

Plan of Organization for Southeastern District

The mission of the church is set forth in the Great Commission of our Lord (Matt. 28:18-20). Although never fully understood it seems clearly to have an inner and outer direction. The inner mission of the church is to nurture its members that they may grow into the stature of maturity in Christ. The outer mission of the church is to be related as God's instrument, to the problems and needs of the world. These two major functions of the church are effective to the extent that they are undergirded by stewardship of time, talent and treasure on the part of the membership.

The district is a group of congregations located in geographic proximity to each other and having a common purpose. The district enables the member congregations to do together what they cannot do separately, and helps them to carry out in better fashion their major responsibilities.

The organizational structure of the district should reflect as much as possible the purposes of the district. This constitution is a statement of the fundamental principles of government as adopted by the district and the By-Laws are the detailed rules and regulations which allow for the effective working of the district.

Constitution

ARTICLE I - Incorporation

The Southeastern District shall be incorporated under, and pursuant to, the laws of the State of Tennessee for a religious non-profit corporation. The office of the District Executive(s) shall be named as the principal place of business. The affairs of the corporation shall be managed by the District Board whose Chairman, Secretary, and Financial Officer shall be the legal officers of the corporation. One of these shall sign all legal documents along with the District Executive(s).

ARTICLE II - Origin and Boundaries

Origin: The Southeastern District Conference includes congregations of the Church of the Brethren in Southwest Virginia, Tennessee, Western North Carolina, South Carolina and Alabama and any additional area, which may be properly designated.

ARTICLE III - Purpose of the District

The purpose of the district shall be to administer and coordinate the religious and business activities of the Church of the Brethren within the bounds of the district. The district shall have power to own and convey real estate and to be trustee of property and of endowment and other funds. The district shall send delegates to the Brotherhood Annual Conference and may appoint representatives to cooperative religious bodies as need and opportunity allow.

ARTICLE IV - Member Churches

1. **Organized Churches** – All Church of the Brethren Congregations, which are recognized by the district as organized churches shall be member churches.

2. **Fellowship** – A new church development shall be called a “Bible Study Project or Fellowship” until it has seventy-five members and is designated by the district to be an organized church. A fellowship is under the supervision of the district. (Fellowships shall send delegates to the district conference.)

ARTICLE V – District Conference

1. Purpose

The purpose of the District Conference is to transact the business of the district and as time permits to provide education, inspiration and fellowship to vitalize the local church program; to interpret the brotherhood program and to work in harmony with the Mission and Ministry Board in a world-wide outreach; to care for the concerns of the district and serve as a liaison by which concerns of the local congregations are passed to Annual Conference.

2. Meetings

The District Conference shall convene annually on Friday afternoon before the 1st, 2nd, or 3rd Sunday in August. Special meetings may be called when agreed upon by a majority of the conference officers and the District Board.

3. Delegate Body

All members of the churches and fellowships of the district shall have the privilege of moving and discussing the business of District Conference. However, only the official delegates of the member churches and fellowships shall have the right to vote.

The delegate body shall be composed of members duly elected from the local churches and fellowships of the district as authorized by Annual Conference. Each church with less than 200 members is eligible for four delegates and one delegate for each additional 100 members or fraction thereof. The church will select two delegates from positions of Pastor, Church Board Chairman, Moderator, Sunday School Superintendent, or Chairman of the Deacon Board to serve by virtue of their office and the remaining number will be elected from the remaining membership.

4. Officers

- (a) The officers of the District Conference shall be the Moderator, Moderator-elect, Recording Secretary, Reading Clerk, Parliamentarian and Financial Officer.
- (b) The Moderator-elect shall be elected by District Conference for one year and then automatically become Moderator for one year. The Parliamentarian and the Recording Secretary shall be elected by District Conference for three year terms. The Reading Clerk shall be elected by conference for a one year term. The Financial Officer shall be selected by the District Board for an indefinite term.

5. Committee

- (a) Nominating & Personnel Committee
There shall be a Nominating and Personnel Committee of seven members elected by the District Conference for a 3 year term. These members may not succeed themselves. The Moderator, Moderator-elect, and District Executive(s) are to be ex-officio members. The Moderator-elect shall serve as Chairman.

(b) Program & Arrangements Committee

There shall be a District Conference Program and Arrangements Committee of five members elected by the District Conference. The Moderator, Moderator-elect and District Executive(s) shall be ex-officio members of the committee. The Moderator shall serve as Chairman of the committee.

6. **Standing Committee Delegates**

A delegate and an alternate shall be elected by District Conference to represent the district officially on the Brotherhood Annual Conference Standing Committee. The directives of Annual Conference shall be followed in determining their eligibility, number, and length of term. The alternative member shall serve if circumstances render the elected delegate unable to serve. He/she shall serve as an ex-officio member of the District Board.

7. **Trustee of Bridgewater College**

The Trustee shall be elected by District Conference to represent the district on the trustee board of Bridgewater College. The directives of the college shall be followed in determining eligibility, number allowed, and the length of term. The Trustee shall serve as ex-officio and be reportable to the Commission of Nurture.

