

RULES AND REGULATIONS of
NEW PHILADELPHIA MORAVIAN CHURCH

(Adopted by the Church Council of November 25, 1962,
Amended October 10, 1982, October 29, 1989 and October 26, 1997, October 23, 2005.)

ARTICLE I

ORGANIZATION

Section 1. Name:

This Church shall be known as the New Philadelphia Moravian Church of Forsyth County, State of North Carolina.

Section 2. Organization:

It is organized under the rules and regulations of the Moravian Church in America, Southern Province, by authority of the Board of Provincial Elders of the Southern Province of the Moravian Church, or Unitas Fratrum. It owes its allegiance and renders its reports to the Synod of the Southern Province under whose constituted authority it carries on its work.

Section 3. Object:

Its object is to be a true church of Jesus Christ and to further the interests of the Kingdom of God according to the Moravian Church as determined by its General Synods and the Provincial Synod of the Southern Province.

ARTICLE II

MEMBERSHIP

Section 1. Classification:

The members of this congregation are classified as communicants, non-communicants, associates, and children.

Section 2. Communicant Members:

A. Communicant members are all persons who have been admitted to the Communion of the Moravian Church by authority of the Board of Elders.

B. Communicant membership is open only to those who are willing to make a public profession of faith in Jesus Christ as their Saviour and Lord.

C. Application for membership is to be made to the Board of Elders, which Board shall determine whether applicant shall be received, and how he shall be received. These provisions may be delegated to the Pastor by the Board of Elders.

D. Communicants will be received in one of the following ways, depending upon their previous experience:

(a) Adult Baptism - Persons not previously baptized will be admitted by Adult Baptism upon their own testimony.

(b) Confirmation - Persons baptized in infancy will be received by Confirmation upon their own testimony

(c) Letter of Transfer - Persons who are members of any Christian church will be received by the right hand

of fellowship on the basis of a letter from their former congregation, but the Board of Elders may accept such applicant upon his or her statement if a letter of transfer is not available and the Board is satisfied as to his or her eligibility for membership.

(d) Reaffirmation of Faith - Persons who have been baptized and admitted to Communion in any Christian church will be received by the right hand of fellowship on the basis of a statement of this fact in a public service, provided they find it impossible to secure a letter from their former congregation for any reason.

(e) Readmissions - Members of this congregation who have been dropped may be readmitted by the Board of Elders if they have stated and shown their willingness again to become active in the church.

E. All applicants for communicant membership in this congregation shall receive such instruction as their circumstances may require.

F. All persons becoming communicant members of this congregation shall be furnished with a copy of the rules and regulations of the congregation, including a copy of the rules and regulations governing the graveyard, and such other literature as shall inform them concerning the doctrines, history and practices of the Moravian Church.

Section 3. Communicant Members in Good Standing:

A communicant member remains in good standing as a member of this congregation as long as he:

A. seeks to be a sincere follower of Jesus Christ

B. attends the church services

C. participates regularly in the Holy Communion

D. contributes to the financial support of the church as the Lord prospers him and pays in full all pledges made for the support of the church. Any member at any time may request of the Board of Trustees that he be permitted, for cause, to reduce his pledge or be excused from financial support of the church.

Section 3b. Associate Members:

Any communicant member of this congregation in good standing may transfer his/her membership to another Moravian congregation or to the congregation of another Christian church and retain an associate membership in this congregation provided the following conditions are fulfilled:

1. That along with his/her request for a letter of transfer he/she applies in writing for permission to retain an associate membership.

2. That said congregation is not in the greater Winston-Salem residential area.

3. That he/she makes an annual financial contribution sufficient to offset any expenses incurred as a result of one's associate membership status. The amount will be fixed by the Joint Board and will be made known to all associate members.

4. Former members who transferred prior to the adoption of associate membership classification may also be eligible provided they meet all the aforementioned requirements.

Associate members are ineligible to vote at Church Council or hold church office, including Synod delegate. Associate members who are communicant members in another Moravian congregation are not included in the annual membership statistics of this church.

Section 4. Non-Communicant Members:

Non-communicants are all persons, under the age of 18, who have received the rite of child baptism in this church, but have not been admitted to Communion. Children who have been baptized in other churches, but whose parents become communicant members of this congregation, shall be considered non-communicant members of this church.

