

Memo to the Fellowship Council  
January 19, 2007

Subject: Changes to the Constitution and Manual of Procedure

The structures commission has been working on changes to the constitution that would:

- Increase the term of Fellowship Council members from 4 years to 5.
- Increase the number of Fellowship Council members to 15 – 5 from each region.
- Decrease the waiting period between terms from 4 years to 2.
- Increase the term of the moderator.
- Put the vice moderator on a single “ticket” with the moderator.
- Remove the provision for nominations from the floor for moderator.

They are also processing Fellowship Council policies that would create an “Enduring Visionary Leadership Team”, approved by the Fellowship Council to function as a “cabinet” for the moderator.

The following pages include:

- Proposed changes to the Constitution (red lines and deletions to current constitution).
- Proposed changes to the Manual of Procedure (red lines and deletions to current MOP).
- Job Descriptions for the
  - Moderator
  - Vice moderator
  - Enduring Visionary Leadership Team

# **THE CONSTITUTION FOR THE FELLOWSHIP OF GRACE BRETHREN CHURCHES, INC.**

Adopted by Conference - July 1997

## **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. The Statement of Faith is the current 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. The basic doctrines of one congregation shall be the same as the basic doctrines in every other.

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).
8. CHRISTIAN LIFE. A life of righteousness, good works and separation unto God from the evil ways of the

world (Rom. 12:1-2), manifested by speaking the truth (James 5:12), maintaining the sanctity of the home (Eph. 5:22-6:4), settling differences between Christians in accordance with the Word of God (1 Cor. 6:1-8), not engaging in carnal strife but showing a Christ-like attitude toward all men (Rom. 12:17-21), exhibiting the fruit of the Spirit (Gal. 5:22-23), and maintaining a life of prayer (Eph. 6:18; Phil. 4:6), including the privilege, when sick, of calling for the elders of the church to pray and to anoint with oil in the name of the Lord (James 5:13-18).

9. ORDINANCES. The Christians should observe the ordinances of our Lord Jesus Christ which are (1) baptism of believers by triune immersion (Matt. 28:19) and (2) the threefold communion service, consisting of the washing of the saints' feet (John 13:1-17), the Lord's Supper (1 Cor. 11:20-22, 33-34; Jude 12), and the communion of the bread and the cup (1 Cor. 11:23-26).
10. SATAN. His existence and personality as the great adversary of God and His people (Rev. 12:1-10), his judgment (John 12:31), and final doom (Rev. 20:10).
11. SECOND COMING. The personal, visible, and imminent return of Christ to remove His church from the earth (1 Thess. 4:16-17) before the tribulation (1 Thess. 1:10; Rev. 3:10), and afterward to descend with the Church to establish His millennial kingdom upon the earth (Rev. 19:11-20:6).
12. FUTURE LIFE. The conscious existence of the dead (Phil. 1:21-23; Luke 16:19-31), the resurrection of the body (John 5:28-29), the judgment and reward of believers (Rom. 14:10-12; 2 Cor. 5:10), the judgment and condemnation of unbelievers (Rev. 20:11-15), the eternal life of the saved (John 3:16), and the eternal punishment of the lost (Matt. 25:46; Rev. 20:15).

#### ARTICLE IV MEMBERSHIP

Section One. Requirements. Any congregation of believers desiring membership in the Fellowship of Grace Brethren Churches, Inc., shall meet the following conditions:

1. It shall subscribe to the Covenant and Statement of Faith as stated in Article III of this Constitution.
2. It shall have a basic organization consisting of elder(s) and deacon(s), or similar responsible officers.
3. It shall include the words "Grace Brethren" in its name or otherwise indicate clearly its affiliation with the Fellowship of Grace Brethren Churches.
4. In the performance of the ordinances it shall practice baptism by triune immersion only and the threefold communion service only.
5. Requirements and responsibilities for membership by the several local churches shall be established by each church and shall not determine the church's membership in the Fellowship.
6. No church shall be denied membership in the corporation because of failure to support any or all institutions or boards, either district or national, or cooperating organizations recognized by the Fellowship except that failure to comply with membership obligations as stated in Article II, Section Three, points #2, 3, and 5 of the Manual of Procedure may subject the offending church to dismissal.

Section Two. Voting Rights. Each member church shall be entitled to be represented at any meeting of the corporation through delegate(s) of its choosing.

