation.
 - b. If voluntary discontinuance is declined by the congregation, then the Executive Committee shall report to the Synodical Committee the status of the congregation. The Synodical Committee shall have the authority to discontinue supporting the congregation financially or through pulpit supply. The Synodical representative of the congregation shall remain a member of the Synodical Committee until support is discontinued. Financial support may continue for a set time, not more than one year, agreed upon by the Synodical Committee, but the congregation will have no financial obligation to the Unity of the Brethren. At the time financial support is discontinued, the congregation will no longer have the rights and responsibilities of a Unity of the Brethren congregation.
 3. Each congregation shall give an exact account of its active communicant membership as of December 31st, of each year.
 - a. The number of delegates a congregation is entitled to send to the Convention of the Unity of the Brethren shall be determined based on the active communicant membership reported each year and with the payment of the Brethren Fund.
 4. Offerings shall be made in all congregations for:
 - Foreign Missions – throughout the year
 - Interdenominational Work – May

- Brethren Fund – September
 - Student Fund – October
 - Bible Fund – December
5. Each congregation should elect a zealous agent for The Brethren Journal, who shall work diligently to gain more subscribers.

Office of the Pastoral Ministry

1. Ministry Internship Program
 - A. Any high school (Jr. or Sr. preferred) or college student who is a member of the Unity of the Brethren who feels called to investigate a vocation in Christian ministry is eligible to apply for acceptance into the Ministry Internship Program.
 - B. An eligible youth shall make an application to the Synodical Committee by December 15th of each calendar year for the upcoming summer. The Synodical Committee shall establish appropriate guidelines and qualifications related to the acceptance of the intern. Upon acceptance into the Ministry Internship Program, the individual shall meet with the Synodical Committee and discuss the selection of a Mentoring Pastor.
 - C. The Ministry Internship Program shall consist of a negotiated four to eight (4-8) week period of time in which the Intern is immersed into the daily activities of the ministry and is counseled on pastoral duties under the supervision of a qualified Mentoring Pastor.
 - D. Mentoring Pastors shall meet the following minimum requirements:
 1. Have graduated from an accredited seminary approved by the Unity of the Brethren with at least a Masters degree.
 2. Be an ordained pastor actively serving in the Unity of the Brethren.
 3. Be able to initiate and sustain a long-term relationship with the Intern.
 4. Shall be serving a congregation that is different from the home church of the Intern.
 - E. The program shall be financed from the Ministerial Student Fund. The Synodical Committee shall be authorized to offer an appropriate remuneration to the Pastoral Intern, Mentor Pastor, and Host Family.
 - F. The Ministry Internship Program will be publicized by the Synodical Committee and Pastoral Relations Committee annually during the months of June through September.
 - G. Evaluations of the program from both the Mentoring Pastor and Intern shall be made to the Synodical Committee no later than one month following the conclusion of the internship.
2. Students for the Ministry
 - A. The Synodical Committee has the authority to grant financial aid from the Student Fund to ministerial students who are under its care and who apply for this aid in writing.
 1. The Synodical Committee may grant loans to cover the cost of tuition and fees for seminary students.

2. The Synodical Committee may grant loans to students in both college (undergraduate) and seminary (graduate) for other educational costs (ie. books, lodging & travel expenses).
 3. For each \$2500.00 of support from the Student Fund the student shall be obligated to fulfill a full-time vocational ministry in the Unity of the Brethren for one year, or render the equivalent part-time service as designed by the Synodical Committee, or return the money with interest. Rate and terms of repayment shall be set by the Synodical Committee upon graduation.
- B. Students for the ministry who are under the care of the Synodical Committee shall send semi-annual grade reports of the progress of their studies to the Synodical Committee.
 - C. A student for ministry shall not accept a call to a pastorate (lead pastor), nor shall a congregation or charge nominate or elect a student for the ministry to become its pastor except during the student's last year of education, during the semester before the student's graduation and after the student has been approved for ordination by the Synodical Committee.
 - D. Students for the ministry may serve in the capacity of assistant or student pastors. Normally, first-year students shall not be called to preach more than once a month.
 - E. Tuition for students enrolled in Master's-level professional programs shall be paid by the Synodical Committee from the Student Fund.

