

PRINCE OF PEACE CHURCH OF THE BRETHREN
PLAN OF ORGANIZATION
(05/2010)

KEY: All Underline words are amendments and changes. All *Underline in italics are changes since the December Congregational Business Meeting.*

All (**Parenthesis in bold**) are original words in Plan of Organization that have been taken out of changed.

ARTICLE I. CORPORATE NAME

This Congregation shall be known as the Prince of Peace Church of the Brethren, which meets at 800 East David Road, Kettering, Ohio 45429. It is incorporated as a non-profit organization in the State of Ohio.

ARTICLE II. AFFIRMATION OF FAITH AND MISSION

This Congregation:

- A. Is founded upon the faith that there is but one God who is a personal God who in holy love creates, sustains, and orders all.
- B. Confesses Jesus Christ as the Lord of the church and of all life.
- C. Believes that the Holy Spirit is at work in the hearts and minds of believers, creating and sustaining the church through the gospel, giving guidance and comfort, and uniting believers with their Lord and with one another.
- D. Maintains the New Testament as its only creed and rule of faith and believes in the inspiration of the Bible both Old and New Testaments.- In the Holy Scriptures is recorded God's search for all persons which is climaxed in God's redemptive act in and through Christ. Through the Bible God still speaks and continues to accomplish God's redemptive purpose.
- E. Believes that the gospel is the good news that God was in Christ reconciling the world unto God. Through the gospel God's sovereign will and Christ's redeeming grace are revealed.
- F. Considers that all members of the Congregation, of the body of believers, are responsible for the total ministry of the church through the stewardship of their spiritual and financial resources.-
- G. Seeks to inspire knowledge of, reverence for, and commitment to God through worship, education, fellowship and service.

ARTICLE III. RELATIONSHIP TO THE WHOLE CHURCH

A. **(The Church Universal) The Christian Community**

This Congregation is a part of the **(Church Universal) Christian community**, which comprises the complete body of Christ. This Congregation, therefore, shall recognize other Christian bodies and denominations and shall seek to cooperate with, and give direction to ecumenical efforts., **(the united efforts of the Church Universal.)**

B. The Church Denominational

The Congregation shall covenant to support faithfully the program of the Church of the Brethren, recognizing Annual Conference enactments of the Church of the Brethren as having guiding influence in its life, and shall remain a member of the Church of the Brethren or its successor. The Congregation is a part of the Southern Ohio District of the Church of the Brethren. The Congregation shall send delegates to those official conferences of the Church of the Brethren in which it is entitled to have representation. In case of strife or division, if any part of the Congregation refuses to abide by its obligations as a member of the Church of the Brethren, that part of the Congregation (whether a majority or minority of its membership) which continues in unity with the Church of the Brethren shall be recognized as the lawful Congregation and shall continue in possession of all of the property of the Congregation.

If the Congregation (1) disbands, (2) departs from membership in the Church of the Brethren, or (3) so decreases in numbers and financial strength as to render the Congregation unable to fulfill its purpose, the Southern Ohio District, or its successor, shall have the right to take charge and control of all property and thereafter to hold, manage, and convey the same at the discretion of the District.

C. This congregation seeks to be a neighbor to all people and to be in dialogue with people of all faiths as taught by the Church of the Brethren

ARTICLE IV. MEMBERSHIP

A. Meaning of Membership

1. Membership in a local fellowship of believers, the congregation, is the way in which we affirm and live out our membership in Christian community (**Christ's larger body, the church universal**). As members of Christ's body we are summoned to follow Christ as his disciples. In the community of faith we find the courage and strength to live out our discipleship in solidarity with others.
2. Membership in this Congregation means:
 - a. A member affirms the basic faith and mission of the Congregation (Article II).
 - b. A member covenants to be faithful to the Congregation through active participation in worship, study, service, sharing in decision-making, the fellowship of shared concern, and sharing of personal and material resources, as one is able.
 - c. A member covenants to remain in dialogue with the Congregation to seek the truth together in love.

B. Entering into Membership

Reception of members shall be by:

1. Confession of faith and baptism as practiced by the Church of the Brethren; or
2. Letter of transfer from another Christian congregation; or
3. Reaffirmation of faith; **(or)**
- (4. Membership renewal.)**

C. Membership Classifications

Members shall be classified in one of three ways for statistical purposes and reported accordingly on annual report forms.

