

# RULES AND REGULATIONS OF NEW PHILADELPHIA MORAVIAN CHURCH

*Approved by the Congregational Council of October 27, 2019*

## **ARTICLE I. ORGANIZATION**

**Section 1.** Name: This Church shall be known as the New Philadelphia Moravian Church (NPMC) of Forsyth County, North Carolina.

**Section 2.** Organization: NPMC is organized under the Book of Order 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: The object of NPMC 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:

A. Non-Communicants

1. WC=Watch Care (All unbaptized persons under the age of 21 years.)
2. BC=Baptized Children (All Baptized Children)

B. CC=Communing Children: Baptized children who have been admitted to Holy Communion after appropriate instruction concerning the meaning and observance of the Holy Communion.

C. COM=Communicants: Communicant Membership is for those with a living personal faith to which public witness is made and fruitfulness in daily life is the result. Opportunities for members of the Moravian Church to bear public witness to their faith in the One God, who has revealed Himself as Father, Son, and Holy Spirit, and in Jesus Christ as Lord are found in the Rite of Confirmation, in the Sacrament of Adult Baptism, and in the Service of Reaffirmation of Faith. Communicant Members include:

1. All children who are Baptized and Confirmed.
2. All adults who were Baptized and Confirmed as children.
3. All children and adults received by the rite of Adult Baptism or admitted to NPMC by transfer of letter following their baptism in another Christian (Trinitarian) congregation.

D. ASSOC=Associate Members, as defined in **Article II. Section 4. A.**

### **Section 2. Reception of Members:**

A. Application for membership is to be made to the pastoral staff, the church office, or directly to the Board of Elders. Though the Board of Elders has the final authority as to when and how applicants

shall be received, these provisions are ordinarily delegated by the Board of Elders to the Senior Pastor.

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

1. **Adult Baptism:** Persons not previously baptized will be admitted by Profession of Faith and the Sacrament of Adult Baptism.
2. **Transfer from Another Congregation:** Persons who are Communicant Members of any Christian church may transfer their membership to NPMC by letter from their former congregation.
3. **Reaffirmation of Faith:** If a letter of transfer is not available, the Board of Elders may accept an applicant upon their confession of faith and the testimony that he or she has been baptized and confirmed as a child, or baptized as an adult.
4. **Watch Care:** When a child is born, he or she is immediately entered on the rolls of the church as a Non-Communicant under Watch Care (WC). Upon being baptized, he or she is entered as a Baptized Child (BC). The children of adults seeking membership shall be admitted into the church as Non-Communicants (NC), either under Watch Care (WC) or as a Baptized Child (BC), or as a Communing Child (CC), whichever is appropriate.
5. **Confirmation:** Baptized Children and adults baptized as children are confirmed only after having expressed the desire to follow Christ and enter into full and effectual membership of the church, ordinarily in public worship, following the prescribed course of Confirmation. Those who were not baptized as children who undergo a course of Confirmation will be baptized at the conclusion of their instruction.

C. All applicants for Communicant Membership, including those seeking Adult Baptism, shall receive instruction in the doctrine, faith, and practice of the Moravian Church, and in the organization and governance of New Philadelphia Moravian Church. Candidates for Confirmation shall undergo a prescribed course for Confirmation that is approved by the Board of Elders.

D The Administrative Assistant will provide all new members of this congregation with a copy of:

1. "The Ground of the Unity."
2. "The Covenant for Christian Living."
3. The "NPMC FAQ", which will include a list of all elected or appointed officers, and a complete listing of all committees, classes, fellowships, and other groups within the church.
4. "The Rules and Regulations of New Philadelphia Moravian Church."
5. "The Property Guidelines of New Philadelphia Moravian Church," which includes the regulations governing the use of the church property and includes a complete and updated edition of "Regulations Regarding Weddings."
6. "The Funeral and Graveyard Regulations of New Philadelphia Moravian Church," which includes regulations for interment of remains in God's Acre, and for placement of remains in the Columbarium.
7. "Christian Education at NPMC."
8. Any other documents deemed appropriate by the Board of Elders.