ARTICLE VI – District Board

The district shall have one board to be called the Board of Administration, Church of the Brethren, Southeastern District, hereinafter referred to as the District Board.

1. **Purpose**

The District Board shall manage and administer the work of the district as authorized by District Conference. The District Board or its trustees as the legal agent of the district shall be empowered to act on behalf of the District Conference as interim except for those actions specifically reserved for District Conference as set forth in this Constitution and By-Laws.

2. **Members**

There shall be a board consisting of 27 members, elected by District Conference, including both ordained ministers and lay people. Seventeen (17) of these members shall come from area representation as follows:

Virginia Area (includes the following congregations: Cumberland, Pound River, Ewing, Rowland Creek, Lowman Valley, and Walnut Grove) 2 members.

Tri-Cities Area (includes the following congregations: Trinity, Bristol, Johnson City, Knob Creek, Hawthorn, and Pleasant Hill) 3 members.

Nolichucky Area (includes the following congregations: Jackson Park, Pleasant View, Erwin, Pleasant Valley, New Hope, Limestone, and Mountain Valley) 3 members.

Cherokee Area (includes the following congregations: Beaver Creek, French Broad, Midway and Cedar Grove) 2 members.

Alabama Area (includes the following congregations: Community, Cedar Creek and Fruitdale) 1 member.

Carolina Southwest (includes the following congregations: Brummetts Creek, Pleasant Grove, Peterson Chapel, Spindale, Melvin Hill, Mill Creek, His Way and Travelers Rest) 3 members.

Carolina Northwest (includes the following congregations: Mt. Airy, Friendship, Peak Creek, Mt. Carmel, New Haven, and Little Pine) 3 members.

District –at-large Ten (10) members shall be elected on a district-at-large basis.

Ex-Officio Membership; the District Conference Moderator, Moderator-Elect, Financial Officer, Standing Committee delegates, Parliamentarian, and District Executive(s) shall be ex-officio members without vote.

If a representative(s) from a designated area cannot be found, then they shall be selected at large.

3. Officers and Organization

The board shall organize annually following district conference. Between conference and the date of the organizational meeting the Moderator, Moderator-elect, and the District Executive(s), serving as a nominating committee, shall poll board members for potential leadership so that a slate of officers (chairman, vice-chairman, and secretary) and four commission chairmen may be presented to the organizational meeting. In the process of electing officers and commission chairmen, the floor shall be open to voice nominations provided the person or person advanced have been contacted and agree(s) to serve in such capacity if elected. After the election the executive committee of the District Board shall appoint members to the commissions from the remaining unassigned official board members, considering personal preference where possible.

ARTICLE VII – Commissions

The work of the board shall be implemented by the following four commissions:

- (a) Commission on Nurture
- (b) Commission on Ministry
- (c) Commission on Witness
- (d) Commission of Stewards

The commissions shall be responsible to the board. Each commission shall elect its own vice-chairman and secretary.

ARTICLE VIII – Committees

1. Executive Committee

- (a) There shall be an executive committee of the board consisting of the Chairman, Vice-chairman, Secretary, Moderator, Moderator-elect, the District Executive(s), Financial Officer, and the four commission chairmen.
- (b) The Executive Committee shall recommend staff for employment by the board (employment of an office secretary shall have the approval of the District Executive), and shall counsel with the staff regarding their work and record of agreement.

2. **Historical Committee**

The committee shall compile or direct the compiling of records and materials of historical interest. Members, number of members, and tenure be determined by the Commission of Nurture, and the committee shall work under the supervision of this commission.

3. **Auditing Committee**

There shall be an Internal Auditing Committee appointed by the Commission of Stewards of the District Board. The number and tenure is to be determined by the commission. The Internal Auditing Committee shall audit annually the financial records of the district.

Shalom Team

In accordance with Annual Conference action there shall be a Shalom Team Committee which will be on call by the District Board, the Executive Committee, the District Executive(s) and the Commission on Ministry to help resolve problems in the area of discipleship and reconciliation. The committee of five shall be appointed by the District Board. The Chairman of the District Board and the District Executive(s) shall serve on the committee as Ex-officio members. Tenure will be five years and will be limited to two terms. The Chairman of the District Board shall call the committee together at least once each year for review of its purpose if it has not otherwise been required to meet for special concerns. Members of the Committee should not be members of the District Board.

4. **Other Committees**

The District Conference and /or the District Board may constitute or authorize such other continuing or short-term committees as necessary to assist with the on-going work of the district. When the specific assignment of a committee is achieved the committee shall be dismissed.

Article IX – Related Institutions and Interested Groups

The district may enter into relationship with separately organized and incorporated Church of the Brethren institutions such as camps, home for the aged, colleges and other institutions of interest to the district. In each instance there shall be mutual agreement between the District and said institution as to the nature of the relationship. The involvement of the district in terms of financial support, selection of trustees, program endorsement, receiving of reports, etc. shall be subject to District Conference action.

