

# A Manual of Procedure for the Brethren Church



2011 Revision

## *Table of Contents*

Preamble .....	3
Chapter One: The Organization of the Church.....	3
Section I. The Local Church.....	3
Section II. Officers of the Church.....	4
Section III. Respective Duties of Officers .....	4
Section IV. Officers, How Called and Elected.....	4
Section V. Ministerial Students .....	5
Section VI. Rights of Members .....	5
Chapter Two: Conferences .....	5
Section I. The District Annual Conference .....	5
Section II. The General Conference .....	8
Notes .....	13
Addendum to the Manual of Procedure .....	14
General Conference Committees.....	14
Nomination Process for Moderator and Executive Board Member .....	16

# ***A Manual of Procedure For The Brethren Church***

*(Revised through 2011 General Conference)*

## ***Preamble***

The General Conference of Brethren churches, to secure a uniform method of procedure in the organization of new churches and the administration of the churches already established, adopts the following manual of procedure. What is herein contained, except Section II of Chapter Two, referring to the General Conference, is advisory and not mandatory.

## ***Chapter One: The Organization of the Church***

### **Section I. The Local Church<sup>2</sup>**

*Article 1.* The Brethren Church is a body of baptized believers. The mode of receiving new believers into church membership is upon profession of faith in Jesus Christ, the Son of God, repentance, baptism by trine immersion, and confirmation by the laying on of hands. Local churches at their option may receive believers who reaffirm their faith in Jesus Christ as Savior, who have been previously baptized by believers' baptism and who evidence a personal faith and walk in Jesus Christ as Lord.

*Article 2. Church Plant.* The normal process for church development and recognition shall involve two stages: church plant and church. A church plant may be recognized by the Executive Board of General Conference following:

1. Consensus of this group to both be a part of, and to support, The Brethren Church.
2. An intentional relationship with a Brethren Church network or district, or with the the Brethren Church National Offices.
3. An agreed upon process of deployment and affiliation
4. The recommendation of the district mission board.

A recognized church plant shall have the privileges and responsibilities afforded by General Conference, including ministerial and the minimum number of lay credentials granted to a church and the full support of district and denominational ministries. A church plant shall follow the guidelines established by the Executive Board.<sup>1</sup>

*Article 3. Church.* A church plant may become a church, with all privileges and responsibilities afforded by the General Conference, at such point as it has sufficient members to assume responsibility for its own financial obligations, has an established internal leadership team or board, and is able to be a contributing partner to Brethren district, national and global ministries in the estimation of the district conference and the Executive Board. A church plant may be recognized as a church by the General Conference upon a majority vote of the members of the church plant and upon recommendation of the district conference and the Executive Board.<sup>1</sup>

*Article 4.* The Brethren Church is a family of churches. Each local congregation has opportunities for input in corporate decisions. Each local congregation has moral and relational

responsibilities to every other Brethren congregation. Therefore, each local congregation should support denominational ministries by participating in the District and General Conferences of The Brethren Church and by providing funds for the ministries set up by those conferences as decided by the conference delegates.

## **Section II. Officers of the Church**

*Article 1.* The regular officers of the church are first, elder; second, pastor: a) licensed, b) lay; and third, deacon and deaconess.

## **Section III. Respective Duties of Officers**

*Article 1.* It shall belong to the elder or pastor to feed the flock of God by reading and expounding the Word of God; to administer the ordinances; to oversee the organization of all the subordinate work of the congregation; to visit the people from house to house and pray for and with them; to be devoted to the care of the poor, the sick and the dying; and, under the direction of the church, administer government and discipline. It shall also be the duty of the pastor, in so far as conscientiously possible, to encourage the people to supply themselves with the literature of the church; and to support loyally all the organizations and institutions of the church. The pastor shall keep a careful account of the work so as to supply the district conference with information concerning the pastorate, statistical, administrative or spiritual, and to leave to the successive pastor a particular account of the charge, including the names and standing of the members and their places of residence.

*Article 2.* It is the duty of the deacons to assist the pastor or elder in charge of a church in the temporal and spiritual affairs of the congregation as the scriptures indicate and the needs of the church require.