E. New Philadelphia Moravian Church is a member of the Southern Province of the Moravian Church in America. A member of New Philadelphia Moravian Church is a member of the Southern Province by virtue of their membership here.

### **Section 3. The Privileges and Obligations of Membership:**

#### **A. Privileges of Membership:**

1. Members have the right to attend any and all worship services, prayer services, fellowship meetings, congregational councils, and educational opportunities offered by the church.
2. Members have the right to use their time, talent and treasure in service of God's Kingdom, as God lays it upon their hearts and minds.
3. Members have the right to pastoral care, and the right to initiate a meeting with a pastor.
4. Members have the right to receive "The Moravian" magazine, the newsletter and all other general mailings of NPMC. The newsletter may be canceled by request, and accessed through the website, or by email.
5. Members are entitled to the use of the church building in accordance with the document entitled, "The Property Guidelines of New Philadelphia Moravian Church."
6. Members have the right to be married in this church, provided they meet with a pastor, and seek assistance with their union. Pastors from other churches and denominations may participate in a wedding at NPMC only after coordination with one of our pastors. Additional details about weddings may be found in "The Property Guidelines of New Philadelphia Moravian Church," in the section entitled, "Regulations Regarding Weddings."
7. Members have the right to have their children baptized, instructed in the Sacrament of Holy Communion, and confirmed in accordance with the Book of Order of the Southern Province of the Moravian Church in America.
8. Members have the right to have their remains buried in God's Acre, or placed in the Columbarium, in accordance with "The Funeral and Graveyard Regulations of New Philadelphia Moravian Church."

Obligations of Membership: A Communicant Member remains in good standing as a member of this congregation as long as they:

9. Attend public services of worship.
10. Participate in the Sacrament of Holy Communion.
11. Support the work of the Moravian Church as a whole in a way that advances the mission and service of Christ in the world.
12. Respond positively to opportunities both inside and outside the church to use time, talent and treasure in the service of others.
13. Contribute to the financial support of the church as the Lord prospers him or her, and pays in full all pledges made for the support of the church.
  - a. In cases of hardship arising after a pledge is made, a member may request the Financial Administrator of the church to reduce their pledge, or to excuse it altogether. This is a matter of conscience between the member and their Lord. This

request will always be granted, and will be kept in the strictest confidence.

- b. NPMC recognizes the Biblical standard of the Tithe, and encourages our members to give according to a percentage and a plan. However, Jesus recognized that the gift of the Widow's two cents far exceeded the gifts of the wealthy, "For they gave out of their abundance, and she out of her poverty." Financial hardship shall never bar a person from membership.

#### **Section 4. Associate Membership:**

- A. Any Communicant Member of this congregation in good standing may transfer their 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 their request for a letter of transfer to a new congregation, the member or members apply in writing to the Senior Pastor for permission to retain an Associate Membership. One may apply by letter, fax, or email.
  2. That the new congregation is not in the greater Winston-Salem residential area, as determined by the Board of Elders.
  3. That the applicant makes an annual financial contribution sufficient to offset any expenses incurred as a result of Associate Membership status as determined by the Board of Trustees.
  4. Former members of this congregation who transferred their membership to a new congregation outside of the greater Winston-Salem area prior to the adoption of this Associate Membership classification are eligible to apply for Associate Membership provided they:
    - a. Are full members of another Christian congregation.
    - b. Make a written application for Associate Membership.
    - c. Make an annual financial contribution sufficient to offset any expenses incurred as a result of Associate Membership status as determined by the Trustees.
- B. Associate Members continue to enjoy some privileges enjoyed by Members in good standing.
  1. They receive the newsletter and all other general mailings.
  2. They retain the right to have their remains buried in God's Acre, or placed in the Columbarium after payment of fees published in "The Funeral and Graveyard Regulations of New Philadelphia Moravian Church".
- C. Associate Members forfeit some privileges enjoyed by Members in good standing.
  1. They are ineligible to vote at Congregational Council or hold church office.
  2. They are not included in the annual membership statistics of this church.
- D. To remain in good standing, Associate Members must continue their membership in their primary church in a locality outside of the greater residential area of Winston-Salem as determined by the Board of Elders, and make an annual financial contribution to New Philadelphia Moravian Church sufficient to offset any expenses incurred as a result of Associate Membership status as determined by the Board of Trustees.

