

1 **RIDDLESBURG CHURCH OF THE BRETHREN**

2 **THE MISSION OF THE CONGREGATION**

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5 *Having been led, as we believe, by the spirit of God to receive the Lord Jesus*
6 *Christ as our Savior, and on the profession of faith, having been baptized in the*
7 *name of the Father, and of the Son, and of the Holy Spirit, we do most solemnly*
8 *and joyfully move forward as one body in Christ.*

9 *We engage to maintain a place of worship, teaching and preaching the supreme*
10 *authority of the Kings James Bible the infallible and inerrant word of God as our*
11 *only rule of faith and practice. To provide evangelism, revival, edification,*
12 *spiritual heritage, communion, and the working of the Holy Spirit. We will strive*
13 *for the advancement of this Church, in knowledge, holiness and spirituality; to*
14 *sustain its worship, ordinances, discipline, and doctrines; to contribute regularly*
15 *to the support of the ministry, the expenses of the church, relief to those in need by*
16 *local outreach, missions at home and abroad, and by means of Christian radio to*
17 *spread the gospel throughout all nations.*

18 *We also engage, therefore, by the power of the Holy Spirit, to walk together in*
19 *Christian love as a congregation of believers who fellowship together, willing to*
20 *serve, nurture, and comfort one another in times of need, to remember each other*
21 *in prayer, to have courtesy in speech, to be slow to take offense, but always ready*
22 *for reconciliation. We recognize the importance of nurturing our infants, children,*
23 *youth and young adults in Christian truths; to seek out the lost and share with them*
24 *the way to salvation; to walk cautiously in the world; to be just in our dealings;*
25 *faithful in our engagements, exemplary in our efforts to advance the kingdom of*
26 *our Savior.*

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32 **RIDDLESBURG CHURCH OF THE BRETHREN**

33 **ORGANIZATION AND POLICY**

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35 *We believe that our plan of local organization should be based on an*
36 *understanding of the mission of the church. This mission, set forth in the Great*
37 *Commission, may be defined as having an inner and outer direction. The inner*
38 *direction of the church is to nurture its members, seeking ever to bring them more*
39 *and more to the stature of maturity in Christ. The outer mission of the church is to*
40 *be related, as God's instrument, to the problems and needs of the world. These*
41 *two major functions of the church are achieved to the extent that they are*
42 *undergirded with stewardship of time, talent, and material resources and prayer.*

43 *We believe the congregation is a basic unit of the church at work in the world.*
44 *Servants of the Lord must be alert to the needs and the opportunities about them.*
45 *They must make their ministry a priority and should strive to communicate God's*
46 *word and love.*

47 *This statement contains two parts - the Constitution and Bylaws. The Constitution*
48 *is regarded as a statement of the fundamental principles of government adopted by*
49 *the church. The Bylaws are detailed rules and regulations which allow for the*
50 *effective working of the congregation within its basic organizational structure.*

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63 **RIDDLESBURG CHURCH OF THE BRETHREN**

64 **CONSTITUTION**

65 **ARTICLE I. NAME**

66 The name of the church is the Riddlesburg Church of the Brethren. It is located at 699 Newtown
67 Road in the community of Riddlesburg, in Broad Top Township, Pennsylvania and is
68 incorporated under the laws of the State of Pennsylvania.