*Article 3.* The deaconesses shall assist in the work of the church as may be directed, especially assisting the pastor in the care of the sick, the needy, in visiting the places where it is difficult for the pastor to do so, in the training of children, and in the private teaching of the Word.

## **Section IV. Officers, How Called and Elected**

*Article 1.* Candidates for the gospel ministry shall be called by the congregation at a regular or special business meeting, and the results of said election shall be transmitted to the district conference by the congregation through the officer presiding at said election.

*Article 2.* Properly qualified persons shall be called to the eldership according to the provisions of Chapter Two, Section I, Article 9.

*Article 3.* Any local church may call a layperson to the work of a lay pastor at a regular or special business meeting. Such call shall be transmitted to the district conference for its consideration.

*Article 4.* Deacons shall be elected in the following manner: After due public notice the church shall convene at the place appointed. The election shall be by ballot and three-fourths of

the votes cast shall be necessary to an election. If no election is had on the first ballot, then a second ballot shall be taken, and so on until an election occurs or is postponed. Upon election deacons shall be ordained.

*Article 5.* Deaconesses may be called in the same manner as candidates for the gospel ministry, or they may be elected in the same manner as deacons. They shall be ordained.

*Article 6.* Churches recognized according to Chapter One, Section I, Article 3, shall elect and call a pastor in the following manner: After due public notice the church shall convene at the place of public worship. The election of a pastor shall proceed by ballot. It shall require a majority of votes cast to constitute a call, unless the church shall have previously determined that a two-thirds or three-fourths vote is necessary.

*Article 7.* Pastors for missions recognized according to Chapter One, Section I, Article 2, shall be appointed by the mission board having care for said mission (district mission board and/or the Executive Board<sup>1</sup>), except that in so far as expedient the appointments shall be made in harmony with the wishes of the mission.

## **Section V. Ministerial Students**

*Article 1.* A candidate for the ministry may preach the gospel while pursuing a course of preparation at such times and places as the opportunity may avail itself.

## **Section VI. Rights of Members**

*Article 1.* All members of a local church who are in full membership and enrolled in its active membership shall be eligible to vote in all transactions of the church, excepting in those states where there are legal restrictions regarding the voting of minors.

# ***Chapter Two: Conferences***

## **Section I. The District Annual Conference**

*Article 1.* The whole territory embraced by the church shall be divided by the General Conference into convenient districts. Old districts may be divided or their boundaries changed and new districts may be formed as the wisdom of General Conference may determine, providing, however, that no existing district shall be divided or its boundaries changed without the consent of such district.

*Article 2.* It is recommended that each district hold an annual conference.

*Article 3.* The purpose of the district conference shall be the promotion and the preservation of Brethren churches and missions within the limits of the district. To accomplish this purpose it shall render every aid possible by the consideration of all work pertaining to the church and its auxiliaries and the general interests of the church within the district.

*Article 4.* The authority of the district conference shall be such as has been delegated by the conference itself and approved by the several congregations forming such conference and co-operation therewith, except such powers as have been reserved by the General Conference.

*Article 5.* Each district conference shall have the right to effect its own organization, determine its membership and the basis of representation therein, arrange its own programs and order of business, and provide the ways and means of carrying out its duties.

*Article 6.* It is recommended that each district conference elect annually one or more District Elders from the elders of the church; that the several classes and congregations of the district shall be divided into as many groups as there are District Elders and assigned to the several members of the Board of Oversight/ Examining Board; that such District Elders discharge the duties assigned by the General Conference and such other duties as the district conference may assign from time to time; and that each district conference provide for the compensation of such District Elders.

*Article 7.* Each district conference may organize its own Missionary efforts, or any charitable work within its limits, the support of which it can adequately provide for. No specifically district work or project shall have the right of appeal for support beyond its own limits.