## **Section 5. Inactive Members:**

- A. Members who failed to maintain membership in good standing as defined by **Article II. Section 3. B.** herein, and resist appeals to resume active membership, may be placed on an inactive roll by action of the Board of Elders.
- B. Members, on the inactive roll, are still eligible to:
1. Be visited and extended the ministries of caring that all other members receive, including admission to the Holy Communion.
  2. Receive “The Moravian” magazine for a period of 3 years, and the newsletter and all other regular communications of NPMC.
  3. Be given a qualified letter of transfer to a new congregation, if they request such a letter.
- C. Members on the inactive roll are not:
1. Counted in the statistics of the congregation.
  2. Eligible to vote at Congregational Council or hold church office.
  3. Eligible to have their remains buried in God’s Acre or placed in the Columbarium.
- D. If, after repeated efforts to minister to an inactive member and bring them back into the active fellowship of the congregation, they remain inactive, the Board of Elders may remove them from the rolls of the church until such time as they request readmission.
- E. Readmission of Members: Readmission to Membership takes place in one of two ways.
1. Members of this congregation who have been dropped from the Inactive Roll may be readmitted by the Board of Elders at their own request provided they have shown the willingness to become a Communicant Member in good standing as described in Article II. Section 3. B. herein. Those who were formerly Communicant Members are ordinarily readmitted in a service of worship by Reaffirmation of Faith.
  2. Members under the care of the church who are not baptized and confirmed as a child or baptized as an adult by the age of 21 are dropped from membership. They may be readmitted by the Rite of Confirmation or the Sacrament of Baptism, whichever is appropriate.

## **Section 6. Discipline of Members:**

When a member of this congregation conducts themselves in ways unbecoming a Christian, without regard to the damage this does to their witness, and to the witness of this congregation, the Board of Elders will make every effort to determine what need or pain lies behind this behavior, and will attempt, where possible, to relieve it. When repeated attempts to assist said person are rejected, the Board of Elders may enact discipline as deemed appropriate to the well-being of that person and this congregation, including termination of the person’s membership. All discipline will be conducted in accordance with the **Book of Order, Moravian Church in America, Southern Province, Church Life in the Southern Province, Chapter 2. Church Discipline.**

## **Section 7. Transfer of Membership:**

Any member desiring a letter of transfer to another Moravian congregation, or to another Christian church, may make application, either in person or by letter, email, or fax to a member of the pastoral staff, or to the church office, or directly to the Board of Elders. These duties are ordinarily delegated to the Senior Pastor by the Board of Elders, but the Board of Elders should be apprised of any additions or changes to church membership.

## **ARTICLE III. CONGREGATIONAL COUNCIL**

**Section 1. Composition of Council:** The Congregational Council is composed of all Communicant Members of the congregation in good standing, their families, and invited guests. Communicant Members in good standing have the right to vote. Communicant Members in good standing who are 18 years of age and older have the right to hold office as an Elder, Trustee, RCC Representative, Synod Delegate, or such other office elected by the Congregational Council.

