

CONSTITUTION AND MANUAL OF PROCEDURE FOR THE FELLOWSHIP OF GRACE BRETHREN CHURCHES, INC.

CONSTITUTION

ARTICLE I OFFICES

The principal office of the corporation shall be located at Winona Lake, Indiana. The corporation may have other offices as its business may require.

ARTICLE II PURPOSE STATEMENT

The Fellowship of Grace Brethren Churches exists to encourage and enable member churches in equipping and uniting the saints in fulfilling the Great Commission.

ARTICLE III COVENANT AND STATEMENT OF FAITH

Section One. Covenant. The sovereign congregations which are members of this corporation are united in accepting the Holy Scriptures as the sole guide and authority in all matters of faith, doctrine and practice.

Section Two. Statement of Faith. The Fellowship of Grace Brethren Churches has a corporate commitment to a basic body of beliefs founded on God's revealed truth. This Statement of Faith is the 1969 expression of a never ending effort to clarify an understanding of the primary doctrines we accept.

It is the understanding of this Fellowship that, although individual Grace Brethren Churches remain distinct, autonomous legal entities, congregational church government relates alone to the incidental affairs of the local congregation and not to doctrinal practices or tenets which must be general or universal -- the same in all congregations. Accordingly, the Fellowship of Grace Brethren Churches, Inc., believing the Bible, the whole Bible, and nothing but the Bible to be the infallible rule of faith and of practice and feeling the responsibility to make known the divine message of the Bible, presents the following articles as a statement of those basic truths taught in the Bible which are common to our Christian faith and practice.

1. THE BIBLE. The Word of God, the sixty-six Books of the Old and New Testaments, verbally inspired in all parts, and therefore wholly without error as originally given of God (2 Tim. 3:16; 2 Peter 1:21).
2. THE ONE TRUE GOD. Existing eternally as three persons -the Father, the Son, and the Holy Spirit (Luke 3:22; Matthew 28:19; 2 Cor. 13:14).
3. THE LORD JESUS CHRIST. His preexistence and deity (John 1:1-3), incarnation by virgin birth (John 1:14; Matthew 1:18-23), sinless life (Heb. 4:15), substitutionary death (2 Cor. 5:21), bodily resurrection (Luke 24:36-43), ascension into heaven and present ministry (Heb. 4:14-16), and coming again (Acts 1:11).
4. THE HOLY SPIRIT. His personality (John 16:7-15), and deity (Acts 5:3-4), and His work in each believer: baptism and in-dwelling at the moment of regeneration (1 Cor. 12:13; Rom. 8:9), and filling (Eph. 5:18) to empower for Christian life and service (Eph. 3:16; Acts 1:8; Gal. 5:22-23).
5. MAN. His direct creation in the image of God (Gen. 1:26-28), his subsequent fall into sin resulting in spiritual death (Gen. 3:1-24; Rom. 5:12), and the necessity of the new birth for his salvation (John 3:3-5).
6. SALVATION. A complete and eternal salvation by God's grace alone received as the gift of God through personal faith in the Lord Jesus Christ and His finished work (Eph. 2:8-9; Titus 3:5-7; 1 Peter 1:18-19).
7. THE CHURCH. One true church, the body and the bride of Christ (Eph. 1:22-23; 5:25-32), composed of all true believers of the present age (1 Cor. 12:12-13); and the organization of its members in local churches for worship, for edification of believers, and for world-wide gospel witness, each local church being autonomous but cooperating in fellowship and work (Eph. 4:11-16).