69 **ARTICLE II. AFFIRMATION OF FAITH AND PURPOSE**

70 This congregation:

- 71 1. Is founded upon the faith that there is but one living God who is a personal God, who in
72 love creates, sustains, and orders all.
- 73 2. Maintains the King James Bible as the infallible and inerrant word of God. No other
74 versions are recognized as God's true word. In the Holy Scripture is recorded God's
75 search for man, which is completed in God's redemptive act in and through Christ.
76 Through His holy word God still speaks and continues to accomplish His redemptive
77 purpose.
- 78 3. Consists of a body of believers that firmly accepts and teaches the fundamental doctrines
79 of the inspiration of the Bible. We believe in the Godhead as a Triune God, consisting of
80 the Father, Son and Holy Spirit. We believe in the personality of the Holy Spirit, the
81 Virgin birth, and the deity of Jesus Christ, the atonement of His shed blood, His
82 resurrection and ascension and that He is seated at the right hand of the Father to
83 intercede for all true believers until His personal visual return.
- 84 4. Believes that the gospel is the good news that God is in Christ reconciling the world unto
85 Himself. Through the gospel God's sovereign will and Christ's redeeming grace are
86 revealed.
- 87 5. Holds that the Church is the body of Christ and is under the Lord's mandate to be faithful
88 in accepting and transmitting the gospel by word and good deed.
- 89 6. Considers that all members of the congregation are responsible for the total ministry of
90 the Church.
- 91 7. Accepts the ministry of the Church to be the proclamation and fulfillment of the gospel
92 for all people both near and far, and the nurture of individual believers in the Christian
93 faith and life.
- 94 8. Proposes to educate church members and potential members in the history and ideals of
95 the church, along with an effective educational program in family living, missionary
96 education, stewardship, peace, temperance, leadership education and recreation.
- 97 9. Strives to win persons to Christ through evangelism.
- 98 10. We further believe in the Rites of Triune immersion as the form of Baptism for believers.
99 We believe and practice feet washing as stated in John 13, carrying out to the best of our
100 knowledge His teachings concerning the Love Feast and Holy Communion. We also
101 practice by faith the Rite of Anointing the sick with oil when so requested as indicated in
102 James 5: 13-18.

103 **ARTICLE III. RELATIONSHIP TO THE WHOLE CHURCH**

104 1. The Church Universal

105 a) The local church is part of a larger whole which comprises the complete body of
106 Christ. The local church, therefore, shall recognize other Christian bodies of like faith
107 and shall seek to cooperate with, and give direction to, in line with Gods word, the
108 united efforts of the church.

109 2. The Church Denominational

110 a) The congregation will support the program of the Church of the Brethren, recognizing
111 Annual and District Conference. The congregation shall send delegates to those
112 official conferences of the Church of the Brethren in which it is entitled to have
113 representation as often as possible.

114 b) If the congregation disbands, departs from membership in the Church of the Brethren,
115 or so decreases in numbers and financial strength as to render the congregation unable
116 to fulfill its purpose, the members of the Riddlesburg Church of the Brethren will
117 remain in control of all property and will therefore make any necessary decisions
118 regarding the church and/or property by a congregational vote.

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136 **RIDDLESBURG CHURCH OF THE BRETHREN**

137 **BYLAWS**

138 **ARTICLE I. MEMBERSHIP**

139 1. Meaning of Membership

140 a) Church Membership is not to be entered into lightly or unadvisedly because it is
141 membership in the Body of Christ. Both the congregation and the member himself
142 shall diligently strive to make membership meaningful and significant. Each person
143 shall be instructed in the Word of God prior to being received into membership.
144 Membership shall consist of persons who have made a profession of their faith in
145 Christ as their Savior and Lord; who desire to be numbered among His disciples; and
146 who have experienced baptism; who are in sympathy with the faith and practice of the
147 Church. The occasion of his reception shall be a service of spiritual dignity, beauty,
148 and meaning.

149 b) Members shall be active in seeking, and the church shall be diligent in helping him, to
150 discover his rightful place in the ministry of Christ and His church. It is expected that
151 the member shall be faithful in discharging his Christian responsibilities by way of
152 attendance at regular worship services, communions, and other meetings of the
153 congregation, and by his stewardship of time, talent, and resources. He shall
154 remember in his daily work, and wherever he may be, that he is a part of the church
155 and is responsible for a witness that is Christian.

156 2. Reception of Member

157 a) Members may be received by a confession of faith in Jesus Christ and baptism by
158 triune immersion.

159 b) A letter of transfer from another Church of the Brethren, or of another Christian
160 denomination.

161 c) Reaffirmation of faith and renewal of the commitment to membership made at an
162 earlier time in another congregation.

163 3. Membership Classification

164 a) Active Member

165 An active member is one who avails oneself of the public means of grace by
166 regularly attending church services and communion and contributes to the support
167 of the gospel and the various enterprises of the church in such ways as one is able.

168 b) Non-Resident Member

169 A non- resident member is one who lives at such a distance from the church as to
170 make it impossible or impractical to discharge one's membership responsibilities.

171 c) Separated Members

172 Consists of those persons who were received into the church as members, but no
173 longer participate in the church's life or carry out the commitments expected of
174 members, and who for three consecutive years fail to respond to invitations to
175 reaffirm or renew their relationship with the congregation.

