

02/26/2018  
Revised Plan of Organization  
Christiansburg Church of the Brethren  
310 South Franklin Street, PO Box 5030  
Christiansburg, VA 24068

I. Name

The name of this congregation shall be the Christiansburg Church of the Brethren. The Church building is located at 310 South Franklin Street, Christiansburg, Virginia. The mailing address is PO Box 5030, Christiansburg, VA 24068. The parsonage is located at 300 South Franklin Street, Christiansburg, Virginia.

II. What the Church Is

A Loving Family, Fueled by the Holy Spirit, Grounded in God's Word, and Delivering Jesus' Forgiveness and Love to all People.

- A. Divine in its mission and purpose with the central purpose being evangelism.
- B. The organization through which Christ works for the redemption of individuals and to make the Christian principles operative in human and social relationships.
- C. The school of Christian character, with Christ at the center with the Christian community of believers consecrated to Christlike living in Christian fellowship.

III. Functions of the Church

- A. To win people to Christ.
- B. To teach and preach the Bible and Christian truth as revealed in the Bible.
- C. To provide enriching experience in worship.
- D. To inspire people and help them toward the imitation of Jesus.
- E. To nurture church members in the history, ideals and sacraments of the Church of the Brethren.

F. To provide an effective educational program in family living, missionary education, stewardship, peace, temperance, leadership education and recreation.

G. To increase Christian fellowship within the congregation, and also with other congregations and ethnic groups.

H. To provide effective pastoral care and counseling for individuals.

I. To enlist members and friends in denominational and ecumenical mission and service projects.

J. To develop a fellowship of spiritual, emotional, physical and material sharing.

K. To bring the principles of Christ to bear in all relationships.

#### IV. Church 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 new member shall diligently strive to make membership meaningful and significant. Each applicant shall be instructed in the Word of God and the faith and practices of the Church of the Brethren. The occasion of his or her reception shall be a service of spiritual dignity, beauty and meaning. The new member 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 His church. It is expected that the member shall be faithful in discharging their Christian responsibilities by way of attendance at regular worship services, communions, and other meetings of the congregation, and by their stewardship of time, talent, and treasure. The member shall remember in their daily work, and wherever they may be, that they are a part of the church and are responsible to be a Christian witness. The congregation may well consider the periodic renewal of vows and commitments for all its members.

#### A. Membership Classification

1. Active Member – An active member is one who avails oneself of the public means of grace by regularly attending church services and contributing to the support of the gospel and the various enterprises of the church in such ways as they are able.

2. Nonresident Member – A nonresident member is one who lives at such distance from the church as to make it impossible or impractical for them to discharge their membership responsibilities. Ordinarily such a member should seek a new church home where they may be actively involved and move their letter to that congregation.

3. Separated – Any member who without sufficient reason shall fail to comply with the requirements for active membership for two consecutive years, after earnest effort by the church to encourage them in observance of their vows, shall be recorded on a separate list as inactive until such time when they may again become active. Such names shall not be counted in the statistical list.

4. Absentee Status – Any member whose residence cannot be ascertained for three consecutive years shall have their name placed upon an “absent” list and shall not be counted on the statistical list.

#### B. Membership Termination

Membership in the Christiansburg Church of the Brethren may be terminated by:

1. Death.

2. Transfer by letter.

a. Letter of transfer is the property of the congregation and shall go from the granting to the receiving congregation.

3. Withdrawal.

a. This action shall be taken by the local congregation at the written request of the individual.

4. Removal.

3.

a. The name of a member may be “removed” or “dropped” from the membership rolls of the congregation when there is sufficient cause for taking such action. This shall be done only on the recommendation of the Deacon Board and by two thirds vote of Church Council.