- 56 8. CHRISTIAN LIFE. A life of righteousness, good works and separation unto God from the evil
57 ways of the world (Rom. 12:1-2), manifested by speaking the truth (James 5:12), maintaining the
58 sanctity of the home (Eph. 5:22-6:4), settling differences between Christians in accordance with
59 the Word of God (1 Cor. 6:1-8), not engaging in carnal strife but showing a Christ-like attitude
60 toward all men (Rom. 12:17-21), exhibiting the fruit of the Spirit (Gal. 5:22-23), and maintaining a
61 life of prayer (Eph. 6:18; Phil. 4:6), including the privilege, when sick, of calling for the elders of
62 the church to pray and to anoint with oil in the name of the Lord (James 5:13-18).
- 63 9. ORDINANCES. The Christians should observe the ordinances of our Lord Jesus Christ which are
64 (1)baptism of believers by triune immersion (Matt. 28:19) and (2)the threefold communion
65 service, consisting of the washing of the saints' feet (John 13:1-17), the Lord's Supper (1 Cor.
66 11:20-22, 33-34; Jude 12), and the communion of the bread and the cup (1 Cor. 11:23-26).
- 67 10. SATAN. His existence and personality as the great adversary of God and His people (Rev.
68 12:1-10), his judgment (John 12:31), and final doom (Rev. 20:10).
- 69 11. SECOND COMING. The personal, visible, and imminent return of Christ to remove His church
70 from the earth (1 Thess. 4:16-17) before the tribulation (1 Thess. 1:10; Rev. 3:10), and afterward
71 to descend with the Church to establish His millennial kingdom upon the earth (Rev. 19:11-20:6).
- 72 12. FUTURE LIFE. The conscious existence of the dead (Phil. 1:21-23; Luke 16:19-31), the
73 resurrection of the body (John 5:28-29), the judgment and reward of believers (Rom. 14:10-12; 2
74 Cor. 5:10), the judgment and condemnation of unbelievers (Rev. 20:11-15), the eternal life of the
75 saved (John 3:16), and the eternal punishment of the lost (Matt. 25:46; Rev. 20:15).

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77 **ARTICLE IV**
78 **MEMBERSHIP**
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80 Section One. Requirements. Any congregation of believers desiring membership in the Fellowship of
81 Grace Brethren Churches, Inc., shall meet the following conditions:
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- 83 1. It shall agree to live harmoniously under the Covenant and Statement of Faith as stated in Article
84 III of this Constitution or the Declaration of Common Identity.
- 85 2. It shall actively pursue the purpose of the Fellowship of Grace Brethren Churches in Article II
- 86 3. It shall have a basic organization consisting of elder(s) and deacon(s), or similar responsible
87 officers.
- 88 4. Requirements and responsibilities for membership by the several local churches shall be
89 established by each church and shall not determine the church's membership in the Fellowship.
- 90 5. No church shall be denied membership in the corporation because of failure to support any or all
91 institutions, ministries, or boards, either district, national, or cooperating recognized by the
92 Fellowship.
- 93 6. Failure to comply with these membership requirements may subject the offending church to
94 dismissal.
95

96 Section Two. Voting Rights. Each member church shall be entitled to be represented at any meeting of
97 the corporation through delegate(s) of its choosing.
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- 99 1. Each member church shall be entitled to at least two delegates as specified in the Manual of
100 Procedure.
- 101 2. Only persons who are members of the Grace Brethren Church they represent shall be seated as
102 delegates to any meeting of the corporation. Representation at National Conference is based on the
103 average attendance at the largest regular gathering of the local church.
- 104 3. Each member church shall be entitled to one vote per delegate on each matter submitted to a vote
105 at any meeting of the corporation. (Exception: delegates from churches which receive members
106 without triune immersion may not vote on any matter involving the subject of water baptism in
107 relation to church membership. This limitation does not apply to medical exceptions.)
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109 **ARTICLE V**
110 **MEETINGS OF MEMBERS**

Section One. Annual Meeting. The annual meeting of members shall be held at the time and place recommended by the Fellowship Council and approved at a previous annual meeting of members. This annual meeting is referred to in this Constitution and the Manual of Procedure as "the annual meeting of the corporation" and "conference."

Section Two. Special Meetings. Special meetings of members may be called by the Fellowship Council for emergency needs at any time and place designated by it. Member churches shall be represented at any special meeting by the delegates who represented them at the last annual meeting or duly certified alternates.

Section Three. Quorum. A quorum shall consist of the delegates present, entitled to vote, and voting at any meeting of the corporation.

Section Four. Delegates. The following shall be seated as delegates to any meeting of the corporation:

1. Officers. Officers of the corporation shall be delegates *ex-officio with voting privileges*.
2. Delegates shall be seated provided that the delegates meet the qualifications of Article IV, Section Two, points #1 and 2.

ARTICLE VI FELLOWSHIP COUNCIL (BOARD OF DIRECTORS)

Section One. General Powers. The business and affairs of the corporation shall be managed by its board of directors which shall be known as the Fellowship Council.