Section 4b. Communing Children:

Baptized children may be admitted to Holy Communion after appropriate pastoral instruction and counseling with the children and their parents concerning the meaning and observance of the Lord's Supper.

Section 5. Children of the Church:

The children of the church are all unbaptized children, under the age of 18, of communicant members and all other children enrolled in the Sunday School.

Section 6. Inactive Members:

A. Members who become inactive over a period of time and who cannot for the present be reclaimed to active membership will be placed on an inactive roll by action of the Board of Elders. (Such members may likewise be returned to the active roll by action of the Board of Elders when the Board determines that such members have become active again in the life of the congregation.)

B. Those placed on such an inactive roll will be informed that by virtue of their status as inactive members they would:

1. be visited and extended the ministries of caring that other members receive, including admission to the Lord's Supper;
2. receive the Newsletter of the church;
3. be ineligible to vote at Church Council or hold church office;
4. not be counted in the statistics of the congregation;
5. be given a qualified letter of transfer if they requested a letter of transfer; and
6. have no privileges of burial in the church's designated graveyard.

C. If, after repeated efforts to minister to an inactive member and to bring him or her back into active fellowship within the congregation, the person remains inactive, the Board of Elders or Church Board may remove that person from the roll of that church.

Section 7. Discipline of Members:

The Board of Elders will make every effort to determine what pain or need lies behind behavior of any one of its members who displays conduct unbecoming a Christian and will fulfill appropriate ministries to him or her. When such ministry is rejected, the Board of Elders may enact discipline which is deemed constructive for the spiritual growth of that person. Members who have been disciplined shall in all cases have the right of appeal to the Provincial Elders' Conference.

Section 8. Transfer of Membership:

Any member desiring a letter of transfer to another Moravian congregation or another Christian church shall make application, either in person or by letter, to the Pastor, who shall issue such transfer or dismissal upon approval of the Board of Elders.

ARTICLE III

EXECUTIVE BOARDS

For the management of the affairs of the congregation, there shall be two executive boards, the Board of Elders and the Board of Trustees. Members of each Board shall serve for three years and shall be so elected that, as nearly as possible, one-fourth of them shall retire each year. A member may be re-elected to either Board after an intermission of two years.

Newly elected Board members shall take office on the first day of January following their election. Their term of office shall end on December 31 of the third year following their election. Whenever a member of either Executive Board is absent from three regular meetings in a row, that Board shall review these absences and shall have the authority to replace this member or take other action as they deem necessary.

Whenever a vacancy occurs, that Board may appoint a communicant member of good standing to serve the unexpired portion of that term of office. If the unexpired term of office is longer than one year, the individual appointed to serve it shall not be eligible for re-election. If the unexpired term is one year or shorter, the individual would still be eligible to be elected to a full term. However, he or she would not be noted on the ballot at Congregational Council as "incumbent."

Section 1. Board of Elders:

A. Organization:

The Board of Elders shall consist of eleven members of the congregation of legal age and the pastor(s). The Senior Pastor shall be Chairman. The Board of Elders shall meet regularly once each month and at such other times as may be necessary. Seven members of the Board shall constitute a quorum. Parliamentary procedure shall be observed at all meetings and be governed by Robert's Rules of Order. At the first meeting each year of the Board of Elders, the Board shall elect a Vice-chairman, who shall preside at all meetings in the absence of the Pastor, and who shall serve for one year or until his successor is elected. At said first meeting, the Board shall also elect a Secretary, who shall serve for one year or until his successor is elected.

B. Duties and Authority:

- (a) The Elders are especially charged with the spiritual care and oversight of the congregation and its members. They shall strive to see that the congregation carries out the rules of Synod and the principles of the Brotherly Agreement.
- (b) They shall regulate the meetings of the church for public worship and see to it that these services are carried out according to the best ritual and usage of the Moravian Church.
- (c) They shall have the oversight of the Christian training of the children and youth of the congregation.
- (d) They shall decide all matters pertaining to the admission, dismissal, suspension and exclusion of members.
- (e) They shall appoint organists, choir directors, ushers, sacristans, dieners, and all other assistants at public services.
- (f) They shall appoint a Music Committee of five members from the congregation, who may or may not be members of either Board. It shall be the duty of the Music Committee to study and make recommendations to the Board of Elders concerning the music program of the church. The Music Committee shall also screen applicants for the various positions to be filled in the music program and make recommendations to the Board of Elders and otherwise perform such duties as may be assigned to the Committee by the Board.
- (g) It shall be the duty of the Board of Elders to review the list of communicant members annually. They shall make a note of all members who have made no spiritual or financial contribution to the church in the past