*Article 8.* It is recommended that the District Elder shall discharge the following duties:

- A. Visit at least annually all the assigned classes, missions, and churches.
- B. Assist the pastors in better organizing their work and counsel with them in matters of unusual importance.
- C. Preside, at the request of the church, at the election of candidates for the ministry and transmit the names of such candidates to the Board of Oversight/Examining Board of the district.
- D. Be present, at the request of the church, with the pastor at the election of deacons, and assist in the ordination of the same.
- E. Preside at the request of the church, at the election of a pastor by a church.
- F. See that all charters, deeds, and conveyances of church property shall conform strictly to the laws of the state wherein situated.
- G. Assist the pastor in promoting the interests of the local congregation and the general church by keeping before the people the work of Christian education, the Brethren youth, missions, publications and all the benevolent and auxiliary interests of the whole church.
- H. Keep a careful record of all work as the district conference may from time to time demand.
- I. Discharge any other duties the district conference may impose not inconsistent with General Conference provisions and the autonomy of the local church.

*Article 9.* Each district conference shall provide for the proper examination of candidates for the eldership. In the ordination of any who upon examination by the district and the National Ordination Council are found to possess the proper qualifications, it is recommended that the

pastor be assisted by the District Elder. Each district conference shall also be responsible for the examination of candidates for the office of lay pastor.

*Article 10.* Each district conference shall require of every elder within its limits a certificate of standing, of such form as it shall determine, from the congregation in which membership is held. Upon presentation of such certificate the conference shall examine and pass thereon, and if satisfactory, shall cause the same to be signed and sealed by the conference. Such certificate shall be good for the ensuing conference year. When moving from one district to another, the elder shall present such attested certificate as well as a letter from the congregation, in which membership has been held, attesting good standing.

*Article 11.* Each district conference shall keep a correct list of the elders, candidates for ordination, and commissioned lay pastors within its bounds.

*Article 12.* Each district conference shall create a board of trustees of property according to the laws of the state within which the district is incorporated, to hold in trust for The Brethren Church all charters, deeds, chattels and other property of the church as the conference may from time to time determine. It is urged that all local churches shall either convey their property to such board of trustees, or they shall by proper and legal procedure provide that in the event that the local organization disbands, becomes disorganized or ceases to use its property for and in the interest of The Brethren Church, such property shall revert to such board of trustees. All properties of all sorts whatsoever held by such board of trustees shall be subject to the orders of the district conference creating said board, and in the event of the disorganization of the district all rights of the property held by the district shall revert to the board of trustees of The Brethren Church.

*Article 13.* For a church that exists outside the boundaries of an existing district and until a district is formed by General Conference to encompass that church, the Executive Board<sup>1</sup> shall be granted the following authority:

- A. To examine and certify for licensure, according to procedures established by the National Association of Brethren Church Elders, candidates for the eldership who have been called to the gospel ministry
- B. To review annually and certify for renewal licenses of candidates for the eldership
- C. To recommend candidates to the National Ordination Council for ordination examination
- D. To assist the pastor of the local church in the ordination service
- E. To work with the Executive Director or designate<sup>1</sup> when requested in pastoral and congregational care in a way similar to that of a District Elder
- F. To hold in trust for The Brethren Church all charters, deeds, chattels, and other property of these churches
- G. To provide for the reversion of such property to The Brethren Church in the event a local organization disbands or is otherwise not affiliated with The Brethren Church
- H. To perform such other functions reserved to a district conference.<sup>1</sup>

## Section II. The General Conference

*Article 1. Purposes.* The purposes of the General Conference shall be: the promotion of a sense of comradeship among the membership of The Brethren Church; to bring about increased efficiency and a profounder spirituality and a missionary and evangelistic spirit in all the churches; to consider and provide for missionary, educational and literary activities of the denomination as a whole; and to acquaint the church with the moral and spiritual welfare of society and to encourage activity looking toward the moral and social uplift of all people through the application of the gospel of Jesus Christ.

*Article 2. Authority.* The General Conference shall have the power: to provide for its own perpetual succession; to provide for the holding of property by purchase or gift, and sell, convey, or dispose of the same, whether real or personal; to provide for and promote in every way the denominational unity and efficiency in all efforts looking toward the realization of the supreme task of the church, namely: the evangelization of the world; to direct and control all cooperating organizations of its own creation; to nominate for any position elected by General Conference; and to effect its own organization, determine the time and place of its meeting and to adopt a constitution and by-laws for its own government. It shall have no power to interfere with neither the work of any local church nor with the work of the several district conferences.