Section Two. Number and Term. The number of members of the Fellowship Council shall be seventeen. Fifteen members shall be elected by the corporation, and each shall serve a term of five years. The fifteen elected members shall represent the three geographic regions of the United States described in Article V, Section Two, point #3 of the Manual of Procedure with five members to serve from each region. Only one member of any single church or two representatives from any single district shall serve on the Council at any one time, not including *ex-officio* members of the Council.

The remaining two members of the Fellowship Council shall be the Executive Director and the Assistant Director. They shall serve a one, two or three-year term to which they are elected as Executive Director and Assistant Director. Council members will begin their terms at the conclusion of the conference at which they are elected with the exception of the Executive Director and Assistant Director who shall begin their term one year following the conference at which they are elected.

Section Three. Qualifications. All nominees for Council membership must be triune-immersed members in good standing of congregations who are members of the FGBC. They must be men who have met the spiritual qualifications for an elder as outlined in 1 Timothy 3:1-13 and Titus 1:6-9. All nominees shall subscribe to the Covenant and Statement of Faith or Declaration of Common Identity as stated in Article III of this Constitution. They must have given their consent to nomination and service. Members of the Council may not serve consecutive terms but may be re-elected after two years absence from the Council. This restriction shall not apply to members serving fewer than three years or to *ex-officio* members of the Council.

Section Four. Election.

1. Members of the Council shall be elected by majority affirmative vote of the delegates present, entitled to vote, and voting at the Conference from a ballot presented by the Nominating Committee. In the event that no nominee receives a majority affirmative vote, there shall be an additional ballot presented with the two nominees who have received the highest number of votes.
2. Voting for nominees from each of the three regions shall be restricted to delegates from the churches in those regions.
3. Nominees elected to the Council shall be the one from each region receiving the majority affirmative vote of the delegates representing those regions present, entitled to vote, and voting.

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ARTICLE VII
OFFICERS

171 Section One. Officers. The officers of the corporation shall be the Executive Director, Assistant
172 Director, Secretary, and Treasurer. The Executive Director shall serve as chairman of the Fellowship
173 Council, and the vice Assistant Director as vice-chairman of the same body.

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175 Section Two. Election. The Executive Director and Assistant Director shall be elected together on a
176 single ballot question to a one, two, or three year term by majority affirmative vote of the delegates present,
177 entitled to vote, and voting at the annual meeting of the corporation one year prior to the beginning of their
178 term.
179 The Secretary and Treasurer shall be elected annually by majority vote of the Fellowship Council at its
180 annual meeting. These elections shall be ratified by the corporation at the annual meeting immediately
181 following the election.

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183 Section Three. Term. The Executive Director and Assistant Director will be installed at the conclusion
184 of the conference one year after they are elected and will serve for their elected term or until their
185 successors are elected or appointed and installed. The Secretary and Treasurer will be installed at the
186 conclusion of the conference at which they are elected and will serve for one conference year or until their
187 successors are elected or appointed and installed.

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189 Section Four. Responsibilities and Duties. The officers shall have the powers and discharge the duties
190 customarily and usually held and performed by like officers in similar corporations, including, but not
191 limited to those outlined in the Manual of Procedure.

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ARTICLE VIII
COMMITTEES

195 Section One. Committees. The Fellowship Council, by resolution of a majority of the Council
196 members, may designate one or more committees or persons to exercise the authority of the Fellowship
197 Council to the extent provided in the resolution. The resolution shall include a termination date for the
198 committee's service which may be extended only by specific action of the Fellowship Council or the
199 Conference.

200
201 Section Two. Nominating Committee.

- 202 1. A nominating committee of six members shall be elected annually by the conference from
203 nominees suggested by the Fellowship Council. All nominees shall be members in good standing
204 of congregations that are members of the FGBC and have agreed to nomination and service.
205 Additional nominations from the floor may be accepted.
206 2. The chair shall be selected by the Fellowship Council from among the elected committee
207 members.

208
209 Section Three. Parliamentary Committee.

- 210 1. A parliamentary committee of three members shall be named by the Fellowship Council prior to
211 the conference.
212 2. It shall be the duty of this committee to interpret this Constitution and the Manual of Procedure
213 whenever questions concerning them shall arise and to assist the presiding officer in questions of
214 procedure and in the orderly conduct of the business sessions of the conference.

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ARTICLE XII
AMENDMENTS TO CONSTITUTION

219 Section One. Amendments. This Constitution may be altered or repealed at any annual or special meeting
220 of the corporation by two-thirds majority affirmative vote of the delegates present, entitled to vote, and
221 voting at said meeting, provided that the proposed amendment had been presented to the delegates at a
222 previous business session of the conference and to the Fellowship Council for study and recommendation.