## **Section 2. Organization:**

### **A. Officers:**

1. The Senior Pastor shall be Chair of the Congregational Council. In their absence the Council shall be conducted by the following in descending order of preference:
  - a. A pastor other than the Senior Pastor, who has been designated by the Senior Pastor and approved by the Joint Board.
  - b. The Vice-Chair of the Board of Elders.
  - c. The Chair of the Board of Trustees.
2. It shall be the duty of the serving Secretary of Congregational Council, ordinarily elected at the previous Annual Meeting, to keep a true and accurate record of the proceedings of the Council.
3. In the absence of the serving Secretary, the Presiding Officer shall appoint an acting Secretary for that particular meeting of the Congregational Council.
4. In addition, a new Secretary shall be elected who shall serve for a period of one year, until the next annual meeting of the Congregational Council, when their successor shall be elected.
5. The Minutes of the Annual Meeting, and all other special meetings of the Congregational Council, shall be carefully entered in a Congregational Council Log that is retained in the church office until such time as the Log is filled, after which it shall be remitted by the church Administrative Assistant to the Archive of the Southern Province of the Moravian Church in America.
6. Not later than 30 days following the date of the Congregational Council, the serving Secretary of Congregational Council shall take possession of the Congregational Council Log from the church office, enter the minutes of the Council Meeting into the Log, including, in the event of an election, a record of the election of Elders, Trustees, Synod Delegates, RCC representatives, and such other offices as elected by the Church Council, and then return the Log to the church office

### Section 3. Meetings:

- A. Annual Meetings: The Annual Meeting of the Congregational Council shall be held on a Sunday during October, the specific date and time to be determined by the Board of Elders at least 30 days in advance. The time and place of the meeting shall be published to the congregation on two occasions of public worship, published in the newsletter, and published on the website.
- B. Special Meetings: The Board of Elders shall have the authority to call a special meeting of the Congregational 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 of the Congregational Council at the request of the number of members in good standing equivalent to the number of members on the Joint Board, provided such request is made in writing to the Board of Elders, is signed by the members making the request, and states the purpose for which a meeting is requested.
- C. Notice of Special Meetings: The time and place of all Special meetings shall be published to the congregation on two occasions of public worship, published in the newsletter, and published on the website.
- D. Quorum: A quorum at any meeting of the Congregational Council shall consist of not less than a number representing ten percent of the communicant membership of New Philadelphia Moravian Church.

### Section 4. Business:

- A. Elections: At the Annual Meeting of the Congregational Council, in addition to electing a Secretary and where necessary, a Chair, the Congregational Council shall elect such members of the Board of Elders and Board of Trustees as required under **Article IV. Section 1. A.** herein; and, in such years as may be necessary, delegates to the Provincial Synod, representatives to the Regional Congregational Council (RCC), and any other offices required of local congregations by the Provincial Elder's Conference.
- B. Conduct of Elections: When the business of elections is called by the Chair:
1. The report of the Nominating Committee shall be submitted to the Congregational Council, and each name submitted shall be considered in nomination for the respective office.
  2. Before the nominations are closed, opportunity shall be given for nominations from the floor.
  3. All Communicant Members 18 years of age or older who are in good standing as defined by **Article II. Section 3. B.** herein are eligible for service on the boards, or as a Synod Delegate, or as an RCC Representative, provided that (must be reconciled with Article III Section 1):
    - a) They have not served before, or
    - b) Their prior service dates at least twenty-four months before the date they are to take office.
  4. All elections shall be by written ballot, and a majority (not a plurality) of all votes cast shall be necessary for an election.
  5. Ballots will be taken until all positions are filled.

C. All matters that relate to the temporal or spiritual welfare of the church may be discussed in the Council at the motion of any member, or by request of the Board of Elders, or the Board of Trustees, or the Joint Board. Every member of the Congregational Council shall have the right to give expression to their opinion concerning any matter under consideration, but always in a proper manner, as among brothers and sisters.

D. Fiscal Year: The Congregational Council shall adopt a fiscal church year consistent with that adopted by the Southern Province of the Moravian Church in America.

E. The Chair of the Trustees shall make a report to the Council regarding the financial soundness of the church, highlighting the significant achievements of the last year, and the opportunities of the current year.

F. The Pastor or Vice-Chair of the Elders shall make a report to the Council regarding the significant achievements of the church's ministry to our membership, to the denomination, and to our community at large, highlighting the significant achievements of the last year, and the opportunities of the current year.