176 d) Membership Termination

- 177 a) Death
- 178 b) Transfer by letter
- 179 A letter of transfer is the property of the congregation and shall go from the
- 180 granting to the receiving congregation.
- 181 c) Withdrawal
- 182 This action shall be taken by the local congregation at the written request of
- 183 the individual.
- 184 d) Removal
- 185 1) A member has joined another church, but failed to request a letter of
- 186 transfer.
- 187 2) The congregation determines that all attempts at reconciliation have failed.
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189 **ARTICLE II. CONGREGATIONAL BUSINESS MEETING**

- 190 1. The congregational business meeting is the final authority and governing body within the
- 191 local congregation. It is the church in business session. The congregation in business
- 192 meeting shall hear reports, evaluate past accomplishment, study present conditions, and
- 193 plan for the future welfare and progress of the church. It will provide opportunity for
- 194 sharing and coordinating different points of view. The congregational business meeting
- 195 shall also elect officers, adopt budgets, rule on policy and organizational matters, and
- 196 authorize church officials to act on behalf of the congregation.
- 197 2. There shall be quarterly scheduled congregational business meetings. The meetings will
- 198 be in January, April, July, and October. Exact dates will be set at the end of each
- 199 meeting. Special meetings may be called with two weeks advance notice by the church
- 200 bulletin or announcement. Regular meetings may be changed/cancelled when necessary.
- 201 The church budget will be acted upon in the fall meetings annually.
- 202
- 203 3. The officers of the congregational business meeting shall be the board chair/vice
- 204 chairperson of the church, the board secretary, and church treasurer or assistants. The
- 205 board chairperson shall reside over meetings. The members of the church board shall be
- 206 present at the meetings whenever possible.
- 207
- 208 4. All active church members shall be eligible to vote in the congregational business
- 209 meeting. A quorum shall consist of the members present at any duly announced regular
- 210 or special congregational business meeting. Church elections and motions shall be
- 211 decided by 2/3 of the votes cast.

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213 **ARTICLE III. GENERAL CHURCH OFFICES**

214 The general church offices shall be composed of members elected at the congregational business

215 meeting who will dedicate themselves fully to the work of the Lord and the program of the

216 church.

217 **Superintendent/ Two Assistant Superintendents**

218 Those elected to position of superintendent must have a good reputation inside and outside the
219 church, must be blameless, of good behavior, not a novice, full of the Holy Spirit and wisdom.

220 **Duties:**

- 221 1. Leads the congregation in church services with prayer, scripture, announcements etc. and
222 worship.
223 2. Cooperates with the pastor, church secretary etc. for changes in programs or usual church
224 services.
225

226 **Church Treasurer/Assistant Church Treasurer**

227 Board Treasurer/Assistant and Church Treasurer/Assistant are the same office at this
228 point in time.

229 **Duties:**

- 230 1. Should have workable knowledge of financial matters.
231 2. Pay all authorized bills in a timely manner.
232 3. Establish or renew bank accounts checking, savings, and CD's as directed.
233 4. Reconcile checking account monthly.
234 5. Request board approval for all expenditures not in annual budget.
235 6. Provide for annual audit at the direction of the board.
236 7. Prepare and present Treasurer's Report at quarterly congregational business meetings.
237 8. Keep detailed ledger of all monies in and out monthly. Categorize income as *general*
238 *fund income, missions, memorial donation, or building fund* then *total income monthly*.
239 Categorize expenses by using the expense report sheet/ledger then *total expenses*
240 *monthly*. In January of the New Year the prior year will need to have all months added
241 together both *income* and *expenses* with *totals of each category*. Prepare Treasurer's
242 Report for prior year totals for presentation at January congregational business meeting.
243 Complete along with Board Secretary, the financial section of annual Statistical Report
244 due in early March, submit to Middle PA District and National Church of the Brethren.
245 9. Treasurer and Assistant Treasurer will have access to signing checks and other financial
246 documents as needed.
247 10. Due to the complexity of the job, the treasurer's position will not be subject to terms of
248 office unless requested by the treasurer or the church board. The treasurer shall be
249 elected for an unspecified term. If tenure should end, whatever the reason, a (6) month
250 advance notice should be provided for choosing and training a replacement.
251 11. Shall be an ex-officio member of the church board.
252 12. All records (including the financial records) should be open to the general membership –
253 active members – for review at any time.
254 13. Shall have two church members audit the income and expenditures of the church each
255 year.