MANUAL OF PROCEDURE

Adopted by Conference - July 1997

ARTICLE I MEMBERSHIP

Section One. Procedure.

1. Application for membership shall be submitted in writing to the Secretary of the Fellowship Council accompanied by evidence of compliance with the conditions set forth in Section One, Article IV of the Constitution. Applications must be received before the first day of January preceding the annual meeting of the corporation. The Fellowship Council may extend this deadline up to two months before the annual meeting if there is a written request for the extension from a national ministry, a cooperating ministry, a cooperating district, or a sponsoring church that is already a member of the FGBC.
2. The Fellowship Council will publish the names and locations of churches who are applying for membership at least one month in advance of the next annual meeting of the corporation.
3. A check for membership fees shall accompany the application.
4. The Fellowship Council shall recommend the appropriate action to be taken regarding the application at the next annual meeting of the corporation.
5. Upon recommendation of the Fellowship Council, a congregation may be received by majority affirmative vote of the delegates present, entitled to vote, and voting at the annual meeting of the corporation.

Section Two. Termination of Membership. Should a member church fail to adhere to the requirements of Article IV, Section One of the Constitution at anytime or fail to submit statistical reports or pay membership fees for a period of three successive years, it shall be subject to dismissal from the Fellowship in the following manner:

1. Upon report of such failure, the Fellowship Council shall investigate the report and determine the validity of the charge. It shall be the intent of the Council to offer assistance to the offending church to enable it to comply with its membership obligations.
2. Upon satisfactory resolution of the problem, a report of the church's compliance shall be entered into the records of the Fellowship Council and may be announced to the Corporation at the discretion of the Council.
3. If no satisfactory resolution of the problem is agreed upon, the finding of the Fellowship Council shall be reported to the next annual meeting of the Corporation.
3. Upon the recommendation of the Fellowship Council the offending church shall be dismissed from the Fellowship by majority affirmative vote of the delegates present, entitled to vote, and voting at the annual meeting of the corporation.

Section Three: Procedure for the Re-Instatement of Dismissed Churches. Should a church that was previously dismissed from the Fellowship of Grace Brethren Churches desire to become a member again of the FGBC, the following procedures should be followed:

1. The Church seeking re-instatement should comply with all of the procedures for membership as outlined in Section 1 of this Article.
2. The only additional requirement of a church to be re-instated is that along with the application for membership there must be a written statement signed by at least three local church leaders/members that:
 - a. Describe the resolution to any past issues that lead to the dismissal.
 - b. Explain the church's reasons to become faithful members again with the FGBC.

ARTICLE II

MEETINGS OF MEMBERS

Section One. Place of Meeting. The Fellowship Council may designate any place within or without the State of Indiana as the place of the annual meeting or any special meeting.

Section Two. Notice of Meetings. Written or printed notice stating the time and place of the meeting shall be given by the Secretary of the Fellowship Council to each member church at least thirty days prior to the meeting. The notice of any special meeting shall state the purpose of the meeting.

Section Three. Delegates. In order to seat delegates, each church must meet the following requirements.

1. The appropriate credential form must be filed with the Fellowship Coordinator by the date specified.
2. The assigned membership fees, assessed by the previous annual meeting of members, shall be received by the Fellowship Coordinator by the date specified.
3. The annual statistical report shall be submitted and received by the date specified.
4. Delegates whose churches fail to meet these requirements shall be seated only upon a two-thirds majority affirmative vote of the delegates present, entitled to vote, and voting at any meeting based upon extenuating circumstances deemed worthy of exception.
5. Member churches are expected to pay membership fees whether or not they send delegates to any meeting of the corporation, and the treasurer is directed to notify delinquent members of this responsibility.
6. Each member church shall be entitled to at least two delegates. Additional delegates are based on the average attendance at the largest regular gathering of the member church according to the following schedule:

Average Attendance	Number of delegates
0-50	2
51-100	3
101-200	5
201-300	10
301-500	20
501-1000	25
1001-2000	30
2001+	35

Section Four. Transaction of Business. The agenda for the opening session of the conference shall include the report of the Membership Committee, presentation of new churches for membership, approval of an agenda for the business sessions, and the election of officers for the next conference year. Additional reports of the Membership Committee shall be made only at the beginning of each session's business. The agenda of any special meeting shall be an early order of business at the first session.

