

# CONSTITUTION AND BY-LAWS

OF THE

UNITY OF THE BRETHREN



2001

**CONSTITUTION AND BY-LAWS**

**OF THE**

**UNITY OF THE BRETHREN**

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# THE CONSTITUTION

## PREAMBLE

In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

We, members of the body of Christ, desiring to manifest the inner unity which we have in the common confession, maintenance and defense of our faith in Jesus Christ as God and Saviour, do ordain this Constitution to be our fundamental law and declare the same to have authority over all our members, congregations, pastors, and judicatories.

## ARTICLE I. NAME

The name of this religious communion is: The Unity of the Brethren. It is a continuing body of the Ancient Unitas Fratrum or Jednota Bratrska, originally organized in 1457 and dispersed by the persecution and war after 1620. As happened elsewhere also, fragments of the original communion were reconstituted in Texas in 1903 as the Evangelical Union of the Bohemian and Moravian Brethren in North America. It merged in 1919 with the Independent Unity of the Brethren of the Bohemian and Moravian Brethren (1915) into the Evangelical Unity of the Brethren of the Czech-Moravian Brethren in North America, and is now desirous to be known only by the original name.

## ARTICLE II. CONFESSION

The Unity of the Brethren accepts all the canonical books of the Holy Bible in both the Old Testament and New Testament as the inspired Word of God and the only infallible rule of learning of faith and of life. The Confession and Catechism of the Unity of the Brethren are set forth as the summary of the teachings of the Word of God. Wherever they fail to fulfill their intent, the Word of God must be the sole arbiter according to the historic protestant principle — freedom of conscience. The Christian Life, the only true evidence of doctrinal perfection, has been, from the earliest beginnings, the object of the Unity of the Brethren.

## ARTICLE III. PURPOSE

- A. The Unity of the Brethren lives to bear witness to the risen Christ and the Kingdom of God, by word and deed, to all people.
- B. That witness includes:
  - 1. Proclaiming the good news of Christ through preaching and teaching the Word of God, and in celebrating the sacraments of baptism and the Lord's Supper, and in welcoming believers into the fellowship of faith, the church;
  - 2. Encouraging each member to strive for a pure, Christian life;
  - 3. Affirming the presence of Christ in fellowship;
  - 4. Challenging each member to consider the call of Christ to various areas of Christian service; and
  - 5. Equipping each member for obedient, responsible Christian growth and ministry; and providing, as appropriate, training, commissioning, and/or ordination.
- C. In summary: Our purpose is to share the Gospel of Christ, locally and world-wide, and to build up believers in faith and obedience.

## ARTICLE IV. MEMBERSHIP

- A. The Unity of the Brethren is made up of congregations and their pastors adhering to the same principle of faith and doctrine as outlined in Article II above, and are formally joined to it.
- B. A congregation of the Unity of the Brethren is a body of Christians who meet regularly for divine worship, where the word of God is preached and the sacraments are duly administered, as given by the Head of the Church, the Lord Jesus Christ, and who are united for the ongoing work of Christian witness.
  - 1. A congregation is organized and governed in accordance with the provisions of the Constitution and By-Laws of the Unity of the Brethren.
  - 2. A congregation is considered to be organized when:

- a. It establishes an accurate roll of its membership;
  - b. It adopts its own constitution and by-laws, which shall be in accord with the Constitution and By-Laws of the Unity of the Brethren;
  - c. It elects a Board of Elders or other suitable governing body.
- 3. All congregations belonging to the Unity of the Brethren shall be responsible for an annual payment to the Brethren Fund.
- 4. A congregation which belongs to the Unity of the Brethren shall be served only by a pastor who is properly associated with the Unity of the Brethren.
- 5. The management of local congregational affairs as well as the election of its pastor and the ownership of property shall be under the jurisdiction of each individual congregation.
- 6. If one member is afflicted, the whole body suffers; therefore, every congregation and pastor in the Unity of the Brethren should diligently labor for the welfare of the Unity of the Brethren, abide by its Constitution and By-Laws, fulfill the decisions of the Convention, materially support its work, and concern themselves with the discipline and spiritual growth of all members, so that congregations and pastors may become a blessing to their membership and a light to the whole community.
- 7. Persons who are members of a local congregation of the Unity of the Brethren in accordance with the Constitution and By-Laws of the Unity of the Brethren and of the local congregation are members of the Unity of the Brethren. (See By-Laws Article XXII.)
- 8. Members of the Unity of the Brethren shall live sober, righteous and godly lives and labor faithfully to bring others to Christ. They shall take an active part in the life and work of the Unity of the Brethren. This shall include regular attendance at divine worship; devout use of the sacraments; diligent observance of private devotions; liberal financial and moral support toward Unity of the Brethren maintenance and her benevolent undertakings; obedience to her established law and authorities; untiring zeal in bringing the unchurched under her influ-

ence; and sincere endeavor to apply the teachings of Jesus to all human relationships. Parents shall provide adequate Christian training for their entire household.

9. Only communicant members in good and regular standing shall be selected to represent the congregation at Unity of the Brethren conventions and functions, subject to the Constitution and By-Laws of the congregation.
- C. Pastors are members of the body of Christ who have been called and gifted by God to serve the church in this capacity. (See Romans 12:4-5 and Ephesians 4:11-16.)
1. The pastors shall accept their office with joy from their Heavenly Master Jesus Christ (Gal. 1:15) and from the will of the people, not to have special privileges (1 Peter 5:1-4), but to serve in preaching the Gospel and sharing the mysteries of the Grace of God, as the apostle Paul writes: 'Let a man so account of us, as of the pastors of Christ, and stewards of the mysteries of God.' (1 Cor. 4:1)
  2. As true servants of their Lord they shall conscientiously endeavor to preach to the congregation entrusted to them the Gospel of Jesus Christ in all its purity and simplicity; to fulfill the responsibility of teacher, pastor and counselor; and to live an honorable and devout life as the Word of God repeatedly exhorts.
  3. The Unity of the Brethren discourages its pastors from being members of any secret organization.
  4. If a pastor desires to sever his relations with the Unity of the Brethren, he shall receive an appropriate letter of dismissal. The president shall furnish him with a letter of dismissal duly provided with the seal of the Unity of the Brethren on it.

## ARTICLE V. ADMINISTRATION

### A. CONVENTION

1. The administration and management of the Unity of the Brethren rest in the hands of all the brethren on the basis of the equality of all believers, according to the words of Jesus:

"For one is your master, even Christ; and all ye are brethren."  
(Matt. 23:8)

2. For that reason the administration of the Unity of the Brethren originates in and is based on the decisions of the Convention, which represents the entire Unity of the Brethren. The decisions of the Convention, however, become valid only after they have been accepted by the appropriate referendum vote of the brethren in the local congregations. (See Constitution Art. VII, Sec. G and By-Laws Art. XXIII.)
3. The Unity of the Brethren shall have two kinds of Conventions: regular and special or called.

### B. EXECUTIVE

1. The Unity of the Brethren entrusts administrative and executive power for a period of two years, or the period between regular biennial Conventions, to a Synodical Committee whose composition is defined in By-Laws Art. VI. (*Effective 1995 Convention*)
2. To execute its decisions and for the purpose of administering current matters of the Unity of the Brethren between regular biennial Conventions, the Convention shall elect: (1) the executive officers of the Synodical Committee (See By-Laws Art. VI, Sec. A); (2) a Chairman of the Board of Christian Education; (3) a Chairman of the Board of Missions; (4) an Editor of *The Brethren Journal*, and a Business Manager; (5) a Board for Grants and Bequests as outlined in the By-Laws; (6) a Pastoral Relations Committee as outlined in the By-Laws; and (7) lay and ministerial alternates. The officers of the Synodical Committee and other personnel may be elected from the membership of the Convention or from the membership of the denomination at large. (See By-Laws Art. VI, Sec. B.) (*Effective 1995 Convention*)
3. The Synodical Committee, as the need arises, may be authorized by the Convention to appoint or hire needed personnel in carrying out its duties.
4. All official reports and announcements shall be published in the official publication of the Unity of the Brethren, *The Brethren Journal*.

## ARTICLE VI. ORGANIZATIONS

- A. The Mutual Aid Society is an independent, benevolent organization within the Church to which all members may belong.
- B. The Sunday School Union exists for purposes of Christian education in the congregations and holds its own Conventions.
- C. The women's work of the Church is programmed through the Christian Sisters' Union.
- D. The youth program of the Church is formulated by young people in their organization, the Brethren Youth Fellowship.
- E. The Fellowship of Contemporary Christians provides activities for and ministry to single and married adults over the age of 18.

## ARTICLE VII. CONCLUDING PARAGRAPHS

- A. The office of the Unity of the Brethren shall be the residence of the president.
- B. The official seal of the Unity of the Brethren shall be the old Brethren emblem — a lamb with the banner — with an appropriate inscription. The official emblem of the Unity of the Brethren shall be an open Bible, chalice, and cross, as shown below.



The official motto of the Unity of the Brethren shall be 'In essentials, unity; in non-essentials, liberty; and in all things, love.'

- C. The Brethren Fund shall be the general administrative fund of the

Church to which members shall be obligated to contribute annually.