Executive Officers of the Synodical Committee

President

- A. The president is the spiritual advisor and the overseer of the whole Unity of the Brethren. As such the president should be respected and his or her counsel attended to.
- B. The president shall preside over the meetings of the Synodical Committee, Pastors' Councils, and congregational meetings her or she attends. The president is accountable to the following Convention for the achievement of previous Convention decisions and has the authority to make assignments to appropriate individual(s) and/or committee(s) in order to execute these decisions.
- C. In case of a tie vote in the Synodical Committee meetings and meetings of the executive officers, the president shall cast the decisive vote.
- D. The president shall sign all ordination certificates and all matters pertaining to the Unity of the Brethren as an incorporated body.
- E. If the president is unable to perform the duties of the office, the first vice-president shall take over the privileges and responsibilities of the president for that time.
- F. The president, as far as circumstances permit, may personally visit the congregations of the Unity of the Brethren. The congregations which the president visits may defray any expenses incurred. When the president is invited to dedications and other official functions, it is expected that the congregation issuing the invitation shall reimburse all expenses related to supply and travel. The secretary of the Synodical Committee shall assist the president as directed regarding reimbursement.
- G. The president shall have the authority, in fact the responsibility, to look into the books of the treasurer and the financial secretary whenever appropriate.

- H. The president shall open the Conventions of the Unity of the Brethren and shall preside at each such Convention.
- I. The president, if a pastor, shall preach the Convention sermon and only in the case of an urgent situation shall another pastor be asked to substitute. Should the president be a layperson, a pastor should be appointed by the president to perform this task.
- J. All official documents and letters to be presented to the Convention should be in the hands of the president fourteen (14) days before the Convention opens.
- K. The president shall appoint a committee which will examine such documents and letters and give a report concerning them to the Convention.
- L. If any accusations or grievances against pastors or members of the Convention should reach the president, or if the president knows that some pastor or member of the Convention has not fulfilled his or her responsibilities, the president shall admonish such an individual privately. If such admonition does not have the desired effect, the president shall call a witness and repeat the admonition (Matthew 18); but if the guilty party still pays no heed, the president shall call the individual to answer the charges before the whole Convention.
- M. Together with the Synodical Committee and Pastoral Relations Committee the president shall endeavor to straighten out any misunderstandings within congregations or between congregations and their pastors, if he or she should be called upon as an arbiter by one or the other side.
- N. If pastors are charged with and accused of teaching a false doctrine or offensive behavior, the president shall have the authority, in fact the responsibility, to investigate the case immediately, and on convincing evidence presented by trustworthy witnesses, shall suspend such an accused person from his/her position. The president shall then present the case to the nearest Convention for further consideration and final decision.
- O. The president of the Synodical Committee is to co-sign all signature cards for funds in trust by the financial secretary and treasurer of the Unity of the Brethren. The president shall be a co-signer of signature cards for funds in care of the treasurers of the Ministers Retirement Program and any other treasurers appointed by the Synodical Committee.
- P. In addition to fulfilling general administrative duties, the president shall serve as Synodical Committee liaison with the Pastoral Relations Committee. The president shall also coordinate interdenominational relations.

The Vice-Presidents

- A. The vice-presidents shall assist the president in the carrying out of his or her executive duties, as requested by the president.
- B. The first vice-president shall become the president if a vacancy occurs in the office of the president. Filling any other vacancies of the executive committee is at the discretion of the Synodical Committee based on the qualifications of prospective replacements.
- C. The first vice-president shall assist the president in the appointment of Convention committees.
- D. The first vice-president shall serve as Outreach Coordinator, that is, as Synodical Committee liaison with outreach programs of the Unity of the Brethren: Foreign Mission Board, Home Mission Board, New Church Development/Church Planting.

- E. The second vice-president shall serve as Stewardship Coordinator, that is, as Synodical Committee liaison with stewardship programs of the Unity of the Brethren: Grants and Bequest Committee, Mutual Aid Society, Ministers Retirement Program. The second vice-president shall also serve as chairperson of the Brethren Journal Business Committee.
- F. The third vice-president shall:
 - 1. Serve as Denominational Life Coordinator, that is, as Synodical Committee liaison with those programs and functions that promote a practical expression of the Christian faith and Brethren doctrine: Board of Christian Education, Christian Sisters Union, Brethren Youth Fellowship, and Hus School Encampment Board of Trustees.
 - 2. Keep abreast of possible Constitution and By-Laws changes, and shall serve as chairperson of the Constitution and By-Laws Committee.
 - 3. Act as the supervisor for the Youth Coordinator. The third vice-president shall conduct an annual survey of all congregations by evaluating their experiences with, expectations of, and support for the Youth Coordinator position, and report the results to the Executive Officers of the Synodical Committee.