1. **Members.** Members of the Congregation shall consist of those persons who have been received into the church by baptism, letter, or reaffirmation of faith, **(and who choose to continue their membership when the Congregation invites them to examine and renew the covenant relationship, thereby confirming their intention to fulfill the responsibilities of members)** as described in Article IV.A.

2. Associate Members. The Congregation may grant associate membership to three categories of persons:
 - a. Temporary residents, such as students and seasonal residents who participate in the life of the Congregation on a short-term basis, and who continue to hold membership in another congregation in the community of their permanent residence.
 - b. Former residents, who have moved to a location where there is no Church of the Brethren, and who wish to continue a relationship with the Church of the Brethren, and at the same time become members of another Christian community.
 - c. Members of the Pastor's family, whose primary membership is in another congregation.

Associate members have the right to vote (**and hold office**) in the Congregation granting their associate status, and have a responsibility to contribute resources to support the ministries of Prince of Peace (**that congregation**). Associate members are not eligible to serve on the Church Board or to represent the Congregation as delegates to district or annual conference.

3. Separated Members. Separated members are those persons who were received into the Congregation as members, but who no longer participate in the church's life or carry out the commitments expected of members, and who for three consecutive years fail to respond to invitations to reaffirm or renew their relationship with the Congregation. See Article IX.D.10. Whether the causes of separation have to do with the individual, the Congregation, or both, the Congregation shall continue to explore ways to restore the broken relationship. Members, whose residence is unknown and cannot be ascertained for three consecutive years, will be designated as separated members.

Separated members may not vote or hold office in the Congregation, and they are not eligible to serve on the Church Board or to represent the Congregation as delegates to district or annual conferences.

D. MEMBERSHIP REVIEW

The Executive Committee, in cooperation with the Pastor, shall administer changes in membership classification. Membership rolls shall be reviewed annually.

E. MEMBERSHIP TERMINATION

Membership in the Congregation may be terminated in one of the following ways.

1. Death
2. Transfer of membership by letter. A letter of transfer is the property of the congregation and shall go from the granting to the receiving congregation. Either the letter or accompanying note should indicate whether the member for whom the letter is being sent is a member or a separated member.
3. Withdrawal. Action taken by the Congregation at the written request of the individual.
4. Removal. The Congregation may act to remove a person's name from the list of members when:
 - a. A member has joined another church, but failed to request a letter of transfer.
 - b. The Congregation determines that all attempts at reconciliation have failed.

ARTICLE V. CHURCH YEAR

- A. The administrative and financial year of the Congregation shall be January 1 through December 31.
- B. The terms of office for Treasurer and Financial Secretary will begin on January 1. (July 1).

ARTICLE VI. CONGREGATIONAL BUSINESS MEETING

- A. The Congregational Business Meeting is the final authority and governing body within the Congregation; it is the Congregation in business session.
- B. The officers of the Congregational Business Meeting shall be:
 1. Moderator, elected by Congregational Business Meeting.
 2. Clerk, elected by Congregational Business Meeting.
 3. Treasurer, appointed by the Church Board and approved by Congregational Business Meeting
 4. Financial Secretary, appointed by the Church Board and approved by Congregational Business Meeting.

C. The Congregation in business session shall:

1. Hear reports.
2. Evaluate past accomplishments.
3. Study present conditions.
4. Plan the future program of the Congregation.
5. Record the voice of the Congregation on current issues where Christian witness is urgent.
6. Provide opportunity for sharing and coordinating differing points of view.
7. Elect officers.
8. Adopt budgets.
9. Rule on policy and organizational matters.
10. Authorize Congregation officers to act on behalf of the Congregation.
11. Make appointments and approve hiring of paid staff.
12. Approve hiring as brought to the Congregational Business Meeting
13. Transact any other business that may be brought before the Congregational Business Meeting.
14. All decisions at the Congregational Business Meeting must have two-thirds support of those active members present.

D. The Congregational Business Meeting will be convened twice a year, during May and December, and at other times by the Church Board or the Moderator according to the business needs of the Congregation. The May meeting would be a time for reports and feedback. **(At the May meeting, appointments of Treasurer and Financial Secretary will be approved and delegates to District Conference will be elected.)** The Moderator, Treasurer, Financial Secretary, Clerk, Church Board members, Personnel Committee members, and the delegates to Annual and District Conference will be elected at the December meeting. The annual budget will be presented for approval at the December meeting.