- D. Positions in the denomination (Pastor, Officer, Chairperson, Committee Member) may be held by either sex.
- E. The Sunday nearest to July 6 shall be set aside as a perpetual memorial to the martyrdom of John Hus, burned at the stake on July 6, 1415.
- F. If there is a need to change or amend this Constitution of the Unity of the Brethren, the Synodical Committee or a special committee appointed by them for that purpose, shall propose such changes to the Convention, publish the proposals in the official publication of the Unity of the Brethren, *The Brethren Journal*, at least two (2) months before the Convention, and present them to that Convention for approval. If the Convention accepts the proposed changes by a two-thirds ( $\frac{2}{3}$ ) majority, the Secretary of the Synodical Committee shall send these proposals to the local congregations within thirty (30) days after the Convention for referendum vote. The referendum vote shall be held and the results reported to the Secretary of the Synodical Committee by the deadline stated on the referendum. If two-thirds ( $\frac{2}{3}$ ) of the congregations approve the proposals by a two-thirds ( $\frac{2}{3}$ ) majority of their vote (not a simple majority) such changes and/or additions shall become a part of the Constitution. If the congregation does not send the results of its referendum vote to the Secretary of the Synodical Committee by the deadline, that congregation shall be counted as favoring all the proposals.

# THE BY-LAWS

## ARTICLE I. SACRAMENTS AND RITES

### A. SACRAMENTS

1. The baptism of infants and adults shall be administered publicly in the House of God when possible, according to the Trinitarian form.
2. The sacrament of the Lord's Supper shall be observed regularly in every congregation a minimum of four times a year. A service should be held preparatory to it. The elements used shall be bread and wine. Bread shall be both, or either, leavened or unleavened. Wine shall be either fermented or unfermented, mixed with water. All who have professed their faith in Jesus Christ, including members of other denominations, shall be invited to participate.
3. Administration of the Sacraments and Rites
  - a. Ordained clergy who are pastors (either full or associate) of the Unity of the Brethren may administer any and all sacraments and rites of the church.
  - b. Persons who are licensed in accordance with the By-Laws, Article III, Section E may administer the sacraments and officiate the rites (with the exception of the rite of ordination) but only in the special ministry for which the license was issued.
  - c. A layperson who has been selected by his or her local congregation and certified by the Ministerial Credentials Committee after adequate training may administer Holy Communion in his or her congregation when the church is without a pastor.

### B. RITES

1. Confirmation, ordination, consecration, marriage and burial shall be conducted in reverence and with due solemnity,

according to an order expressive of our evangelical tradition.

2. The rite of confirmation admits persons into communicant membership (See By-Laws Art. XXII) through public confirmation of faith in Jesus Christ as personal Savior. Before admitting applicants for confirmation into full communion with the Church, the Elders shall be satisfied that the candidates understand the fundamental truths of the Christian religion and are governed by them in their life and conduct.
3. In the act of ordination or consecration, only ordained pastors shall officiate.
4. Marriage is an ordinance of God and shall be solemnized in accordance with the laws of the Church as well as of the State.
5. Christian burial is a religious rite that should be conducted in accordance with the customs and usages of the Church. Funeral services shall not be conducted on Sundays except on very exceptional instances.

## ARTICLE II. CONGREGATIONS

- A. A congregation of the Unity of the Brethren is a body of Christians as identified and organized under the provisions of Constitution Art. IV, Sec. A–B above.
- B. A congregation shall choose its own name. Such name, however, must be approved by the Synodical Committee. The congregation must include the statement “A congregation of the Unity of the Brethren” following its name in the congregation’s Constitution and By-Laws.
- C. 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.
  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 promise to abide by them.

3. The Synodical Committee shall study such 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.

- D. Unorganized preaching stations and church plants shall become full members of the Unity of the Brethren after they become organized (See Constitution Art. IV, Sec. B above); they shall be provisional members of the Unity of the Brethren until such time as they formally organize. This status shall empower them to send a representative (with voice privileges only) to the Synodical Committee as well as representatives to the Convention (with voice privileges only) in equal number to the delegates they would possess if they were an organized congregation.
- E. If a congregation wishes to sever its connection with the Unity of the Brethren:
  1. It shall notify the president of the Unity of the Brethren of its intentions. It should not make a complete and final severance until it shall hear the counsel of the Convention. The final decision shall, however, be made by the congregation itself.
  2. If two-thirds ( $\frac{2}{3}$ ) of the eligible members vote for severing connections with the Unity of the Brethren, and if a notification of severance signed by two-thirds ( $\frac{2}{3}$ ) 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, the 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.
- F. The property of the congregation is indivisibly administered by the Elders. To prevent an imprudent disposition of congregational property, two-thirds ( $\frac{2}{3}$ ) 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.
- G. Restructuring of congregations:
1. Whenever the communicant membership of a Brethren congregation falls below 75, the President of the Synodical Committee, along with the Executive Committee, shall meet with the congregation's Board of Elders to discuss the future of the congregation. The meeting will be held to determine how the congregation can be helped to stimulate growth.
  2. Whenever the communicant membership of a Brethren congregation falls below 50, or decreases to a 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. An arrangement whereby the congregation is served in conjunction with another congregation, Brethren or other. Normally such an arrangement should not be made unless there is reasonable assurance that the congregation will grow and this arrangement should not exceed 5 years duration.
    - b. The merger of the congregation with another Brethren congregation.
    - c. The discontinuance of the congregation.
  3. 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 majority, then the congregation shall by a two-thirds majority of active members vote to voluntarily discontinue the congregation according to Art. II, Sec. I.
- 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 or responsibilities of a Unity of the Brethren congregation.

- H. When a congregation disbands, the Synodical Committee shall immediately assume legal title and possession of its property and assets for the Unity of the Brethren. If the property of the disbanded church includes a cemetery, the Unity of the Brethren shall arrange for the future maintenance and care of that cemetery.
- I. If a congregation is left without a pastor for any reason, it shall consult with the Pastoral Relations Committee and request aid in filling the vacancy. The congregation shall not issue a call except through the Pastoral Relations Committee. If the Pastoral Relations Committee is not able to fill the vacancy within three months of being notified of the vacancy, then the congregation may proceed on its own initiative to fill the vacancy outside of the Unity of the Brethren under the direction of the Synodical Committee President.
- J. The spiritual work in the congregations, the election of the pastors belonging to the Unity of the Brethren, the annual number of services, as well as the question of language shall be left to the congregations themselves. In the calling of a pastor the congregation

- shall counsel with the Pastoral Relations Committee and issue any call through that committee. The Pastoral Relations Committee is in a position to keep the pastoral picture of the entire Unity of the Brethren in mind as it gives suggestions to congregations regarding the choice of pastors. Final decision is made by the congregation.
- K. Congregations shall establish a salary for their pastors in a congregational meeting. A pastor shall not be required to make up a service which has not been held due to inclement weather.
- L. The congregation which is in official standing with the Unity of the Brethren shall have the privilege and the responsibility to send as many delegates to the Convention of the Unity of the Brethren as Article IV, section G of these By-Laws allows. If a congregation is not represented for three Conventions in succession and sends no official excuse, it is clearly evident that such a congregation does not care for the fellowship of the Unity of the Brethren and by its own unbrotherly behavior excludes itself from the Unity of the Brethren.
- M. Each congregation shall give an exact account of its active communicant members as of December 31st in the questionnaire (See Art. IV, Sec. X). The annual dues for the Brethren Fund for the current year shall be due on December 31st, based on the membership as of December 31st, and delinquent if not paid by January 31st of the following year. The annual dues to the Brethren Fund are \$20.00 for each active communicant member, divided as follows:
- 10% for an Administrative Fund;  
 10% as a subsidy to *The Brethren Journal*;  
 20% to the Hus School Encampment;  
 20% for the Church Extension, home missions, or some other worthy cause; and  
 40% to be placed in a Contingency Fund with the Synodical Committee having the authority to use the Contingency Fund where needed most in the work of the Unity of the Brethren.
- (The provisions of this section are effective January 1, 2002.)*
- N. The number of delegates a congregation is entitled to send to a Convention of the Unity of the Brethren shall be determined on the basis of these annual membership payments the congregation has made to the Brethren Fund. (cf. By-Laws Art. IV, Sec. G)

- O. Offerings shall be made in all congregations for Missions throughout the year; for Interdenominational Work in May; for the Brethren Fund in September; for the Student Fund in October; and for the Bible Fund (American Bible Society) in December. (American Bible Society, Bible House, New York, N. Y.)
- P. The congregation shall elect a zealous agent for *The Brethren Journal*, who shall work diligently to gain more subscribers for *The Brethren Journal*.
- Q. If a congregation and pastor disregard the intent and meaning of Art. IV, Sec. B, Par. 6 of the Constitution, the executive officers of the Synodical Committee shall first meet with the congregation and advise them of their error. If the congregation does not heed the counsel and admonition of the executive officers, the executive officers shall report to the Synodical Committee the congregation's continued willful disregard of the Constitution. The Synodical Committee shall have the authority to bring a grievance against the congregation to the next Convention. The Convention shall deliberate upon the grievance according to By-Laws Art. IV, Sec. R and S.

## ARTICLE III. OFFICE OF THE MINISTRY

### A. GENERAL STATEMENT

The authority for licensure, ordination, and certification shall be vested in the Synodical Committee. Installation shall be the concern of the congregation.

### B. STUDENTS FOR THE MINISTRY

1. A student for the ministry is a member of the Church who feels called to pursue a vocational Christian ministry, and enters upon a course of study to prepare himself for that office.
2. A student for the ministry shall make due application to come under the care of the Synodical Committee, with whom he shall discuss the selection of a theological seminary. To remain under the care of the Synodical Committee he shall be enrolled in an accredited seminary which has been approved by the Synodical Committee.
3. 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 and have a co-signer.