Secretary

- A. The Secretary shall keep minutes of all the meetings of the Synodical Committee and the executive officers and provide them for review by the next meeting.
- B. The secretary keeps minutes of the Convention with such assistants as the Synodical Committee or Convention designates.
- C. At the order of the president, the secretary shall make out all official documents provided the Convention has not ordered otherwise.
- D. The secretary shall diligently care for the Unity of the Brethren's official documents, books, etc. When requested, the secretary shall be obligated to present them to the pastors and officers of the Unity of the Brethren for unhindered study; however, he or she shall make certain that nothing will get lost.
- E. The secretary shall notify, at the president's request, any congregation which desires the president's services for dedications and similar functions that it should pay for the president's supply and travel expense.
- F. The secretary shall have the responsibility of keeping:
 - 1. A proper roll of the pastors of the Unity of the Brethren arranged according to their length of service in the ministry, showing the year, the month, and the day they joined the Unity of the Brethren.
 - 2. A record of all congregations and preaching stations belonging to the Unity of the Brethren and served by its pastors, including all necessary records and statistics.
- G. The secretary shall give a written report to the Convention of the official acts which were undertaken since the last Convention. This report shall include the following: (a) the present state of the Unity of the Brethren; (b) new congregations; (c) new churches built; (d) change of pastors; (e) other important matters which have occurred during the past official term; (f) recommendations of appropriate motions which would advance the welfare of the Unity of the Brethren; and (g) naming of subjects which the Convention shall deliberate upon.

- H. The secretary will keep a supply of official Unity of the Brethren Certificates (Baptism, Marriage, Church Membership . . .) and make them available to the individual congregations at minimal cost or electronically.
- I. The secretary works up a schedule of expenses for the Convention.
- J. If a vacancy is created in the office of the secretary before the official term is over, the president shall be obligated to receive all the property formerly cared for by the secretary and safely guard the same. The president shall appoint one of the other Synodical Committee members as the pro tem secretary, who shall immediately take over the office until the next Synodical Committee meeting, at which time the office will be filled according to the By-Laws.

Financial Secretary

- A. The financial secretary shall receive all offerings for benevolences and funds designated for the Unity of the Brethren, keep accurate records of the same, and publish quarterly an accurate statement of receipts in the publication of the Unity of the Brethren.
- B. Once a month the financial secretary shall transfer the funds of the Unity of the Brethren to the treasurer, against proper receipts.
- C. The financial secretary shall balance his or her books for the preceding calendar year on March 31st, submitting a report to the Convention accordingly.
- D. The financial secretary shall give a detailed financial report to the Convention. Following the close of the fiscal year, the financial secretary shall be obligated to present the books for an audit. The financial records will fall under the direct supervision of the president.
- E. During the financial secretary's official term, he or she shall be obligated to furnish the president of the Unity of the Brethren a bond for the sum of \$1,000.00 paid for by the Unity of the Brethren.
- F. If a vacancy is created in the office of the financial secretary, the president shall take over all the Unity of the Brethren's documents and funds and with the approval of the treasurer, shall appoint a pro tem financial secretary, who shall immediately assume the responsibilities and privileges of the office until the next Synodical Committee meeting.

Treasurer

- A. The treasurer shall receive from the financial secretary all of the Unity of the Brethren's funds, shall care for them diligently and shall pay out from them current expenses of the Unity of the Brethren, but only on the written order of the Synodical Committee. During the auditing of the books the treasurer must present legal receipts for all items paid out.
- B. The treasurer shall balance his or her books for the preceding calendar year on March 31st, submitting a report to the Convention accordingly.
- C. The treasurer shall send at the most convenient times the benevolence offerings to their proper destination; official receipts will show this during the auditing of the books at the Convention.
- D. Checks issued for \$100.00 and under will be signed by the treasurer. Checks issued for over \$100.00 will be signed by the treasurer and countersigned by the president.

- E. The treasurer shall be obligated to furnish a bond, once again as large as the sum of money he or she is responsible for, to the president of the Unity of the Brethren. The bond of the treasurer shall be paid by the Unity of the Brethren.
- F. The treasurer shall give to the Convention a detailed report on the status of the treasury. Following the close of the fiscal year, the treasurer shall be obligated to present the books for an audit. His or her books and notes fall under the direct supervision of the president.
- G. If a vacancy is created in the office of the treasurer, the president shall immediately take over the Unity of the Brethren's documents and funds and shall appoint, with the approval of the financial secretary, the pro tem treasurer who shall immediately assume the responsibilities and privileges of this office until the next Synodical Committee meeting, at which time the office will be filled according to By-Laws.