256 **Church Secretary/Two Assistant Church Secretaries**

257 **Duties:**

- 258 1. Make accurate recordings of all financial giving at all services by offerings/gifts,
259 donations by mail or any other type of monetary contributions. All giving will be turned
260 over to the church treasurer.
- 261 2. Obtain church mail and distribute to appropriate person. (i.e. Pastor, bills to treasurer,
262 letters or announcements to congregation, youth/SS teachers, mission committee or
263 respond to inquiries as needed.)
- 264 3. Take attendance of each Sunday School Class and record each Sunday.
- 265 4. Make record of any other meetings, (i.e. Wednesday evening Youth/Bible Study, Family
266 Night, VBS, Revival services, SS picnic, Christmas and Easter Services, etc.) including
267 date, attendance, scripture, special music or readings, offering, pastor or speaker, or any
268 other applicable information pertinent to that event.
- 269 5. Update name, address, phone, e-mails, birthdays, and anniversaries for church directory.
270 Directory will also include a listing of current church positions.
- 271 6. Will work with board secretary, church treasurer, pastor and deacons, and committees to
272 provide or exchange information as needed for accurate records and reports by all.
- 273 7. Will distribute quarterly curriculum to Sunday school classes and any other paper
274 announcements.
- 275 8. Will post announcements on bulletin board in the vestibule.
- 276 9. Prepare church bulletins for Sunday morning, special services, or assign someone to
277 complete them as needed.
- 278 10. Shall keep record of members who have been repeatedly absent from church services. If
279 member does not respond to invitations to reaffirm or renew their relationship with the
280 congregation after three consecutive years, they will be listed as a "Separated Member".
- 281 11. Will maintain the criminal justice clearances of church members who are in contact with
282 children and required to hold current clearances as mandated by Pennsylvania law.

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285 **ARTICLE IV. OFFICIALS OF THE CHURCH BOARD**

286 Personnel brought to the congregation for election or appointees must be living as men and
287 women in their natural use. Lev. 18:22, Lev. 20:13, Romans 1:26-27, 1Cor. 6:9. (KJV)

288 The offices of the church board shall be composed of members elected at the congregational
289 business meeting who will dedicate themselves fully to the work of the Lord, and the program of
290 the church. In this selection, men, women and youth shall be considered in order that all interests
291 of the church may be represented. The board shall be invested with administrative powers to
292 plan, coordinate, integrate, and supervise the nurturing, witness and the stewardship function of
293 the church. The church board shall be empowered to act on behalf of the congregation, in the
294 interim, except for those actions specifically reserved for the congregational meeting as set forth
295 by this constitution and bylaws. The pastor, board chairperson, board secretary and the treasurer

296 shall be ex-officio members without vote or making a motion at executive board sessions. The
297 board chairperson only votes in the event of a tie.

298 **Officers of the church board (excluding board members) shall be elected to a four year**
299 **term. * (*unspecified term for Treasurer/Assistant Treasurer*)**

300 **The offices are as follows:**

- 301 1) **Board Chairman**
- 302 2) **Board Vice Chairman**
- 303 3) **Board Secretary**
- 304 4) **Assistant Board Secretary**
- 305 5) **Board Treasurer *(*unspecified term*)**
- 306 6) **Assistant Board Treasurer *(*unspecified term*)**

307 **Church Board Members**

308 **There shall be (5) five Church Board Members (2) elected for three year term, and (3)**
309 **elected for a four year term.** The majority who are present will rule. In the event of a tie the
310 board chairman shall decide vote, otherwise the board chairman will be ex-officio at executive
311 board meetings.