- a. For students already in seminary the Synodical Committee may grant a loan of up to \$2,000.00 per school year.
  - b. For students in their last two years of college the Synodical Committee may grant a loan of \$1,000.00 per school year.
  - c. In exceptional instances the Synodical Committee shall have the right to grant a loan even earlier than the last two years of college and may grant a student a greater sum than the above designated amounts for college students, but not to exceed the figure in (a) above for seminary students.
  - d. For each \$2,500.00 of support from the Student Fund (including tuition) the student shall be obligated to fulfill a full-time vocational ministry in the Unity of the Brethren for one year, or render an equivalent part-time service as designated by the Synodical Committee, or return the money with interest. Rate and terms of repayment shall be set by the Synodical Committee.
4. 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.
  5. A student for the ministry shall not accept a call to a pastorate, nor shall a congregation or charge nominate or elect a student for the ministry to become its pastor except during his last year in seminary, during the semester before his graduation and after he has been approved for ordination by the Synodical Committee.
  6. Students for the ministry, while studying in a seminary, 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.
  7. Tuition for seminary students enrolled in Master's-level profes-

sional programs shall be paid by the Synodical Committee from the Student Fund; this tuition payment shall only be available for students enrolled in programs not usually available to students who are enrolled in universities.

8. Moving expenses for graduating seminary students accepting their first call to a Unity of the Brethren congregation or parish shall be paid in the following manner: one-half of the expenses shall be paid by the Unity of the Brethren and the balance of the expenses shall be paid by the congregation or parish to which he has been called.

#### C. CANDIDATES FOR THE MINISTRY

1. Every candidate for the ministry who shall request the Unity of the Brethren to ordain him (or her) and at the same time receive him/her as a full pastor must:
  - a. be at least twenty-one (21) years of age;
  - b. have attended an institution of higher learning and a theological seminary from which he shall have graduated and received a Master of Divinity degree, or its equivalent;
  - c. present to the Synodical Committee a satisfactory testimony concerning his moral behavior and his Christian character. Whoever does not present such a satisfactory testimonial cannot be given the examination and cannot be accepted for ordination; (and)
  - d. must be a member of a congregation in the Unity of the Brethren.
2. The examination must be requested four (4) weeks before the examination is given.
3. The examination shall be conducted before an Examining Board which shall be composed of all the Synodical Committee present at a meeting called for this purpose. The examination shall be directed by a committee of three pastors appointed by the president from the membership of the Examining Board.
4. The examination shall cover the following subjects: Dogmatics, Ethics, Symbolics, Homiletics, Church History,

Pastoral Theology, Catechism, Exegesis, and a written sermon. The Examining Board may choose not to require a knowledge of the original Biblical languages (Hebrew and Greek). If the candidate studied at a theological seminary approved by the Unity of the Brethren, the Examining Board may simplify the examination.

5. The results of the examination and the acceptance for ordination shall be decided by a two-thirds ( $\frac{2}{3}$ ) majority vote of the Examining Board as defined in paragraph 3.
6. The candidate who does not consider the symbolical books (cf. Article II of the Constitution) as the true interpretation of the Word of God and does not promise to teach accordingly shall not be ordained.
7. Before a candidate may be ordained, he shall have received a call to some congregation of the Unity of the Brethren or shall be under call of the Synodical Committee for specialized ministry.
8. The ordination should be conducted in the home congregation of the candidate, in the congregation which has called the candidate, in another Unity of the Brethren congregation, or at a regular Convention of the Unity of the Brethren.
9. The ordination shall be performed by pastors, where possible, according to the wishes of the one being ordained, named for that function by the president of the Unity of the Brethren. The pastor who performs the ordination act shall prepare an ordination certificate for the newly ordained and shall present it to the president and secretary of the Unity of the Brethren for their official verification.
10. In all instances of ordination (and installation) the Brethren order shall be maintained.
11. Non-Unity of the Brethren member candidates for the ministry in the Unity of the Brethren who may be attending or who may have completed an accredited and approved seminary and have not been ordained will use the following procedure:
  - a. The candidate must fulfill candidate requirements as outlined in Art. III, Sec. C, Par. 1, a, b, c, and d.

- b. The candidate must receive and accept a call from a Unity of the Brethren congregation or parish through the Pastoral Relations Committee to serve as a student or lay pastor with prior approval of the Synodical Committee. (cf. Art. III, Sec. C, Par. 1, c.)
- c. Upon completion of prescribed courses and graduation from an acceptable theological seminary, the candidate will serve the Unity of the Brethren congregation or parish in the capacity of an unordained interim pastor for a minimum of six months.
- d. During this period of his pastoral relationship, the candidate should exchange pulpits with an ordained pastor of the Unity of the Brethren at least once a month under the supervision of the President of the Synodical Committee, with travel expenses being paid to both by the Unity of the Brethren according to usual practice.
- e. This period will be considered as a period of mutual acquaintance and appraisal regarding his relationship with the Unity of the Brethren. At any time during this period, the candidate may request an examination for ordination by the Synodical Committee, according to Art. III, Sec. C, Par. 2, 3, 4, 5, and 6.
- f. The candidate must become a member of a congregation of the Unity of the Brethren before ordination. (cf. Art. III, Sec. C, Par. 1, d.)
- g. The ordination should be conducted in the congregation (or parish) which has called the candidate, another Unity of the Brethren congregation, or at a regular Convention of the Unity of the Brethren.
- h. The ordination will be performed as outlined in Art. III, Sec. C, Par. 9 and 10.

#### D. PASTORS

1. A pastor serving in the Unity of the Brethren shall be considered a member of the Unity of the Brethren at large. As such he will fill the role of a spiritual advisor of the congregation or parish in which he is the official pastor, and not as a regular

member. He shall not vote or hold office in the congregation(s) he serves.

- a. The rite of ordination admits candidates for the ministry who have satisfied the requirements of By-Laws Art. III, Sec. B and C, into the denomination as full pastors.
  - b. Ordination grants to the pastor the authority to (a) preach the Word of God, (b) administer the sacraments and officiate the rites, and (c) bear rule in the church in accordance with Art. IV, Sec. C of the Constitution.
  - c. Only ordained pastors shall officiate the rite of ordination.
2. Pastors of the Unity of the Brethren are employees of the denomination. The congregations, where the pastors serve, act in behalf (as agents) of the denomination in paying salaries. The Synodical Committee, with information furnished by local church treasurers, will file all appropriate employment forms.
  3. No pastor shall perform official functions among members of a fellow pastor without his permission (according to 1 Peter 4:15), nor shall he have the right to meddle in the affairs of other Brethren congregations who have their own pastor.
  4. The pastor shall endeavor to be present at all meetings of the congregation and Elders. (However, in matters relating to the call of the pastor, he may be requested not to attend.)
  5. Each pastor may be requested to present a report to the Convention on the spiritual status of the congregations in which he serves.
  6. In addition, the pastors may be requested to send to the president of the Unity of the Brethren an annual report of the work they have accomplished.
  7. The pastors shall do Home Mission and Church Extension work wherever necessary as defined under the Home Mission and Church Extension program of the Church.
  8. Not only shall every pastor in the Unity of the Brethren be permitted a change of charge, (according to the procedure out-

lined in Article XII. Pastoral Relations Committee) but in certain circumstances he shall be instructed by the Synodical Committee to do so.

9. A pastor may seek the counsel of the President at any time concerning a possible change of charge. If a pastor has come to the conclusion that he cannot work effectively in his congregation, he shall consult with the Pastoral Relations Committee about a possible change of charge.
10. A pastor receives a call from a Brethren congregation through the Pastoral Relations Committee. He shall not accept a call that does not come through that committee. The newly-elected pastor shall be installed into his new charge, whenever possible, by the president of the Unity of the Brethren or by the pastor who preceded him in that charge.
11. A person who desires to be admitted into the Unity of the Brethren as a pastor shall: (a) present to the Ministerial Credentials Committee (composed of the ordained clergy serving on the Executive Committee of the Synodical Committee and the pastor on the Pastoral Relations Committee) his ordination certificate, satisfactory proof that he has successfully completed the educational requirements for ordination in the Unity of the Brethren, a short sketch of his life, and give satisfactory proof that he enjoyed a good reputation in the moral sense in his former church connections; (b) submit to a colloquy with the Examining Board so that he may prove that he agrees with the Confession and the order of the Unity of the Brethren, (c) sign the Constitution and By-Laws of the Unity of the Brethren as proof that he wishes to abide by them, and (d) also present a letter of honorable dismissal from his denomination.
12. The pastor desiring to be admitted into the Unity of the Brethren from another denomination shall serve a six-month period of mutual acquaintance and appraisal before officially being accepted. During this six-month period, the candidate shall undergo mentorship by one or more Unity of the Brethren pastors as recommended by the Ministerial Credentials Committee. The focus of study in this period should be on the history, worship, and practice of the Unity of the Brethren, including its Constitution and By-Laws and organizational structure. Such a time lapse would give each the opportunity to

reaffirm their initial decision before making any firm commitments. The pastor would be received as a full pastor of the Unity of the Brethren only after this six-month period of acquaintance and appraisal and upon subsequent two-thirds (⅔) vote of the Ministerial Examining Board as defined in the above Art. III, Sec. C, Par. 3, 4, and 5.