G. Other reports and presentations may be made by members of the staff, and by representatives of various committees and groups within the church, provided they are of general interest to the Council and congregation at large, will enrich our understanding of our common ministry, and are added to the planned agenda prior to the meeting.

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

## **ARTICLE IV. EXECUTIVE BOARDS**

### **Section 1. General:**

A. The Congregational Council of New Philadelphia Moravian Church shall elect two executive boards, the Board of Elders and the Board of Trustees, which are charged with the management of the affairs of the congregation.

1. The Board of Trustees shall consist of twelve Communicant Members and a Youth Representative under the age of 18 appointed by the Board of Trustees from the Middle or Senior High Youth.
2. The Board of Elders shall consist of eleven Communicant Members, all pastors serving under call, and a Youth Representative under the age of 18 appointed by the Board of Elders from the Middle or Senior High Youth. All pastors have voice and vote.
3. No member shall be nominated, elected, or appointed to the office of Elder or Trustee if a member of his or her immediate family (husband, wife, son, daughter, mother, father, brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law) is serving or is nominated as a member of the Elders or Trustees.
4. Youth Representatives appointed to both boards shall have voice, but not vote, and their names will not be added to any legally binding contracts entered into by the board they serve.
5. Church Educators appointed by the PEC are ex officio members of the Board of Elders. Church Educators have voice but not vote, as do other staff members who may be invited to attend meetings of the Board of Elders.



C. Lay members shall serve for three years. They shall be elected so that, as nearly as possible, one-third of them shall retire each year. A member may not be re-elected to board service unless their prior service dates at least twenty-four months before the date he or she is to take office. Newly elected board members shall take office in January following their election. They officially take office on the 1<sup>st</sup> day of January in the first year of their service, and they shall take the pledge of office before the congregation not later than the first Sunday in February of that same year. Their term of office shall end on December 31<sup>st</sup> in the final year of their service.

D. Every member of the board shall participate in the pledge of office every year of their service. In this way, the congregation can more easily recognize and support the members of our boards.

E. 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 the member, or to take such other action it deems necessary.

F. Whenever a vacancy occurs, and at least six months remain in the departing member's term, 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 will be eligible to be elected to a full term. However, at Congregational Council, he or she would not be noted on the ballot as an incumbent.

## **Section 2. Board of Elders:**

### **A. Organization:**

1. The Board of Elders shall meet once each month on a day mutually agreed upon by the Board, and at such other times as may be necessary. Seven members shall compose a quorum.
2. The Senior Pastor is the Chair of the Board of Elders. The Senior Pastor or other pastor designated by the pastor and approved by the Board of Elders shall function as Chair of the meetings of the Board of Elders.
3. Parliamentary procedure shall be observed at all meetings and be governed by Robert's Rules of Order, unless the board has specifically agreed to work by consensus for a specific item of business.
4. At the first meeting each year, the board shall elect a Vice-Chair from among the lay members of the board. The Vice-Chair shall coordinate with the Chair regarding the agenda of upcoming meetings, serve as a spokesperson for the board where it is impossible to convene or poll the whole board, and assist the Chair and church staff in coordinating the work of the church between meetings. The Vice-Chair shall serve for one year, or until their successor is elected. Elections are conducted by secret ballot without nomination, and votes are cast until a candidate receives a majority of all votes cast.
5. At the first meeting each year the board shall also elect a Secretary, who shall serve for one year or until their successor is elected. The Secretary shall make careful notes of each meeting, making sure to specifically include those motions carried by the board, to include the names of those who made each motion, and those who seconded each motion. The Secretary should also note how each motion is carried, recording the details of the vote, or the fact that a motion was approved by consensus.

## B. Duties and Authority:

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 Covenant for Christian Living.