Article X – Fiscal Year and District Conference Year

1. The district year shall be the same as designated by the Brotherhood Annual Conference.
2. The conference year shall be from the end of one annual District Conference to the end of the next annual District Conference.

Article XI – The Area Plan

The district is divided into seven geographical areas in order to facilitate Christian education and training, administration of district affairs, and to encourage closer fellowship. These areas are: Virginia area, Tri-Cities area, Nolichucky area, Cherokee area, Alabama area, Carolina Southwest area, and Carolina area.

Article XII – Property

To establish uniformity and for greater security in ownership of Church of the Brethren property, the title to all district church property will be held by the District Board in trust, for the teaching and dissemination of the gospel of Jesus Christ, according to the use in or advancement of beliefs, practices, and doctrines of the Church of the Brethren, as set forth and promulgated from time to time by Annual Conference.

When the district buys, sells, or otherwise acquires or disposes of property, the conveyance shall be executed or accepted in trust by the District Board, in its trust capacity, with the approval of District Conference.

In cases where local churches have been closed, or where the property has been abandoned by the removal of the membership to other places, by death or otherwise, the district shall intervene in such property disposition to determine if its title thereto may rest with the District Board, to be held in trust for the district.

A restrictive covenant should be contained in all deeds of conveyance as follows:

Before a legal title to district property can be conveyed, consent of the District Conference must first be secured and will be reflected in the form of minutes of a properly constituted District Conference signed by the Moderator and Recording Secretary of said conference, such minutes being incorporated in any deed of conveyance by reference, and such conveyance signed by the Chairman and Secretary of the District Board.

In case of the district receiving property by gift or bequest, it shall be the duty of the District Board to take title to the same, and hold the property, in trust, as in case of property purchased by the district.

Article XIII – Organizing, Dividing, Merging and Disorganizing Churches

Organizing, dividing, merging or disorganizing of churches shall be in accordance with the manual of organization and polity of the Church of the Brethren.

When it becomes necessary to disorganize a church, the procedure established by the Annual Conference shall be followed:

1. The first step is to contact the District Office and Witness Commission Chair with the request, then it will be referred to the District Conference for the disorganization. This can come from the local church or the District Board.
2. District Conference shall ask the District Board to visit the church and grant letters of membership to all members, assisting them to find a new home church and assigning them to adjoining congregations.
3. The District Board shall consider carefully the spiritual welfare of these decaying churches, and if in their judgment it seems wise, they shall request of the District Conference that the District Board labor with these churches. If, by the judgment of the District Board it seems wise, they shall issue letters of recommendation to the members, assigning them to adjoining congregations, and directing the disposition of the property to the best advantage, considering all questions involved in and relating to it.

The disposition of whatever property the church may hold is a matter that should be carefully handled. The laws of the states are not uniform. Then, too, land is often deeded to a church to be used as long as the church needs it. It is recommended that the necessary arrangements be made so that the disposition of church property shall be the responsibility of the proper district authorities. This information can be found in the Church of the Brethren Manual of Organization and Polity in section IV pages 73-99.

By-Laws

Article I – Personnel Selection and Tenure

The Nominating and Personnel Committee shall maintain a record of all personnel holding office in the district showing expiration dates, qualifications for positions and to the extent possible develop a list of potential personnel within the district showing the special qualities of each person. The committee shall seek to spread responsibility throughout the district thus developing the largest possible number of leaders; prepare a ballot of nominees for District Conference with at least two people for each vacancy (if at all possible). The ballot will be prepared in sufficient copies to allow for a pre-conference distribution to the churches by the District Office, and enough for two ballotings at conference should this become necessary. The members of the Nominating Committee are not excluded from consideration as nominees. Each nominee shall be contacted prior to listing his/her name, advised of the possible general duties (or specific duties when advising nominees of positions other than district board members) and a commitment obtained that, if elected, he/she will serve to the best of his/her ability. The floor shall be open to voice nominations provided that person nominated has been contacted, advised of the duties, and has expressed in writing a willingness to serve if elected. Commitment forms are available from the District Office. The nominee must also possess the qualifications for the position in question.

When a number of people are listed for a committee or commission the terms of office shall be arranged so that an equal number will expire each year thereby retaining a degree of experience at all times. The establishment of the first series shall be so arranged to give effect to this plan. Position, number, tenure, frequency of right of succession and qualifications are listed on page 19.

Article II – Employed Staff

1. District Executive(s)

- (a) The district shall employ a District Executive(s). This person(s) shall be qualified by training, experience, and personal dedication to Christ and the Church to guide, counsel and encourage district and local church workers in the development of vital and well balanced church programs.
- (b) The District Executive shall be the Executive Officer of the board and shall give general oversight to the implementation of the district work. He/she shall be custodian of all official papers of the district. He/she shall be an ex-officio member without vote of the board, committees and commissions of the district.
- (c) He/she shall give guidance and assistance for pastoral placement; counsel local church leaders in matters of organization, finance, curriculum, equipment, etc. Encourage and report personnel interested in camp, vacation Bible school leadership, and other church vocations; and other activities.
- (d) He/she counsel and work with district personnel in the program of the total district including home missions; church extensions; and make a careful study of churches receiving assistance from district and brotherhood.
- (e) He/she in consultation with the District Board recommend other personnel for employment and supervise the work of the Administrative Assistant.