Requirements for Pastoral or Specialized Ministry

- A. Anyone seeking to serve a congregation and/or the denomination in roles that require ordination and/or certification for a specialized ministry in the Unity of the Brethren must make application to and meet with the Pastoral Credentials Committee. This would also include those individuals being asked to serve congregations on a regular supply basis, individuals who sense a call to and are gifted for pulpit supply and specialized denominational ministries (youth coordinator, missionaries, etc.). Communication with the Pastor to Pastors satisfies this requirement.
- B. An initial interview meeting will be set up with the Pastoral Credentials Committee. Prior to the meeting the candidate shall submit to the Pastor to Pastors the Application for Ministerial License/Ordination.
- C. For someone coming from another denomination or independent congregation, the candidate must likewise supply and submit the above materials. Such an individual must have read the Unity of the Brethren Constitution, By-Laws and Catechism and agree with the theology and practices of the Unity of the Brethren.
- D. The Credentials committee, in conversation with the candidate for ministry, will determine a track of study (see J) appropriate to the sense of call, education level and life experience of that candidate.
- E. A mentor shall be assigned to the candidate for the duration of the study. The candidate and mentor shall be in communication at least monthly. Mentors will be in conversation with the Pastor to Pastors on the status of the candidate. The Pastor to Pastors will also converse with candidates on a quarterly basis. Candidates and their mentors will meet with the Pastoral Credentials Committee to assess their progress once a year.
- F. After the initial interview, a decision to recommend or not recommend the individual to come under the care of the Unity and be received as a student for the ministry is made. A positive recommendation shall be acknowledged at the next scheduled meeting of the Synodical Committee.
- G. A recommendation for license may be made at the same time to the Synodical Committee for pastoral ministry to a congregation or specialized ministry. Approval lies

with Synodical Committee. Licenses are granted for one year and are renewable by recommendation of the Pastoral Credentials Committee.

- H. After satisfactory completion of all requirements, the Pastoral Credentials Committee may recommend the candidate for pastoral ministry to the Synodical Committee; however, it is the responsibility of the candidate to petition the Synodical Committee for ordination or licensing.
- I. A congregation may not enter into any agreement with any candidate until approved by both the Pastoral Credentials Committee and Synodical Committee.
- J. Tracks of Study
 - 1. College and Seminary: for individuals who have completed high school, a Bachelor's degree and have received a spiritual call to ministry. This is a 3 to 7 year process depending on the candidate's academic status.
 - 2. School of Ministry: for individuals with a Bachelor's degree, life experience, and who are at a maturity level where traditional college and seminary have not been implemented. Candidates should complete this track of study within a 5 year period. Under unusual circumstances, this track of study may be extended upon written request if satisfactory progress is made. Failure to complete the study within 5 years without a request for extension or in defiance of the Pastoral Credentials Committee revokes the license and/or student status.
 - 3. Specialized Training: as appropriate to the overall needs for training and the sense of call for the candidate for ministries outside pastoral ministry (youth, Christian counseling, Christian education, etc.)
- K. The Pastoral Credentials Committee is composed of the pastors who serve on the Executive Committee and the Pastor to Pastors.
- L. Tuition and loans for candidates shall be paid by the Synodical Committee from the Student Fund. Terms of repayment shall be set at the time of acceptance as a candidate for ministry by the Executive Committee of the Synodical Committee.

Pastoral Relations Committee

- A. The committee shall consist of four (4) active lay members within the Unity of the Brethren, not on the Synodical Committee, and one (1) pastor of the Unity of the Brethren to serve as an advisor.
 - 1. Committee members shall be elected by the Convention from nominees submitted by the nominating committee. The pastor shall be elected by the clergy during the course of the Convention through a series of votes until one pastor receives the majority of votes.
 - 2. The election of the Pastoral Relations Committee shall take place before the election of the Synodical Committee officers.
 - 3. The term of office shall be for four years subject to re-election for one additional consecutive term after completion of one full four-year term.
 - 4. The pastor shall be a member of the Ministers Credentials Committee and serve as a pastor to all categories of pastors and students for ministry.
- B. If a vacancy is created between Conventions the Synodical Committee shall appoint a replacement until the next Convention.

