

BUFFALO VALLEY CHURCH

OF THE BRETHREN

CONGREGATIONAL  
ORGANIZATION AND POLITY



VISION STATEMENT

*Together we will passionately pursue and demonstrate  
the transforming life of Christ!*

Adopted May 07, 2017

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## **CONGREGATIONAL ORGANIZATION AND POLITY**

### **ARTICLE I CORPORATE NAME**

Buffalo Valley Church of the Brethren

### **ARTICLE II THE MISSION OF THE CHURCH**

The mission of the Buffalo Valley Church of the Brethren is to share the Good News, that in Jesus Christ all people can be reconciled to God and to each other. The church's primary mission is to share God's love by ministering to all people.

This mission shall include the seven following aspects:

1. The church shall provide fertile soil for people to accept Jesus Christ as their personal Savior and Lord. (Mark 4:3-20)
2. The church is to institute the Great Commission: "Go therefore and make disciples of all nations, baptizing them in the name of the Father, and the Son, and the Holy Spirit, teaching them to observe all that I have commanded you..."
3. The church shall be recognized as a community of believers that has Jesus Christ as its chief cornerstone, and which strives to serve God as it is fully sustained and directed by the Holy Spirit. As such, the church body shall be characterized by a spirit of unity, even in the midst of a diversity of opinions.
4. The church shall present an innovative and enthusiastic program that induces each member to be a servant of the Lord by serving others and living a life of commitment.
5. The church shall advocate and support missions, mission projects, and social action work.
6. The church shall advocate and practice the ordinances of the Church of the Brethren, which include: Believers Baptism by trine immersion, the Love Feast and Communion including feet washing and anointing for healing.
7. The church shall maintain, improve, and budget for the physical church facilities to meet the current and future needs of the congregation.

### **ARTICLE III AFFIRMATION OF FAITH AND PURPOSE**

This congregation:

1. ...is founded upon the faith that there is but one God (Ex. 20:3,4), all knowing, all powerful, everywhere present, who in holy love created, sustains, and orders all, who is a personal Father God taking delight in us (Ps 149:4) when we offer to Him the glory due His name. (1 Chron. 16:29)

2. ...confesses Jesus Christ as the Son of God, Head of the church, the Prince of Peace, and the only divine Lord and Savior. (Luke 22:70, Acts 2:36, Rom. 10:13)
3. ...believes that the Holy Spirit is at work in the hearts and minds of believers (Rom. 8:9), giving guidance and comfort (John 16:13), creating and sustaining the church through the gospel, empowering us for service (Acts 1 :8) and uniting us with our Lord and with one another. (1 John 4:13)
4. ...maintains the New Testament as its rule of faith and practice. We accept the Bible as the inspired Word of God (2 Timothy 3:16) which is "the sword of the Spirit" (Eph 6:17) and the guide for our lives (Psalms 119:105). Through His Holy Word God reveals himself and speaks to accomplish His redemptive purpose for all people.
5. ...believes that Holy Scriptures record God's search for all people which is climaxed in God's redemptive act in and through Jesus Christ. We believe that the Gospel is the Good News that God was in Christ reconciling the world unto Himself. Through the gospel, God's sovereign will and Christ's redeeming grace are revealed.
6. ...we are convinced that when we confess our sins and are right with God, our prayers are powerful and effective, compelling us to pray for each other, the church, and the lost. (Eph.6:18; James 5:16)
7. ...considers that all members of the body of believers are responsible for the total ministry of the church. We are committed to supporting our church's vision through the use of our time, Spiritual gifts, talents, and financial resources. We are committed to "love one another deeply, from the heart." (1 Peter 1:22) We acknowledge that the single person and the family are ordained of God, and we have been called to minister to them. (Gen 1:27-28; 2:18-24; Ps 127:3; 1 Cor. 7; Eph 6:1-4)
8. ...holds that the church is the body of Christ and is under the Lord's mandate to be faithful in the proclamation and fulfillment of the gospel for all people both near and far through word and deed, and the nurture of the individual believers in the Christian faith and life. (Matt. 28:19)
9. ...believes that marriage is a holy institution ordained and created by God and is intended only between a man and woman. (Gen. 2:24)

All leadership and teachers will be asked to affirm this statement during regular consecration services.