- (f) Serve as a liaison between the brotherhood and district and the brotherhood, district and local churches.
- (g) Work with state and /or local councils of churches coordinating the work of the district with interdenominational efforts.

2. Additional Professional Staff

When the work and size of the district warrants it, additional qualified staff shall be considered.

3. Administrative Assistant

The district shall provide secretarial assistance for the employed staff and District Office. Part time secretarial assistance shall be provided until such time as the workload requires full-time services, or until such time that the district can financially afford a full time person.

Article III – Staff Employment Procedures

1. The selection and employment of a District Executive(s) and other professional staff persons, as well as the termination of such services, shall be the responsibility of the District Executive Board members in keeping with approved brotherhood pastoral placement procedures and in consultation with the Elgin Office of Ministry Coordinator.
2. The Administrative Assistant shall be employed by the District Board Executive members upon the recommendation of the District Executive. The Administrative Assistant shall be responsible to the District Executive.
3. The terms of employment for all employed personnel in the district shall be carefully stipulated and renewed 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.
4. When there is a multiple staff, the divisions of responsibility and the lines of authority shall be clearly defined and periodically renewed by the appropriate district officials.
5. There shall be a written job analysis for each employee.

Article IV – Conference Officers and Delegates Qualifications & Duties

1. All officers and delegates shall be members in good standing of a member congregation and shall serve faithfully in their respective office.
2. The Moderator shall preside at business sessions of the District Conference, be an ex-officio member of the District Board and related committees, present the “Moderator’s” message at District Conference and serve as the chairman of the Conference Program and Arrangements Committee. He/she shall study carefully the needs of the district and assist in the direction of the ongoing program.
3. The district Moderator-elect shall serve as ex-officio member of the District Board and shall otherwise serve in the absence or disqualification of the district Moderator and shall succeed the Moderator in office. He/she shall serve as chairman of the Nominating Committee.

4. The Recording Secretary of District Conference shall record the minutes of the conference, prepare draft for use in printing, assist in obtaining publications and distribution; interpret the minutes of conference on various problems as they arise in the business session.
5. The District Conference Reading Clerk shall read all papers presented as business at the District Conference unless otherwise designated. The Reading Clerk/Time Keeper shall oversee the speaking time from the floor. The first speech shall be limited to three minutes and the second speech to two minutes.
6. The district Financial Officer shall be responsible for recording all receipts (except for summer camping activities) and depositing same as directed by the board, maintaining adequate records to identify giving by churches or special interest groups, and disbursing funds as authorized by conference in general terms of an approved budget (except for summer camping activities). Books of record shall be subject to annual audit. Periodic and annual statements will be distributed as directed by the Commission of Stewards with a copy of the annual report, duly audited, presented to the recording secretary of the district for inclusion in the minutes thereof. He/she shall serve as a member of the District Board Executive Committee.
7. The Parliamentarian shall assist the Moderator and Moderator-elect, when requested, on matters of parliamentary procedure; assist churches or delegates in drafting queries, motions, and amendments; assist the recording secretary in recording motions, amendments or other conference data, the basic function being to advise, clarify, interpret and inform.
8. Congregational delegates shall be elected from among the active, informed and committed membership of the church. Functions of the delegates are:
 - (a) Act as final authority of the district in matters of procedure, polity and program.
 - (b) Elect candidates to all offices scheduled to be filled.
 - (c) Review the work of the district as presented through the agenda.
 - (d) Project the program of the district, approve new fields of work, approve the budget, etc.
 - (e) Act upon new items of business, queries, etc.

Article V – Conference Rules

1. The Moderator shall maintain order during the business sessions; permit orderly discussion and establish right to the floor; require the speaker to confine his remarks to the subject; notify the speaker of expiration of his time; decide when discussion shall close and question be put upon its passage; shall not entertain motions, or recognize amendments to a paper until its presenter has been heard.
2. No one shall speak more than twice on the same question. The first speech shall be limited to three minutes, and the second to two minutes. This shall not include the explanation of a report or paper called for by the moderator.
3. A majority vote of the delegate body shall decide all matters except where a matter is interpreted by the district board as involving a change in church polity, then two-thirds of the vote of the delegate body is required for passage.
4. All appeals from the rulings of the Moderator shall be decided by the delegate body.
5. The conference can not change the wording or intent of any paper or query, however, it may alter the scope or redirect its emphases so long as it deals with the original concern.