*Article 3. Membership.* The membership of the General Conference shall be constituted as follows:

- A. *Ministerial Delegates.* All regularly ordained elders, licensed pastors, and commissioned pastors of Brethren churches and missions who are in good standing in their local churches shall be members of this conference ex officio; provided that they bring to the conference properly certified credentials from their local churches.
- B. *Lay Delegates.* Each regularly organized congregation of The Brethren Church shall be entitled to representation by lay delegates in the General Conference on the basis of two delegates for the first fifty members or fraction thereof, and an additional delegate for every additional fifty members or fraction over twenty-five. Each recognized mission shall be entitled to representation by two delegates, regardless of the membership of the mission. All such delegates, before being admitted to membership in the conference, shall present to the standing committee on conference membership properly certified credentials from the congregation which they represent.
- C. *District Conference Delegates.* Each district conference may appoint two delegates and one additional delegate for every five churches or fraction thereof above the first five.
- D. *Cooperative Delegates.* All members and officers of the Executive Board<sup>1</sup> and the president and secretary of the Women's Missionary Society and the Brethren Men of Mission shall be delegates upon presentation of properly accredited credentials signed by the secretary and moderator of General Conference.
- E. Regularly organized congregations of The Brethren Church entitled to ministerial and lay delegates by credential as provided in A and B above shall include only those congregations where the following practices are observed and certified by the officers signing the credentials: (1) Where new believers are received into the church

only on profession of faith in Jesus Christ, the Son of God, repentance, baptism by trine immersion, and confirmation by the laying on of hands. (Local churches at their option may receive believers who reaffirm their faith in Jesus Christ as Savior, who have previously been baptized by believers' baptism and who evidence a personal faith and walk in Jesus Christ as Lord.) (2) Where the traditional love feast is a continued practice by observation of the three-fold communion service, which includes the washing of the saints' feet, the love feast meal and the Eucharist of bread and cup.

- F. At the first business session of the conference meeting, the committee on conference membership shall present as seated delegates all unchallenged ministerial and lay credentials, and when these are reported by name to the first session, they shall constitute the beginning voting body of General Conference.
- G. A quorum for General Conference business sessions shall be one-third of the first session's delegate total.

#### **Article 4. Executive Board.**

A. *Duties and Responsibilities.* The Brethren Church and the General Conference shall be led by an Executive Board. That board, with the leadership of the executive director, shall cast a unified vision for The Brethren Church and its ministries. The board shall manage the business and legal affairs of General Conference and implement its decisions. It shall at all times act under the direction and control of General Conference and shall report to each General Conference regarding its actions. It shall fulfill the following duties and responsibilities:

- (1) Serves as the corporate board of The Brethren Church.
- (2) Serves as the corporate board of the Missionary Board of The Brethren Church
- (3) Acts on behalf of General Conference when the conference is not in session.
- (4) Proposes denominational priorities to General Conference.
- (5) Adopts major policy, including preparing budgets.<sup>1</sup>
- (6) Presents annually to General Conference for its approval a projected budget and congregational support figures.
- (7) Selects, employs, and evaluates the performance of the executive director and has authority to terminate the director's employment as its members deem appropriate.
- (8) Forms commissions and task forces as it deems necessary from among its own members and from the church at large to address important and historically significant areas of responsibility.<sup>1</sup>
- (9) Elects a secretary from among its own members, who will also serve as secretary of General Conference and will oversee the recording of the minutes.
- (10) Appoints a temporary chair if needed to serve in place of the moderator.
- (11) Nominates trustees of the Retirement Fund, Inc., for approval by General Conference.
- (12) Conducts an annual meeting with the boards of directors of wholly owned subsidiaries and elects those boards of directors.
- (13) Plans General Conference.
- (14) Identifies, recruits, and nominates candidates for moderator and members at-

large of the Executive Board who are committed to the national vision and core values and have the time, gifts, and abilities necessary to fulfill the responsibilities of the office.