#### **ARTICLE IV RELATIONSHIP TO THE WHOLE CHURCH**

##### 1. The Church Universal

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

##### 2. The Church Denominational

The congregation shall covenant to support faithfully the program of the Church of the Brethren, recognizing Annual Conference enactments of the Church of the Brethren as having governing force in its life, and shall remain a member of the Church of the Brethren

or its successor. The local church shall send delegates to those official conferences of the Church of the Brethren in which it is entitled to have representation. In case of strife or division, if any part of the congregation refuses to abide by its obligations as a member of the Church of the Brethren, that part of the congregation, whether a majority or minority of its membership, which continues in unity with the Church of the Brethren, shall continue in possession of all of the property of the congregation. If the congregation (a) disbands, (b) departs from membership in the Church of the Brethren, or (c) so decreases in numbers and financial strength as to render the congregation unable to fulfill its purpose, the district of the Church of the Brethren in which it is located or its successor, shall have the right to take charge and control of all property, and thereafter to hold, manage, and convey the same at the discretion of the district.

## **ARTICLE V MEMBERSHIP AND BAPTISM**

### 1. Meaning of Membership

Church membership is not to be entered into lightly or unadvisedly because it is membership in the body of Christ. Both the congregation and the member shall strive diligently to make membership meaningful and significant. Each candidate for membership shall be instructed in the Word of God and the faith and practices of the Church of the Brethren prior to being received into membership. The occasion of reception into membership shall be a service of spiritual dignity, beauty, and meaning.

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

### 2. Meaning of Baptism

Baptism as practiced by Brethren is by trine immersion and is for people old enough and mature enough to understand the meaning of choosing to follow Jesus Christ. We call this "Believer's Baptism".

Brethren believe that:

- A. Baptism is a response to God's saving act through the life, death, and resurrection of Jesus Christ.
- B. Baptism is an act of obedience to the teachings and example of Jesus Christ.
- C. Baptism is a public witness of an inward change.
- D. Baptism is the moment of entering into the life of the Church; of assuming responsible membership in the Body of Christ.
- E. Baptism is ordination into the priesthood of all believers.

### 3. Reception of Members

May be received (a) by confession of faith and baptism by trine immersion as practiced by the Church of the Brethren; (b) by letter of transfer from another congregation of the Church

of the Brethren or of any other Christian denomination approved by the Spiritual Life Ministry Team, or (c) by reaffirmation of faith.

In any situation where the candidate for membership has been baptized in another tradition but not been immersed, the candidate shall be encouraged to seriously consider trine immersion.

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

#### 4. Preparation for Membership

When a person desires to be received into membership, he or she shall notify the Pastor and/or the Spiritual Life Ministry Team.

Upon notification, the Spiritual Life Ministry Team will involve the candidate in classes dealing with baptism, salvation, the God-Head, and Brethren faith and practices.

After completion of these classes, the Spiritual Life Ministry Team will discern the candidate's readiness for membership and will be received into official membership of the church during a church service, through baptism or through vows of reaffirmation.

Because the decision to follow Christ is also a decision to become a part of His body, all who receive baptism through the ministry of our congregation will become official members of our congregation at the time of baptism. Occasionally, a person may wish to be immersed for a variety of reasons without becoming a member of this congregation. We will provide the rite of baptism to this individual under the condition that the baptismal candidate is actively participating in the life of another Christian Fellowship, and can provide the Spiritual Life Ministry Team with assurances from his/her Pastor that he/she will be disciplined at his/her Christian Fellowship.

#### 5. Membership Classifications

##### A. Members

Active members will avail themselves of the public means of grace through (1) Regular attendance at worship services, Sunday School, and communion services; (2) Stewardship of time, talents and material possessions; (3) Presenting their bodies as living sacrifices for the sake of Christ. (Romans 12:1)

##### B. Associate Members

Associate membership may be granted to two categories of persons:

1. Temporary residents, such as students and winter residents who participate in the life of the congregation on a seasonal or short-term basis, and who continue to hold membership in another congregation in the community of their permanent residence.
2. Former residents, persons who have moved to a new location in which there is no Church of the Brethren, and who wish to continue a relationship with the Brethren at the same time that they become members of another Christian community.

Associate members have the right to vote and hold office in the congregation granting their associate status, and have a responsibility to contribute resources to support the

ministries of that congregation. Associate members are not eligible to serve as Team Leaders or deacons or to represent the congregation as delegates to district or annual conference.

C. Special Person Membership

1. A Special Person Membership may be granted to a mentally challenged person who is unable to make a faith decision on his/her own.
2. The requesting family must hold active membership in our congregation.
3. No baptism shall be required for the Special Person Membership.
4. This Special Person Membership shall be granted in the presence of the assembled Church body.
5. Laying on of hands shall be by the pastoral team and deacons.
6. Prayers of blessing shall be made on the Special Person member's behalf.
7. The congregation shall also respond by committing their love and care to the Special Person Member.
8. Special Person members shall participate as fully as possible in the church programs.