C. Relationships of Members

1. Members shall be received by profession of faith and baptism by Trine Immersion.
2. Letters from any Protestant Denomination will be accepted without rebaptism unless requested by the person bringing their letter. Letters of membership shall be received only when the member is present unless conditions make other action desirable.
3. Members moving into this congregation should be encouraged to bring their church letter and enter joyfully into the worship and service of our Lord.
4. Members who move from this congregation should be encouraged to consider transfer of membership to a church of their choice.
5. It is vitally important that each believer does not neglect to attend worship, study God’s Word, pray, or neglect the privileges of serving the Living Lord.
6. In case of individual differences the offended believer should obey Matthew 18. Members knowing of any offense of a public nature should notify the Pastor, Moderator, or a member of the Deacon Board.

V. Pastor

Shall be the spiritual leader of the Church and shall perform the usual duties of a minister as set forth in their Record of Agreement with the Church and as outlined in the ministerial policy of the Church of the Brethren. They shall faithfully commit to:

- A. Preparing carefully, conscientiously, and prayerfully for their pulpit work.
  - B. Visiting and ministering to the sick.
- 4.

C. Ministering to the entire membership and unchurched families of the community.

D. Performing faithfully all the duties pertaining to their job description including the organization of the congregation for effective evangelism.

E. Will be the spiritual shepherd of the Church and serve as an advisor on the church program, working with Church Boards, Commissions and Committees.

1. Should work through other people and inspire others to serve.

2. Should endeavor to organize and educate people to serve in personal evangelism, visiting, counseling, leading in worship and sometimes in preaching.

3. The Pastor's central work is the spiritual care of the parish.

F. When needed, a pastor may be called at any regular or special Council meeting upon nomination by the Ministry and Missions Committee and elected by a two-thirds written ballot vote of the members present.

G. It is agreed that either party requesting termination of the Record of Agreement shall give not more than six and not less than three months notice.

H. The Pastor is an ex-officio member of all Boards, Commissions, and Committees without vote \*

#### VI. Deacon Board

The Deacon Board is in charge of arranging the physical equipment when the rites of baptism, love feast and communion are to be observed, keeping in mind the spiritual nature of these services. When requested by the minister, deacons may assist in performing these rites.

A. Deacons may also be used by the minister to:

1. Help in the visitation program of the Church.

2. Bring aid and encouragement to the sick and the invalids.

3. Assist in the anointing service, or do the anointing when no ministers are available, and the case is urgent.

5.

4. See that individuals or families suffering the lack of material necessities are not neglected.

a. All cases of material need shall be brought to the Deacons who will carefully consider these needs, recognizing they are often more basic than financial needs, and minister in the most effective way.

b. They may feel free to call upon the church, any fellowship, class or organization for counsel.

5. Aid in restoring those who have grown indifferent to active fellowship.

6. Assist in promoting the program of evangelism.

7. Work in cooperation with the Ministerial Commission in the work of Evangelism.

8. Encourage regular church attendance among inactive members.

9. Sensitive to the spiritual needs of the congregation and community.

#### VII. Moderator

Shall be a person outside the congregation, a minister or a capable lay leader chosen according to district policy.

A. Shall preside at the meetings of the Church Council.

B. Shall work cooperatively with the Minister in all matters pertaining to the church.

C. Term of office shall be at the discretion of the cabinet and moderator.

D. The Moderator is an ex-officio member of all Boards, Commissions and Committees without vote. \*

#### Assistant Moderator

Shall be a person within the congregation, who may be a minister other than the Pastor, or a capable lay leader. In the absence of the Moderator, the Assistant Moderator shall serve as the Moderator of the Church Council and shall assume the responsibilities of the Moderator as outlined above.

6.

- A. Shall be elected for a period of three years and may not succeed him or herself.
- B. Shall serve as Chairman of the Cabinet, ex-officio without vote. \*

VIII. Church Clerk

Shall be elected for a three-year term and may succeed him or herself for an indefinite period.

- A. Shall be efficient in their ability to record minutes of meetings.
- B. Shall serve as secretary of the Church Cabinet and Church Council.
- C. Shall keep an official membership list and help prepare local and district reports in

cooperation with the Pastor

- D. Shall issue letters of membership upon proper authority.
- E. Shall be an ex-officio member of all Boards and Commissions without vote. \*

Assistant Clerk

Shall be elected an indefinite term and may succeed an indefinite period.