1. Each member church shall be entitled to one delegate for every twenty-five members or major fraction thereof; provided that every church shall be entitled to at least two delegates.
2. Only persons who are members of the Grace Brethren Church they represent shall be seated as delegates to any meeting of the corporation. Representation at National Conference is based on the total membership of the local church.
3. Each member church shall be entitled to one vote per delegate on each matter submitted to a vote at any meeting of the corporation. (Exception: delegates from churches which receive members without triune immersion may not vote on any matter involving the subject of water baptism in relation to church membership. This limitation does not apply to medical exceptions.)

## ARTICLE V 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 ~~sixteen~~seventeen. ~~Fifteen~~Twelve members shall be elected by the corporation, and each of the ~~twelve~~fifteen shall be elected and serve a term of ~~four~~five years. The ~~twelve~~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 ~~four~~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 ~~four~~two members of the Fellowship Council shall be the moderator, ~~first moderator elect, second moderator elect and retiring moderator~~ and the vice. The moderator and vice moderator shall serve a three-year term as moderator and vice moderator.

Council members will begin their terms at the conclusion of the conference at which they are elected.

Section Three. Qualifications. All nominees for Council membership must be triune-immersed members in good standing of a member church recognized by the corporation. 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. 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 ~~four~~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.

## ARTICLE VII OFFICERS

Section One. Officers. The officers of the corporation shall be a moderator, ~~first-vice~~ moderator-elect, ~~second-moderator-elect~~, secretary, and treasurer. The moderator shall serve as chairman of the Fellowship Council, and the ~~first-vice~~ moderator-elect as vice-chairman of the same body.

Section Two. Election. The ~~second-moderator-elect~~ and vice moderator shall be elected together on a single ballot question by majority affirmative vote of the delegates present, entitled to vote, and voting at ~~the the~~ annual meeting of the corporation one year prior to the beginning of their term. ~~Nominees may be added to the ballot from the floor, provided the nomination is seconded and the nominees so named meet the qualifications set forth in Article VI, Section Three of this Constitution.~~

The secretary and treasurer shall be elected annually by majority vote of the Fellowship Council at its annual meeting. These elections shall be ratified by the corporation at the annual meeting immediately following the election.

Section Three. Term. The officers of the corporation will be installed at the conclusion of the conference one year after at which they are elected and will serve for three ~~one~~ conference years or until their successors are elected or appointed and installed.

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

## ARTICLE VIII COMMITTEES

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

Section Two. Nominating Committee.

1. A nominating committee of six members shall be elected annually by the conference from nominees suggested by the Fellowship Council. All nominees shall be members in good standing of congregations affiliated with the FGBC and have agreed to nomination and service. Additional nominations from the floor may be accepted.
2. The chair shall be selected by the Fellowship Council from among the elected committee members.

Section Three. Parliamentary Committee.

1. A parliamentary committee of three members shall be named by the Fellowship Council prior to the conference.
2. It shall be the duty of this committee to interpret this Constitution and the Manual of Procedure whenever questions concerning them shall arise and to assist the presiding officer in questions of procedure and in

the orderly conduct of the business sessions of the conference.

## ARTICLE IX COOPERATING DISTRICTS

Section One. 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.
4. All member churches of a district must be in good standing with FGBC.
5. The district shall have made application with FGBC for recognition as a cooperating district.

## ARTICLE X COOPERATING ORGANIZATIONS

Section One. Requirements. Although FGBC cooperating organizations remain distinct, autonomous legal entities, such organizations seeking recognition by the corporation and desiring to serve the Fellowship as a cooperating organization shall meet the following requirements:

1. The organization and its governing body must subscribe to the Statement of Faith set forth in Section Two of Article III of this Constitution.
2. The organization must be sponsored and controlled by members of FGBC churches. The organization shall not be a subsidiary of only one local church; it shall have representation on its governing board from each of the three geographical regions of the Fellowship as identified in Article V, Section Two, Point # 3 of the Manual of Procedure except that an organization serving a specific geographical area shall be exempt from the requirement of regional representation on its governing board.
3. The organization must have a scope of ministry broader than the immediate local church ministries and exist to serve other Grace Brethren Churches.
4. The organization must meet a recognized need related to the fulfilling of the Great Commission.

Section Two. Procedure. Organizations 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.