year. A member of the Board will then personally, if practical, contact all such persons to invite them again to take an active part in the work of the church. The Board shall designate the time for such person or persons to become active, which time shall be not less than thirty days nor more than six months. If no positive response is given by such person or persons within the designated time, the Board will then place their names on the inactive roll.

(h) If any member of this congregation be guilty of such conduct as is unbecoming of a Christian, it shall be the duty of the members of the Board to seek to lead such person or persons to Christian repentance. If such efforts are unsuccessful, the Board may, in its discretion, enact discipline which is deemed constructive for the spiritual growth of the person.

(i) Any person who is suspended or excluded from church membership for any reason shall be given notice of such action in writing by the Secretary of the Board of Elders.

(j) The Board of Elders may dismiss to another congregation any member who requests a letter of transfer.

(k) It shall be the responsibility of the Board to see that Holy Communion is administered at least six times each year, and to approve an appropriate committee to assist the Pastor in administering private Communion in case of illness of any communicant.

(l) A lovefeast shall be held at least four times each year and shall be considered a service of worship, praise, and fellowship for all people.

(m) Baptisms, funerals, and marriages may be held at any time, provided proper arrangements are made with the Pastor ahead of time, and provided they do not conflict with previously scheduled activities. The Pastor shall officiate at all such rites unless he gives his consent to other arrangements, but he may be assisted in any of these services at any time.

(n) The Board of Elders may delegate its authority and responsibility for the arrangement of church services, including worship, Holy Communion, lovefeasts, baptisms, funerals, and marriages, and its dealing with applicants for church membership to the Pastor or Assistant Pastor.

(o) It shall be the duty of the Board of Elders to set the time for the annual meeting of Church Council and to call special meetings of the Church Council in accordance with the rules and regulations herein set out pertaining to Church Council meetings.

(p) At least 30 days prior to the Annual Church Council that is held each October, the Board of Elders shall elect a Nominating Committee, which shall ordinarily consist of all those board members retiring from service to the Board of Elders or the Board of Trustees at the end of the current calendar year. In no case will the Nominating Committee consist of fewer than 5 persons. The Nominating Committee shall make its report and its report shall be publicized by the Board at least 2 weeks prior to an election.

(q) It shall be the responsibility of the Board of Elders to keep the congregation informed concerning the spiritual affairs of the congregation.

Section 2. Board of Trustees:

A. Organization:

The Board of Trustees shall consist of twelve members of the congregation of legal age. Seven members of the Board shall constitute a quorum. The Pastor and/or Assistant Pastor shall be additional members of the Board, with a voice in such matters as might come before the Board, but without a vote. The Board of Trustees shall meet regularly once each month and at such other times as may be necessary. At the first meeting each year of the Board of Trustees, the Board shall elect a Chairman, Vice-chairman and a Secretary, who shall serve in their respective capacities for a period of one year or until their successors are elected. Parliamentary

procedure shall be observed at all meetings, which shall be governed by Robert's Rules of Order.

B. Duties and Authority:

(a) The Trustees are especially charged with the oversight of the temporal affairs of the congregation. They shall strive to see to it that all salaries and bills of the congregation are paid promptly. They shall see that sufficient means are raised to support the congregation adequately and to meet the obligations for Provincial and benevolent causes.

(b) They shall keep all church property, including the church grounds and graveyard, in good repair and in an attractive condition.

(c) They shall have charge of all permanent funds of the congregation, exercising the greatest of care to invest safely such funds.

(d) They shall make full settlement with the Treasurer of the Southern Province near the close of the fiscal year, and furnish said Treasurer, as early as possible thereafter, an audited statement of the financial affairs of the church, and shall furnish to the Provincial Financial Board a budget for the coming year.