Any member of a member church, not a delegate, shall have all privileges of a delegate, except that he shall not be allowed to make a motion or to vote upon any question. Persons desiring to speak in the conference must first address the Moderator and be recognized. No person shall speak upon the same question more than twice until others have had ample opportunity to speak. Debate shall be limited to ten minutes per speech. Standard rules of order, such as Robert's, shall be followed in all points not specifically provided for herein.

Section Five. Dissent. In the event that divisive issues threaten to disrupt business sessions and subvert the purposes of the Conference, the Executive Director shall:

1. Stop all further debate on the issue for that business session.

2. Call for a meeting of the Fellowship Council to be held before the next business session to formulate a recommendation on further procedures concerning this issue.
3. Present this recommendation as the first item of business at the next business session.
4. Call for an immediate vote on the recommendation of the Fellowship Council without further debate. Should a recommendation to stop debate fail to pass, debate shall resume.

ARTICLE III FELLOWSHIP COUNCIL (BOARD OF DIRECTORS)

Section One. Responsibilities. Specific duties of the Council include, but are not limited to, the following:

1. It shall be the duty of the Council to make full and complete arrangements for the conference (and any special meetings), including the preparation of the proposed agenda. The Council shall consult recognized National Ministries in its conference planning and may invite representatives of National and Cooperating Ministries to its planning sessions. (Expenses for these representatives shall be borne by their respective ministries.)
2. The Council shall select the time and place for the conference and shall report its plans to the conference at least two years in advance.
3. The Council shall receive and evaluate applications from churches seeking membership in the corporation, recommending the appropriate action to be taken by the conference.
4. The Council shall investigate reports concerning a member church's failure to adhere to the requirements for membership in the corporation, determine the validity of the charges, and recommend the appropriate action to be taken, if any, by the conference.
5. The Council shall convene any special meetings of the Fellowship for emergency purposes.
6. The Council shall receive and evaluate applications for recognition from prospective districts of churches and recommend the appropriate action, if any, to be taken by the conference.
7. The Council shall receive and evaluate the requests of groups desiring recognition as national or cooperating ministries of the corporation, recommending the appropriate action to be taken by the conference.
8. The Council shall serve as the finance committee for the Fellowship, reporting to the conference the financial condition of the corporation and proposing an annual budget for the conference's approval.
9. At each annual meeting of the corporation, the Council shall report on its own activity, its plans, and recommendations for progress in the Fellowship. It shall alert the conference to potential problems, areas of concern, opportunities for ministry, etc., and shall recommend appropriate action with regard to these matters. Such suggestions may be conveyed to the conference, in consultation with the Executive Director, through his annual address.
10. The Council shall name the endorsing agents of the Fellowship for the military chaplaincy.
11. The Council may serve as an advisory board to its member churches, recognized districts, national and cooperating ministries, and other bodies who seek its counsel with no authority other than to offer counsel to these bodies.
12. Each elected member of the Council shall be responsible to communicate with one or more districts in his region as determined by the Council.
13. The Council shall be responsible for the soliciting and the receiving of statistical reports. It shall report significant statistical information at the annual meeting of the corporation.
14. When the Executive Director stops debate on a divisive issue at a business session of the conference, the Council shall meet to make a recommendation to the next business session. It shall include in this recommendation: 1) whether or not to invoke a moratorium and, 2) if a moratorium is recommended, it shall also recommend procedures for conflict resolution.
15. The Fellowship Council and Nominating Committee shall make reasonable effort to include qualified laity in leadership positions in the Fellowship.
16. The Fellowship Council shall present a name for Executive Director to the conference one year prior to the expiration of the current term for affirmation by the delegates. That Executive Director shall select an Assistant Director, that is approved by the Fellowship Council to be affirmed by the delegates on a single question ballot for a one, two or three year term.

- 380 16. Contracts shall be established for employees of the Fellowship Council. Each employee shall be
381 subject to periodic review.
- 382 17. The Fellowship Council may consult National and Cooperating ministries in the development and
383 implementation of strategic plans as appropriate to the mission of the FGBC, Inc.
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385 Section Two. Meetings. The Council will hold an annual meeting just prior to the conference at the
386 place designated for the annual meeting of the corporation. A mid-year meeting of the Council will be held
387 approximately six months after each annual meeting of the corporation at a time and place specified by the
388 Council. The mid-year meeting shall not be held if there is insufficient business to merit the expense and
389 time. Other special meetings of the Council may be called by the chairman in consultation with the other
390 Council members.