B. *Qualifications.* All members of the Executive Board shall be members in good standing of their local Brethren churches at the time of their election and throughout their terms of service.

C. *Membership and Election.* The Executive Board shall consist of nine members as follows:<sup>1</sup>

(1) The executive director shall be selected by the Executive Board. Prior to employment, the proposed executive director shall be presented to General Conference for a vote of affirmation. In the event of a vacancy, the Executive Board may appoint an interim executive director to serve until conference shall have opportunity to give a vote of affirmation for a new executive director. Conference shall have opportunity to give a vote of reaffirmation every six years thereafter.<sup>1</sup>

(2) The moderator of General Conference shall be nominated through a process established by the Executive Board and attached to the addendum of this document. The moderator shall be elected for a three-year term by General Conference, may serve no more than two consecutive terms, and shall become eligible for election again after one full term expires. In the event of a vacancy during the conference year, the position shall remain vacant until election of a new moderator for a full three-year term by the next General Conference.<sup>1</sup>

(3) At Large members of the Executive Board shall be nominated through a process established by the Executive Board and articulated in the addendum to this document. The Executive Board includes six (6) at-large members with two (2) elected by General Conference each year for a three-year term from a slate of nominees prepared by the Executive Board and/or from nominations from the floor. Each at-large member may serve two consecutive terms plus any unexpired term to which he/she may have been elected. Thereafter, each person may become eligible for re-election to the Executive Board after one year has passed.<sup>1</sup>

(4) The president of Ashland Theological Seminary or the president's appointed representative, shall serve on the board and represent both Ashland University and Ashland Theological Seminary.<sup>1</sup>

(5) All members may vote on any matter before the board, except that the Executive Director may not vote on any matter pertaining to employment in that position.

D. *Officers and Duties.*

(1) *Executive Director.* The executive director shall give visionary leadership to The Brethren Church and shall employ, supervise, guide and coordinate staff in cooperation with the Executive Board in fulfilling the priorities and ministries of The Brethren Church. The executive director shall serve as the corporate president of The Brethren Church and of the Missionary Board of The Brethren Church.

- (2) *Moderator*. The moderator shall chair all meetings of General Conference and of the Executive Board and shall serve as would any other member of the board with regard to committees, task forces, etc.
- (3) *Secretary*. The secretary shall be selected by the Executive Board from among its own members to oversee the recording of the minutes of the board and of General Conference.
- (4) *Other Officers*. The Executive Board may appoint such other volunteer officers as it deems necessary from time to time. Duties and responsibilities of all officers shall be outlined in job descriptions appearing as an addendum to this manual and such special duties as may be assigned.

**Article 5. Conference Committees.**

- A. General Conference shall, before its final adjournment, create annually, unless otherwise provided for, the following committees:
  - (1) Conference Membership.
  - (2) Polity.
  - (3) Rules and Organization.
  - (4) Nominating.
  - (5) Such other committees as conference may from time to time determine as necessary for the proper functioning of General Conference.
- B. The purposes and responsibilities of these committees shall be contained in an addendum to this manual which shall not be considered an official part of the manual of procedure. This addendum may be modified at such times as it may be appropriate or necessary by the General Conference or by the Executive Board of The Brethren Church, acting in consultation with the committee(s) whose descriptions are being changed. Any changes made in this addendum shall be reported to the General Conference at the earliest convenient time.
- C. Committee membership shall be constituted as follows:
  - (1) Conference Membership - seven members elected annually.
  - (2) Polity - five members elected for five-year terms on a rotating basis.
  - (3) Rules and Organization - three members elected for three-year terms on a rotating basis.
  - (4) Nominating - two ministerial, two laymen, and two laywomen elected annually.