- C. Operating expenses of the committee shall be paid by the Unity of the Brethren according to usual practice.
- D. Between Conventions the committees shall report to and seek the guidance of the president of the Synodical Committee.
- E. Responsibilities of the Committee:
 - 1. Have the responsibility to restructure the parishes in the Unity of the Brethren if this would improve the pastoral service to the congregations involved.
 - 2. Visit each congregation at least once a year to maintain a good rapport. This could be accomplished by attending an Elders meeting.
 - 3. When there is evidence that problems have developed between members of the congregation and their pastor, the committee shall take the initiative to work with the Board of Elders in seeking to resolve such problems. If the problem persists, the committee shall bring the matter to the attention of the president of the Synodical Committee.
 - 4. Have the responsibility to place new pastors as they are ordained into the Unity of the Brethren ministry.
 - 5. Have the responsibility to seek pastoral help from outside the Unity of the Brethren when and only if necessary.
 - 6. Have the responsibility to place the current pastors as need arises. The tenure of the pastors in their respective parishes shall be the Committee's responsibility in consultation with the pastors involved. Tenure, however, should not be a major consideration to move a pastor when good relations exist between the congregation and pastor.
 - 7. Have the responsibility to propose and implement necessary salary consideration.
- F. Local congregations shall petition the committee in writing, at any time, when they have a pastoral vacancy or when they desire to have a pastoral change and to suggest a preference(s) for a new pastor.
- G. Each pastor shall petition the committee in writing when they desire to have a change of charge. All preliminary discussion of a change shall be held in strict confidence.
- H. Pastoral and Parish Changes
 - 1. Any change of pastors shall have the final approval of the congregations or parish issuing the call.
 - 2. Any change in parish arrangement shall have the final approval of the congregations involved.
 - 3. Calls are for an indefinite duration and are terminated by the pastor or congregation with one month notice or by mutual agreement.

Board of Christian Education

- A. The Board of Christian Education shall:
 - 1. Coordinate and share information among the Unity's educational groups and between congregations toward common and more effective work for the Lord.

2. Develop goals and objectives for approval and evaluation by the Synodical Committee.
 3. Strengthen in their members the knowledge by recommending or creating educational resources (i.e., a bibliography of resources for Christian education, confirmation materials) and events (i.e., confirmation retreat, Sunday School trainings, lay leader trainings).
 4. Counsel and encourage the Sunday Schools in their work and difficulties.
 5. Work so that members would be brought into the best possible knowledge of the Word of God, using pure teaching of the Word of God, Christian songs, and prayers.
 6. Publicize events and meetings through The Brethren Journal and the Unity website so as to encourage a broad base of participation.
- B. The convention of the Unity of the Brethren shall elect a chairperson of the Board of Christian Education which shall be comprised of seven (7) qualified members interested in this responsibility from the membership of the Unity of the Brethren.
1. The chairperson may be, but need not be, a member of the Synodical Committee.
 2. Two (2) members shall be appointed by the Synodical Committee from the membership of the Unity of the Brethren, recognizing interest as well as demographic and geographic distribution.
 3. One member shall be the Third Vice President of the Synodical Committee, one member shall be the Youth Coordinator, one member shall be a representative from the H.I.L.L. Program, and one member shall be a representative from the Hus Encampment Program.
 4. The term of office for all members shall be two years, subject to re-election or re-appointment.
 5. If a vacancy is created in the office of chairperson or any other members between Conventions, the Executive Committee of the Synodical Committee shall appoint someone to fill the position.
- C. Operating expenses of the Board of Christian Education shall be paid through the Unity from the Budget line item allocated to the Board.

Hus School Encampment, Board of Trustees and Directors

- A. Board of Trustee members:
1. The chairperson and treasurer of the Board of Trustees and one other member shall be appointed from the membership of the Church by the Synodical Committee. The chairperson may be a member of the Synodical Committee.
 2. Two members shall be appointed by the Christian Sisters Union Executive Committee, one member by the Board of Christian Education, one member by the Brethren Youth Fellowship Executive Committee, and one member by the Friends of the Hus Encampment.
 3. Terms: two years; may be reappointed for a maximum of four (4) terms or eight years, except for the chairperson, who may upon recommendation by

the Board of Trustees, and under special circumstances, be reappointed beyond term limits.