E. For the May and December Congregational Business Meetings, the Church Board shall give at least a two week written notification of the agenda, date, and time of meeting. For special congregational business meetings, at least a one week written notification shall be given of the agenda, date, and time of meeting.

ARTICLE VII. LEGAL OFFICERS OF THE CONGREGATION

The legal officers for the corporate body shall be:

- Board Chair
- Chair of Stewardship Commission
- Clerk
- Moderator*

A. Moderator shall be a member of Prince of Peace Church of the Brethren (or **another Church of the Brethren congregation**). The Moderator shall:

1. Preside at Congregational Business Meetings and Church Board organizational meetings.
2. When unable to serve, designate a replacement in consultation with the Church Board Chair and the Pastor.

B. Clerk shall be a member. The Clerk shall:

1. Serve as ex officio (without vote) member of the Church Board and the Executive Committee.
2. Take minutes of the Congregational Business Meetings, Church Board meetings, and Executive Committee meetings.
3. Type and distribute commission mini-reports.
4. When unable to serve, designate a replacement in consultation with the Church Board Chair.

(C. Board Chair shall be a member.)

(D. Chair of the Stewardship Commission shall be a member.)

ARTICLE VIII. CHURCH BOARD

A. The Church Board shall be composed of thirteen (**nineteen**) members of the congregation who will dedicate themselves to the work and program of the Congregation. The Board membership shall be representative of the Congregation as a whole. Ex officio (non-voting) members of the Church Board shall be:

1. Pastor
2. Student/Associate Pastor
3. Associate Staff
4. Clerk
5. Treasurer

6. Financial Secretary
7. Deacon Chair
8. ~~Moderator~~

A majority of the voting members of the Board shall constitute a quorum.

- B. Church Board shall be invested with the administrative powers to plan, coordinate, integrate, and supervise the ongoing ministries (programs) of the Congregation. The Board is primarily responsible for long-range planning, goals and ministries (programs), and the initiation of new ministries (programs). The Board shall be empowered to act on behalf of the Congregational Business Meeting between meetings, except for those actions specifically reserved for the Congregational Business Meeting as set forth in this Plan of Organization.
- C. Nominating Committee shall develop a slate for the Church Board, using the discernment process. Members of the Church shall participate in the calling process by suggesting candidates to the Nominating Committee. The slate of candidates for the Church Board will be affirmed by the Congregational Business Meeting. The term of office shall be three years, no member shall serve more than two consecutive terms without an interim lapse of one year.
- D. Upon the resignation or death of any Board member, the Church Board shall appoint a temporary replacement until the next Congregational Business Meeting elects someone to complete the unexpired term. If the vacancy occurs within two months of the next Congregational Business Meeting, the Board may leave the position open until a replacement can be elected at the Congregational Business Meeting. If a Board member fails to attend three consecutive Board meetings, the Board Chair and the Pastor shall make contact with the member to discuss continued service on the Board.
- E. Moderator or Pastor shall conduct a meeting to organize the Board annually. During the reorganization process, the Board shall name a Chair from among its elected members. Next, the Board shall name a Chair for each commission from among its remaining elected members. Then the Board shall appoint its elected members to commissions on the basis of personal gifts, skills and interest. Finally, a Vice Chair shall be named. The Clerk shall serve as a Secretary for the Board.
- F. Church Board shall meet monthly with the recurring date determined by the Church Board. **(on the first Tuesday of the month. When unable to meet, an alternate date will be set and announced ahead of time.)** Meetings will be open to members of the Congregation.

G. Functions of the Church Board

The Board Shall:

1. Fulfill the directives of the Congregational Business Meeting
2. Assign, supervise, and coordinate the work of the commissions
3. Establish standing or ad hoc committees as needed
4. Project long-range planning, set goals, and initiate new ministries **(programs)**
5. Make all appointments for which the Board is responsible
6. Prepare a slate for use by the Congregational Business Meeting in electing the Nominating Committee
7. Fill all vacancies occurring between Congregational Business Meeting
8. Act on recommendations from the Executive Committee regarding staff vacancies. Recommendations on professional personnel and their terms of employment will be presented to the Congregational Business Meeting for approval.
9. Act on recommendations from commissions regarding hiring and termination of paid staff engaged in the work of the commissions.
10. Prepare the agenda for the Congregational Business Meeting
11. Review the proposed budget for presentation to the Congregational Business Meeting.
12. Supervise all expenditures consistent with the budget as approved by the Congregational Business Meeting.
13. Appoint persons to do the annual audit.
14. Allocate and define authority with respect to the establishment of bank accounts and the signing of checks and other legal documents.
15. Receive, consider, and make disposition of concerns brought by any group or individual member.
16. Report its activities and actions at the Congregational Business Meeting.
17. Bring recommendations to the Congregational Business Meeting where major church policy is involved or needs revision.
18. Enlist the help and counsel of the District Executive and/or other District personnel in ministries **(program)** planning and handling of special concerns.
19. All Board decisions must be passed by a two-thirds majority of the quorum present.

ARTICLE IX. EXECUTIVE COMMITTEE

- A. Executive Committee shall consist of the Church Board Chair and the commission chairs. Ex officio (non-voting) members shall be the Church Board Vice-Chair, the Pastor, Student/Associate Pastor, Associate Staff, **(and) the Clerk and the Moderator**. A majority of the voting members shall constitute a quorum.
- B. The Executive Committee shall meet at least four times per year, with one of the four meetings (a fifth meeting) scheduled for evaluation of the Pastor.
1. The first agenda item of the four regular meetings shall be devoted to receiving reports from the pastor and areas which concern the Pastor-Congregation relationship. The Clerk, Student/Associate Pastor, and Associate Staff shall not attend this portion of the meeting.
 2. The meeting scheduled for the evaluation of the Pastor shall be done in coordination with the District Executive Minister. Persons supervised by the Pastor shall not attend the evaluation meeting.
 3. All constructive comments and concerns (criticism) for the Pastor and/or church ministries (programs) as well as affirmations shall be channeled to the Executive Committee or its members.
 4. Requests by non-members of the Executive Committee to add items to the agenda and/or attend the meeting shall be directed to the Church Board Chair or the Pastor.
- C. Functions of the Executive Committee
1. Emergency Actions taken for the Board (between meetings) will be confirmed by the Board at their next meeting.
 2. Secure employment of the Church Secretary, in consultation with the Pastor.
 3. Initiate the employment/termination process of all professional personnel such as Pastor, Student/Associate Pastor, and Youth Minister. The employment of the Pastor and other professional staff shall be in keeping with approved denominational placement procedures and in consultation with the District Executive Minister.
 4. Annually review and evaluate the terms and conditions of employed personnel designated in #2 and #3 above. Reviews will include job descriptions and contract agreements. When the terms have been mutually accepted, they shall be set forth in writing and considered an agreement between the Congregation and its employees. and reported to the Church Board and the Congregation.

5. Counsel with the Pastor and other staff members regarding vacations, professional growth, and in-service training opportunities.
6. Be aware of capable men and women for the ministry, giving them encouragement and guidance during their training and making recommendations to the Congregation and District regarding licensing and ordination.
7. Work with Pastor regarding requests from outside individuals or groups for special appeals, programs, or services.
8. Provide oversight to the Board, in consultation with the Pastor, in coordinating and giving balance to the various ministries of the Church.
9. Serve as the Membership Committee. Counsel with the Pastor regarding the listing, and classification, **(reporting, accepting and dismissing)** of all members. and in dialogue with the Church Board and the Church Financial Secretary.
10. Serve as a sounding board for the Congregation for any issues that may arise.

ARTICLE X. COMMISSIONS

- A. Commissions will consist of two **(three)** persons from the Church Board others, as appropriate, from the Congregation-at-Large. The term of office shall be one year, with consideration given to the continuity of personnel from one year to the next.
- B. Commissions shall be organized by, and be responsible to, the Board.
- C. All commissions shall hold regular monthly meetings. ***(on the first Tuesday of the month.)*** Meetings are open to any person in the Congregation.
- D. General Duties of Commissions
 1. Each commission shall prepare a tentative budget proposal for the forthcoming year and submit it to the Stewardship Commission by the date requested.
 2. The work of each commission shall be reported in writing to the Board for review.
 3. Each commission shall be responsible for oversight of staff engaged in the work of that commission. Hiring and termination of paid staff shall be brought to the Board for approval.
 4. Detailed information on activities, events, schedules, etc. shall be kept in central commission files in the church office.