1. In the absence of the Church Clerk the Assistant Clerk shall assume the responsibility of the Church Clerk as outlined above.
2. Shall assist the Clerk and the Pastor when called upon.
3. Shall be elected an indefinite period.

IX. Church Council

The Church Council is understood to be the final authority and governing body within the congregation. It is the church in business session under the Lordship of Jesus Christ. Its purpose is to evaluate past accomplishments and plan for the future progress of the congregation. This meeting provides opportunity for sharing and coordination of differing points of view.

A. Three regular meetings shall be held each year, as needed in January, May and September. The May council shall elect persons to offices of the church. The September Council shall approve the budget. Special sessions may be called for urgent or special business by any two of the following in consultation: The Pastor, Moderator, or Church Cabinet.

B. Roberts Rules of Order shall be the final authority for the conduct of Church Council except in the event of conflict with this document.

C. A quorum shall consist of the members present at any duly announced regular or special council meeting with no less than two Sundays notice.

D. Church elections shall be decided by a majority of the votes cast.

E. All voting shall be done by show of hands unless a member requests a ballot vote.

X. Church Cabinet

The Church Cabinet shall consist of the Church Clerk and all Commission chairmen. The moderator and the Pastor shall serve as ex-officio without vote and the Assistant Moderator shall serve as Chairman of the Cabinet. The meeting shall be at least two weeks prior to regular council meetings.

A. Shall act for the church in administering the program of the church between council meetings.

B. Shall hear recommendations from the commissions. Committees shall build the church

8.

programs which shall be presented to council for consideration and approval. The program for the coming year, with appointed personnel, will be presented to the September council meeting for approval.

C. See that the program adopted shall be carried out.

D. Attempt to bring about the fullest unity possible in the total program of the church.

E. Present nominations to Council for the appointment of Enlistment Committee members.

F. A quorum shall consist of the cabinet members present at any announced regular or special cabinet meeting.

G. The Chairman of the Cabinet shall be an ex-officio member of all boards, commissions and committees with a vote only in event of a tie.

#### XI. Commissions

All Commissions shall consist of five to seven members. The Nurture & Witness Commissions shall be elected for a term of three years and may succeed themselves for a period of one term. The Stewardship and Finance Commission and the Ministry and Missions Commission will be elected every five years and will succeed as directed by the Enlistment Committee.

A. The Commissions are:

1. Ministry and Missions Commission
2. Nurture Commission
3. Stewardship and Finance Commission
4. Witness Commission

B. Ministry and Missions

1. Serve as an advisor and counselor to the Pastor and help educate the congregation in church-pastor relationships.

9.

2. Review and evaluate the pastoral and church program at least annually and set goals for both short and long-range efforts.

3. Encourage the Pastor to build and follow a schedule which will enable him or her to have time with family, professional growth, recreation and vacation.

4. With the Pastor, arrange for a pulpit supply during his absence, and determine who shall serve in special ministries such as evangelistic and missionary.

5. Act as a search committee when a pastoral vacancy occurs, recommending the new minister through the Church Cabinet to the Church Council meeting.

6. Review pastoral agreement annually and take initiative in determining pastoral support. Make recommendations to the Stewardship and Finance Commission.

7. Work with the pastor and District Commission on Ministry in discovering and counseling new recruits for the ministry, presenting their names to the Church Council for consideration for licensing or ordaining.

8. The District Executive and/or District Commission of Ministry shall be used for counseling in areas of uncertainty.

9. Chairman is ex-officio of all boards and commissions without vote. \*

#### C. Nurture Commission:

Music & Worship will be directed by the Nurture Commission.

1. Be responsible for the supervision of the music program of the church and give special consideration to the spirit and facilities of worship.

2. Make nominations to the Cabinet for hiring or appointment of a Minister of Music or Director, organist, pianists and assistants to be approved by Council.

10.