13. A pastor in good standing with another denomination may be called to be an associate pastor in the Unity of the Brethren according to the general principles of paragraphs 10 and 11, and through the Synodical Committee for purposes of supply. Such a pastor shall enjoy the normal rights and privileges of the pastors of the Unity of the Brethren and shall be eligible to hold office in the Unity of the Brethren after 5 years of service.
14. A pastor in full standing in the Unity of the Brethren may elect to retire from full-time ministry in a local congregation at the age of 65.
  - a. A pastor wishing to retire shall submit written notification of his intent to the Pastoral Relations Committee at least nine months prior to the anticipated retirement date. The Pastoral Relations Committee shall immediately forward the pastor's request to the president of the Synodical Committee, who shall bring that request before the next scheduled Synodical Committee meeting.
  - b. A pastor shall be considered officially retired when his retirement date has been approved by a simple majority of the Synodical Committee and when that date has been reached.
  - c. An individual's call to vocational ministry in the Unity of the Brethren is not to be understood as synonymous with the divine call to pastoral ministry. Therefore, even though a pastor may retire from full-time parish ministry, he shall still retain the right to perform priestly functions, being careful to observe proper protocol with pastors of local congregations.
  - d. A retired pastor shall be considered a member of the Unity of the Brethren at large. He is encouraged to become active in the life of a local Unity of the Brethren

congregation, being careful to defer the spiritual counsel of that congregation to the official pastor. He shall not vote or hold office in the local congregation, but will retain the full rights and privileges of a member at large in the Unity of the Brethren (including Convention membership, membership on the Synodical Committee, and the right to hold executive office).

- e. Should a retired pastor desire to formally join a local congregation, he may do so at any time, but he shall immediately notify the Pastoral Relations Committee and shall forfeit his at-large membership in the Unity of the Brethren (including his automatic memberships on the Synodical Committee and in the Church Convention).

#### E. PASTORAL LICENSE

1. The Synodical Committee shall have the power to issue a five-year renewable pastoral license to a person who possesses theological training and is otherwise qualified for the ministry, but may not have completed educational requirements at an accredited and approved seminary.
  - a. A license shall be issued only in exceptional circumstances.
  - b. The candidate's examination for a license will be conducted in a manner consistent with Unity of the Brethren By-Laws, Art. III, Sec. C, Par. 2-6.
  - c. A license shall convey the rights and privileges of ordination including the power to conduct funerals, weddings, and to administer the sacraments. These rights and privileges shall be limited to the ministry for which the Synodical Committee issues the license.
  - d. A license will be renewed only if the licensee demonstrates proof of suitable continuing education as well as current involvement and satisfactory progress in the specific ministry for which the license was first issued.
  - e. A person holding this license is considered to be a member of the Synodical Committee and shall be eligible to hold office at the denominational level after 5 years of service.

## F. CERTIFICATES FOR MINISTRY

1. The Synodical Committee shall have the power to issue and to remove renewable one-year Certificates for Ministry to persons who possess appropriate training for a church-related ministry, but who are not called to pastoral ministry.
  - a. Certificates shall not convey the authority to conduct funerals, weddings, administer sacraments, or receive an IRS-approved housing allowance.
  - b. Certificates shall convey the recognition of the Unity of the Brethren that a person is trained and called to a specialized ministry in such areas as Christian education, youth ministry, music, teaching, evangelism, and missions.
  - c. Persons who are so recognized shall not be members of the Synodical Committee. Their membership shall be in a local Unity of the Brethren congregation.
  - d. Their examination for certification shall be consistent with Unity of the Brethren By-Laws, Art. III, Sec. C, Par. 2–6, as is appropriate to the candidate's calling.
  - e. These persons may be involved in full- or part-time ministry.
  - f. The Synodical Committee shall have the power to determine, on a case-by-case basis, the extent to which any non-ordained full-time employee of local churches shall be eligible to participate in the denomination's retirement and medical programs, if at all.
  - g. Certificates for Ministry will only be renewed if the recipient is currently involved in a church-related ministry and demonstrates proof of suitable continuing education as well as satisfactory progress in the specific ministry for which the certificate was first issued.

## ARTICLE IV. CONVENTIONS

- A. The following general rules apply to the conduct of Conventions. In all other cases Robert's Rules of Order shall apply.
- B. The Official Membership of the Convention shall be composed of the following:
  1. The delegates of local congregations in regular standing with the Unity of the Brethren who have presented proper credentials.
  2. Members of the Synodical Committee as the administrative officials of the Unity of the Brethren:
    - a. The executive officers, lay and pastoral, who are also the officers of the Convention;
    - b. The other lay members as elected officials (cf. Art. VI, Sec. A);
    - c. The other pastors of the Unity of the Brethren as spiritual advisors and representatives of the spiritual work of the Unity of the Brethren (cf. Art. VI, Sec. A).
  3. Members of the Pastoral Relations Committee (cf. Art. XII, Sec. A, Par. 1).
- C. The regular Convention shall be held the first half of July in accordance with the wishes of the host congregation after consultation with the Synodical Committee. The Convention shall be biennial, held in a place designated by the latest Convention. In an emergency situation the Synodical Committee shall have the right to change the time or place (or both) designated for the Convention.

Anyone thus regarded as an official member of the Convention has the full privilege of deliberation and voting and is eligible for election to office. (Exceptions are associate pastors and licensed pastors, who both need 5 years of service to be eligible to hold office. See By-Laws Art. III, Sec. D, Par. 12 and Sec. E, Par. 1e.) All non-official members may address the Convention by permission of the majority of the official members of the Convention on specific items. The proceedings at the Convention shall be open to the public, unless the Convention rules otherwise.

- D. The regular Convention shall be opened with a Worship Service with administration of the Holy Communion for the official membership of the Convention, as well as for those guests desiring the solace of the Lord's Supper.
- E. The time and place of Convention shall be announced in the official publication of the Unity of the Brethren four weeks prior to the opening of the Convention.
- F. If one-half of the congregations in the Unity of the Brethren or the Executive Committee, as confirmed by a majority of the Synodical Committee at a meeting or by mail, shall desire to have a special Convention, it shall be the president's responsibility to call such a Convention through the official channels. In announcing a special Convention, and at the convening of that Convention, the purpose(s) of the Convention shall be clearly stated. Proper notice of such a Convention must be given to the Unity of the Brethren at least four (4) weeks prior to that special Convention. In a special Convention only the stated purposes and directly-related items can be considered and acted upon.
- G. Representation at the Convention is based on one delegate per 50 members or greater fraction thereof in each congregation entitled to be represented. Congregations with less than 76 members are entitled to one delegate, from 76 to 125 members to two delegates, etc.
- H. Delegates and alternates to the Convention should be elected by January 1st of the Convention year. The secretary of the congregation shall notify the secretary of the Unity of the Brethren of the election of the delegates. The minimum age of delegates and alternates shall be 18.
- I. At the Convention the delegates of the individual congregations shall deliver proof of their election by official certificate. This certificate shall be signed by the pastor and two elders of the congregation.
- J. The Convention shall remain in session until all matters under consideration shall have been settled; however, it shall never remain in session longer than three days.
- K. The officers of the Synodical Committee shall serve as officers of the Convention.

- L. The Synodical Committee president presides over the Convention, appoints the Convention committees (the chairman names two-thirds of the Convention committee members, and the vice-chairman one-third, provided the Convention does not object), and endeavors to keep all proceedings proper and orderly, signs all approved Convention minutes, casts his vote in case of a tie, etc. If he wishes to participate in the deliberation, he shall ask the vice-chairman to take the chair.
- M. The Secretary of the Synodical Committee shall be the recording secretary of the Convention and shall keep accurate minutes of each session of the Convention which he will read at beginning of each new session. Before the adjournment he shall read all the minutes and shall co-sign them with the chairman.
- N. A roll call of all members of the Convention shall be taken and recorded in the minutes at the beginning of each session.
- O. A simple majority of the delegates shall constitute a quorum, i.e. a body empowered with deliberation and decision.
- P. Traveling expenses and meals of the delegates, officials, pastors and pastoral students shall be prorated among the delegates and will be paid by the congregations according to their representation. The host congregation shall not pay any traveling expenses. Ministers of the Unity of the Brethren and members of the Synodical Committee shall have all their Convention expenses and traveling expenses paid.
  - 1. The traveling expenses of the members of the Convention shall be determined on the basis of the distance between the host congregation and the home congregation.
  - 2. A Convention Expense Fund is established. The Synodical Committee shall compute an estimated average Convention delegate expense. Each congregation will be requested to send in an amount equal to the average delegate expense times the number of delegates it sends to the Convention.
  - 3. Traveling expenses shall be paid on the basis of ten (10) cents per mile to the nearest ten (10) cents.
- Q. The Convention shall have the right to investigate any accusations or grievances against congregations and individuals (also pastors)

and make decisions concerning them. If it should prove necessary, the Convention may call in members of the congregations as witnesses.

- R. If such congregations, members or pastors should stubbornly resist the directives of the Convention and continue without making an effort to change, the Convention shall have the authority to exclude them from its supervision and fellowship.
- S. The following Convention decisions shall become valid only after a simple majority of the congregations of the Unity of the Brethren have approved them in a referendum by a simple majority vote in a meeting called for this purpose: (a) decisions concerning financial matters, (b) any decisions receiving a simple majority vote, but failing to receive a ⅔ majority vote by the Convention's membership, and (c) Constitution and By-Laws revisions (which must be approved by the appropriate referendum vote given in Art. VII, Sec. G of the Constitution and Art. XXIII of the By-Laws, respectively).
  - 1. Rules of procedure, directing of the deliberations, other matters pertaining to the Convention and election of officers need not be referred to the congregations for a referendum vote.
- T. The results of the congregational referendum voting concerning the decisions of the Convention shall be sent within 30 days by the secretaries of the local congregations to the secretary of the Unity of the Brethren along with the proper minutes.
- U. If a congregation does not use its voting privilege within 30 days it shall be counted as favoring all the decisions.
- V. Immediately after the conclusion of this period, the as yet officiating Synodical Committee shall meet in order to conclude its work and examine the voting results of the congregations concerning the decisions of the Convention. It shall also install the new Synodical Committee, if duly affirmed in the referendum, into office.
- W. Questionnaires (of the Unity of the Brethren) shall be sent to the secretaries of the individual congregations annually in the month of December and shall be returned to the secretary of the Unity of the Brethren in January.
- X. All Convention printed reports shall be completed with no further comments made at the Convention, except to answer questions

concerning reports by consent of the Convention.