312 **Duties of the Church Board**

- 313 1. Recognize the privilege and responsibility you have been given.
- 314 2. Administer and evaluate all phases of the church programs and building structure, and
315 project budget needs.
- 316 3. Attend the bi-annual congregational business meetings and when the need arises, other
317 executive board meetings.
- 318 4. When an interim pastor is needed, it shall be the duty of the church board and the deacons
319 to recommend a suitable person for the consideration of the church congregation.
- 320 5. Fill all vacancies in elective offices occurring between elections and fill other vacancies
321 not otherwise provided for.
- 322 6. Review the proposed budget for presentation at the fall congregational business meeting.
- 323 7. Approve and supervise the expenditure of all funds not previously approved of in the
324 annual budget.
- 325 8. Receive, consider, and make disposition of concerns brought by any committee or
326 individual member. Any new business should be brought to the board before the next
327 scheduled congregational meeting.
- 328 9. Prepare a ballot when needed for use at the congregational business meeting for special
329 circumstances.
- 330 10. A majority of the church board members are required to decide vote. In the event of a
331 tie the board chairperson shall be the deciding vote.
- 332 11. Report, within reason, its activities and actions at the congregational business meetings.
- 333 12. Bring recommendations to the congregational business meeting when major church
334 policy needs revision or is involved.

- 335 13. Participate in committee and board deliberations. Listen to church members and vote
336 your convictions with prayer.
337 14. Offer support to the Chair of the Board, to the Pastor, and to each other.
338 15. Major decisions such as membership acceptance/termination, termination of pastor, or
339 financial decisions that would exceed over two thousand dollars should be taken to the
340 congregation for consideration.
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342 **Duties of the Board Chairman and Vice Board Chairman**

- 343 1. Shall preside over congregational business meetings.
344 2. Prepare agenda for the congregational business meeting.
345 3. Shall work cooperatively with the pastor in all matters pertaining to the church.
346 4. Act as a facilitator. Your job is to help the church board and committees or commissions
347 to function. Call meetings, set the agenda, stimulate discussion.

348 **Duties of the Board Secretary and Assistant Board Secretary**

- 349 1. Shall be efficient in the ability to record minutes, decisions, and recommendation of the
350 executive board and congregational business meetings.
351 2. Will be in charge of important documents and their safe keeping (meeting minutes,
352 official membership list, baptism records, and any other documents as requested for
353 record keeping.)
354 3. Will maintain an official membership list and prepare local, district and national
355 statistical reports annually along with the board treasurer and church secretary.
356 4. Shall issue letters of membership and letters of transfer upon proper authority.

357 **Duties of the Board/Church Treasurer and Assistant Treasurer**

- 358 1. Board Treasurer/Assistant and Church Treasurer/Assistant are the same office at this
359 point in time
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362 **ARTICLE V. DEACON RESPONSIBILITIES**

363 The New Testament office of deacon had its origin in meeting the needs of widows. The word
364 “deacon” refers to a servant or an attendant – as one who is called to serve tables. The disciples,
365 busy sharing the good news with new people were criticized for neglecting their responsibility to
366 widows. Therefore, the disciples selected “seven men of good repute, full of the Spirit and of
367 Wisdom”, to attend to the task of providing relief for the widows. As the church matured the
368 deacons were given other responsibilities as well as visiting the sick and the poor, caring for
369 orphans and assisting in administering the elements of communion.

370 In the Church of the Brethren, the deacons have traditionally had responsibility for the physical
371 arrangements for baptism and Love Feast, as well as for the spiritual and material welfare of the
372 membership. Its duties differ significantly from the tasks of committees, whose responsibilities

373 are expressed in programs aimed to support, nurture, teach, and direct the ministry and mission
374 of all the congregation. In contrast, the Deacon is concerned with the personal needs of
375 congregational members. Deacons are to have particular concern for nurturing new converts and
376 the unity within the fellowship. The qualifications for being a deacon in the early church were set
377 forth by Paul in his First Letter to Timothy, perhaps the most important of which was that, “they
378 must hold the mystery of the faith with a clear conscience”. What Paul observed then bears truth
379 in our own time “...those who serve well as Deacons gain a good standing for themselves and
380 also great confidence in the faith which is in Christ Jesus”.

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382 **The duties of the Deacons shall be:**

- 383 1. To plan and provide for Love Feast and Holy Communion.
384 2. To assist the pastor in planning and carrying out baptism and anointing.
385 3. To assist in membership visitation.
386 4. To act as an advisory to those working with membership rolls and shall be available
387 to help with the church directory.

388 The church board shall make recommendations to the congregation stating the number of
389 deacons needed in serving the church.

390 The church congregation, in continual prayer, shall search their membership for men who are of
391 honest report, full of the Holy Spirit and wisdom. A congregational vote will be necessary to
392 ensure the whole congregation is pleased with the nomination(s).