Section Three. Recognized Organizations. Organizations recognized as cooperating organizations of the Fellowship of Grace Brethren Churches, Inc. are not creations of the Fellowship, nor are they an integral part of its organization. While the Fellowship Conference requests an annual report as a courtesy, the Fellowship Conference does not in any way control any of the recognized cooperating organizations.

## ARTICLE XI MISCELLANEOUS

Section One. Continuing Resolutions. Continuing resolutions may be submitted at the annual meeting of the corporation by the Fellowship Council or from the floor. The resolution must be in writing. If the resolution is

submitted from the floor, a written presentation must be given to the secretary during the same business session at which the resolution is presented.

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

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

## ARTICLE XII AMENDMENTS TO CONSTITUTION

Section One. Amendments in General. This Constitution may be altered or repealed at any annual or special meeting of the corporation by two-thirds majority affirmative vote of the delegates present, entitled to vote, and voting at said meeting, provided that the proposed amendment had been presented to the delegates at a previous business session of the conference and to the Fellowship Council for study and recommendation. Provided further, that the Statement of Faith set forth in Section Two of Article III may be amended only by the procedure outlined in Section Two of this Article.

Section Two. Amendment of Statement of Faith. The Statement of Faith set forth in Section Two of Article III may be amended only through the following procedure:

1. Any delegate wishing to see the Statement of Faith amended must present a written copy of the proposed amendment to the secretary of the conference in a previous session of the conference before the proposal is presented in the form of a motion. The conference shall have the right to request that printed copies of the proposal be provided for the delegates before further action is taken.
2. If an amendment is sustained by a two-thirds majority affirmative vote of the delegates present, entitled to vote, and voting in favor of the proposed amendment to the Statement of Faith, the proposal shall then be sent by the secretary to all churches which have been approved as member churches in that year's conference.
3. Each local church receiving a copy of the proposed amendment shall vote on the proposal within twenty-three months.
4. Before the call to order of the first business session in the second year following the offering of the amendment, each church receiving a copy of the proposed amendment to the Statement of Faith shall have submitted one vote per church to the secretary.
5. At least two-thirds of the churches responding must favor the proposed amendment before a second reading of the amendment is permitted, thereby allowing the conference delegates to place on the floor a properly supported motion calling for the adoption of the amendment to the Statement of Faith. A two-thirds majority affirmative vote of the delegates present, entitled to vote, and voting shall be required to sustain the motion, thereby incorporating the amendment into the Statement of Faith.

Article VIII section two, item 2 amended July 30, 2002

# **MANUAL OF PROCEDURE FOR THE FELLOWSHIP OF GRACE BRETHREN CHURCHES, INC.**

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 January 1st 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 Grace Brethren North American Missions, a sponsoring church that is already a member of the FGBC, or a District Missions board.
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. The fee to a member church is based on total membership.
4. The Fellowship Council (see Article III, Section One, point # 3 of this Manual of Procedure) 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.
4. 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.

## **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 assume definite financial responsibility whether or not they send delegates to any meeting of the corporation, and the treasurer is directed to notify delinquent members of this responsibility.

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 Moderator 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 the Corporation's Boards and Cooperating Organizations in its conference planning and may invite representatives of such Boards and Organizations to its planning sessions. (Expenses for these representatives shall be borne by their respective organizations.)
2. The Council shall select the time and place for the conference and shall submit its proposals to the conference at least three years in advance. Boards and Cooperating Organizations shall be consulted in the choosing of dates and sites for the conference.
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 cooperating organizations 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 moderator, 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 the Fellowship, its member churches, recognized districts, cooperating organizations, 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 moderator 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. Contracts shall be established for employees of the Fellowship Council. Each employee shall be subject to periodic review.

Section Two. Meetings. The Council will hold an annual meeting just prior to the conference at the place designated for the annual meeting of the corporation. A mid-year meeting of the Council will be held approximately six months after each annual meeting of the corporation at a time and place specified by the Council. The mid-year meeting shall not be held if there is insufficient business to merit the expense and time. Other special meetings of the Council may be called by the chairman in consultation with the other Council members.

Section Three. Board Decisions. All actions of the Council must be sustained by a majority vote of the Council membership (nine or more affirmative votes).

Section Four. Notice. Notice of any meeting of the Fellowship Council must be given to each member of the Council and all member churches at least thirty days prior to the meeting. They shall be notified by mail to all the membership. The notice of any special meeting shall state the purpose of the meeting.