5. Each commission shall be responsible for checking the church calendar and coordinating the commission's schedule with other activities.
6. Each commission may assign its responsibilities to individual members of the commission and/or committees working under it.
7. Each commission shall provide opportunities for the development of lay leadership.
8. Commissions may form committees to support new ministry opportunities.

E. There shall be six commissions:

Christian Education
 Worship
 Fellowship
 Outreach
 Stewardship
 Trustees

1. Christian Education Commission - This commission shall plan, correlate, and direct the total educational program of the Congregation, including:
 - a. Sunday School curriculum and teachers for all ages.
 - b. Vacation Bible School
 - c. Camp
 - d. Library
 - e. Activities (other than Sunday School) for **Children's Church**, (CUE **Kids**), Jr/Sr High Youth, young adults, singles of all ages.
 - f. Small group opportunities for study, support and spiritual growth.

2. Worship Commission - This commission shall be responsible for the spiritual life of the Congregation through worship and music.
 - a. The commission shall work with the Pastor to provide meaningful worship experiences, including:
 - (1) Worship
 - (2) Junior Church**
 - (2) (3) Music ministry
 - (1) **(4) Communion** (*Love Feast, Bread and Cup*)
 - (1) **(5) Baptisms**
 - (3) (6) Seasonal and special worship services, i.e. Hanging of the Greens.

- b. The commission shall provide a warm and caring church atmosphere, through the coordination of:
- (1) Worship center
 - (2) Oversight of the music staff
 - (3) Greeters)**
 - (3) (4) Ushers/Greeters
 - (4) (5) Acolytes
 - (5) (6) Child care during worship (and other church functions)
 - (6) (7) Provision of flowers or other recognition at death of members
 - (7) (8) *(Provision of rosebuds for babies)*Provision of rosebud vases for babies' births.
 - (8) (9) Hospitality Parking

3. Fellowship Commission - This commission shall provide opportunities for fellowship, nurture and care of individual participants of the Congregation through the coordination of activities such as:
- a. Recreational functions
 - b. Social functions involving the whole Congregation
 - c. Fellowship Groups i.e., Funtimers
 - d. Integration of new members into the life of the Congregation
 - e. Picture directory
 - f. "Recognition" of new members
 - g. Christmas caroling and Advent fellowship activities
 - h. Maintaining kitchen supplies as needed. (Examples: paper towels, soap, napkins, paper plates, paper cups, etc.)
4. Outreach Commission - This commission shall be responsible for extending the Congregation's ministry to the world through evangelism, ecumenical relations, missions, social action, and ministry to the needy.
- a. The commission shall provide events and activities for sharing the Gospel, which may include:
 - (1) Visits to new persons in attendance or other potential new persons
 - (2) Ministry to potential members
 - (3) Advertising directed at church growth
 - (4) Education of the Congregation about church growth (philosophies, methods, current trends, etc.)
 - (5) Act as greeters at worship and church events.
 - b. The commission shall identify for the Congregation opportunities for outreach ministry, which may include:

- (1) Food/clothing pantry
- (2) Seek to host community based programs or events that generate good will relationships
- (3) Work days for needy families
- (4) Interfaith Hospitality Network
- (5) Peace education and opportunities

c. The commission shall involve the Congregation in denominational and ecumenical programs and activities, which may include:

- (1) Heifer Project
- (2) CROP Walk
- (3) The Brethren Retirement Community, including volunteers and worship services
- (4) CoB Disaster Response Ministries
- (5) Denominational Outreach Advocate (to inform the Congregation about such programs as Annual Conference, Bethany, Manchester, BVS, the District, etc.)
- (6) Quilt block for Annual Conference
- (7) Greater Dayton Christian Connections and other ecumenical organizations
- (8) Messenger representative
- (9) Recommendation of budget funds for needs such as General Board Ministries Fund, District, Manchester, Bethany, Woodland Altars, Greater Dayton Christian Connections, The Brethren Retirement Community, ABC, On Earth Peace (and OEPA) , and the Brethren Heritage

Center

5. Stewardship Commission - This commission shall be charged with the responsibility for fiscal leadership in the field of stewardship, including:
 - a. Stewardship Education of the Congregation in time, talents and financial resources
 - b. Budget formulation and monitoring
 - c. Financial campaigns and commitments
 - d. Provision of information regarding methods of gifting to the church
 - e. Receipt and administration of financial gifts to the Congregation
 - f. Investment of the Congregation's funds
 - g. Support of periodic audits of financial officers
 - h. Storage of financial records of the Congregation
 - i. Recommendation to the Board of the appointees for Treasurer and Financial Secretary
 - j. Provision of information to the Board and the Congregation regarding financial status and needs