- Y. Beginning with the actions of the 52nd Convention of the Unity of the Brethren, the decisions of Conventions, except Constitution and By-Laws decisions, are valid until the next regular Convention and will automatically expire unless renewed or designated as continuing actions.

## ARTICLE V. OFFICERS

- A. All official members of the Convention, with the exception of associate pastors and licensed pastors who have not yet served for the required 5 years, shall be eligible for election into the individual offices listed in the Constitution. (cf. Article V of the Constitution).
- B. The officers shall be elected for a term of two years (exceptions: the officers of the Pastoral Relations Committee and the Board for Grants and Bequests are elected to terms defined in By-Laws Article XII and Article XXI, respectively) and shall perform the duties of that office during the confirmed period. They shall be responsible to the next Convention for their official acts.
- C. In order to be elected, a candidate must receive a simple majority of the total number of votes cast. If no candidate receives a majority vote on the first ballot, then the two candidates receiving the highest number of votes will be voted on in a second ballot.
- D. A record of the number of votes received by the candidate elected and the one with the next highest number of votes shall be entered into the minutes.

## ARTICLE VI. SYNODICAL COMMITTEE

- A. The Synodical Committee shall consist of:
  - 1. All pastors of the Unity of the Brethren (including associate pastors and licensed pastors);
  - 2. Seven executive officers (at least three laypeople) elected by the Convention. In selection of the laypeople, not more than one layperson shall be chosen from one congregation;

3. One lay representative elected from each congregation at a meeting called for the referendum vote following each Convention, unless a congregation is already represented by a layperson among the executive officers.
- B. The executive officers of the Synodical Committee shall consist of the president, first vice-president, second vice-president, third vice-president, secretary, financial secretary, and treasurer elected by the Convention from the membership of the Unity of the Brethren through the work of a nominating committee appointed to function before the Convention. (According to usual parliamentary procedure, nominations shall also be received from the floor.)
1. Tenure of office of the executive officers shall be limited to two consecutive terms (four years) in the same office, and four consecutive terms (eight years) as executive officers of the Synodical Committee.
  2. Of the seven members, at least three shall be laymen and at least three shall be pastors.
- C. The Synodical Committee will normally meet twice a year, in the spring and fall, and serve as the general policy-making group. The seven duly-elected executive officers will execute the policies of the Committee and handle matters between the spring and fall meetings. These executive officers will meet as often as necessary to do their work.
- D. If a vacancy occurs among the executive officers of the Synodical Committee, the Synodical Committee shall choose the appropriate alternate (lay or ministerial) to correspond with By-Laws Art. VI, Sec. B, Par. 2. The office that such an alternate might hold will be determined by the Synodical Committee according to the following paragraphs:
1. Should a vacancy occur in the office of the President, then the First Vice President shall become the President and the resulting vacancy shall be filled according to By-Laws Art. VIII, Sec. B.
  2. Should a vacancy occur in any of the other offices, the Synodical Committee has the right to designate the office for which the alternate is most capable of filling, and then shall fill such other vacant office from among the officers.

- E. The Synodical Committee shall be the officiating body of the Unity of the Brethren between Conventions and shall administer and manage all her current affairs.
- F. The Synodical Committee shall have the right and the responsibility to conduct as many meetings between Conventions as the welfare of the Unity of the Brethren requires (cf. Sec. A).
- G. The executive officers of the Synodical Committee shall keep accurate records and copies of all letters.
- H. The executive officers of the Synodical Committee shall be a clearing house for programs, dedications, rallies, etc. All events shall be announced beforehand so there will be no conflict with other events of the Unity of the Brethren.
- I. The minutes of the Synodical Committee meetings and executive officers' meetings shall be published in *The Brethren Journal* only insofar as their content is a concern of the general public.
- J. The Convention of the Unity of the Brethren shall establish a maximum sum by which the Synodical Committee may be directed in its expenditures on any particular project which it undertakes for the welfare of the church.
- K. Any vacancy in any Convention-elected office, other than the president of the Synodical Committee, in the period between Conventions shall be filled by appointment of the Synodical Committee. Vacancies in the lay representative positions will be filled by appointment of the Synodical Committee in accordance with the wishes of the affected congregations.
- L. Mailing and other miscellaneous expenses (traveling, personal, etc.) shall be reimbursed to the members of the Synodical Committee from the Brethren Administrative Fund.
- M. The fiscal year of the Unity of the Brethren shall be the calendar year.

## ARTICLE VII. PRESIDENT

- A. The president is the spiritual advisor and the overseer of the whole Unity of the Brethren. As such he should be respected and his counsel attended to.
- B. The president shall preside over the meetings of the Synodical Committee, Ministers' Councils, and congregational meetings he 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 his 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 similar functions, it is expected that the congregation inviting him shall reimburse his supply and pay his travel. The secretary of the Synodical Committee shall notify the congregation desiring the president's services that they should pay his 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 he deems it proper.
- H. The president shall open the Conventions of the Unity of the Brethren and shall preside at each such Convention.
- I. If the president is a pastor, he shall preach the Convention sermon and only in case of an urgent situation he shall ask another pastor to take his place. Should the president be a layman, he may appoint a pastor to perform that task.
- J. All official documents and letters to be presented to the Convention

should be in the hands of the president 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 he knows that some pastor or member of the Convention has not fulfilled his responsibilities, he shall admonish such an individual privately. If such admonition does not have the desired effect, he shall call a witness and repeat the admonition (Matt. 18); but if the guilty party still pays no heed, the president shall call him to answer the charges before the whole Convention.
- M. Together with the Synodical Committee and Pastoral Relations Committee (see By-Laws Art. XII, Sec. B, Par. 1) the president shall endeavor to straighten out any misunderstandings within congregations or between congregations and their pastors, if he 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, responsibility, to investigate the case immediately, and, on convincing evidence presented by trustworthy witnesses, shall suspend such an accused person from his position. He shall then present the case to the nearest Convention for further consideration and final decision.
- O. If the office of president of the Unity of the Brethren becomes vacant during the synodical term, the first vice-president shall fill such office.
- P. 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 also be a co-signer of signature cards for funds in care of the treasurers of the Ministers Medical Program, the Retirement Program and any other treasurers appointed by the Synodical Committee.
- Q. In addition to his general administrative duties, the president shall serve as Synodical Committee liaison with the Pastoral Relations Committee and the Church Vocations Committee. He shall also coordinate interdenominational relations.

## ARTICLE VIII. THE VICE-PRESIDENTS

- A. The vice-presidents shall assist the president in the carrying out of his 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 on 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 as found in Art. IV, Sec. L.
- 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: New Church Development Committee, Mission Board, Evangelism Committee, and World Hunger Relief.
- 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: VISION 2000 Funding, Grants and Bequests Committee, Mutual Aid Society, and Ministers' Insurance and Retirement Programs. The second vice-president shall also serve as chairperson of the *Brethren Journal* Business Committee.
- F. The third vice-president shall 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: Sunday School Union, Christian Sisters Union, Fellowship of Contemporary Christians, Brethren Youth Fellowship, Board of Christian Education, Brethren Book Store, and Hus School Encampment Board of Trustees. The third vice-president shall also keep abreast of possible Constitution and By-Laws changes, and shall serve as chairperson of the Constitution and By-Laws Committee.

## ARTICLE IX. SECRETARY

- A. The secretary shall keep minutes of all meetings of the Synodical Committee and the executive officers and read them at the beginning of the next meeting.
- B. The secretary keeps minutes of the Convention with such assistants as Synodical Committee or Convention designates.
- C. At the order of the president, he shall make out all official documents provided the Convention has not ordered otherwise.
- D. He shall diligently care for the Unity of the Brethren's official documents, books, etc. When requested he shall be obligated to present them to the pastors and officers of the Unity of the Brethren for unhindered study; however, he shall make certain that nothing will get lost.
- E. He shall notify any congregation which desires the president's services for dedications and similar functions that it should pay for his supply and his travel expenses.
- 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 works up a schedule of expenses for the Convention as found in Art. IV, Sec. Q.

- I. 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 By-Laws Art. VI, Sec. D, Par. 1 and 2. (cf. Art. VI, Sec. C)

## ARTICLE X. 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 he shall transfer the funds of the Unity of the Brethren to the treasurer, against proper receipts.
- C. The financial secretary (as well as the treasurer) shall balance his books for the preceding calendar year on March 31; he shall give his report to the Convention accordingly.
- D. He 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 his official term the financial secretary 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. (cf. Art. VI, Sec. C)

## ARTICLE XI. TREASURER

- A. The treasurer shall receive from the financial secretary (the financial secretary receives the money directly from the donors) 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 he must present legal receipts for all items paid out.
- B. The treasurer (as well as the financial secretary) shall balance his books for the preceding calendar year on March 31; he shall give his report to the Convention accordingly.
- C. He 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 is responsible for, to the president of the Unity of the Brethren. The secretary shall care for this bond along with the other documents 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 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. He 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 Art. VI, Sec. D, Par. 1 and 2. (cf. Art. VI, Sec. E, C)

## ARTICLE XII. PASTORAL RELATIONS COMMITTEE

A. The Convention elects a Pastoral Relations Committee to coordinate the calling and placing of pastors in the Unity of the Brethren.