D. Inactive Status

Any members who without sufficient reason shall fail to comply with the requirements for active membership for one year, after earnest effort by the church to arouse the members to the observance of their vows, shall be recorded on a separate list as inactive until such time when they may again become active or terminate membership. Such persons shall not be counted on the statistical list and shall not have voting rights. After being absent from all church services for one quarter, the Spiritual Life Ministry Team shall endeavor to arouse the members to renew their commitment to the church and Jesus Christ our Lord.

E. Membership Termination

Membership in the Church of the Brethren may be terminated by

1. Death
2. Transfer of Letter

A letter of transfer is the property of the congregation and shall go from the granting to the receiving congregation after proper notification to the granting congregation.

3. Withdrawal

This action shall be taken upon written request by the individual, after prayerful consideration and proper notification to the congregation. This action means the member no longer desires to participate in the life of the congregation. An inactive member will also be considered withdrawn after prayerful consideration and proper notification to the congregation when he/she refuses to participate in the life of the church for a period of two years and does not respond to attempts of restoration by the deacon body and church members.

4. Church Discipline

"No church is perfect", writes scholar Warren Wiersbe, "but human imperfection must never be an excuse for sin. Just as parents must discipline their children in love, so local

churches must exercise discipline over the members of the assembly. Church discipline is not a group of "pious policemen" out to catch a criminal. Rather, it is a group of brokenhearted brothers and sisters seeking to restore an erring member of the family".

We the members of the Buffalo Valley Church of the Brethren believe:

- a. That Christ is the Head of the Church.
- b. That as members of His Church, we are commanded to maintain its purity.
- c. That purity is maintained by honoring Christ, restoring sinners and discouraging others from sinning.
- d. That we all have blemishes and weaknesses that tend to tarnish our conduct and witness - thus requiring encouragement, counsel, and repentance, but not severe discipline.
- e. That anything which endangers the purity, harmony, or efficiency of the Church is worthy of corrective discipline.
- f. That church discipline is a ministry by which purity can be maintained.
- g. That the goal of church discipline is restoration and/or reconciliation.
- h. That restoration is a return to the normal, healthy, sanctified life of the community of faith.
- i. That a non-repentant member has chosen to exclude himself or herself from the church.
- j. That reinstatement is characterized by accountability, confession, repentance, forgiveness, anointing, discipleship, and affirmation.
- k. That the church, the body of Christ, has scriptural authority to act.
- l. That the Spiritual Life Ministry Team serving as a Committee of Reconciliation may intervene on our behalf.

Therefore, recognizing that every situation is unique, we do humbly and prayerfully engage ourselves in this ministry of grace.

#### 6. The Process of Reconciliation for Members

- A. Any member experiencing brokenness should be approached by the Pastoral Team or any other member.
- B. Ideally, the member should feel free to initiate the healing process by approaching the Pastoral Team or another member. This confidential relationship should be open and understanding, caring, and trusting.
- C. If it is necessary to involve other persons, the Committee of Reconciliation will be activated. (I. – "Church Discipline")
- D. If these procedures should fail to effect reconciliation, the difficulty should be referred to the Ministries Coordinating Team.
- E. After all efforts have been exhausted, the non-repentant member will be considered excluded by his or her own actions, and the congregation advised as to the loss of this member.
- F. Every member of the congregation shall pray for healing and work toward restoration of the excluded individual.
- G. If a person has become disassociated from the church, it is understood that there is always an invitation to begin the process of reconciliation and restoration.

(Adapted from "Discipleship and Reconciliation", Church of the Brethren Ministry Manual, 1978)



## **ARTICLE VI CHURCH COUNCIL**

The Church Council is the meeting of the total congregation. It is the final authority and governing body within the congregation. It is planned and facilitated by the Ministries Coordinating Team. All active and associate members shall have a vote at the Church Council meeting.

The Church Council will:

1. Meet at least twice per year. One of the meetings will be held in November. Special Church Council meetings may be called by the Ministries Coordinating Team upon giving a seven day written notice or being announced at two consecutive Sunday morning worship services.
2. Approve the annual church budget.
3. Receive reports and transact business items as necessary.
4. Also provide opportunities for sharing, creative planning, dreaming/envisioning and identifying issues/concerns to be discussed at another time.

All items for the Church Council agenda shall be processed through the Ministries Coordinating Team.

The moderator will serve as chairperson of the Church Council. The minutes will be recorded by the church clerk.

## **ARTICLE VII LEGAL OFFICERS**

The legal officers of the corporate body shall be the moderator, Finance Ministry Team Leader, and the church clerk. These officers are authorized to sign all necessary legal documents on behalf of the corporation. In the event of any conflict of interest, the Ministries Coordinating Team will appoint a substitute(s) until such conflict of interest is resolved.

## **ARTICLE VIII RULES OF ORDER**

Unless otherwise specified in the polity, Roberts Rules of Order shall be the official rules of order for Church Council and the Ministries Coordinating Team meetings.