Section Five. Removal. Any member of the Fellowship Council who ceases to fulfill the Biblical guidelines for leadership as set forth in 1 Timothy 3 and Titus 1 shall be removed from office by majority vote of the remaining Council members. This action shall be ratified by the corporation at its next annual meeting. If a member leaves the region he represents, his position on the Fellowship Council is vacated.

Section Six. Vacancies. In case a vacancy occurs on the Council, the remaining members of the Council shall fill this

vacancy by appointing a qualified representative from the region represented by the member being replaced. If the unexpired portion of the term remaining extends beyond the next annual meeting of the corporation, the Council's appointment shall be ratified at that meeting.

## ARTICLE IV OFFICERS

Section One. Responsibilities and Duties. The officers shall have the powers and discharge the duties customarily and usually held and performed by like officers in similar corporations, including, but not limited to, the following:

1. Moderator.

- a. He is the chief executive officer of the corporation during the year s for which he is elected.
- b. He is a member, *ex-officio*, of the Fellowship Council and shall serve as chairman of the Council for the year s of his term as moderator. ~~He shall continue on the Council for one year following his tenure as moderator, to expedite the implementation of corporate action taken during his term of office.~~
- c. He may choose a Parliamentary Chairman to preside over any and all business meetings of the conference, or he shall preside at all sessions of the conference except when he is personally involved in a matter, in which case he shall defer to the first moderator-elect. Should he choose a Parliamentary Chairman, the Moderator shall retain all rights, responsibilities, and authorities described in this Constitution and the Manual of Procedure.
- d. He shall present the annual moderator's address on the general theme of the spiritual state of the churches and the challenges facing the Fellowship. He may incorporate recommendations to the Fellowship from the Fellowship Council.
- c. Represent the FGBC as its official spokesperson for all matters related to the official communication, public press releases, or other informational opportunities presented during his term.
- e. Adequately prepare the newly elected Moderator for the position through education and communication as deemed necessary to provide a smooth transition between administrations.
- f. The Moderator must agree to the Statement of Faith of the FGBC, be a member in good standing in one of the member churches in the FGBC and be committed to the welfare and health of the FGBC.

2. ~~First Vice~~ Moderator-Elect.

- ~~a. He shall succeed to the office of moderator the second year following his election.~~
- b. He is a member, *ex-officio*, of the Fellowship Council and shall serve as vice-chairman of the Council for the year s of his term as ~~first~~ moderator-elect.
- c. He shall fulfill the functions of the moderator in the latter's absence or illness or when called upon by the moderator to do so.
- d. He shall assume the office of moderator in the event of his resignation, decease or inability to serve as the moderator upon notification by the chairman or secretary of the Fellowship Council.
- e. He shall present the annual ~~first~~ moderator-elect's message at the annual meeting of the corporation on the subject suggested by the Fellowship Council.
- f. Represent the FGBC when delegated to do so by the Moderator in communication areas deemed helpful by the Moderator.
- g. Adequately prepare the newly elected Vice-Moderator for the position through education and communication as deemed necessary to provide a smooth transition between administrations.
- h. The Vice-Moderator must agree to the Statement of Faith of the FGBC, be a member in good standing in one of the member churches in the FGBC and be committed to the welfare and health of the FGBC.

~~3. Second Moderator elect.~~

- ~~a. He shall succeed to the office of first moderator elect the second year following his election.~~
- ~~b. He is a member, ex officio, of the Fellowship Council.~~
- ~~c. He shall fulfill the functions of first moderator elect in the latter's absence or illness when called upon by the moderator to do so.~~
- ~~d. He shall assume the office of first moderator elect in the event of his resignation, decease or inability to serve as the first moderator elect upon notification by the moderator.~~
- ~~e. He shall lead the early planning for the conference in which he will lead as moderator.~~

43. Secretary.

- a. He shall make and keep an accurate, written record of all Fellowship Council and conference business and make

- records available for annual publication in a form approved by the Fellowship Council.
  - b. He shall secure the service of an assistant secretary to facilitate the execution of his duties.
  - c. With the cooperation of the Minutes Review Committee he shall provide printed copies of the minutes of each business session for publication.
- The Conference may choose to amend published minutes at the first business session succeeding publication.