393 Nominated persons may accept or decline the position. Upon a person accepting the position of
394 deacon, they will be prayed for and will have hands laid upon them prior to assuming any duties
395 of the position. Deacons may be elected for life.

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397 **ARTICLE VI. COMMITTEES**

398 **MISSION STATEMENT OF THE COMMITTEES**

399 The committees will recognize that everything we have is a gift from God, belongs to God, and
400 is to be used to serve God. The work of these committees is directly related to enabling and
401 accomplishing the ultimate mission of the church. The committees should plan for the wise use
402 and development of the congregation’s resources in time, ability, property, and money, that they
403 may be dedicated to the purposes of God.

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405 **Building Committee**

406 Will consist of three members for a three year term.

- 407 • Should have general knowledge of building repair and troubleshooting.

- 408 • Be familiar with companies who supply fuel oil, clean and service furnace, electric,
409 phone, sewage providers, garbage, and township regulations when needed.
- 410 • Shall maintain all church property in proper repair, routinely inspecting the building,
411 furnace, central air system, electric, plumbing, land, parking lot and any other aspect of
412 the building or equipment.
- 413 • Shall work with the church board to report building problems etc. and bring solutions to
414 be acted upon within the financial allowance of two thousand dollars. Any problem
415 exceeding this amount will need to be brought to the congregational business meeting for
416 consideration.

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418 **Nurturing Committee**

419 Will consist of three members for a three year term.

- 420 • Will direct the congregation's witness to the community by making visitors feel welcome
421 and providing visitor packets, ministry to the needy, and creative outreach.
- 422 • Will be responsible for sending get well, thank you, sympathy cards etc.
- 423 • Will organize funeral dinners, Easter sunrise service, prepare fruit baskets/food boxes at
424 Thanksgiving/Christmas for the church members who are shut-ins, in nursing homes, or
425 other needy families, assist with other special events as needed and **recruit others to**
426 **help when needed.**
- 427 • Will communicate with the pastor, deacons and general church secretary to get addresses
428 and status of those in hospital or other needs so that cards may be sent or phone calls
429 made.
- 430 • Will maintain a list of those who have been absent to follow up with a note of concern.
- 431 • Payment for supplies will be reimbursed with a receipt/or check provided by the church
432 treasurer. Any expenditures other than greeting cards, stamps, visitor's packets or minor
433 expenses will need approval from the church board or at congregational business meeting
434 before ordered or purchased.
- 435 • Will purchase curriculum and educational materials for the church.

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437 **Mission and Witness Committee**

438 Will consist of three members for a three year term.

- 439 • Should research any mission suggestions brought to the committee.
- 440 • Update mission bulletin board and mission binder regularly.
- 441 • Remind church that any suggestions for additions or deletions of a mission should be
442 brought to the committee at least one month before fall business meeting.
- 443 • Keep within allotted annual budget using prior year as a guideline unless otherwise
444 directed.

- 445 • Prepare list of missions to include: each mission’s statement and beliefs, amount of
446 suggested donation, and address information. The list will be submitted to church
447 treasurer at least three weeks before the fall congregational business meeting.

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449 **ARTICLE IX. WEDDING AND MARRIAGE POLICY**

450 The purpose of this church in regard to weddings and marriage is to establish stable Christian
451 homes where Christ is honored as head of the home. The following policies are established
452 toward that end.

453 Marriage is part of God’s plan for his creation and has been established by God Himself.
454 (Genesis 2:24) Marriage completes a man and a woman by making them one flesh. It is
455 designed to reflect the relationship of Jesus Christ and the Church. The Riddlesburg Church of
456 the Brethren is committed to doing everything we can to help you establish a stable Christian
457 home where Christ is honored. This policy is enacted to help in this service.