## **ARTICLE IX QUALIFICATIONS FOR LEADERSHIP**

Qualifications for church leadership and officers, which represent the church:

1. Be spiritually grounded in the faith as understood by the Church of the Brethren.
2. Shall be active members of the congregation in good standing possessing talents compatible with the office, being open to the guidance of the Holy Spirit.
3. Be a compassionate listener and peacemaker whenever conflicting situations arise.
4. Uphold and defend the doctrines of the church.
5. Be willing to attend meetings and give ample time to the area of leadership where serving. Be present at least five out of every six meetings scheduled unless illness or emergencies arise.

6. As far as the serving member can know, be at peace with the members of the congregation, having all broken relationships healed so the witness of the leadership will be an example to the rest of the congregation.
7. Be of good report inside and outside of the church by putting to use their faith in Jesus Christ in their daily living.
8. Be supportive of one another by showing love in season and out of season by giving consideration and/or acceptance of opposite views, ideas, and programs either being presented or approved by the majority of the voting members of the Church Council.
9. Understand, agree and actively support the Conflict of Interest policy as stated in Addendum I
10. Be willing to accept the requirements as part of their commitment to serving in leadership positions.

**Review of Commitment:**

The Spiritual Life Ministry Team shall review the requirements of any serving member whenever there are questions, problems, or situations arising that cause conflict, nonattendance, brokenness, or division in the congregation. If after prayerful and loving confrontation to the serving member or members, the situation cannot be resolved, recommendations shall be made to the Ministries Coordinating Team for further action to resolve the situation.

The Ministries Coordinating Team shall review the situation and act upon the recommendation given by the previous review committee for resolution. The Ministries Coordinating Team shall have the authority to resolve the situation. If the Ministries Coordinating Team deems it desirable and/or necessary it may call or bring its recommendation for approval to the Church Council.

Any major or deep conflict shall have the input and expertise of the district executive and/or the District Shalom Team in helping to resolve the situation.

## **ARTICLE X MINISTRIES COORDINATING TEAM**

The Ministries Coordinating Team will function as a ministry team which carries forth the vision/mission statement of the church.

1. Personnel
  - A. The team leader of each ministry team will serve on the Ministries Coordinating Team.
  - B. The team leaders will be called by the congregation with the exception of the Spiritual Life Ministry Team leader, who is chosen within the team from the deacon body.
  - C. The lead and associate pastoral staff except when serving as pastoral representative to MCT, moderator and treasurer will be ex officio without vote.
  - D. The church clerk will be an ex officio member without vote for a three-year term and may serve two consecutive terms.
  - E. For the purpose of continuity, team leader terms and the Moderator / Ministries Coordinating Team chairperson terms will be staggered.
2. A quorum for a Ministries Coordinating Team meeting will consist of one more than half of its voting members.
3. An Executive Team will be made up of the Ministries Coordinating Team chairperson, the moderator, the lead pastor, and one Ministry team leader chosen by the Ministries

Coordinating Team. The Ministries Coordinating Team Chairperson will also lead the Executive Team. This team will:

- A. Establish the agenda for Ministries Coordinating Team meetings
  - B. Evaluate staff
  - C. Deal with personnel issues
4. The Ministries Coordinating Team will:
- A. Meet monthly to transact business of the church.
  - B. Relate to ministry teams: hear reports, evaluate, support, and generally coordinate the activities and programs of the church.
  - C. Serve as the support team for paid staff.
  - D. Interact with the Gifts Discernment Team to place members on Ministry Teams.
  - E. Appoint and supervise a treasurer. The term of service will be three years, with unlimited tenure. The treasurer will provide written monthly reports.
  - F. Establish the budget, presenting to the Church Council for approval.
  - G. Approve and supervise the expenditure of all funds.
  - H. Provide for the annual audit.
  - I. Allocate and define authority with respect to the establishment of bank accounts and the signing of checks and other legal documents.
  - J. Initiate and monitor capital improvements.
  - K. Establish a policy for building use.
  - L. Plan and facilitate Church Council meetings.
  - M. Report its activities to the Church Council.
  - N. Bring recommendations to the Church Council when a major church policy is involved or needs revision.
  - O. Receive, consider, and, within its authority, make disposition of concerns brought by any group or individual member.
  - P. Receive and act on staff vacancies upon recommendation from the appropriate ministry team, or plan for and coordinate a search process.
5. Personal Liability of Ministries Coordinating Team members.