#### 54. Treasurer.

- a. He shall receive and dispense all funds coming to the Fellowship and shall establish and maintain a bank account in which said funds are to be kept.
- b. He shall report to the Council as requested and annually at the annual meeting of the corporation delineating the financial status of the corporation.
- c. He shall invest available funds in such a way as to provide additional income to the Fellowship.

#### Section Two. Fellowship Coordinator & Administrative Staff.

- 1. The Council shall employ a Fellowship Coordinator and Administrative Staff as needed. Their remuneration shall be included in the budget proposed to the annual meeting. The Fellowship Council shall establish necessary guidelines.
- 2. They shall be directly responsible to the Moderator and the Fellowship Council and ultimately to the corporation.
- 3. They may sit with the Fellowship Council by invitation but shall not have a vote in its proceedings.

Section Three. Removal. Any officer who ceases to fulfill the Biblical guidelines for leadership as set forth in 1 Timothy 3 and Titus 1 shall be removed from office by majority vote of the Council. This action shall be ratified by the corporation at its next annual meeting.

Section Four. Vacancies. Other than the office of moderator, a vacancy may be filled by the Fellowship Council for the unexpired portion of the term. In the case of a vacancy in the office of moderator, the first moderator-elect will immediately succeed to the office and responsibility of moderator upon notification by the chairman or secretary.

### ARTICLE V COMMITTEES

#### Section One. Membership Committee.

- 1. A membership committee, consisting of six members, shall be appointed by the Fellowship Council. Members shall serve three-year terms, arranged so that two new members are 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 committee shall present nominees to the conference for the annual election of the Fellowship Council, the moderator and the vice moderatorsecond moderator-elect. The moderator and vice moderator will be presented together as a single ballot question.
- 2. Nominees shall be triune immersed members in good standing of congregations affiliated with 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, Northwest, and Southern California-Arizona.
  - b. Central: Great Lakes Area, Heartland, Indiana, Iowa-Midlands, Northcentral Ohio, Northeastern Ohio, and Southern Ohio.
  - 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 VII, 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 Four. Committee Expenses. Expenses of any committee shall be defrayed by the corporation upon receipt of proper reports to the treasurer.

**ARTICLE VI  
MISCELLANEOUS**

Fiscal Year. The fiscal year of the corporation shall be the calendar year.

**ARTICLE VII  
AMENDMENTS TO MANUAL OF PROCEDURE**

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

Article I section one, item 1 amended July 28, 2001

**The Fellowship of Grace Brethren Churches**  
**Ministry Description**  
**Moderator**

The Moderator of the Fellowship of Grace Brethren Churches (FGBC) is a volunteer serving as the official spokesperson for the Fellowship of Grace Brethren Churches during his term of office. The Moderator of the FGBC shall serve for a term of three consecutive years. The Moderator shall be elected to his position one year prior to beginning his office so that a one year transition period might exist between administrations of the office. It will be the responsibility of the out-going Moderator to educate the elected Moderator in his final year of office. This education shall take whatever forms deemed necessary by the effected officers.

The Moderator shall be expected to accomplish the following tasks while in office:

- (1) Develop the agenda and items of business to be discussed with the Fellowship Council at their semi-annual meetings, and all other sub-committee meetings or specially called task forces during his term.
- (2) Develop in conjunction with the Fellowship Coordinator's office the annual conference of the FGBC.
- (3) Represent the FGBC as its official spokesperson for all matters related to the official communication, public press releases, or other informational opportunities presented during his term.
- (4) Serve as the manager for the Fellowship Coordinator and designate to the Coordinator's office those tasks that reflect the desires of the FGBC.
- (5) Maintain adequate and regular communication with the FGBC Enduring Leadership Team (see ministry description for ELT) for the purpose of helping the Fellowship Council engage the issues and items facing the FGBC.
- (6) Present an annual State of the Fellowship Communication which accurately and truthfully engages the realities and issues of the FGBC to its member churches.
- (7) Adequately prepare the newly elected Moderator for the position through education and communication as deemed necessary to provide a smooth transition between administrations.

The Moderator must agree to the Statement of Faith of the FGBC, be a member in good standing in one of the member churches in the FGBC and be committed to the welfare and health of the FGBC.