1. The Committee shall consist of four (4) lay members of 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.
  - a. Committee members shall be elected by the Convention from nominees submitted by a 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.
  - b. The election of the Pastoral Relations Committee shall take place before the election of the Synodical Committee officers.
  - c. 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.
  - d. The pastor shall be a member of the Ministerial Credentials Committee and serve as a pastor to all categories of pastors and ministerial students.
2. If a vacancy is created between Conventions the Synodical Committee shall appoint a replacement until the next Convention.
3. Operating expenses of the committee shall be paid by the Unity of the Brethren according to usual practice.
4. Between Conventions the committee shall report to and seek the guidance of the president of the Synodical Committee.

B. The Committee shall:

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. (Each congregation should be visited by a Committee member at least once a year to maintain a good rapport. This could be accomplished by attending an Elders meeting.) When there is evidence that problems have developed between the members of a 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 problems persist, the committee shall bring the matter to the attention of the president of the Synodical Committee. (cf. By-Laws Art. VII, Sec. M)

2. Have the responsibility to place new pastors as they are ordained into the Unity of the Brethren ministry.
3. Have the responsibility to seek pastoral help from outside the Unity of the Brethren when and if necessary.
4. 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.
5. Have the responsibility to propose and implement necessary salary considerations.

C. Local congregations shall:

1. Have the option to 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.
2. Provided that if the Committee could not meet the suggestions of the congregation, have the right to reject the first pastoral offer by the Committee. However, if the second offer were also rejected the filling of the vacancy shall not be considered until the following year.

D. Each pastor shall:

1. Have the option to 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.

2. Have the right to reject the first congregational call of the Committee. However, if the second call were rejected no further calls would be issued until the following year.

E. 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.

### ARTICLE XIII. BOARD OF CHRISTIAN EDUCATION

A. A Board of Christian Education shall be established by the Unity of the Brethren.

1. The duties of the Board are:
  - a. To coordinate and share information among the Unity's educational groups and between congregations.
  - b. To recommend and/or create educational resources and events including but not limited to a bibliography of resources for Christian education, confirmation materials, and a week-long Confirmation Retreat.
  - c. To publicize events and meetings through *The Brethren Journal* so as to encourage a broad base of participation.
  - d. To develop goals and objectives for approval and evaluation by the Synodical Committee.

B. The Board shall consist of five (5) members.

1. A Chairperson elected by the Convention.

2. Membership shall consist of the Youth Coordinator, the Sunday School Union President, the H.I.L.L. Administrator, and the Hus Encampment Program Director.

C. If a vacancy is created in the office of chairman between Conventions, the Synodical Committee shall appoint someone to fill the office.

D. Operating expenses of the Board shall be paid by the Unity of the Brethren according to the usual practices.

### ARTICLE XIV. HUS SCHOOL ENCAMPMENT, BOARD OF TRUSTEES AND DIRECTORS

A. The Unity of the Brethren and its affiliate organizations shall maintain an encampment known as the Hus School Encampment, five miles east of Caldwell, Texas.

B. The Hus School Encampment shall be incorporated under the law of the State of Texas as an organized service of the Unity of the Brethren.

C. The Encampment shall be governed by a Board of Trustees of sufficient number to insure proper administration: namely, nine:

1. The chairman 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 chairman 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 Sunday School Union Executive Committee, one member by the Brethren Youth Fellowship Executive Committee, one member by the Fellowship of Contemporary Christians Executive Committee, and one member by the Friends of the Hus Encampment.

3. Terms: two years; may be reappointed for a maximum of four terms or eight years, except for the chairman, who may upon recommendation by the Board of Trustees, and under special circumstances, be reappointed beyond the term limits.

- D. The Board of Trustees elect, from the qualified personnel of the Unity of the Brethren, a Director of Programming of the Hus School Encampment and a Facilities Manager of the Hus School Encampment, without voting privileges, whose elections are subject to approval by the Synodical Committee. The terms of office shall be two (2) years subject to re-election. Both offices may be filled by the same person.
- E. 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. (See Appendix A)
- F. The Hus School Encampment receives \$2.00 of each \$6.00 dues paid into the Brethren Fund, and all other moneys designated for it.
- G. The Board of Trustees is responsible to the Synodical Committee.
- H. 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.

## **ARTICLE XV. BOARD OF MISSIONS**

- A. A general Board of Missions is established by the Unity of the Brethren for the supervision of its program of World Missions and Home Missions and Church Extension, and it shall be responsible to the Convention and under the supervision of the Synodical Committee.
- B. The Board of Missions may be incorporated under the laws of the State of Texas as an organized service of the Unity of the Brethren.
- C. The Convention of the Unity of the Brethren shall elect a chairman of the Board of Missions which shall be composed of thirteen (13) qualified members interested in this responsibility of the Unity of the Brethren.
  - 1. The chairman may be, but need not be, a member of the Synodical Committee.
  - 2. Seven 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. Two members shall be appointed by the Sunday School Executive Committee; two by the Christian Sisters' Union Executive Committee; and one by 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.
- D. The Board of Missions shall name one of its members Director of World Missions, who shall be the secretary of the Board when the world missions are under consideration.
- E. The Board of Missions shall name one of its members Director of Home Missions and Church Extension, who shall be the secretary of the Board when home missions and church extension are under consideration.
- F. The Board of Missions shall recommend expenditures of the funds contributed for world and home missions and church extension, which funds shall be paid out by the treasurer of the church on authorization of the Synodical Committee.
- G. All contributions for the general mission work of the Unity of the Brethren shall be sent to the Unity of the Brethren Financial Secretary to be placed in the Mission Fund.
- H. The Board of Missions shall formulate rules and regulations by which it shall be governed. These are subject to approval by the Synodical Committee.
- I. If a vacancy is created on the Board of Missions, the appropriate body shall appoint a new member to the vacant position through the office of its executive board or committee.

## **ARTICLE XVI. THE PUBLICATION OF THE UNITY OF THE BRETHREN: *THE BRETHREN JOURNAL***

- A. The publication of the Unity of the Brethren is *THE BRETHREN JOURNAL*.

- B. 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.
- C. Business policies shall be determined by a business committee.
- D. 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 of both offices.
- E. The business committee of *The Brethren Journal* shall be composed of the second vice-president of the Synodical Committee as chairman, 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.
- F. 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. (See Appendix B: *The Brethren Journal*.)
- G. 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.

## **ARTICLE XVII. 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 should give an annual contribution for the support of Unity of the Brethren-approved interdenominational work.

## **ARTICLE XVIII. 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 fathers, 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 of 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.

## **ARTICLE XIX. BOOK STORE**

- A. Recognizing that education of its membership is based on reading the Holy Bible and appropriate Christian literature, the Synodical Committee shall appoint from the membership of the Unity of the Brethren a diligent and qualified manager of the Brethren Book Store. The term of office shall be two (2) years subject to re-appointment.
- B. The Synodical Committee shall furnish a revolving fund of sufficient amount to underwrite the financial needs of the Book Store.

- C. Rules and regulations governing the business practices of the Book Store shall be subject to the approval of the Synodical Committee.
- D. In case of vacancy, the president of the Synodical Committee shall take over the records and stock of the Book Store, and after a qualified successor is named by the Synodical Committee, such records and stock shall be given to the new manager for his care.

## **ARTICLE XX. RETIREMENT AND INSURANCE PROGRAMS FOR PASTORS**

- A. The Unity of the Brethren, being conscious of its responsibility to its pastors, has established three programs for pastors serving this denomination.
  - 1. A retirement program for full-time Unity pastors with special emphasis given to the anticipated length of service in the Unity.
  - 2. A medical insurance also for full-time pastors of the Unity, with an option to include eligible family members of the pastors in the program.
  - 3. An income protection program.
- B. These programs are financed by both the Unity, through her congregations, and the pastors.
- C. The Synodical Committee appoints a Retirement/Medical Insurance Committee composed of laypeople and pastors, along with other needed personnel, to administer all three programs. This committee formulates all rules and regulations (including assessments) for all three programs with the approval of the Synodical Committee.

## **ARTICLE XXI. YOUTH COORDINATOR**

- A. The Youth Coordinator of the Unity of the Brethren shall generally be responsible for providing assistance and support to youth groups on a local, regional, and statewide basis. This assistance may include a variety of duties, including but not limited to:
  - 1. Developing and updating a list of children and youth so they can be contacted when events are scheduled;
  - 2. Providing an avenue for communications and information-sharing between local youth groups (i.e., newsletters, websites, phone calls, etc.);
  - 3. Providing input in the planning process for summer camps;
  - 4. Assisting local and state BYF sponsors in their efforts by providing database information, advice on group leadership, etc.;
  - 5. Holding meetings with youth groups and sponsors for determining local needs; and
  - 6. Recruiting adult supervision for youth activities.
- B. The Youth Coordinator shall focus 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 if needed.
  - 2. The position will be supervised by the President of the Synodical Committee.
  - 3. The Youth Coordinator shall serve as a member of the Board of Christian Education.