Any Ministries Coordinating Team Member of this corporation shall not be personally liable for monetary damages as such for any action taken or any failure to take any action. unless:

- A. the Member has breached or failed to perform the duties of the office in good faith. in a manner reasonably believed to be in the best interest of the corporation. and with such care. including reasonable inquiry, skill and diligence. as a person of ordinary prudence would use under similar circumstances: and
- B. the breach or failure to perform constitutes self-dealing. willful misconduct or recklessness

## **ARTICLE XI THE GIFTS DISCERNMENT TEAM**

1. The Gifts Discernment Team will:
  - A. Oversee the gifts discernment process and talent/interest skill inventories.
  - B. Keep accurate records of member profiles.
  - C. Consist of the following people:
    - Lead Pastor
    - Moderator (shall serve as chair)
    - Deacon Representative

Laywoman  
Layman  
Network Coordinator

- Spouses or immediate family members shall not serve on the Gifts Discernment Team simultaneously
- D. Provide overview and management to the network coordinator whose responsibilities will include:
  1. Administering the Network program
  2. Matching the gifts and talents of the members of the congregation with ministry needs by:
    - Coordinating and encouraging member participation in ministries.
    - Coordinating member passions for additional ministries through the Ministries Coordinating Team.
- 2. Team Leaders (with the exception of the Spiritual Life Ministry Team leader who is chosen from within the team), moderator, Ministries Coordinating Team chairperson, Network coordinator, church clerk, two lay members of the Gifts Discernment Team, district conference at-large delegates, annual conference delegates and deacons shall be called by the entire congregation using the following process:
  - A. Schedule the calling process to allow adequate time for individuals to assume their duties as recommended in the Leader Elect Guidelines.
  - B. At least three weeks prior to the congregational call, the Gifts Discernment Team shall announce the positions needing to be filled and corresponding responsibilities.
  - C. During that three-week period, the Gifts Discernment Team shall be responsible for initiating dialogue, sermons, and a call to prayer for the calling process.
  - D. The Gifts Discernment Team shall distribute a list of offices to be filled and corresponding gifts.
  - E. The Gifts Discernment Team shall distribute a list of persons serving in leadership and indicate those who are ineligible to be called.
  - F. After a time of prayer and discernment the members of the congregation shall be instructed to write the name of the person they believe should be called to fill the office which is open.
  - G. The Gifts Discernment Team shall receive these names and (based upon these names from the church, the spiritual gifts inventory and prayer), issue a call on behalf of the church to the individual for the office.
  - H. When all positions are filled through the process, the congregation shall affirm the call.
- 3. The Gifts Discernment Team in consultation with appropriate groups needing leadership shall appoint persons for ministry teams or other positions which need to be filled on behalf of the church body.
- 4. In the event of a vacancy the Gifts Discernment Team in consultation with the Ministries Coordinating Team will appoint a person to fill the unexpired term.

## **ARTICLE XII PASTORAL TEAM**

1. Organization
  - A. The Pastoral Team will consist of all licensed and ordained ministers.
  - B. The lead pastor will serve as the team leader.
  - C. The Pastoral Team will appoint a representative to serve on the Ministries Coordinating Team.

- The representative will have full voting rights on all Ministries Coordinating Team issues except those pertaining to pastoral staff.
- D. The Pastoral Team will appoint a member of the team to serve as secretary and record the minutes of their meetings.
  - E. The Pastoral Team will meet on a regular basis (preferably monthly).
  - F. The Pastoral Team will have a presence on all ministry teams and be accountable to the Ministries Coordinating Team.
2. Responsibilities:
    - A. Provide pastoral leadership to the congregation.
    - B. Serve as a support group for its members.
    - C. Support and guide the congregation in pursuit of the Church's vision.
    - D. Provide input for the Ministries Coordinating Team meeting agendas.
  3. Pastoral Advocate
    - A. At the request of the Ministries Coordinating Team, a Pastoral advocate may be called to assist on this team.
    - B. This individual will be called by the Gifts Discernment Team, be affirmed by the congregation and report to the Ministries Coordinating Team.
    - C. Terms: 3 year terms with unlimited tenure
    - D. Responsibilities:
      1. Monitor the quality of the relationship between pastors and the congregation.
      2. Help and support pastors in accomplishing their duties and tasks as approved by the Ministries Coordinating Team.

### **ARTICLE XIII MINISTRY TEAMS**

1. Ministry Teams will cover basic areas of church life. Ministry Teams will be added and dissolved by the Church Council as new areas of ministry are identified, as the congregation's needs change, and as persons and groups discern ministries in which they want to be involved.
2. Each team will be chaired by a team leader who will be called by the congregation to the specific Ministry Team (with the exception of the Spiritual Life Ministry Team leader who is chosen within the team).
3. Each team will have a representative from the pastoral team who attends meetings (when possible), offering pastoral guidance and insights.
4. The Gifts Discernment Team and the Ministries Coordinating Team will interact to appoint other persons to complete the Ministry Teams.
5. As the congregation calls Pastoral staff to a specific ministry, that pastor will be accountable to the ministry team responsible for that ministry. The pastoral staff and team will work together to develop and support the ministry.
6. The Ministries Coordinating Team will coordinate and approve the basic task and scope of each ministry team.
7. Each Ministry Team will:
  - A. Identify its goals as related to the vision/mission statement.