391 Section Three. Board Decisions. All actions of the Council must be sustained by a majority vote of the
392 Council membership (nine or more affirmative votes).
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394 Section Four. Notice. Notice of any meeting of the Fellowship Council must be given to each member
395 of the Council at least thirty days prior to the meeting. The notice of any special meeting shall state the
396 purpose of the meeting.
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398 Section Five. Removal. Any member of the Fellowship Council who ceases to fulfill the Biblical
399 guidelines for leadership as set forth in 1 Timothy 3 and Titus 1 shall be removed from office by majority
400 vote of the remaining Council members. This action shall be ratified by the corporation at its next annual
401 meeting. If a member leaves the region he represents, his position on the Fellowship Council is vacated.
402

403 Section Six. Vacancies. In case a vacancy occurs on the Council, the remaining members of the
404 Council shall fill this vacancy by appointing a qualified representative from the region represented by the
405 member being replaced. If the unexpired portion of the term remaining extends beyond the next annual
406 meeting of the corporation, the Council's appointment shall be ratified at that meeting.
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408 ARTICLE IV 409 OFFICERS 410

411 Section One. Responsibilities and Duties. The officers shall have the powers and discharge the duties
412 customarily and usually held and performed by like officers in similar corporations, including, but not
413 limited to, the following:
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- 415 1. Executive Director.
- 416 a. He is the chief executive officer of the corporation during the years for which he is elected
 - 417 b. He is a member, *ex-officio*, of the Fellowship Council and shall serve as chairman of the
418 Council for the years of his term as Executive Director.
 - 419 c. He will serve as moderator, presiding over any and all business meetings of the conference, or
420 he may select another person to serve as moderator. Should he choose another to serve as
421 moderator, the Executive Director shall retain all rights, responsibilities, and authorities
422 described in this Constitution and the Manual of Procedure. Anyone acting as moderator, if he
423 is personally involved in a matter, shall defer to the Executive Director or Assistant Director.
 - 424 d. He shall present the annual Executive Director's address on the general theme of the spiritual
425 state of the churches and the challenges facing the Fellowship. He may incorporate
426 recommendations to the Fellowship from the Fellowship Council.
 - 427 e. Represent the FGBC as its official spokesperson for all matters related to the official
428 communication, public press releases, or other informational opportunities presented during
429 his term.
 - 430 f. Adequately prepare the newly elected Executive Director for the position through education
431 and communication as deemed necessary to provide a smooth transition between
432 administrations.
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- 434 g. The Executive Director must agree to the Statement of Faith of the FGBC, be a member in
435 good standing in one of the member churches in the FGBC and be committed to the welfare
436 and health of the FGBC.
- 437 2. Assistant Director.
- 438 a. He is a member, *ex-officio*, of the Fellowship Council and shall serve as vice-chairman of the
439 Council for the years of his term as Assistant Director.
- 440 b. He shall fulfill the functions of the Executive Director in the latter's absence or illness or
441 when called upon by the Executive Director to do so.
- 442 c. He shall assume the office of Executive Director in the event of his resignation, decease or
443 inability to serve as the Executive Director upon notification by secretary of the Fellowship
444 Council.
- 445 d. e. Represent the FGBC when delegated to do so by the Executive Director in areas deemed
446 helpful by the Executive Director.
- 447 f. Adequately prepare the newly elected -Assistant Director for the position through education
448 and communication as deemed necessary to provide a smooth transition between
449 administrations.
- 450 g. The -Assistant Director must agree to the Statement of Faith of the FGBC, be a member in
451 good standing in one of the member churches in the FGBC and be committed to the welfare
452 and health of the FGBC.
- 453
- 454 4. Secretary.
- 455 a. He shall make and keep an accurate, written record of all Fellowship Council and conference
456 business and make records available for annual publication in a form approved by the
457 Fellowship Council.
- 458 b. He shall secure the service of an assistant secretary to facilitate the execution of his duties.
- 459 c. With the cooperation of the Minutes Review Committee he shall provide printed copies of the
460 minutes of each conference business session for publication.
461 The Conference may choose to amend published minutes at the first business session
462 succeeding publication.
- 463 5. Treasurer.
- 464 a. He shall receive and dispense all funds coming to the Fellowship and shall establish and
465 maintain a bank account in which said funds are to be kept.
- 466 b. He shall report to the Council as requested and annually at the annual meeting of the
467 corporation delineating the financial status of the corporation.
- 468 c. He shall invest available funds in such a way as to provide additional income to the
469 Fellowship.
- 470