6. All queries, recommendations, etc, to be presented to the conference must be in the District Office by June 1st so that they may be circulated to local churches for study. Late items of business must be approved by the delegates before being placed on the agenda. (Only items of urgent nature or conditions which would have prevented the normal and timely presentation will be considered.)
7. Except in case of emergency, all delegates are expected to remain for the entire business period and local churches are urged to select delegates who plan to serve the entire period. The Moderator or Recording Secretary should be advised when a delegate finds it necessary to leave before the completion of business. Delegates and pastors are encouraged to stay for the closing worship on Sunday and congregations are encouraged to find avenues for this to be possible.
8. The conference agenda is to be followed as closely as possible.
9. Matters of business may be brought before the conference if of a nature requiring its action, that is not within the jurisdiction of the district board, conference officers, committees, etc., or on which district personnel may desire conference action. Such matters to be presented as conference business may originate in any congregation and must be signed by the moderator and clerk acting in response to council action, or such matters as may be presented by the district board, approved in session and signed by the chairman and secretary of that body.
10. When specific rules of deliberative conduct have not been specified, Robert's Rules of Order shall apply.
11. Display booths at District Conference will be limited to Church of the Brethren agencies, Church of the Brethren Colleges/Seminaries, District Board supported groups, District Camps, District Churches, John M. Reed Home and SERVs.

Article VI – District Board Functions and Responsibility

The District Board shall:

- (a) Promote and supervise the brotherhood program in the district.
- (b) Employ and supervise the work of any staff personnel such as the District Executive(s).
- (c) Serve as custodian of all district funds and the disbursing of such funds.
- (d) Print and distribute the District Conference meeting minutes.
- (e) Carry out policies established by District Conference.
- (f) Supervise the operation of the church camps (program guidance) under the Nurture Commission.
- (g) Plan and promote the District Conference in coordination with the Program Committee. (This would include the formulation and presentation of any resolutions for the conference).
- (h) Encourage the local churches through: promotion of evangelism, establishment of new churches; conducting surveys; directing peace and education of welfare and moral issues; age group programs; promote leadership and stewardship education, home and family life.
- (i) Hold title to district property (as an incorporated body having legal entity).

- (j) Borrow money when necessary to meet the district budget, limited to a maximum of \$25,000 principal and interest not to exceed \$5,000, for any District year without district conference approval.

Amounts exceeding these limits must be approved by a duly constituted District Conference. (Interpretative note: The annual limitation applies to budgeted items. Special gifts for repayment in excess of \$5,000 would not be restricted).

- (k) Make recommendations to District Conference regarding any matter than needs its attention.
- (L) Select a member to represent the board in any state Council of Churches in which the district desires to participate.
- (m) Fill positions designated in this Plan of Organization to be an appointment responsibility of the District Board.
- (n) Review queries for the District Conference from local churches and other groups and make recommendations to the conference.

ARTICLE VII – Responsibilities of Commissions

I. Commission on Nurture

The Commission on Nurture shall initiate and stress such program and work in the churches as fosters the spiritual growth and development of Christians. This commission shall:

- (a) Coordinate the district visions of age group programs.
- (b) Coordinate and assist special committees in carrying out a vital program within the district (home and family; visual aid; music and worship; etc.).
- (c) Supervise the summer camping programs and district Youth Cabinet.
- (d) Stimulate the congregations to have a vital program of nurture.
- (e) Promote interest through local churches in support of Christian higher education institutions. The Trustees of Bridgewater College shall cooperate in this endeavor.
- (f) Provide opportunities for training church leaders and workers.
- (g) Appoint camp educational director(s).
- (h) Promote the total cause of Christian education and the Ordained Minister CEU credits for continuing education under Commission on Ministry.
- (i) Compile or direct the compiling of a district history and the preservation of historical records and appointing a historical committee.
- (j) Appoint directors in age group areas where this is not done by the organization. (Each age group organization shall file with the commission a copy of their organizational structure and rules by which it shall be governed).

2. Commission on Witness

The commission on witness shall be responsible for directing and undergirding the witness of the churches to the world. This commission shall urge each congregation to share the love of God and the gospel of Christ with all mankind everywhere through:

- (a) The work of evangelism – assist the churches in developing a comprehensive program of evangelism.
- (b) Providing for the interpretation and promotion of foreign missions.
- (c) Developing a strategy for church extension in the district, and promote this cause on a brotherhood wide scale
- (d) Social education and action: Use the techniques of literature, audio visual, church school electives, etc. to provide education on peace; international and cultural relations; civil rights, etc.
- (e) Volunteer service: Stimulate persons to enter BVS and ABVS; summer service projects; work camps and institutional service.
- (f) Social Welfare: Direct relief programs in the local churches; counsel members on problems of mental health, use and care for aged; adoption procedures, mutual aid and credit unions; prison visitations; assist community centers and recreational projects; provide a program of temperance; assist organized public agencies in their fight against strong drink and alcoholic beverages.
- (g) Promoting the collection of clothing, food, soap and medicine for relief; re-settling of refugees, securing homes for exchange students in the U.S. and stimulating persons to apply to go abroad as exchange students.
- (h) Giving guidance to the merging or disorganizing of churches working with the District Executive(s).