- B. Report to the Ministries Coordinating Team on a regular basis.
  - C. Appoint a person to record the minutes.
  - D. Meet on a regular basis (preferably each month).
  - E. Provide an annual budget to the Finance Ministry Team, approved by the Ministries Coordinating Team, and then presented to the church council.
8. The team leader will oversee the expenditures within the scope of the budget, submitting them to the church treasurer for payment. Expenditures outside the scope of the budget must be approved first by the Finance Ministry Team. The teams will consult with the Building and Grounds Ministry Team before purchasing equipment and furnishings.
9. Ministry Teams will be as follows:
- A. Adult Ministry Team
    - 1. The team will consist of the team leader, the lead pastor, Adult Sunday School Director, and any additional individuals needed by the team to provide a well-rounded ministry to adults.
    - 2. This team is responsible for the education and fellowship ministries and programs directly related to all adults.
    - 3. This team will also work with other ministry teams to provide church wide events. (i.e. church-wide retreat).
  - B. Building and Grounds Ministry Team
    - 1. The team will consist of the team leader, Technical Team leader or designee and any additional individuals needed by the team.
    - 2. This team is responsible for all the maintenance needs of the facilities and grounds of the church.
    - 3. This team will coordinate the facility use calendar.
    - 4. This team will be responsible to maintain the inventories of general use supplies.
    - 5. This team will oversee the acquisition of all equipment and furnishings working with other ministry teams to help facilitate their needs for additional equipment and furnishings.
    - 6. This team will approve the facility use agreements.
    - 7. This team will oversee the custodial staff.
  - C. Children's Ministry Team
    - 1. The children's ministry team will consist of the team leader, the children's Pastor and any additional individuals needed to provide a well-rounded ministry to children.
    - 2. This team is responsible for all the ministries directly related to children. It will coordinate the Sunday Morning program and any additional ministries developed by the team.
  - D. Finance Ministry Team
    - 1. The team will consist of the team leader, and any additional individuals needed by the team. The treasurer shall serve on the team ex-officio without vote.
    - 2. This team will oversee the financial resources of the church.
    - 3. This team will implement stewardship enlistment as needed.
    - 4. This team will be responsible for putting together the church budget on a yearly basis.
    - 5. This team will appoint and supervise the confidential secretaries.
  - E. Hospitality and Communications Ministry Team
    - 1. This team will consist of a Team Leader and any additional individuals needed by the team.

2. This team will oversee all church-wide in-house and outside communications. (ex. newsletters, directories, web site, brochures, newspaper notices, etc. )
  3. This team will oversee welcoming and hospitality on Sunday Mornings and during other special church-wide events. (ex. ushering, greeting, parking, welcome center, refreshments)
  4. This team will coordinate the use of the main entry and other major building entry points in order to make them welcoming and informative places of entry.
  5. This team may initiate events that help facilitate their ministry of hospitality and communication.
- F. Mission Ministry Team
1. The team will consist of the team leader and any additional individuals needed by the team.
  2. This Team will coordinate and oversee all outreach of the congregation that goes beyond the outreach/evangelistic efforts of other ministry team programming.
  3. This team will keep the congregation informed about the local, district, denominational, and other mission organizations that the congregation supports either in its budget, by special offerings, or by special project. They will appoint contact persons for these various organizations where necessary.
  4. This team will work with other ministry teams to promote mission outreach emphasis within those areas of ministry, assisting those teams with resources, information, and coordination as needed.
- G. Spiritual Life Ministry Team
1. The team will consist of all deacons, and all ordained and licensed ministers.
  2. This team is responsible for the coordination of pastoral care, deacon activity, and Life Groups in order to oversee the ongoing spiritual growth and health of the congregation.
  3. Deacons:
    - a. Deacon qualifications are found in 1 Timothy 3:8-13.
    - b. Deacons will be called to three-year terms with unlimited tenure.
    - c. The Ministries Coordinating Team will interview deacons six months prior to the end of their terms to assess their future service as Spiritual Life Ministry Team members.
    - d. The Spiritual Life Ministry Team will annually evaluate the number of deacons needed to maintain effective ministry and will notify the Gifts Discernment Team who will facilitate the process of calling new deacons.
- H. Worship and Music Ministry Team
1. The team will consist of the team leader, a staff pastor, and any additional individuals needed by the team.
  2. This team is responsible for the planning of the regularly scheduled worship services for the congregation as well as special worship services and events centered on worship.
  3. This team will oversee the various established musical groups of the congregation.
  4. This team will oversee any groups established for the worship ministry such as worship drama team, praise team, etc.
- I. Youth and Young Adult Ministry Team
1. The team will consist of the team leader, the youth pastor, a youth representative, a young adult representative and any additional ministry leaders needed to provide a well-rounded ministry to the youth.
  2. This team is responsible for all the ministries directly related to youth and young adults. It will coordinate the Sunday Morning program and any additional ministries developed by the team.