6. Trustees Commission - This commission shall be responsible for all the Congregation's property, real and personal, through:
 - a. Property and liability insurance
 - b. Compliance with all laws property
 - c. Responsibility for use of the church building and grounds
 - d. Recruitment of volunteers within the Congregation to assist with maintenance/repair of the facility and grounds
 - e. Work with appropriate commission or Pastor to evaluate/approve all material gifts (in excess of \$100 value)
 - f. Oversight of custodian staff
 - g. Responsible for environmental issues
 - h. Conduct annual inventory "video" of the Congregation's property
 - i. Long-range studies (in cooperation with the Church Board) of building and equipment needs and plans for achieving those needs
 - j. The safe maintenance of Prince of Peace's historical documents and the assignment of Church Historians

ARTICLE XI. DEACONS

- A. Deacons are to visit shut-ins, sick, lonely, injured and depressed. Deacons are to provide a "contact" ministry. to shut-ins, inactive and separated members, as well as the active body. Deacons are to be trained by and work with the pastor. Deacons are to attend a monthly support meeting. Four primary areas of ministry which Deacons should address are identified here:
 1. Advocacy and Support Ministries:
 - a. Responding to crisis needs of the congregation (such as a home fire, a debilitating auto accident, serious surgery, long term illness, etc.)
 - b. ensuring that the needs of the person in particular life situations are met (persons with terminal illness, divorced persons, single parents, pregnant teens, persons with addictions, etc.)
 - c. Reaching out to persons experiencing grief or loss with compassionate acts of presence and service.
 - d. Organizing labor and mutual aid for persons who need special help (at moving time, making repairs to a home damaged by flood, fire or storm, providing manual labor for a widowed homeowner, etc.)
 - e. Supporting persons and their families in transition to nursing and/or retirement communities.
 - f. Organizing baptisms.
 - g. Organizing Love Feast Services as well as the Bread & Cup Service.
 - h. Responsible for planning and routing of Christmas Caroling in collaboration with the Worship Commission in regards to music.

2. Discipleship and Hospitality Ministries
 - a. Being ready and able to share one's faith and the joys of commitment in Christ and the Church with those who are new or searching for a meaningful faith.
 - b. Act as greeters at worship and church events.

3. Health and Healing Ministries
 - a. Visiting those who are sick, hospitalized, or otherwise institutionalized, offering prayers, scripture reading and providing a healing presence.
 - b. Encouraging the use of, and assisting with, anointing services and other healing experiences.
 - c. Encouraging members to make calls and visits, send cards, offer prayer support and other tangible acts of compassion (to those who are sick, shut-in, bereaved, etc.).

4. Unity and Reconciliation Ministries
 - a. Being "present" especially as a good listener, for those who are in conflictual relationships, who are lonely or alienated, or who face difficult decisions.
 - b. Making intentional efforts to be a healing influence, a Christ-like presence, for those in the congregation or the community who are experiencing broken relationships.

B. Qualifications for Deacon Ministry

Deacons show spiritual maturity. Deacons seek the grace and help of God in modeling Christ-like living. Disciples have an open mind and are responsive to scripture and to the Holy Spirit. Deacons exercise wisdom and sound judgment; Deacons are faithful and loyal to Christ and the church; Deacons demonstrate love for and empathy with people who are in need of compassion; Deacons experience the joy of a deep personal relationship with Christ; Deacons know they have received God's grace and power in their own lives; Deacons know how to reach out in healing ways to others; Deacons uphold the beliefs, teachings and practices of the Church of the Brethren; Deacons exercise good stewardship in use of time, talents and resources.

As Deacons are called, the congregation will be entering into a relationship with the Deacons similar to the one we have with our Pastor, and we need to give thoughtful care and prayer support to this relationship. The work of the Deacons is actually an extension of the Pastoral ministry.

C. Calling of Deacons

Up to seven (7) (~~Six (6)~~) Deacons, chosen as individuals and/or at least one (1) married couple and up to four (4) to five (5) (~~four (4)~~) individuals from the active full membership of the church, will meet the needs of Prince of Peace Church.