471 Section Two. Fellowship Coordinator & Administrative Staff.

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- 473 1. The Council shall employ a Fellowship Coordinator and Administrative Staff as needed. Their
474 remuneration shall be included in the budget proposed to the annual meeting. The Fellowship
475 Council shall establish necessary guidelines.
- 476 2. They shall be directly responsible to the Executive Director and the Fellowship Council and
477 ultimately to the corporation.
- 478 3. They may sit with the Fellowship Council by invitation but shall not have a vote in its
479 proceedings.
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481 Section Three. Removal. Any officer who ceases to fulfill the Biblical guidelines for leadership as set
482 forth in 1 Timothy 3 and Titus 1 shall be removed from office by majority vote of the Council. This action
483 shall be ratified by the corporation at its next annual meeting.

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485 Section Four. Vacancies. Other than the office of Executive Director, a vacancy may be filled by the
486 Fellowship Council for the unexpired portion of the term. In the case of a vacancy in the office of
487 Executive Director, the Assistant Director will immediately succeed to the office and responsibility of
488 Executive Director upon notification by the secretary.

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ARTICLE V
COMMITTEES

Section One. Membership Committee.

1. A Membership Committee, consisting of three members, shall be appointed by the Fellowship Council. Members shall serve three year terms, arranged so that one new member is appointed each conference year.
2. The chairman shall be named annually by the Fellowship Council.
3. It shall be the duty of the Committee to provide appropriate credential forms to member churches and a place at which these forms and membership fees shall be received.
4. This Committee shall have no authority to withhold any delegate with properly executed credentials from the conference.
5. In the event of disputed delegations from member churches, the membership committee shall refer the question to the Fellowship Council which, in turn, shall make recommendation of the appropriate action to be taken by the conference.

Section Two. Nominating Committee.

1. The Nominating Committee shall present nominees to the conference for the annual election of the Fellowship Council.
2. Nominees shall be triune immersed members in good standing of congregations that are members of the Fellowship of Grace Brethren Churches, Inc. and shall give their consent to nomination and shall agree to serve, if elected.
3. The geographical regions which nominees are to represent on the Fellowship Council shall include the following recognized Districts:
 - a. Western: Arctic, Hawaii, Mountain-Plains, Nor-Cal, Pacific-Northwest, and Southern California-Arizona.
 - b. Central: Great Lakes Area, Heartland, Indiana, Iowa-Midlands, Northcentral Ohio, Northeastern Ohio, and Tri-States.
 - c. Eastern: Allegheny, Blue Ridge, Chesapeake, East Central Florida, Florida Suncoast, Mid-Atlantic, Northern Atlantic, South Florida-Caribbean, Southern, and Western Pennsylvania.
4. Each cooperating district may annually submit to the Nominating Committee the name of one member of a church within its district as nominees for the Fellowship Council. These names shall be placed on the ballot. If a district fails to submit a name in timely fashion, the committee may add a nominee of its own choosing from that particular district.
5. This committee shall submit nominations to the Fellowship Coordinator to be included on a printed ballot. The ballot is to be so arranged that only one nominee from each region shall be elected to the Fellowship Council.

Section Three. Parliamentary Committee.

The duties of this committee are stated in the FGBC Constitution, ARTICLE VIII, Section Three.

Section Four. Minutes Review Committee

A Minutes Review committee shall be appointed annually by the Fellowship Council to review and approve the minutes of the Conference before they are published.

Section Five. Committee Expenses. Expenses of any committee shall be defrayed by the corporation upon receipt of proper reports to the treasurer.