## **ARTICLE XXII. HUS INSTITUTE FOR LAY LEADERSHIP (H.I.L.L.)**

- A. The Hus Institute for Lay Leadership (H.I.L.L.) shall provide pertinent training opportunities for adult Christian education and congregational leadership.
- B. The Administrator of the Hus Institute for Lay Leadership:
  - 1. Shall serve as Chairperson of the Hus Institute for Lay Leadership; and
  - 2. Shall serve as a member of the Board of Christian Education.

## **ARTICLE XXIII. BOARD FOR GRANTS AND BEQUESTS**

- A. A Board for Grants and Bequests is established by the Unity of the Brethren.
- B. The purpose of the Board will be to encourage, receive, and manage special gifts and bequests for the benefit of specified agencies or undertakings of the Unity of the Brethren.
- C. The Board shall formulate rules and regulations under which it will function. (See Appendix C)
- D. The Board will be responsible to the church Convention and under general supervision of the Synodical Committee.
- E. The Board may be incorporated under the State of Texas as an organized service of the Unity of the Brethren.
- F. The Board will be composed of nine members elected by the Convention from the membership of the Unity of the Brethren who are qualified and interested in handling financial matters. (The members should have broad business experience in fields such as banking, finance, or real estate as well as being dedicated Christians.)
  - 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. However, the four members added at the 57th Convention will have terms set so that in the future, three terms will expire at each Convention. (The additional members' terms will be one for six years, one for four years, and two for two years.)
  - 3. A chairman, 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. (This appointment will not be for a specific position on the Board.)
- G. The Board will encourage Christian Stewardship through appropriate publicity by seeking to introduce itself to those 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.
  - H. The Skrivanek Memorial Fund shall remain a rotating fund for church extension; however, the future management of the fund will be turned over to this Board as soon as feasible after the Board is constituted.
  - I. 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.
    - 1. 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.

- J. All special gifts, grants and bequests received by the Board for Grants and Bequests of the Unity of the Brethren 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 one(s) being honored, in behalf of the Unity of the Brethren and signed by the Chairman of this Board with a copy to the President of the Unity of the Brethren.

## **ARTICLE XXIV. MEMBERSHIP IN THE CONGREGATION**

- A. Persons received into full communion with the Unity of the Brethren by confirmation, profession or reaffirmation of faith, or letter of transfer shall be full communicant members and they shall have the right to vote according to the local congregation's Constitution and By-Laws (See Art. XXII, Sec. B) and the right to receive Communion. Children, baptized and having professed their faith in Jesus Christ shall be: enrolled as unconfirmed members; allowed to receive communion; and instructed in the Christian way of life and the standards of faith and doctrine of the church. Adults desiring to be admitted into the church shall also receive instruction.
- B. The congregation itself grants voting rights to its members, and shall maintain an accurate roll of its members.
- C. Members who have permanently changed their places of residence shall be urged by their pastors to obtain letters of transfer and, as soon as possible, shall unite with a local congregation of the Unity of the Brethren. If there is no Unity of the Brethren congregation nearby, then members are urged to become active in another church.
- D. Members guilty of misconduct, which brings reproach upon the church, shall be disciplined in accordance with the rules of discipline of the Constitution and By-Laws of the local congregation.

## **ARTICLE XXV. METHOD OF AMENDMENT**

As these By-Laws are an interpretation of the Constitution of the Unity of the Brethren and become the administrative rules for guidance of officials and members of the Unity of the Brethren, they are subject to change through deletion or expansion at any Convention of the Unity of the Brethren. If the Convention approves the changes by a two-thirds ( $\frac{2}{3}$ ) majority vote of the Convention, and a majority (simple majority) of the congregations approve them by a simple majority of their votes within a month after the Convention, such changes shall become a part of these By-Laws.

# APPENDIX A

## BY-LAWS OF THE HUS SCHOOL ENCAMPMENT

### ARTICLE I — NAME

- A. The official name of this Church Encampment is: "THE HUS SCHOOL ENCAMPMENT OF THE UNITY OF THE BRETHREN."
- B. It is located four miles east of Caldwell, Burleson County, Texas, and its address is Route 2, Caldwell, Texas.
- C. The Encampment is incorporated under the laws of the State of Texas, Charter No. 149795, dated May 4, 1962.

### ARTICLE II — PURPOSE

- A. The Hus School Encampment is an agency of the church, and as such has its primary and ultimate purpose the advancement of the Kingdom of God on earth according to the commandment of its Heavenly Bishop, Jesus Christ.
- B. In general, the Encampment seeks to accomplish this by means of Christian education, missions emphasis, and evangelism.
- C. In particular, the Encampment seeks to teach and encourage leadership of young people in church activities; to teach and encourage the youth to be good Christian leaders; to teach and encourage young people to become pastors of the church; to teach young people the administration of the church; and to provide a place of wholesome Christian recreation for the young people.
- D. The Encampment serves as a common meeting place for all agencies, committees, and boards of the church.

### ARTICLE III — ADMINISTRATION

- A. Responsibility for supervision and maintenance of the Encampment is vested in a Board of Trustees. (Article XIV of Unity of the

Brethren By-Laws is the basis for some of the following administrative details.)

- B. Appointment to the Board of Trustees is as follows: three members shall be appointed by the Synodical Committee; two members shall be appointed by the Executive Committee of the Christian Sisters' Union; one member shall be appointed by the Executive Committee of the Sunday School Union; one member shall be appointed by the Executive Committee of the Brethren Youth Fellowship; and one member shall be appointed by the Executive Committee of the Young Adult Fellowship.
- C. The Board of Trustees shall elect, from the qualified personnel of the Unity of the Brethren, a Director of Programming of the Hus School Encampment and a Facilities Manager of the Hus School Encampment, without voting privileges, whose appointments are subject to approval by the Synodical Committee. The terms of office shall be two (2) years subject to re-election. Both offices may be filled by the same person.
- D. The chairman and treasurer of the Board shall be named by the Synodical Committee from among its three appointees. The vice-chairman, secretary, and other necessary officers are to be elected by the Board itself from within its own membership. Duties shall be those customarily carried out by such officers.
- E. The Board members shall be appointed for a two-year term, and may be re-appointed (cf. Unity of the Brethren By-Laws, Art. XIV, Sec. C, Par. 3). Vacancies are to be filled by the agency of the church concerned.
- F. Basic duties of the Board are outlined as follows: (a) responsibility for the safety, maintenance, and improvement of all physical properties of the Hus School Encampment; (b) custody of Operating Fund and Building Fund, with sole authority to approve all disbursements; (c) responsibility to plan, publish and enact the yearly program of Hus School and conferences; (d) responsibility for adapting the Encampment, with authority to act as a clearing and approving agency for all activities taking place on the Encampment grounds.
- G. The Board shall have both the authority and responsibility of setting all salaries involved in the operation of the Encampment.

- H. The scheduling of meetings of the Board shall be left to the discretion of the chairman, or when requested by at least three members of the Board.
- I. Final responsibility of the Board is to the Synodical Committee.

## **ARTICLE IV — FINANCES**

- A. All funds for the operation and maintenance of the Encampment shall be retained in the Operating Fund. All funds for the purpose of building, remodeling, or major repair to physical properties shall be retained in the Building Fund.
- B. The Operating Fund and the Building Fund shall be in the custody of the treasurer of the Board of Trustees, and the Board shall have final authority involving any disbursements from these funds.
- C. The Operating Fund shall be supported in the following ways: (a) Two dollars per member of the Unity of the Brethren per year (from the Brethren Fund) shall be placed in this fund at the beginning of each calendar year; (b) freewill offerings, donations, bequests, etc.; (c) room and board charges for all participants in camp and Hus School activities; (d) voluntary payments of various agencies of the church for use of the Encampment facilities.
- D. The Building Fund shall be supported by voluntary contributions specifically designated for that purpose.
- E. The treasurer of the Operating Fund shall be prepared to give a financial report at each meeting of the Board of Trustees, at each Church Convention, and at such other times as the Synodical Committee may require.

## **ARTICLE V — PROGRAM**

- A. It shall be the responsibility of the Director of the Hus School Encampment to formulate a plan for the Hus School session and the conferences each year at the Encampment, and to submit this plan to the Board of Trustees. The Board makes any necessary changes and authorizes the Director to publish and enact the approved plan.

- B. Yearly activities for which the Board is responsible at the Encampment shall include Hus School and conferences.
- C. The Director of the Hus School Encampment shall be given authority to select all personnel necessary to administrate the yearly program, subject to the advice and approval of the Board of Trustees.

## **ARTICLE VI — SUPERVISION OF PROPERTY**

- A. Yearly supervision of the Encampment facilities and grounds shall be the responsibility of the caretaker, who shall reside on the Encampment grounds under terms and conditions determined by the Board of Trustees.
- B. The caretaker shall have the authority to refuse use of any of the Encampment facilities and grounds to unauthorized or undesirable persons.
- C. It shall be the duty of the caretaker to make periodic inspections of the Encampment facilities and grounds, and report the results of such inspections to the chairman of the Board of Trustees.
- D. Other responsibilities of the caretaker shall be determined by the Board.

## **ARTICLE VII — RULES AND REGULATIONS**

- A. USE OF THE ENCAMPMENT
  - 1. The facilities and grounds of the Encampment are available for use to any agency or group of the church at any time, provided the following requirements are met: (a) written or verbal permission from the Chairman of the Board of Trustees; (b) adherence to all rules and regulations hereunto set forth.
  - 2. Use of the Encampment by agencies and groups outside the church shall be permitted only by consent of the Board of Trustees.
  - 3. Persons using the Encampment shall assume full responsibility for the care and preservation of all physical properties including electricity and water.