1. They shall watch over the spiritual and moral well-being of the congregation, originating such plans as will encourage the development of the church's spiritual life.
2. They shall plan, schedule and publicize the various services and meetings of the church in accordance with "The Property Guidelines of New Philadelphia Moravian Church." A general summary is in order:
  - a. Members who wish to use a portion of the church building/grounds in accordance with "The Property Guidelines of New Philadelphia Moravian Church," may submit their requests directly to the church office and, in most cases, permission will be granted without delay.
  - b. Groups within the church that wish to use a portion of the church building/grounds in accordance with "The Property Guidelines of New Philadelphia Moravian Church" may submit their request directly to the church office and, in most cases, permission can be granted without delay.
  - c. Groups within the church that wish to host an event that is intended to draw attendance from the congregation at large should begin by seeking the approval of the Board of Elders, which shall measure the request of the group against the schedule of the congregation. Said group may check availability of the space with the church office in advance, but the availability of space does not guarantee the scheduling approval of the board.
  - d. In most cases where an event has been hosted by a group year after year, it will be given scheduling priority. Therefore, it should be scheduled with the church office as soon as possible in advance of the date, and any changes to time, date, or location communicated expeditiously.
  - e. Outside Groups that wish to use a portion of the church building/grounds may submit their request directly to the church office, not more than 60 days or less than 30 days in advance of the date requested. Requests shall be evaluated by the Properties Committee in accordance with "The Property Guidelines of New Philadelphia Moravian Church." As a rule, outside groups cannot reserve space for more than a single date and commercial use of our facility is prohibited.
3. In the event that a decision of the Properties Committee is challenged, the Board of Elders shall arbitrate the decision, as final responsibility for the use of the building falls with them. Where a decision is especially controversial, the Board of Elders shall call for a meeting of the Joint Board.
4. They shall maintain the proper discipline among members.
5. They shall have the oversight of the Christian training of the adults, children, and youth of the congregation.
6. They shall decide all matters pertaining to the admission, dismissal, suspension and exclusion of members.

7. They shall appoint congregational Acolytes, as defined by the Southern Province Book of Order, sacristans as required, head dieners, head coffeemakers, head ushers, members of various committees, as required herein, and all other positions that this document does not include which shall be deemed necessary.
8. They shall appoint or approve various committees deemed necessary by the board..
9. In addition, the Elders shall appoint representatives to those committees appointed by the Trustees where the Joint Board judges the Elders should be represented.
10. Upon receipt of a list of inactive members from the Trustees (See **Article IV. Section 3. B. 7.** herein.), it shall be the duty of the Board of Elders to seek out those so listed for the purpose of ministering to them in case of need, and for the purpose of encouraging them in their ministry among us.
11. In those rare cases where discipline is needed it shall be carried out in accordance with **Article II. Section 6.** herein.
12. It shall be the responsibility of the Board of Elders to see that Holy Communion is administered at least six times each year and, in cases where members are unable to attend public worship, to provide assistance to the pastoral staff and Acolytes in administering private Communion.
13. It shall be the responsibility of the Board of Elders to see that a lovefeast shall be held at least four times each year, and that it shall be considered a service of worship, praise, and fellowship for all people.
14. Baptisms, funerals, and marriages may be held at any time, provided proper arrangements are made with a pastor ahead of time, and provided they do not conflict with previously scheduled activities. A pastor of NPMC shall officiate at all such sacraments, rites and services unless the Board of Elders gives its consent to other arrangements. The Board of Elders may delegate its authority to the pastoral staff for the arrangement of church services, including Baptism, Holy Communion, worship, lovefeasts, funerals, marriages, and joining the church, with the provision that the board should always be kept informed.
15. It shall be the duty of the Board of Elders to set the time and place for the Annual Meeting of Congregational Council on a Sunday in October, and to call special meetings of the Congregational Council in accordance with **Article III. Section 3. B.** herein.
16. Not later than August of each year the Board of Elders shall appoint a Nominating Committee, which shall ordinarily consist of all those board members retiring from service to the Board of Elders and the Board of Trustees at the end of the current year. In no case will the Nominating Committee consist of fewer than five persons, sometimes including one or more voting members of the congregation at large. The Nominating Committee shall make its report to the Board of Elders, and its report shall be publicized in public worship and published by other means available at least 2 weeks prior to the Annual Congregational Council. Detailed biographies of all nominees shall be included with the report.
17. It shall be the responsibility of the Board of Elders to keep the congregation informed concerning the spiritual affairs of the congregation.