2. Commission on Ministry

This Commission shall:

- (a) Support the District Executive(s) and the brotherhood director of ministry in arranging for adequate pastoral care for all the churches in the district (inasmuch as possible).
- (b) Recruit, train, encourage, and supervise the ministry of the district.
- (c) Assist in the licensing and ordination of ministers and the installation of pastors when necessary.
- (d) Seek ways to strengthen the relationships and understanding between congregations and pastors.
- (e) Provide training for local ministerial commissions.
- (f) Review the ministerial list periodically and make recommendations to the board the classification of those ministers who no longer demonstrate an interest or dedication to their ministerial calling.
- (g) Assist in the development of a strategy for ministry to the small church.

4. Commission of Stewards

This Commission shall:

- (a) Prepare the district budget which is to include outreach needs as well as district needs.
- (b) Assume for the board the responsibility of raising the district budget. Review the District Executive(s) cost of living raise and the District Financial Officer and the Camp's Directors of Outdoor Ministries. District Stewards Commission members will work with the District Camp Executive Committee.
- (c) Promote giving to outreach; stewardship education and tithing.
- (d) Arrange for the securing of loans when approved by the district board to meet priority items in the budget.
- (e) Recommend to the board any procedure to facilitate the handling of district finances.
- (f) Assume responsibility for the auditing of district financial records, and the bonding of the financial officer as deemed advisable.
- (g) Safeguard and utilize district property.
- (h) Select a self-allocation director.

5. **Executive Committee**

This Commission shall:

- (a) Coordinate the work of the District Board by meeting before each board meeting.
- (b) Act for the board between regular meetings in minor matters not requiring action of the total board.
- (c) Study needs and trends of the district and propose long range goals for board consideration.
- (d) Serve as counseling committee for the District Executive and other staff members in cooperation with the brotherhood Ministry Coordinator.
- (e) Recommend staff and the terms and conditions of their employment.
- (f) In cooperation with conference officers, be responsible for filling vacancies to complete unexpired terms.

ARTICLE VIII – BUSINESS MEETINGS

1. **District Conference**

- (a) Convene once a year. Special meetings may be called as indicated in the constitution. The principle of rotation, if at all possible, should be kept in mind regarding location for the district conference. The facilities should be conducive to attendance and provide adequate and comfortable arrangements. Since there will be no conference assessments, the churches shall use this amount, and amounts necessary to bear the expenses of their delegates to conference.
- (b) The District Conference Program and Arrangements Committee shall be responsible for planning the conference program, obtaining leadership, determining the place of meeting, securing facilities, providing for exhibits, registering delegates and making other necessary arrangements for the conference. Suggestions from local churches and District Board, etc. are encouraged.

District Board

The District Board will meet at least twice annually. Members of the Commission on Witness in cooperation with the Executive Committee will be responsible to assure that requests for supplemental pastoral assistance are in the Elgin office by the date established by that office. The commissions will meet independently twice each year. Additional meetings of either group may be held if circumstances dictate.

Adequate advance notice of all meetings shall be given to membership.

ARTICLE IX CAMP BOARD

The mission of the camping ministry is set forth in the Great Commission of our Lord (Matt. 28:18-20) as we create an environment where all persons can come to the saving knowledge of Jesus Christ; and those who know Christ encourage others throughout the camping facility to be drawn into a deeper walk with Christ Jesus.

The district shall have one board to be called the Camp Board of Administration, Church of the Brethren, Southeastern District, hereinafter referred to as the District Camp Board. The Camp Board shall be supervised by and reportable/accountable to the District Board.

1. **The Camp Board shall consist of the following:**

Voting Members

9 persons elected by the District Conference for a three (3) year staggered term.

1 chairman of the Nurture Commission of the District Board.

1 Educational Director appointed by the Nurture Commission of the District Board.

Ex-Officio Members without vote:

Director of Outdoor Ministries of Camp Placid
Director of Outdoor Ministries of Camp Carmel
Moderator of District Conference
Moderator-elect of District Conference

District Financial Officer

District Youth/Young Adult Coordinator
District Executive(s)

2. **Officers and Organization**

The Camp Board shall organize annually following District Conference. Between conference and the date of the organizational meeting the Moderator, Moderator-elect, and the District Executive (s), serving as a nominating committee, shall poll board members for potential leadership so that a slate of officers (Chairman, Vice-chairman and Secretary) and three committee chair may be presented to the organizational meeting. After the election the executive committee of the Camp Board shall appoint members to the committees from the remaining unassigned official Camp Board members, considering personal preference where possible.

A. - Committees

The following three committees shall implement the work of the Camp Board :

- a. Education and Program Committee
- b. Finance and Legal Committee
- c. Maintenance and Development Committee

These three committees shall be responsible to the Camp Board.

1. **Executive Committee**

- (a) There shall be an Executive Committee of the Camp Board consisting of the Camp Board Chair, Vice-chair and Secretary, the Moderator, Moderator-elect, district Youth/Young Adult Coordinator, Financial Officer and District Executive(s).