**The Fellowship of Grace Brethren Churches**  
**Ministry Description**  
**Vice-Moderator**

The Vice-Moderator of the Fellowship of Grace Brethren Churches (FGBC) is a volunteer serving as a member of the FGBC Enduring Leadership Team for the Fellowship of Grace Brethren Churches during his term of office. The Vice-Moderator of the FGBC shall serve for a term of three consecutive years. The Vice-Moderator shall be elected to his position one year prior to beginning his office so that a one year transition period might exist between administrations of the office. It will be the responsibility of the out-going Vice-Moderator to educate the elected Vice-Moderator in his final year of office. This education shall take whatever forms deemed necessary by the effected officers.

The Vice-Moderator shall be expected to accomplish the following tasks while in office:

- (1) Develop the agenda for Focus Retreats and their logistics in conjunction with the Moderator.
- (2) Help the Fellowship Coordinator's office carry out other ministry initiatives as deemed necessary by the Fellowship Council.
- (3) Represent the FGBC when delegated to do so by the Moderator in communication areas deemed helpful by the Moderator.
- (4) Serve as an assistant for the Fellowship Coordinator and help carry out those tasks that reflect the desires of the FGBC.
- (5) Maintain adequate and regular attendance with the FGBC Enduring Leadership Team (see ministry description for ELT) for the purpose of helping the Fellowship Council engage the issues and items facing the FGBC.
- (6) In the event the Moderator is unable to carry out designated responsibilities the Vice-Moderator shall be granted authority to carry out such responsibilities in his absence.
- (7) Adequately prepare the newly elected Vice-Moderator for the position through education and communication as deemed necessary to provide a smooth transition between administrations.

The Vice-Moderator must agree to the Statement of Faith of the FGBC, be a member in good standing in one of the member churches in the FGBC and be committed to the welfare and health of the FGBC.

**The Fellowship of Grace Brethren Churches**  
**Ministry Description**  
**Enduring Visionary Leadership Team**

The Enduring Visionary Leadership Team (EVLTL) of the Fellowship of Grace Brethren Churches (FGBC) consists of the following visionary persons who serve our Fellowship with the Moderator. They shall serve as advisors to the Moderator on issues of strategy, vision casting, direction, and joint programs engaged by the FGBC.

The members of the Enduring Visionary Leadership Team shall consist of: (Team of 12)

- (2) The Moderator and Vice Moderator
- (2) The Fellowship Coordinator and the Ministerium Coordinator (Pres.Min)
- (3) Representatives From National Organizations
  - (Nat.Orgs vote on their own reps)
  - The Executive Director/President of CE National
  - The Executive Director/President of Grace Schools
  - The Executive Director/President of GBIF
  - The Executive Director/President of GBIM
  - The Executive Director/President of GBNAM
  - The Executive Director/President of Women of Grace
  - The Executive Director/President of the BMH Company
- (1) Representative of The Fellowship Council (FC) appointed by the FC
- (2) Pastoral Representatives from local church's appointed by FC
- (1) The at-Large member appointed by the FGBC Moderator and FC

The Enduring Visionary Leadership Team shall be expected to accomplish the following tasks while serving the Moderator:

- 1 Communicate the plans of each organization to the Moderator so that the official spokesperson of the FGBC might be knowledgeable with and understanding of the issues facing the FGBC's cooperating organizations.
- 2 Communicate the vision and the needs of districts and local churches to the Moderator so that the official spokesperson of the FGBC might be knowledgeable with the understanding of the issues facing local churches that make up the FGBC.
- 3 Develop joint strategies that further the cause of Christ, reach lost people for the Savior, and establish the churches in their faith.
- 4 Serve the Moderator by providing joint communications to their various constituencies that further the cause of the FGBC.



- 5 Develop in conjunction with the Moderator the themes and publications of the FGBC.
- 6 Provide visionary ideas that national organizations and fellowship churches may be able to use and implement into their own specific strategic planning.
- 7 The Fellowship Council will ask the National Organizations to select 3 representatives to serve on the EVLT. The Fellowship Council will appoint 3 pastors serving in the local church to serve on the EVLT. The Fellowship Council 'may' at its will appoint 2 at large members to serve on the EVLT.
- 8 The EVLT shall serve throughout the (3-4) year term of the Moderator team. The EVLT may continue to serve the incoming Moderator team at the will of the Moderator, and Fellowship Council. Once the Fellowship Council has affirmed the representatives provided by the National Organizations and the remaining pastors and potential at large members, they will present this 'team' to the FGBC annual conference for ratification.