## **ARTICLE XIV ADDITIONAL MINISTRIES**

### **Task Teams**

1. The tenure of the team will be determined by the task.
2. These terms will be appointed by the appropriate ministry teams and be accountable to the same.

## **ARTICLE XV TENURE**

1. The moderator, Ministries Coordinating Team Chairperson, Network Coordinator, Church Clerk, Ministries Coordinating Team members, and the two lay members of the Gifts Discernment Team will be called to three year terms and may serve two consecutive terms.
2. Deacons will be called to three-year terms with unlimited tenure.
3. Members of Ministry Teams will be appointed to two-year terms and may serve three consecutive terms.
4. Delegates to Annual Conference will be called to one-year terms and shall not succeed themselves.
5. Delegates to District Conference will be called to two-year terms and shall not succeed themselves.

## **ARTICLE XVI EMPLOYED STAFF**

1. Pastor
  - A. The congregation shall employ a pastor, a person whose faith, aptness to teach, preach, counsel, and administer, and whose educational qualifications have been examined in consultation with the appropriate authorities in the Church of the Brethren. The pastor shall be properly ordained. (In special interim situations a licentiate, or a minister from another denomination, may serve upon approval by the district board.) The pastor shall accept and adhere to the faith and the practices of the Church of the Brethren and the local congregation as set forth in the Congregational Organization and Polity. The pastor's life and conduct shall witness to the Christian faith. The pastor shall be the spiritual shepherd of the congregation and the executive director of the church program.
  - B. Normally, the pastor shall preach and teach, preside at the Love Feast and Communion services, visit and counsel, and in various ways aid the congregation in worshipping and serving God.
  - C. The pastor shall be accountable to the Ministries Coordinating Team for the approval of a job description and a yearly evaluation and review.
2. Additional Professional Staff

When the church has grown to sufficient size the employment of additional staff may be considered so as to assure the continued growth of the congregation and to provide adequate leadership for the congregation. Other staff members suggested are: associate pastor, minister of music, administrative assistant, parish visitor, youth minister, etc.
3. Office Secretary



The local church may provide full or part-time secretarial assistance for the pastor and the church office.

4. Custodian

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

### **ARTICLE XVII STAFF EMPLOYMENT PROCEDURES**

1. The selection and call of a pastor and other professional staff persons, as well as the termination of their services to the congregation, shall be done in keeping with approved Church of the Brethren procedures and after seeking the counsel and guidance of the authorized officials of the Church of the Brethren.
2. The office secretary shall be employed by the Ministries Coordinating Team in consultation with the pastor. The office secretary shall be responsible to the lead pastor.
3. The custodian or custodians shall be employed by the Ministries Coordinating Team and be responsible to the Buildings and Grounds Ministry Team in consultation with the lead pastor.
4. The terms of employment for all employed staff shall be carefully stipulated and reviewed annually.
  - When the terms have been mutually accepted, such terms shall be set forth in writing on approved forms and shall be considered an agreement between the contracting parties.
5. When there are multiple staff, the division of responsibility and the lines of authority shall be clearly defined and periodically reviewed by the appropriate officials. Although there must be close cooperation and harmony between staff members; in the final analysis, all personnel are responsible to the congregation for the conduct of their offices.