The Deacons will be selected by the “calling” process. The Executive Committee of Prince of Peace Church will act as the “Calling” Committee using the discernment model as well as listing the needs of the congregation. The congregation will be given the opportunity to submit names of full active members which they see or feel could serve as Deacons. The “Calling” Committee through a very thorough process, will put together a list of people whom they are calling to be the Deacons of our church. Through personal, face-to-face contact, these people will be given a chance to respond to the invitation to accept the “calling.” When six to seven (six) have responded positively, that list will be presented to the congregation at a business meeting for their affirmation of those “called”.

Deacons may not be members of the Church Board or Moderator of the church, but they may assume or continue in any other areas of service in the church. In fact, they should be encouraged to continue with other responsibilities if they can. However, if they choose to serve only as Deacons, they should receive the full support of the church in this decision.

The term of service for a Deacon will be three (3) years with a 2-term limit followed by a minimum of one (1) year off. **(To begin with, there will be two Deacons called to serve for 2 years and three Deacons called to serve for 3 years. This will provide for not having a complete turnover in any one year.)**

After the Deacons are called, the Pastor will be responsible for coordinating their training. She/he may call on a variety of resources for help in doing this. Each Deacon will need a personal copy of the DEACON MANUAL FOR CARING MINISTRIES. The Pastor and Deacons will work together to determine what their training needs are and how long it will take.

As the Deacons meet and begin to act as a group, they will need to choose one of them who will act as Chair of the Deacons and one who will serve as secretary. The Chair will be the Pastor’s closest contact and will keep the rest of the Deacons informed. The Deacons will meet monthly, with or without the Pastor, and will function within their group as they see fit and using the DEACON MANUAL FOR CARING MINISTRIES as their guide.

D. Accountability

1. The Deacon body is directly reportable and accountable to the congregation, providing a report at each Church Board and Congregational Business Meeting. The Deacon Chair will be an ex-officio member of the Church Board.
2. The congregational budget shall include a separate line item to care for the needs of the Deacon ministry.
3. The Deacon body shall organize itself and choose such officers as needed using the DEACON MANUAL FOR CARING MINISTRIES as a guide.

E. Discontinuation of Deacon Service

When it becomes necessary for our congregation to consider discontinuing a Deacon's service, the Deacon should first study page 90 of the 1998 DEACON MANUAL FOR CARING MINISTRIES.

To resolve performance issues of Deacons, the Church Moderator will work with the Deacon Chair and the Pastor in the spirit of Matthew 18.

ARTICLE XII. COMMITTEES

A. Nominating Committee

The Nominating Committee shall be composed of three non-board members, with one member being elected each year at the December Congregational Business Meeting. It is recommended that a tenured member chair the Committee. Functions of the Committee shall include:

1. The Nominating Committee shall develop a slate for the Church Board, using the discernment process. Members of the Church shall participate in the calling process by suggesting candidates to the Nominating Committee. The slate of candidates for the Church Board will be affirmed by the Congregational Business Meeting. Preparation of a slate of candidates is for all elected offices (except the Nominating Committee itself, whose slate shall be prepared by the Church Board). The slate of candidates shall be prepared in time for approval at the Church Board meeting prior to the Congregational Business Meeting.
2. Recommendation to the Church Board, for the January Board meeting, of appointees to the Auditing Committee.

B. Auditing Committee

The Auditing Committee shall be composed of two non-board members, to be appointed by the Church on the recommendation of the Nominating Committee. The function of the Committee shall be to conduct an annual audit of the Congregation's financial records, with the support of the Stewardship Commission.

ARTICLE XIII. TENURE

Tenure for the following elected and appointed positions of the Congregation shall be a three-year term, with a maximum of two consecutive full terms:

Moderator
Clerk
Church Board Member
Deacon
(Treasurer)
(Financial Secretary)
Auditing Committee Member
Nominating Committee Member

ARTICLE XIV. ADDENDUM

Policies and Position descriptions shall be contained in the Addendum to this Plan of Organization.

ARTICLE XV. ADMENDMENTS

- A. This Plan of Organization may be amended by a two-thirds majority of those present and voting at any Congregational Business Meeting, provided that the proposed amendment and notice thereof shall have been properly published with the Congregational Business Meeting agenda.
- B. The Addendum to this Plan of Organization may be amended by the Church Board at a regular Board meeting.