**Article 6. Cooperating Organizations.**

- A. *Missionary Board of The Brethren Church*. The Missionary Board shall oversee the Missionary outreach on behalf of The Brethren Church both in the United States and abroad. The board shall give regular accounting to General Conference. General Conference has the power to dissolve the Missionary Board at any time by a two-thirds vote.
- B. *Ashland University and Ashland Theological Seminary*. Though General Conference has neither a direct organizational connection with, nor exercises any authority over Ashland University or Ashland Theological Seminary, the conference does recognize the historic relationship between the university and seminary and the several district conferences of The Brethren Church. Because the seminary serves as the training

ground for Brethren Church pastors and other leaders, the conference maintains a formal liaison with the university and seminary by providing a voting seat on the Executive Board.

**Article 7 Special Provisions.**

A. *Time of Meetings.* Sessions of the General Conference shall be held annually, unless it shall have been designated at its last meeting how soon the next meeting shall be held.

B. *Order of Business.* The order of business at the opening of each annual session of the General Conference shall be as follows:

- (1) Call to order and suitable religious exercises.
- (2) Report of the Conference Membership Committee.
- (3) Report of the Rules and Organization Committee.
- (4) Agenda as prepared by the Executive Board (including an address by the executive director).

C. *Rules.*

- (1) No delegate shall represent more than one vote in conference.
- (2) All credential fees for a church or a mission, as established by the conference, shall be paid before any delegate from that church is seated. Each church or mission is responsible for payment of fees for all credentials, elder and lay, to which it is entitled. If payment is not received in advance, credentials from those churches and missions will be presented to the conference for its pleasure in seating or not seating their delegates.
- (3) All elections and questions shall be decided by a majority vote, except that on the request of any delegate the question shall be decided by a two-thirds vote, the request to be made before the vote is taken.
- (4) Any member of The Brethren Church not a delegate shall have all the privileges of the conference, except that he or she shall not be allowed to make a motion or to vote upon any question.
- (5) No person shall be allowed to speak without first addressing the moderator and receiving recognition.
- (6) No person shall speak upon the same question more than twice, except by consent of the conference. The first speech shall not exceed ten minutes or the second five minutes without the consent of conference.
- (7) Standard rules of order shall be followed in all points not specially provided for herein.

**Article 8. Corporate Matters.**

A. *Membership.* Members of the corporation of The Brethren Church, Inc., shall be the individuals seated as delegates and members of the most recent General Conference of The Brethren Church.

B. *Board of Trustees.* The Executive Board shall serve as the corporate board of trustees of The Brethren Church.

C. *Corporate Officers.* The officers of the Executive Board shall serve as the corporate officers of The Brethren Church.

*Article 9. Amendment.* This manual of procedure may be amended at any regular session of the General Conference by a two-thirds vote; and such rules and by-laws may be reported and adopted as the conference may direct; provided, however, that all proposed amendments and rules and by-laws shall be referred to the standing committee on rules and organization and at a later session be reported back to the conference for final adoption or rejection.

#### *Notes*

The notes below generally cover changes to the Manual of Procedure since 2009. Notes on previous changes may be found in earlier published editions of the manual.

<sup>1</sup>The 2010 General Conference disbanded the Ministry Councils, discontinued the positions of their Directors, and gave the Executive Board and the Executive Director and his staff those responsibilities.

<sup>2</sup>The 2011 General Conference modified this section by deleting the “class” status, changing status language from mission to church plant, and adding additional qualifications for status change.

## ***Addendum to the Manual of Procedure***

*This Addendum contains vital information that is not officially part of the Manual of Procedure. It may be revised by the Executive Board as deemed necessary.*

### **General Conference Committees**

#### **Conference Membership Committee**

*Purpose:* to provide an orderly registration of General Conference delegates.

*Responsibilities:*

1. Develop a thorough knowledge of established procedures for registering delegates as outlined by the Executive Director or conference coordinator.
2. Make suggestions to the Executive Director or conference coordinator for revisions to the procedures.
3. Serve at the registration tables on the first day of conference and at times mutually agreed with the committee chair, registering delegates according to established procedures.
4. Report to General Conference the number and constituency of properly registered delegates for seating (normally reported by the committee chair).

#### **Polity Committee**

*Purpose:* to make a continuing study of congregational, district, and denominational structure and interrelationships.