3. Work with the choir director in recruiting new members for the choir.
4. Be responsible for keeping instruments and hymn books in good repair.
5. Be responsible for ushering programs.
6. Be responsible for planning and arranging worship centers and altar flowers.
7. Be responsible for ordering flowers to be sent in the name of the church for funerals, etc.
8. Appoint Messenger Representative, Brethren Volunteer Service (BVS) representative, Camp

Bethel representatives and obtain Sunday School teachers and assistants.

9. Vacation Bible School.

- a. Review and evaluate materials and effectiveness of educational programs and provide the best Christian Education for all ages.
- b. Provide a wide range of training opportunities for all workers.
- c. Provide adequate class room space and equipment.

10. Children's Church Director for Sunday School

- a. Motivate, enlist, train and encourage local workers with children.
- b. Plan for improvement of space and equipment.
- c. Promote and interpret best educational material and procedure.
- d. Provide superintendent with list of materials to be ordered.
- e. In absence of teachers, secure substitutes.
- f. Evaluate annually the department and make immediate and long-range plans.

D. Stewardship and Finance Commission

1. Appoint a treasurer and an Administration Assistant and supervise their work.
2. After review by the Church Cabinet, prepare a budget to be presented to the Church Council.

11.

a. Invite the Commissions to offer data on the finances which they envision as necessary for their respective areas of the next year's program.

3. Be constantly alert to the needs and trends in revenue and giving and interpret these to the Church.

4. Plan and direct procedures, programs or efforts to support the budget.

5. Cooperate with the Nurture Commission function of stewardship education in the church.

6. Responsible for supplying offering envelopes to children, youth and adults.

7. All expenditures of the church are the responsibility of the Stewardship and Finance Commission.

a. Must be reviewed by the church Cabinet.

b. Any expenditures over \$ 1000.00 will be voted on by church Council.

8. The Stewardship and Finance Commission will appoint annually an auditing Committee composed of two persons to be approved by Council to audit all accounts of the Administrative Assistant and Treasurer.

Administrative Assistant

Shall be elected for a term of three years and may succeed as determined by the Cabinet.

a. Responsible for the offering and all monies received of the total church count, record, and receipt with assistance of the CPA representative.

b. Bank all monies and provide the treasurer with a duplicate deposit slip.

c. Prepare for the treasurer monthly, quarterly and annual financial reports.

d. Responsible for mailing individual reports to donors and members as directed by the Stewardship and Finance Commission.

e. Responsible for holding in strict confidence the giving of all persons.

f. Administrative Assistant is ex-officio member without vote. \*

Treasurer

Shall be appointed for an indefinite period as determined by the Cabinet.

- a. Record and disburse funds in accordance with the church budget and the policy decisions of the Stewardship and Finance Commission.
- b. Make benevolent payments.
- c. Prepare and order all materials.
- d. The Treasurer is ex-officio member without vote. \*

Property Committee

- a. Responsible for the care and repair of all church property.
- b. Consider special requests for the use of church equipment and property.
- c. Conduct a complete fire and safety check of the building and remove all hazards and provide adequate safety equipment.
- d. Meet semi-annually with the Pastor to examine the parsonage and church property needs and make plans for any needed redecoration, remodeling and repairs.
- e. Responsible for clearing parking lot of snow and ice when necessary.
- f. Arrange special work days for the group to come together for general house cleaning or other major maintenance care which may be needed.
- g. Employ a Custodian and supervise their work with an annual review.
- h. Responsible for making safe access to the church on all walkways, steps, ramps and parking area.
- i. Maintain the upkeep of lawn and shrubs on all church properties.

13.

Custodian

Custodian shall be employed and supervised by the Property Committee. Terms shall be mutually agreed upon and financial arrangements approved by the Stewardship and Finance Commission.