ARTICLE VII

Section One. NATIONAL MINISTRIES

1. Requirements. Although FGBC national ministries remain distinct, autonomous legal entities, such ministries seeking recognition by the corporation and desiring to serve the Fellowship as a national ministry shall meet the following requirements:

- a. The ministry and its governing body must subscribe to the Statement of Faith set forth in Section Two of Article III of this Constitution.
 - b. The ministry must be sponsored and controlled by members of FGBC churches. The ministry shall not be a subsidiary of only one local church; it shall have representation on its governing board from each of the geographical regions of the Fellowship as identified in Article V, Section Two, Point #3 of the Manual of Procedure.
 - c. The ministry must have a scope of ministry broader than the immediate local church ministries and exist to serve other Grace Brethren Churches.
 - d. The ministry must meet a recognized need related to the fulfilling of the Great Commission.
 - e. The ministry must be able to demonstrate a tradition of national influence that has consistently advanced the mission of the FGBC.
2. Procedure. National Ministries meeting the requirements of Section One of this Article may be recognized by the Fellowship, upon recommendation of the Fellowship Council, by two-thirds affirmative majority vote of the delegates present, entitled to vote, and voting.
 3. Recognized National Ministries. Ministries recognized as national ministries of the Fellowship of Grace Brethren Churches, Inc. are not creations of the Fellowship, nor are they an integral part of its organization. While FGBC, Inc. requests an annual report as a courtesy, it does not in any way control any of the recognized national ministries.
 4. Review: The Fellowship Council has the responsibility to review national ministries regarding the above qualifications. Recommendations for removal of a National Ministry's recognition shall be approved by the delegates by a majority vote.

Section Two: COOPERATING MINISTRIES

1. Requirements. Although FGBC cooperating ministries remain distinct, autonomous legal entities, such ministries seeking recognition by the corporation and desiring to serve the Fellowship as a cooperating ministry shall meet the following requirements:
 - a. The ministry and its governing body must subscribe to the Statement of Faith set forth in Section Two of Article III of this Constitution.
 - b. The ministry must be sponsored or controlled by members of FGBC churches. If a majority of the board of directors are members of churches who are members of the FGBC, that satisfies this requirement.
 - c. The ministry must have a scope of ministry broader than the immediate local church ministries.
 - d. The ministry must meet a recognized need related to the fulfilling of the Great Commission.
2. Procedure. Ministries meeting the above requirements may be recognized by the Fellowship, upon recommendation of the Fellowship Council, by an affirmative majority vote of the delegates present, entitled to vote, and voting.
3. Recognized Cooperating Ministries. Ministries recognized as cooperating ministries of the Fellowship of Grace Brethren Churches, Inc. are not creations of the Fellowship, nor are they an integral part of its organization. While FGBC, Inc. requests an annual report as a courtesy, it does not in any way control any of the recognized cooperating ministries.
4. Review: The Cooperating Ministry has the responsibility to demonstrate that it desires and qualifies for Cooperating Ministry status at least every five years. The Fellowship Council has the responsibility to review cooperating ministries regarding the above qualifications. Recommendations for removal of a Cooperating Ministry's recognition shall be approved by the delegates by a majority affirmative vote.

Section Three: COOPERATING DISTRICTS

Requirements. Although FGBC Cooperating Districts remain distinct, autonomous legal entities, in order to be granted and to maintain the status of a FGBC Cooperating District, the following requirements must be met.

1. A district may be formed with a minimum of three churches.
2. The district may be organized for fellowship and cooperative ministry with area churches and the FGBC.
3. The district and district officers shall subscribe to the FGBC Statement of Faith or the Declaration of Common Identity.
4. The district shall have made application with FGBC for recognition as a cooperating district.

601
602 **ARTICLE VIII**
603 **MISCELLANEOUS**

604 Section One. Continuing Resolutions. Continuing resolutions may be submitted at the annual meeting
605 of the corporation by the Fellowship Council or from the floor. The resolution must be in writing. If the
606 resolution is submitted from the floor, a written presentation must be given to the secretary during the same
607 business session at which the resolution is presented.

608
609 Section Two. Conference Year. The conference year shall begin with the conclusion of the conference
610 and continue to the conclusion of the succeeding conference.

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612 Section Three. Fiscal Year. The fiscal year of the corporation shall be November 1 through October
613 31.

614
615 Section Four. Affiliations. The Fellowship may affiliate with other fraternal, evangelical organizations
616 only with the adoption of an appropriate resolution by the Conference. Cooperation with such
617 organizations, without formal membership, may be approved by the Executive Committee of the
618 Fellowship Council.

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620
621 **ARTICLE IX**
622 **AMENDMENTS TO MANUAL OF PROCEDURE**

623 This Manual of Procedure may be amended by a majority affirmative vote of the delegates present, entitled
624 to vote, and voting at any business session.