*Responsibilities:*

1. Develop a thorough knowledge of the Manual of Procedure of The Brethren Church.
2. Develop a thorough knowledge of the interrelationships of the various levels of government of The Brethren Church.
3. Respond to specific assignments of the General Conference or the Executive Board regarding proposed changes in the Manual of Procedure.
4. Make recommendations regarding the polity of The Brethren Church at any level to General Conference or the Executive Board.
5. Prepare a written report of activities for publication in the annual report booklet.

## **Rules and Organization Committee**

*Purpose:* to see to the orderly operation of General Conference business sessions.

*Responsibilities:*

1. Develop a thorough knowledge of standard rules of order and of the Manual of Procedure of The Brethren Church.
2. Advise the moderator regarding matters of procedure in conducting the business of the conference.
3. Conduct all elections.
4. Report at any time such rules or by-laws as the conference may direct for its government including review of all amendments to the Manual of Procedure before final enactment.

## **Nominating Committee**

*Purpose:* to provide nominations for General Conference committees, with special emphasis on selecting nominees based on demonstrated gifts within the area of service.

*Responsibilities:*

1. Develop a thorough knowledge of established procedures for selecting committee nominees as outlined by the Manual of Procedure of the Brethren Church.
2. Select and enlist nominees for all General Conference committees listed in Chapter Two, Section II, Article 6 of the Manual of Procedure.
3. Select and enlist nominees for all special committees.
4. Assist the Executive Director in preparing a ballot for General Conference by reporting a complete slate of nominations in accordance with established deadlines.
5. Be prepared to provide replacement nominees in the event individuals nominated must withdraw from nomination.

### **Nomination Process for Moderator and Executive Board Member**

1. All nominees must be eligible to serve as stated in the Manual of Procedure
2. Persons can nominate themselves or be nominated by another individual.
3. All nominees must complete the nomination information form to be nominated, whether by the Executive Board or from the floor.
4. The Executive Board shall serve as the nominating committee for Moderator and Executive Board members, and shall develop a ballot of nominees for said position.
5. Nominations from the floor will be accepted, provided that said nominee submits a completed nomination information form at the time of nomination, or has previously submitted said form for the office.
6. A new nomination information form must be completed for each election cycle.

## NOMINATION INFORMATION FORM FOR MODERATOR OR EXECUTIVE BOARD MEMBER

This is for \_\_\_Moderator \_\_\_Executive Board Member (please check one)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Brethren Church where membership is held: \_\_\_\_\_

Please include current or recent (10 years) community involvements that you believe have helped prepare you for this office:

Please include current or recent district or denominational involvements/offices held that you believe have helped prepare you for this office:

Please include any Educational or Professional training or experience that you believe has helped prepare you for this office.

### CHRISTIAN EXPERIENCE and CALL

1. How long have you been a Christian? \_\_\_\_\_ years
2. How long have you been a member of The Brethren Church? \_\_\_\_\_ years
3. Why do you desire to serve the Lord and the Brethren Church in this office?
4. Have you read the *Manual of Procedure* and understand the responsibilities of the office you are seeking? (please circle) Yes or No

### THE VISION OF THE BRETHREN CHURCH ...

is a guiding statement of our denomination. As a Moderator or Executive Board member, how do you understand this statement, and what are your responsibilities as a denominational officer to fulfill this vision?

***“The vision of the Brethren Church is to embrace a new day of transformed leadership, resulting in transformed congregations, whose mission is the transformation of their communities in the power of the Holy Spirit”***

**THE CORE VALUES OF THE BRETHREN CHURCH ...**

express the foundational expressions of our identity. Please express briefly what each value means to you:

**RELATIONAL**

**MISSIONAL**

**SUSTAINABLE**

**REPRODUCING**

**GLOBAL**

**PASTORAL RECOMMENDATION FOR LAYPERSON (Ministers are certified “in good standing” by their local churches each year. Said certifications are on record with The Brethren Church)**

As a pastor of the \_\_\_\_\_ church, I certify that this nominee is a member in good standing, and eligible for this office.

\_\_\_\_\_  
(signature) \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
(print name)