- (b) The District Camp Board Executive Committee interviews and recommends employment for camp staff to the district Camp Board, with assistance from the District Board Executive Committee. The executive committee will conduct performance reviews for new employment thereafter one year from hiring. Thereafter performance reviews are done every two years on following a position description change. The Camp Board Executive Committee will recommend a salary package for camp staff with assistance from the District Board Executive Committee.
- (c) The Executive committee will care for concerns arising between board meetings and will perform duties assigned them by the Camp Board.

2. Camp Board

The Camp Board is responsible for planning and executing camping activities, overseeing general maintenance, improvements, expansion of facilities; improving of employment recommended by executive committee; and performing such other duties as may be essential to promote the purpose of the camp. To assist in accomplishing these responsibilities the Camp Board will be organized into three committees, as follows:

Education and Program Committee - shall be composed of three (3) members plus the Educational Director (appointed by district Nurture Commission) the Chair of Nurture Commission, district Youth Young/Adult Coordinator, and Directors of Outdoor Ministries. The committee will be responsible for the camp educational program including promotion, interpretation, recruitment and training of cabin leaders and appointment of age group camp directors.

Finance and Legal Committee - to be composed of three (3) members, plus Financial Officer. This committee will be responsible for helping to raise finances for the camping ministry, develop a yearly operating budget, and to make recommendations to the Camp Board for seeking legal counsel when needed. The committee shall oversee each camp's stewardship to the district ensuring the district Financial Officer's ability to fund payroll, insurance and other items that are paid at the district level.

- (a) Donation monies given to each camp will be deposited into their respective Development Fund.
- (b) Committee shall set and standardize fees for usage at each camp. This includes all district congregations and outside groups using the facility.

Maintenance and Development Committee - will be composed of three (3) members including the development committee chair for each camp, plus camp's Directors of Outdoor Ministries. This committee in consultation with the two above committees will be responsible for the maintenance of all camp property and for the future development plans.

- (a) **Camp Development Committee** for each camp shall be made up of no more than (2) two representatives from each Church of the Brethren churches. Members shall be active members with their churches and hold leadership roles. The chair shall be a member of the Maintenance and Development Committee. Ex-Officio members would include the District executive(s), Camp Directors of Outdoor Ministries and any Camp Board member interested in serving. The purpose for this committee is responsible for the upkeep and improvement of the camp(s). They work with the Director of Outdoor Ministries as a local group of camp supporters that provide direct funding for projects needed at the camp through spending of monies provided by donation to the Development Fund. Projects or expenditures

approved by the Development committee shall be procured directly through the development fund. All projects and expenditures taking out over \$10,000 will be reported at district conference and must be approved by the Camp Board and District Board before starting or procuring such. By July 15th development funds shall be used to fund each camp's deficit to the district, if any, for the previous year's activities. The amount in both camps' Development Funds should be documented to District Conference yearly. The amount, if any, that is restricted will be documented.

The Camp Board is responsible to the District Conference through the District Board and therefore is subject to the same restrictions regarding borrowing money and passage of property title as are imposed upon the district. To this end the Camp Board shall provide in its By-Laws the following:

“The Camp Board may borrow money when necessary to meet the approved camp development budget limited to a maximum of \$25,000 principal with repayment of principal and interest not to exceed \$5,000 for any district year without the approval by a duly constituted District Conference.”

“The passage of title of Camp Property is contingent upon approval of a duly constituted District Conference so recorded in minutes of such meeting, signed for and in behalf of said Conference by the Moderator and Recording Secretary and such minutes incorporated in the deed of conveyance by reference, the conveyance being signed by the Chairperson and Secretary of the camp board..”

The District Camp's Director(s) of Outdoor Ministries position description is on file in the District Office. The District Camp Directors of Outdoor Ministries position if possible should be filled with a minister. The responsibility of this Pastoral position as Director of Outdoor Ministries is to work with District Camp Board and Development Committees to do the grounds and building upkeep, promote usage of the District's Camping Ministry; keep camp records; Camp Carmel and Camp Placid financial responsibilities; assist in summer youth camping ministry; be creative of new visions for specialized camping ministries; work with District Churches holding events at both camps. Provide a Christian caring example when working with and assisting individuals visiting the camp; available in person or by phone when campers or groups are using the facilities.

ARTICLE X – DISTRICT HOME & THE AGING

The J.M. Reed Home for the Aged is located near Limestone, Tennessee. It was established through the will of John M. Reed, a member of the Church of the Brethren, was brought into existence and administered as a separate corporate entity. It served as a functional arm of the church seeking to minister to the needs of a special group from its origin until January 10, 1981. At that time, in order to be eligible for low interest rates to finance and expand of the facility to more effectively achieve the intent and purpose of the corporation, the Southeastern District, meeting in a specially called District Conference at Liberty Church of the Brethren, Kingsport, Tennessee, agreed upon the following release:

The Southeastern District, Church of the Brethren, releases the incorporated entity known as the John M. Reed Home for the Aged, Inc., from the control of the District including but not limited to: operation, funding, approval of activities, and further to release the home from any responsibility to return residual assets to the District should the Home cease to operate. The release is to the Board of Trustees of the home and is predicated upon the charter and by-laws of the Home being amended to provide for the continuance of seven (7) Brethren and eight (8) non-Brethren Trustees and to provide for the disposition of residual assets in accordance with the purpose set forth in the will of John M. Reed.