(e) The Board of Trustees shall appoint annually a Treasurer of the church, who may or may not be a member of the Board. Such Treasurer shall receive and be in charge of all current funds of the congregation except the Graveyard Fund. He shall make disbursements only at the direction of the Board of Trustees. He shall also attend the meetings of the Board of Trustees or Joint Board whenever he is invited to be present. He shall prepare for the Board of Trustees an annual report for distribution to the congregation.

(f) The Board of Trustees shall appoint annually a Financial Secretary of the Church, who shall be responsible for recording all income from pledges. He shall make a report each quarter to the members who make a pledge to the church, showing the amount of their pledge, the amount which should have been paid on such pledge, and the amount which has actually been paid. He shall attend meetings of the Board of Trustees when he is invited and otherwise perform such duties as may be assigned to him by the Board. Non-pledging members also receive statements.

(g) It shall be the duty of the Board of Trustees to review a list of communicant members annually, and at other times at its discretion, and report to the Board of Elders the names of such members who, in the opinion of the Trustees, are making unduly small or no contribution to the expenses of the church.

(h) Upon being presented with sufficient reason, the Board of Trustees may reduce pledges or excuse members from the payment of pledges.

(i) The Board of Trustees shall appoint annually a Caretaker, a Building and Grounds Committee, a Graveyard Committee, a Relief Committee, and such other officers and committees not otherwise provided for as the Board may deem necessary in order to perform its duties.

(j) The Board of Trustees shall appoint annually a Graveyard Treasurer, who may be a member of the Graveyard Committee. He shall be responsible for all money received for the graveyard and shall make disbursements at the order of the Board of Trustees.

(k) The Board of Trustees shall promulgate rules and regulations governing the graveyard and cause the same to be published for distribution to the membership and to new members. These rules and regulations may be amended from time to time, but appropriate notices of such amendments shall be furnished all communicant members.

(l) They shall appoint a committee of auditors from the membership of the congregation to examine in detail the accounts of the Church Treasurer and the Treasurer of the Graveyard Fund at the end of each fiscal year, or at its discretion, may arrange for an independent audit to be made. Auditor's report may be seen by members

of the congregation in church office.

(m) At the close of each fiscal year, the Treasurer shall make an annual report to the congregation.

(n) It shall be the responsibility of the Board of Trustees to keep the congregation informed concerning the financial affairs of the church.

Section 3. Joint Board:

- A. The Boards of Elders and Trustees each have separate spheres of activity and are not to interfere with one another in the performance of their respective duties; one having charge of the spiritual, and the other of the temporal concerns of the church; yet it is desirable that they should be on terms of brotherly cooperation and confer together in such cases as may arise where each Board is interested, or where such mutual conference may result for the good of the congregation. When the two Boards are meeting together, they shall constitute and be known as the Joint Board.
- B. A meeting of the Joint Board may be called by the Pastor or, in his absence or failure to call such a meeting, a meeting may be called by (1) the Chairman of the Board of Trustees or (2) the Vice-chairman of the Board of Elders. The presiding officer of the Board of Elders shall preside over all joint meetings. In the absence of such presiding officer or officers, the Chairman of the Board of Trustees shall preside. The Secretary of the Board of Trustees shall act as Secretary to the Joint Board. In his absence, the presiding officer shall appoint an Acting Secretary.
- C. . The Joint Board shall be actually one Board composed of the members of the Board of Elders and the Board of Trustees. A quorum shall consist of at least seven Elders and seven Trustees. Any action taken shall be approved by a majority of the Joint Board members present at a properly constituted meeting.
- D. . The Joint Board shall cooperate with the Provincial Elders' Conference in carrying out the rules and principles enacted by Synod.
- E. The Joint Board shall, prior to the beginning of each fiscal year, prepare a budget of expenses and contributions for the guidance of the financial affairs of the congregation, this budget to be covered by a subscription from the membership.
- F. . The Joint Board shall confer with the Provincial Elders' Conference concerning the issuance of calls to prospective pastors and assistant pastors. The Joint Board shall decide upon a prospective pastor or assistant pastor and request the Provincial Elders' Conference issue a call to such person without first consulting the congregation in Church Council or otherwise. Should the need ever arise, the Joint Board is authorized to file a written complaint concerning the Pastor or Assistant Pastor with the Provincial Elders' Conference and to prosecute such complaint.
- G. . The Joint Board is authorized to decide whether or not a Director of Religious Education is to be called or commissioned and shall confer with the Provincial Board of Christian Education concerning the transmission of letters of commission to prospective Directors of Religious Education.