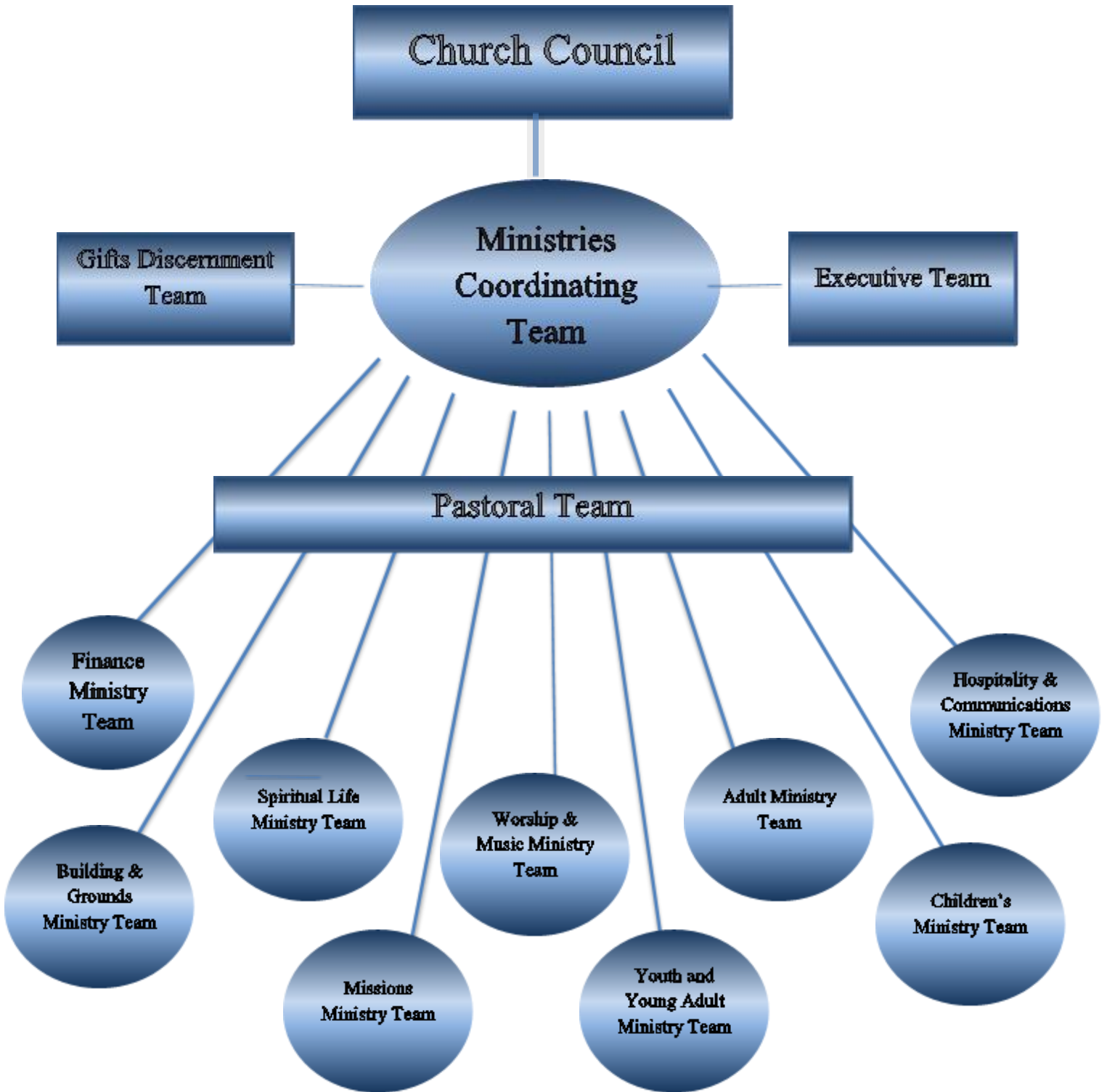
### **ARTICLE XVIII FISCAL YEAR AND CHURCH YEAR**

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

### **ARTICLE XIX AMENDMENTS AND ADOPTION**

1. Amendments - Motion to amend this Congregational Organization and Polity shall be published at least thirty days prior to the Church Council Meeting at which the amendment is to be voted upon and must be passed by two-thirds majority vote of the members present and voting.
2. Adoption - This Congregational Organization and Polity shall be adopted at the Church Council Meeting by a two-thirds vote of the members present and voting. When adopted, this plan shall supersede any previous decisions not in agreement with the provisions of the plan.
3. Review - The Ministries Coordinating Team shall review the Congregational Organization and Polity every three years.

ARTICLE XX ORGANIZATIONAL STRUCTURE



## **ADDENDUM I CONFLICT OF INTEREST POLICY**

It is expected that all staff, leadership and church members scrupulously avoid conflicts of interest between the interests of the Buffalo Valley Church of the Brethren and personal, professional, and business interests. This includes avoiding or identifying potential and actual conflicts of interest, as well as perceptions of conflicts of interest.

All leadership and staff must understand and agree that the purposes of this policy are to protect the integrity of the church's decision-making process, to enable our members and the public to have confidence in our integrity, and to protect the integrity and reputations of staff, church leaders and members of the congregation

In the course of meetings or activities, all leadership and staff must understand and agree to disclose any interests in a transaction or decision where they (including any business or other nonprofit affiliations), their family, employer, or close associates will receive a benefit or gain. They also understand and agree that a conflict of interest, in any matter, shall be disclosed to the Team by the member and it shall be noted in the minutes of the Team.

After disclosure, they must understand and agree that they may be asked to leave the room for the discussion and may not be permitted to vote on the question.

All leadership and staff must understand and agree that this policy is meant to supplement good judgment, and agree to respect its spirit as well as its wording.