- a. Keep all floors clean and serviceable.
- b. Keep all pews, chairs and equipment dusted and clean.
- c. Keep restroom facilities sanitary and supplied.
- d. Replace light bulbs as needed.
- e. Keep trash cans emptied and clean. Set out garbage cans from kitchen for pick-up by Town of Christiansburg.
- f. Keep alert to any needed repairs or suggested improvements and keep a running list available for the Property Committee.
- g. Clean windows at least semi-annually, except for large windows in the narthex and these will be cleaned monthly or more often if needed.

E. Witness Commission

The Witness Commission shall seek ways for the church to witness in both word and deed to the community and the world of the redeeming love of Jesus Christ.

1. Promote both home and foreign missionary efforts (including Brethren Volunteer Services and Church World Service).
2. Provide for the planning and promoting of local and revival efforts of the local church.
3. Seek ways that the local church can cooperate with other congregations in the area to work cooperatively in reaching out to the needs of the local community.

14.

4. Become involved in presenting and interpreting the work of the district and brotherhood in their efforts to promote Christ to the region and the world.

5. Seek ways of supporting the Church of the Brethren Disaster Ministries including Church World Service.

6. Work with local food banks and other charities in giving to those that seek assistance from area churches. This should include participating with clearing houses to ensure that churches not become victims of "scammers" that misrepresent themselves when seeking aid.

#### XII Enlistment Committee

The Enlistment Committee will be chosen by the Cabinet and presented to Council for a approval.

- A. Shall consist of five to seven members.
- B. Responsible for obtaining names of candidates to fulfill Commission and Committee positions that are being vacated with the exception of the Deacon Board.

#### XIII Trustees

Trustees shall consist of at least three members elected by council and must be approved by the court in conformity to Virginia State Law and serve at the pleasure of the church.

- A. Any Trustee who fails to function in their duties for a period of two years shall be retired and a new Trustee elected.
- B. Shall be legal agents of the church as directed by Church Council and shall be legal holders of all real estate owned.
- C. Shall review insurance on all church property with the Stewardship and Finance Commission annually.

The Chairman of the Trustees shall be an ex-officio member of the Stewardship and Finance Commission without vote. \*

15.

#### XIV Records of Agreement

- A. The Records of Agreements and job descriptions of all paid positions are on file in the church office.
- B. As a congregation, we do not discriminate against race, color, gender or National origin.

#### XV Amendment

The constitution and the by-laws of the congregation may be amended by a two-thirds vote of the voting members present at any regular session of the Church Council meeting, provided that written notice of the proposed amendment has been given at least thirty days prior to the meeting.

Organizational Calendar

January

1. Cabinet:

- a. New calendar of church events for the new year filled out.
- b. If needed, new organizational calendars for the new year distributed.
- c. New lists of officers and copies of budget and by-laws (plan of church organization) distributed.
- d. Present names of delegates to annual conference.
- e. Present names of appointees for Audit Committee.

2. Council:

- a. Delegates for annual conference recognized.
- b. Audit Committee approved.

May

1. Cabinet:

- a. Enlistment Committee presents slate of nominees for church office.
- b. Nurture Commission, with help from Enlistment Committee, presents appointment of officers and Sunday School teachers.
- c. Audit Committee's work submitted.

2. Council:

- a. Nominees for church offices elected.
- b. Audit Committee's work approved.

Sept.

1. Cabinet:

a. Present names of new commission & committee chairmen who have been elected by these groups since the May council meeting.

b. New chairmen, who will be members of the Cabinet starting in October, are urged to attend this meeting.

c. Outgoing cabinet members should give pertinent materials to incoming chairmen and assist them if needed.

d. Stewardship presents budget\_for new calendar year.

e. Enlistment Committee presents names of delegates to district conference.

2. Council:

a. Budget approval.

b. Delegates to district conference recognized.

c. New Sunday School year begins.

Oct.

1. New Church officers assume office.

2. New Cabinet:

a. Elects Vice-Chairman of Cabinet.

b. Appoints new Enlistment Committee.

\* All Ex-officio members do not have voting privileges.

Church Calendar: Financial (Jan. – Dec.)

Sunday School (Sept. – Aug.)

Official (Oct. – Sept.)

18.