Section 4. Use of Church Property:

A. There shall be annually established by the Executive Boards a committee which shall determine for what purpose the church-owned buildings, grounds and other property may be used and which shall seek to regulate their use in such a way as to avoid conflict between groups that use them.

The committee shall consist of the following members: the senior Pastor, three members of the Board of Elders and three members of the Board of Trustees. Committee members from the Executive Boards shall be chosen by their respective Boards.

ARTICLE IV

CHURCH COUNCIL

Section 1. Composition of Council:

The Church Council is composed of all communicant members of the congregation who are eighteen years old or older in good standing.

Section 2. Organization:

A. Officers:

The Pastor shall be Chairman of the Church Council. In his absence (1) the Vice-chairman of the Board of Elders or (2) the Chairman of the Board of Trustees may convene the Council and preside until a chairman is elected, which shall be the first order of business.

A Secretary shall be elected at the annual meeting, who shall serve for a period of one year or until a successor is elected. In the absence of the Secretary, the presiding officer shall appoint an Acting Secretary for that particular meeting. It shall be the duty of the Secretary to keep a true and accurate record of the proceedings of the Council, which record shall be carefully preserved.

Section 3. Meetings:

A. Annual Meetings:

Church Council shall be convened each October, the specific date and time to be determined by the Board of Elders at least two weeks in advance thereof.

B. Special Meetings:

The Board of Elders shall have the authority to call a special meeting of Church Council at any time. Upon request of the Board of Trustees, it shall be the duty of the Board of Elders to call such meeting. It shall also be the duty of the Board of Elders to call a special meeting at the request of at least twelve communicant members of voting age in good standing, provided such request is in writing, is signed by the members making the request and states the purpose for which a meeting is requested.

C. Notice of Meetings:

All meetings shall be announced on at least two occasions of public worship two weeks before Church Council, and in such other manner as the Board of Elders shall deem proper to secure the largest possible attendance, interest and cooperation of the church membership.

D. Quorum:

A quorum at any meeting shall consist of not less than forty members of the Church Council.

Section 4. Business:

A. Elections:

At the annual meeting, in addition to electing a Secretary, the Church Council shall elect such members of the Board of Elders and Board of Trustees as is herein required under Article III entitled "Executive Boards," and delegates to the Provincial Synod, in such years as a Synod shall be convened. The entire report of the Nominating Committee shall be received when the business of elections is called by the Chairman, and each name submitted shall be considered in nomination for the respective office. However, nominations may be made from the floor for any office, and the floor shall be open for such nominations for each respective office. All elections shall be by written ballot, and a majority of all votes cast shall be necessary for an election. Such number of ballots shall be taken as may be necessary.

B. Fiscal Year:

The Church Council shall adopt a fiscal church year and may change the same, provided the same shall not be inconsistent with Provincial rules and regulations laid down by constituted authority.

C. Procedure:

Parliamentary procedure shall be followed and governed by Robert's Rules of Order.

D. Rules and Regulations:

The Church Council shall adopt rules and regulations governing the affairs of the church and the Executive Boards and amend the same from time to time in accordance with said rules and regulations.

E. Other Business:

Any other business which affects the congregation and which has not been specifically delegated to the Executive Boards may be brought up at any meeting of Church Council. Every member of the Council shall have the right to give expression to his or her opinion concerning any matter under consideration, which, however, must always be done in a proper and brotherly manner.

ARTICLE V

AMENDMENTS

Any amendment to the Rules and Regulations must be made public two weeks prior to the Church Council meeting. Amendments must pass by a two-thirds majority of all votes cast. Amendments must be published to the congregation. No proposed amendments shall conflict with legislation adopted by Provincial Synod.

ARTICLE VI

EFFECTIVE DATE

These rules and regulations shall be effective from and after the 25th day of November, 1962, when they were approved by a two-thirds vote of Church Council, and amended October 10, 1982, October 29, 1989, October 26, 1997 and October 23, 2005.