4. Persons using the Encampment shall leave it in a clean and orderly condition, with special emphasis given to securing all electrical and water outlets, doors, and windows.

#### B. SAFETY

1. Every precaution shall be exercised at all times to insure the protection and safety of human life and property.
2. Every precautionary rule to prevent fire must be strictly observed.
3. Reasonable measures shall be taken to insure protection against snake and insect bites, poison ivy, and other natural hazards.
4. The use or possession of firearms or explosives of any kind is strictly forbidden.
5. Basic sanitation rules regarding food, clothing, and sewage shall be strictly observed at all times.

#### C. PERSONAL CONDUCT

1. The Encampment is an agency of the church, and as such reserves the right to demand satisfactory Christian conduct from its users at all times.
2. The use or possession of intoxicating beverages and/or illegal drugs under any conditions is strictly prohibited. Failure to observe this rule will result in the withdrawal of all rights of use of the Encampment.
3. Property damage as a result of willful destruction or negligence shall be the responsibility of the person or persons concerned, and will result in the withdrawal of all rights of use of the Encampment.
4. Enforcement of these rules and regulations shall be a matter of concern of all camp directors, counselors, and teachers.

#### D. LIABILITY

In scheduling Hus School, conferences, and retreats, those respon-

sible shall see that proper medical and accident insurance is secured. The Encampment will not be held responsible or liable for illness or accidents occurring on the property by visitors during scheduled annual activities sponsored by the Board, nor will the Encampment be responsible or liable for accidents occurring at other times of the year.

# APPENDIX B

## PUBLICATION RULES FOR *THE BRETHREN JOURNAL* — THE OFFICIAL PUBLICATION OF THE UNITY OF THE BRETHREN

### I. NAME

The publication of the Unity of the Brethren is  
*THE BRETHREN JOURNAL*.

### II. PURPOSE

As the publication of the Unity of the Brethren, it is the medium through which all official information and pronouncements of the offices and organizations of the Church are published.

### III. OFFICES

- A. Editor
- B. Business Manager
- C. Business Committee

### IV. DUTIES OF THE EDITOR

- A. It shall be the responsibility of the Editor:
  - 1. to plan and supervise the publication of *The Brethren Journal*.
  - 2. to prepare and approve articles for publication.
- B. It shall be the further responsibility of the Editor to maintain amicable relations with other Christian publications and offices of information.

- C. The Editor shall be responsible to the Convention and under the Synodical Committee as per Art. XVI, Sec. B, and shall make a report to the Convention, Art. XVI, Sec. B.
- D. The editor shall have *The Brethren Journal* ready for distribution on the date determined by the Convention.

### V. DUTIES OF THE BUSINESS MANAGER

- A. It shall be the responsibility of the Business Manager:
  - 1. to keep an accurate record of all business transactions.
  - 2. to maintain a current subscription list.
  - 3. to solicit advertising, subscriptions, and donations.
  - 4. to transfer all funds to the treasurer of the business committee.
- B. It shall be the further responsibility of the Business Manager to cooperate with the business committee in formulating and carrying out the business policies of the publication.
- C. It shall further be the responsibility of the Business Manager to assure distributions of *The Brethren Journal* in accordance with the schedule determined by the Convention.
- D. The Business Manager shall be responsible to the Convention and under the supervision of the Synodical Committee and shall make a report to the Convention.

### VI. DUTIES OF THE BUSINESS COMMITTEE

- A. It shall be the responsibility of the Business Committee:
  - 1. to formulate the business policy governing the publication.
  - 2. to make an annual review of:
    - a. subscription rates,
    - b. advertising rates,

- c. printing costs and contracts,
  - d. subscription lists,
  - e. advertisers,
  - f. donation lists, and
  - g. gratis and exchange lists.
3. The purpose of this review shall be to reveal any adjustments, changes, or recommendations which would improve the business policy.

## **VII. DUTIES OF THE OFFICERS OF THE BUSINESS COMMITTEE**

- A. The Chairman.
  - 1. It shall be the duty of the Chairman (a) to call meetings of the committee and preside; (b) to assure completion of the annual review before October 1.
- B. The Secretary/Reporter.
  - 1. It shall be the duty of the Secretary/Reporter (a) to keep the minutes of the meeting; (b) to conduct all necessary correspondence.
- C. The Treasurer.
  - 1. It shall be the duty of the Treasurer (a) to keep custody of all funds and to make all disbursements; (b) to submit books for audit by the auditing committee prior to each Convention; (c) to make a report at each Convention.

# **APPENDIX C**

## **BY-LAWS OF THE BOARD FOR GRANTS AND BEQUESTS**

### **ARTICLE I — NAME**

The Unity of the Brethren Board for Grants and Bequests.

### **ARTICLE II — PURPOSE**

- A. As an agency of the Unity of the Brethren, the Board will encourage Christian Stewardship through appropriate publicity by seeking to point out special needs and benevolent opportunities existing in the Unity of the Brethren, and also point out tax breaks allowed for giving to worthy causes.
- B. The Board will receive and manage special grants and bequests for the benefit of agencies and undertakings of the Unity of the Brethren in coordination with the Synodical Committee and responsible to Unity of the Brethren Conventions.

### **ARTICLE III — ADMINISTRATION**

- A. The purpose of the Board will be carried out through appropriate publicity in The Brethren Journal and through mailings of special letters, forms, brochures, etc. to organizations and individuals of the Unity of the Brethren.
  - 1. Appeals to be made showing desirability of specifying certain amounts for Unity of the Brethren causes through:
    - a. Making of wills
    - b. Provision in insurance policies
    - c. Other means
- B. Grants and bequests may be designated for a particular cause or may be undesignated.

1. Donors will be encouraged to give toward establishment of revolving funds for specific worthy causes.
- C. Grants and bequests may be made in the form of cash, securities, real estate, or other property, and may be for a specific amount, a percentage of an estate or the residue after other specified bequests are deducted.
1. Property other than cash will be leased, rented, or sold according to the wishes of donor if specified; and, if not specified, will be put to most feasible use.
- D. Unexpended funds, when feasible, will be deposited at highest insured interest rates.
- E. Records will be kept of all donors and all amounts of grants and bequests; these will be made available to the public unless donor requests anonymity.
1. These records will be subject to audit by each Unity of the Brethren Convention.
- F. The Chairman will report on activities to each Convention.
- G. Meetings can be conducted with only five members present; however, no decision will be valid at any time with fewer than five affirmative votes.
- H. Forms and letters to be used:
1. Gift-of-money letter
  2. Memorial-gift letter
  3. Gift letter for personal property
  4. Deed to real property
  5. Acknowledgement letters
    - a. To Donor
    - b. To family of one honored

## MEMORIAL GIFTS

Gentlemen:

Please use my enclosed gift of \$ \_\_\_\_\_  
 for \_\_\_\_\_  
 in memory of \_\_\_\_\_, \_\_\_\_\_  
Name Address

Please send a Memorial Gift Letter to:

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_

Sincerely,

## GIFT LETTER FOR PERSONAL PROPERTY

The Unity of the Brethren Board for Grants and Bequests

Gentlemen:

I hereby irrevocably give, transfer, assign, and convey all my rights, title, and interest in and to the below described property to The Unity of the Brethren Board for Grants and Bequests; the principal and interest to be used for

SPECIFY CHOICE

\_\_\_\_\_  
 \_\_\_\_\_

Or, the principal of this gift to be invested and the income or interest on it to be used for

\_\_\_\_\_  
 \_\_\_\_\_

(See illustrations of these forms below)

The property referred to above is as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sincerely,

## DEED TO REAL PROPERTY

THE STATE OF TEXAS, COUNTY OF \_\_\_\_\_  
KNOW ALL MEN BY THESE PRESENTS:

That \_\_\_\_\_, of the County of \_\_\_\_\_, State of \_\_\_\_\_ hereinafter poration having its principal office in consideration of Ten Dollars (\$10) paid by the Unity of the Brethren Board for Grants and Bequests, a Texas Corporation having its principal office in \_\_\_\_\_ (city), Texas, hereinafter referred to as Grantee, receipt of which is hereby acknowledged, and for which no lien, expressed or implied, is retained or shall exist, has SOLD, GRANTED, and CONVEYED, and by these presents does SELL, GRANT, and CONVEY unto the above named GRANTEE, the following described property:

\* \_\_\_\_\_  
\_\_\_\_\_

TO HAVE AND TO HOLD the above described premises, together with all and singular the rights and appurtenances thereto in any-wise belonging unto the above named GRANTEE and its assigns forever. And said above GRANTOR, does hereby bind himself, his heirs, executors and administrators to WARRANT AND FOREVER DEFEND, all and singular the said premises unto the above named GRANTEE and its assigns, against every person whomsoever lawfully claiming or to claim the same or any part thereof.

WITNESS my hand, this the \_\_\_\_\_ day of \_\_\_\_\_, A.D. 19\_\_\_\_\_

\_\_\_\_\_  
GRANTOR

THE STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_  
BEFORE ME, the undersigned authority, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office, this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 19\_\_\_\_\_

\_\_\_\_\_  
(Notary Public)

\_\_\_\_\_  
\* Insert the following for reservation of a life estate: SAVE AND EXCEPT, however, that the GRANTOR herein expressly reserves, and it is hereby expressly agreed and understood, that he shall have, for himself and his assigns, the full possession, use and benefit of the above described land and premises, as well as the rents, revenues, and profits thereof for and during his natural life.