- 458 1. All weddings must be cleared through consultation with the Pastor. Any wedding
459 held at the church must give 3 months advanced notice prior to the date of the
460 wedding. (Special consideration will be given as needed but this consideration is at
461 the discernment of the Pastor.)
- 462 2. A minimum of four to six hours of Christian marriage conferences shall be required
463 with the pastor including a marriage inventory and assigned homework.
- 464 3. The couple needs to be regular attendees of the Riddlesburg Church of the Brethren
465 or of another Christian church, with sufficient reason why the service is not being
466 held under that church’s current Pastoral supervision.
- 467 4. Weddings will only be conducted for those who have demonstrated the maturity and
468 compatibility to have a stable relationship that honors Christ.
- 469 5. A divorced party(s) wishing to be married must give sufficient information to the
470 pastor to determine that the divorce was either prior to Christian conversion or
471 justified on the ground of adultery, desertion, or abuse according to scripture.
472 Matt.5:31; I Cor. 7:12-16, Matt.19:1-9; II Cor. 5:17.
- 473 6. No weddings will be performed that are considered to be against the word of God,
474 such as same sex unions. Riddlesburg Church of the Brethren will not acknowledge
475 or perform any marriage unless it is between one man and one woman, according to
476 their birth gender, with no exceptions. *(As unanimously voted on at the*
477 *Congregational Business Meeting on 10/20/2013)*
- 478 7. Couples wishing to use the church building for a wedding to be conducted by another
479 pastor must meet guidelines 1-6 above. The pastor who will perform the wedding
480 must speak to the Riddlesburg Church of the Brethren pastor for approval.

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485 **ARTICLE X. PASTOR**

- 486 1. The congregation shall employ a pastor when needed. He shall be a person whose
487 faith, aptness to teach, preach, administer, and whose educational qualifications have
488 been examined in consultation with the proper authorities in the Church. He shall
489 preferably be properly ordained, except in interim situations, with approval by the
490 Church Board. The pastor shall accept and adhere to the faith and practices of the
491 Church according to the KJV Bible, and his life and conduct shall witness to his
492 Christian faith.
- 493 2. The pastor shall be the spiritual shepherd of the congregation. He shall be an ex-
494 officio member of the board and the committees. The pastor shall preach and teach
495 from the King James Bible, administer the baptisms, communion, anointing, revival
496 services, dedications, weddings, funerals, visit, and in various other ways aid his
497 parish in the worshiping and serving of God.
- 498 3. When at any time the Pastor shall decide to terminate the relationship with the
499 Church, the Pastor shall give the Church a notice of not less than thirty days.
500 Termination of the office shall be voted upon at a congregational meeting of the
501 Church.
- 502 4. If the circumstances are such that the Church is considering asking the Pastor to
503 terminate his Pastorate, the Church Board must examine the circumstances. If
504 termination is necessary, an affirmative vote required to make this decision shall be $\frac{3}{4}$
505 of the members present and voting at a congregational meeting. Notice of this
506 congregational meeting and its purpose must have been announced on two successive
507 Sundays. Immediate dismissal will apply.

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510 **ARTICLE XI. CHILD CARE POLICY AND PROCEDURE**

511 **Clearances**

512 Appropriate screening of volunteers protects the children, the volunteers, and the congregation.
513 In accordance with the laws of the State of Pennsylvania, any volunteer who has direct contact
514 with children is required to hold current required clearances. Clearances will be kept on file in
515 the church office.

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517 **Personnel**

518 Any church member involved with children, in a teaching capacity, shall be approved by the
519 church board. A youth leader shall be a person of high moral standards in line with the King
520 James Holy Bible and possess unquestioned Christian character, having a knowledge of
521 principles and biblical doctrine as gained by at least three years of membership within this
522 Church.

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Sunday School Groups

Age groups for Sunday School classes are as follows:

- Primary – ages 2-8
- Intermediate – ages 9-12
- Junior – ages 13-17
- Adult – ages 18 and up

ARTICLE XII. AMENDMENTS

This constitution and the bylaws may be amended by 2/3 vote of the members present and voting at any congregational business meeting.

In order for a proposed amendment to be brought to the business meeting, there must first be a concern expressed in writing to the board. The board will be responsible for reviewing the constitution to see if the amendment is in order, and will then bring it to the business meeting.

The board secretary shall be responsible for having any newly adopted amendment revised on official records and to publish in church bulletin or post with announcements.

ARTICLE XII. PARLIAMENTARY PROCEDURE

Roberts Rule of order shall be the guide in parliamentary practice in all business meetings, insofar as it does not conflict with the foregoing rules. A set Quorum is not required to conduct business meetings. Unless otherwise stipulated in this Constitution, a majority vote of those present shall be sufficient for the passage of any motion.

ARTICLE XIII. SUPERSESSION

These bylaws, adopted _____, supersedes any and all previous bylaws followed by the Riddlesburg Church of the Brethren. These bylaws supersede all bylaws of the denomination of the Church of the Brethren.