- B. The Board of Trustees elect, from the qualified personnel of the Unity of the Brethren:
 - 1. A Director of Programming of the Hus School Encampment.
 - 2. A Facilities Manager of the Hus School Encampment.

These positions are nonvoting and their elections are subject to approval By the Synodical Committee.

- C. The Board of Trustees shall formulate rules and regulations by which it and the Hus School Encampment shall be governed, which are subject to approval by the Synodical Committee.
- D. The Hus School Encampment receives a portion of the Brethren Fund annual and all other monies designated for it.
- E. The Board of Trustees is responsible to the Synodical Committee.
- F. If a vacancy is created on the Board of Trustees, the appropriate body shall appoint a new member to the position vacant, through the office of its executive board or committee.

Foreign Missions

- A. The Convention of the Unity of the Brethren shall elect a chairperson of the Board of Foreign Missions which shall be composed of seven (7) qualified members interested in this responsibility from within the Unity of the Brethren.
 - 1. The chairperson may be, but need not be, a member of the Synodical Committee.
 - 2. Three (3) other members shall be appointed by the Synodical Committee from the membership of the Unity of the Brethren, recognizing interests as well as demographic distribution.
 - 3. One member shall be appointed by the Board of Christian Education, one member by the Christian Sisters Union, and one member of the Brethren Youth Fellowship.
 - 4. The term of office for all members shall be two years, subject to re-election or re-appointment for a maximum of four terms or eight years.
- B. The Board of Foreign Missions shall recommend expenditures of the funds contributed for foreign missions. These funds shall be paid out by the Synodical Committee treasurer upon authorization of the Synodical Committee.

Home Missions

- A. The Convention of the Unity of the Brethren shall elect a chairperson of the Board of Home Missions which shall be composed of seven (7) qualified members interested in this responsibility from within the membership of the Unity of the Brethren.
 - 1. The chairperson may be, but not need be, a member of the Synodical Committee.
 - 2. Six (6) other members shall be appointed by the Synodical Committee from the membership of the Unity of the Brethren, recognizing interest as well as demographic and geographic distribution.
 - 3. The term of office for all members shall be two years, subject to re-election or re-appointment for a maximum of four terms or eight years.

4. If a vacancy is created on the Board, the Synodical Committee shall appoint a new member to fill the term of the vacant position.
- B. The Home Mission Board shall recommend expenditures of the funds contributed for home missions, which shall be paid out by the Synodical Committee treasurer upon authorization of the Synodical Committee.
- C. The Home Mission Board shall formulate rules and regulations by which it shall be governed. These are subject to approval by the Synodical Committee.

The Publication of the Unity of the Brethren: The Brethren Journal

- A. The editorial policy of The Brethren Journal shall be determined by the editor, who shall be responsible to the Convention of the Unity of the Brethren and is under the supervision of the Synodical Committee.
- B. Business policies shall be determined by the business committee.
- C. The Convention of the Unity of the Brethren shall elect or appoint from the membership of the Unity of the Brethren a qualified editor and business manager. Both offices may be filled by the same person. The term(s) of office shall be two (2) years subject to re-election or re-appointment. The Synodical Committee shall set the salary for both offices.
- D. The business committee of The Brethren Journal shall be composed of the second vice-president of the Synodical Committee as chairperson, a secretary/reporter, and a treasurer. The secretary/reporter and the treasurer shall be appointed by the Synodical Committee, which shall also set the remuneration of the treasurer. Their term of office shall be two (2) years subject to re-appointment.
- E. The editor, the business manager, and the business committee of The Brethren Journal shall be governed by the Publication Rules established by the Synodical Committee.
- F. If a vacancy is created in the office of the editor, business manager, or in the membership of the business committee, the Synodical Committee shall appoint someone to fill the vacancy.

Interdenominational Relations

- A. The Unity of the Brethren shall, through the Synodical Committee appointments, take part in and be represented at Unity of the Brethren-approved interdenominational fellowships.
- B. Every congregation of the Unity of the Brethren is encouraged to receive offerings to for the support of Unity of the Brethren-approved interdenominational work. Such offerings will be requested as needed through The Brethren Journal and other approved methods of correspondence.

Archivist

- A. In order that the more important historical items and a record of events of the church might not be forgotten but be preserved for the future generations as historical treasures inherited from their forebears, an Archivist of the Unity of the Brethren shall be appointed by the Synodical Committee. The term of office shall be two (2) years subject to re-appointment.