The District is responsible for the maintenance of seven Brethren trustees through its election procedures. The tenure of office is three years with the provision that a trustee is eligible to serve two consecutive terms if so elected and then, after one year's absence, is eligible for re-election.

ARTICLE XI – MISCELLANEOUS MATTERS

1. When internal organization is not provided for in this detail of organization such committees, commissions, or groups may perform the organization of the group to the extent found necessary for the proper functioning to accomplish the mission assigned.
2. The newly elected officers of the district organization shall become operative with the organizational meeting for the District Board immediately following conference at which they are elected except for the District Conference Recording Secretary who shall continue until completion of the district fiscal year reports required of that office. The Financial Officer shall serve on an indefinite basis.
3. A position shall be deemed vacant when the holder dies, expresses in writing the intent to vacate for whatever reason, or fails to perform (the latter being subject to interpretation by the district board and requires 2/3 vote to declare a position vacant for non-performance).
4. A called meeting shall be any meeting called by the Chairman or Vice-chairman with written notice to each member of the board, commission, committee or group at least five (5) days in advance of the designated meeting date.
5. A majority of any board, commission, committee, or group shall constitute a quorum and should normally be headed by either the Chairman or Vice-chairman. (When neither can attend a temporary chairman of a called meeting may be selected from those assembled when a quorum is present).

6. This plan of organization may be modified by query to the District Conference; a 2/3 vote of seated delegates shall be required for passage.
7. This plan of organization shall become effective upon approval of the District Conference and shall replace any and all previously approved district organizations.
8. District loan policy is established as follows: (1980 Dist. Conference)
 - a. Loans may be granted to church (and related institutions) for improvements and repairs as funds are available.
 - b. Outstanding loan (s) shall not exceed a total of \$5,000 for any one church (or related institution).
 - c. The church of church related institutions in applying for a loan shall-
 - i. Provide a written application, stating the purpose for which the loan is needed.
 - ii. The application will be accompanied by (1) a resolution from a duly constituted congregational business meeting (council meeting) authorizing such a loan request by a two thirds (2/3) vote so acknowledged in the resolution, signed by the moderator and clerk, and (2) a proposed loan repayment schedule.
 - d. If any added costs are incurred by the district in granting the loan, the church receiving the loan will reimburse the district.
 - e. The Commission of Stewards shall consider each application and provide a recommendation to the District Board regarding approval after evaluating the merits of the application, its priority in relation to other applications, and the availability of funds.
 - f. The interest rate will not be changed during the term of the loan. New or renewed loans will be one percent (1%) over the prevailing certificate of deposit rate for the term of the loan.
 - g. Approval requires two-thirds (2/3) vote of a duly constituted District Board with the count of the vote to be specifically recorded in the minutes of the meeting.

The parenthetical inclusion of “related institutions” in paragraphs a and b, have been added to harmonize the intent of the conference which added this provision in paragraph c.

ARTICLE XII – PERSONNEL QUALIFICATIONS

The qualifications listed below apply to district personnel listed herein and are keyed to alphabetical reference used in the chart of personnel listed in the plan of organization:

- A. Shall be a member loyal and faithful in service to the ideals and program of the Church of the Brethren; demonstrate consecrated Christian living in all phases of life; seek to maintain an up-to-date knowledge of the district and brotherhood programs and advance their support; demonstrate the capacity to exercise mature judgment; and possess the characteristics capable of developing and maintaining good personal relations with those contacted.
- B. Shall be familiar with parliamentary procedures and skill in presiding over a deliberative body.
- C. Shall be able to type and perform clerical work.

- D. Shall be able to read clearly and with emphasis.
- E. Shall have knowledge of handling money and preparing financial statements and reports.
- F. Some knowledge of institutional and /or agricultural operations.
- G. Ordained minister.

The following notes apply to references on the chart appearing on page 23.

1. The alternate member of the standing committee may be considered for the position of member of the standing committee following termination as alternate provided he/she was not called upon to serve on the committee during tenure as alternate.
2. The second qualification is desirable but not mandatory except in the case of three members to serve on the Commission of Ministry must be Ordained ministers, the Financial Officer and the Auditor.
3. Directors of age groups, if so established by appointment, and/or the president of each age group may be invited to attend and share in the planning of an ex-officio basis.

- * Indicates that the chairman of the committee or group is to serve.
- 0 Indicates an ex-officio capacity (advisory and non-voting).
- X Indicates an official capacity.
- # Indicates established by directives of the Annual Conference, or college as the case may be.
- XX To be appointed by the commission.

ARTICLE XIII – DISSOLUTION

The incorporated district entity being for the purpose of administering religious activities and not for individual profit, and operating under the general direction of the Christian denomination known as the Church of the Brethren, hereby provides that should dissolution occur, any assets remaining after liabilities have been settled shall be turned over to Ministry and Mission Board, Church of the Brethren, Elgin, Illinois.