### **Section 3. Board of Trustees:**

#### **A. Organization:**

1. The Board of Trustees shall meet regularly once each month at a time and place fixed by the board, and at such other times as may be necessary. Seven members of the board shall constitute a quorum.
2. At the first meeting each year of the Board of Trustees, the board shall elect a Chair, Vice-Chair and a Secretary, who shall serve in their respective capacities for a period of one year or until their successors are elected. Elections are conducted by secret ballot without nomination, and votes are cast until a candidate receives a majority of all votes cast.
3. Parliamentary procedure shall be observed at all meetings, which shall be governed by Robert's Rules of Order.

#### **B. Duties and Authority:**

1. 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.
2. They shall plan the annual budget in consultation with the Board of Elders.
3. They shall keep all church property, including the church grounds and graveyard, in good repair and in an attractive condition.
4. They shall administer the financial program of the church.
5. They shall make full settlement with the Treasurer of the Southern Province before the close of the fiscal year, and furnish him or her with an audited statement of the financial affairs of the church.
6. The Board of Trustees shall oversee the work of the Financial Administrator of the church, who shall:
  - a. Attend the meetings of the Board of Trustees or Joint Board whenever he or she is invited to be present.
  - b. Be responsible for recording all income from pledges.
  - c. Be responsible for paying all pledges and expenses incurred by the church.
  - d. Make a quarterly report to the members who make a pledge to the church, showing the amount of the pledge, the amount that should have been paid on such pledge, and the amount that has actually been paid.
  - e. Send an annual letter of reminder to Associate Members regarding payment of their contribution to defer the cost of maintaining their Associate Membership as determined by the Trustees.
  - f. Furnish the Trustees with reports they deem necessary.
  - g. Perform such duties as may be assigned to him or her by the Trustees or Joint Board.

7. It shall be the duty of the Board of Trustees to review a list of Communicant Members annually, 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. (See Article IV., Section 2., B., 9. herein)
8. The Board of Trustees shall work closely with the Facilities Manager to oversee the care of the physical plant, and assist him or her in their work.
9. The Board of Trustees shall appoint annually:
  - a. A Building and Grounds Committee, composed of at least two members of the Board of Trustees, two members of the Board of Elders and two members of the congregation at large, which shall maintain all church property in good order to include: routine maintenance for appearance, functionality and safety.
  - b. A Graveyard Committee, composed of at least two members of the Board of Trustees, two members of the Board of Elders and two members of the congregation at large, which shall maintain the graveyard and columbarium in good order and recommend rule changes to “The Funeral and Graveyard Regulations of New Philadelphia Moravian Church” to the Trustees for approval.
  - c. A Security Committee, composed of two members of the Board of Trustees, two members of the Board of Elders and two members of the congregation at large, which is responsible for researching safety and security vulnerabilities (of facilities, members, guests) and recommending ways to address them to the Joint Board.
  - d. Other officers and committees not otherwise provided for in this document as the board may deem necessary in order to perform its duties.
  - e. In addition, the Trustees shall appoint representatives to those committees appointed by the Elders where the Joint Board judges the Trustees should be represented.
10. The Board of Trustees shall annually review “The Funeral and Graveyard Regulations of New Philadelphia Moravian Church” 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, and appropriate notices of such amendments shall be furnished to all Communicant Members.
11. The Board of Trustees shall annually appoint an outside auditor (or a team of auditors from within the congregation) to examine in detail the accounts of the church. The finished auditor’s report may be viewed by members of the congregation in the church office.
12. At the close of each fiscal year, the Chair of the Trustees shall make a report to the congregation concerning the current state of the Church’s finances.
13. It shall be the responsibility of the Board of Trustees to keep the congregation informed concerning the financial affairs of the Church.