- B. It shall be the duty of the archivist to care for these historical treasures of the Unity of the Brethren and to promote an interest in their preservation.
- C. The archivist shall prepare for display these historical items in appropriate fashion and at appropriate times.
- D. The archivist shall publish interesting facts and make appropriate appeals to the membership of the Unity of the Brethren and the general public to promote interest in the value of the Unity of the Brethren in history and the present.
- E. The Synodical Committee shall determine the amount of funds necessary for the work.
- F. In case of vacancy, the president of the Synodical Committee shall receive all the archives and a qualified person shall be named to the vacancy by the Synodical Committee, after which this new archivist shall be charged with the care of the archives.
- G. The local congregations also are urged to maintain their own albums of history.

Benefits Programs for Pastors

- A. The Synodical Committee appoints a Pastors Benefits Committee composed of laypeople and pastors, along with other necessary personnel, to administer the two benefit programs. This committee formulates all rules and regulations and will submit any changes to the Synodical Committee for their approval.

Board for Grants and Bequests

- A. The Board will be responsible to the church Convention and under general supervision of the Synodical Committee.
- B. The Board may be incorporated under the State of Texas as an organized service of the Unity of the Brethren.
- C. The Board will be composed of **nine (9)** members elected by the Convention from the membership of the Unity of the Brethren who are qualified and interested in handling financial matters.
 - 1. A nominating committee appointed by the Synodical Committee shall present nominees to each Convention.
 - 2. The term of office shall be six years subject to re-election for one additional consecutive term. Terms shall be staggered so that three terms will expire at each Convention.
 - 3. A chairperson, secretary, treasurer, and other needed officers of the Board will be elected by its members after election by the church Convention.
 - a. The treasurer will be obligated to furnish a bond, the amount determined by the Synodical Committee and paid for by the Unity of the Brethren.
 - 4. If a vacancy occurs on the Board, the Synodical Committee will fill the unexpired term.
- D. The Board will encourage Christian Stewardship through appropriate publicity by seeking to introduce itself with the desire and means to contribute to the long-range benefit of the Unity of the Brethren. Its program will not be intended to replace or reduce giving to Hus School, Missions, or to the local congregations, but rather will seek long-range contributions to permanent-type funds, through grants and bequests made in wills and/or memorial gifts set up as a revolving fund for the benefit of Unity of the

Brethren causes. In encouraging Christian Stewardship special needs and benevolent opportunities existing in the Unity of the Brethren, and incentives allowed for worthy causes under present tax laws, will be pointed out.

(note: The Skrivanek Memorial Fund is managed by Grants and Bequests and funds are allocated only for the use of church extension.)

1. Operating expenses of the Board will be paid from the Unity of the Brethren Administrative Fund, unless other funds are received for this specific purpose.
 2. Mileage at the prevailing rate for Unity of the Brethren church business is authorized for travel to and from Board meetings and other required travel.
- E. All special gifts, grants and bequests received by the Board for the benefit of specified agencies or undertakings of the Unity of the Brethren shall be acknowledged by a letter of acceptance and appreciation to the donor(s) and if a memorial, a letter also to the family of the one(s) being honored, in behalf of the Unity of the Brethren and signed by the Chairperson of this Board with a copy to the President of the Unity of the Brethren.

Youth Coordinator

- A. Duties:
1. Developing and updating a list of children (3yrs – 11yrs) and youth (12 yrs – 20 yrs) so they can be contacted when events are scheduled.
 2. Providing an avenue for communications and information-sharing between local youth groups (i.e., newsletter, websites, phone calls, other appropriate social media, etc.)
 3. Provide input in the planning process for summer camps.
 4. Assist local and state BYF sponsors in their efforts by providing database information, advice on group leadership, etc...
 5. Hold meetings with youth groups and sponsors for determining local needs.
 6. Recruiting adult supervision for youth activities.
- B. The Youth Coordinator shall focus on regional energies primarily on smaller churches with limited youth resources.
- C. Supervision and Authority
1. The budget for this position will be evaluated and approved at each Unity Convention. The Synodical Committee shall have the authority to approve additional expenditures as needed.
 2. The position will be supervised by the Third Vice-President of the Synodical Committee.
 - a. Biannual review of time and effort logs and expense accounts.
 - b. Annual performance evaluation.
 3. The Youth Coordinator shall serve as a member of the Board of Christian Education.