#### **Section 4. Joint Board:**

A. The Board of Elders and the Board of Trustees each have separate spheres of activity, and they are not to interfere with one another in the performance of their respective duties. The Elders have charge of the spiritual, and the Trustees of the temporal, concerns of the church; yet it is desirable that they should be on terms of brotherly and sisterly 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, Chair of the Board of Trustees, or by majority vote of either board. In every case, the Chair of the board desiring the meeting should consult with the Chair of the other board before scheduling the meeting.

C. The Senior Pastor or other pastor designated by the Senior Pastor and approved by the Board of Elders shall preside over all Joint Board meetings. In the absence of a designated pastor, the Joint Board meetings shall be chaired by, in descending order: The Vice-Chair of the Board of Elders, then the Chair of the Board of Trustees.

D. The Secretary of the Board of Trustees shall act as Secretary to the Joint Board. In their absence, the presiding officer shall appoint an acting Secretary.

E. 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.

F. The Joint Board shall cooperate with the Provincial Elders' Conference in carrying out the rules and principles enacted by Synod.

G. The Joint Board shall, prior to the beginning of each fiscal year, prepare and adopt a budget of expenses and contributions for the guidance of the financial affairs of the congregation, and establish a program of Stewardship, accenting the responsibility of each individual before God to manage our time, talent, and treasure.

H. The Joint Board shall confer with the Provincial Elders' Conference concerning the issuance of calls to prospective pastors and associate pastors. The Joint Board shall decide upon a prospective Pastor or Associate Pastor and request that the Provincial Elders' Conference issue a call to such person without first consulting the congregation in Congregational Council or otherwise.

I. Should the need ever arise, the Joint Board is authorized to file a written complaint concerning the Pastor or Associate Pastor with the Provincial Elders' Conference and to prosecute such complaint.

J. The Joint Board will appoint a Staff Resources Committee, consisting of the Senior Pastor, the Vice-Chair of the Elders, the Chair of the Trustees, another Elder, another Trustee, and four members from the congregation at large.

1. Care will be taken to insure continuity from year to year, with the provision that no person shall serve on the Staff Resources Committee longer than four years without a hiatus of at least two years.

2. At the pleasure of the Joint Board, the Staff Resources Committee will:

a. Administer the Safe Sanctuary Program of NPMC.

b. Cooperate with the Joint Board and affected groups within the church to fill non-

call staff positions.

- c. Maintain current job descriptions for all staff members, amending them where necessary, and submitting them to the Joint Board for approval.
- d. Facilitate the Annual Review process for all staff members.
- e. Do other tasks assigned to it by the Joint Board.

M. The Joint Board shall establish a Properties 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. Their primary sphere of responsibility will be in the case of requests made by outside groups.

1. The committee shall consist of: a designated Pastor, two members of the Board of Elders, and two members of the Board of Trustees.
2. The Properties Committee shall have the responsibility of enforcing and amending the document entitled, "The Property Guidelines of New Philadelphia Moravian Church."
3. The Properties Committee shall have the power to refer any unduly controversial decisions to the Board of Elders, who are charged under **Article IV. Section 2. B. 3.** with determining the uses to which church property may be put. In extraordinary circumstances, the Elders have the authority to call a Joint Board Meeting to settle a particularly divisive issue.

## **ARTICLE V. AMENDMENTS**

Any amendment to the Rules and Regulations must be made in writing and submitted to the church pastor at least two weeks prior to the Congregational 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 the Book of Order of the Moravian Church, or by any legislation adopted by Provincial Synod or the Southern Province of the Moravian Church in America.

## **ARTICLE VI. EFFECTIVE DATE**

These Rules and Regulations shall be effective when approved by a two-thirds vote of Congregational Council.