

**Manual of Procedure for  
THE LEHIGH VALLEY GRACE BRETHREN CHURCH**

580 Bridle Path Road  
Bethlehem, Pennsylvania 18017

October 2006

**ARTICLE 1 MEMBERSHIP**

**Section 1 Application (Constitution, Article 6, Section 1)**

- A. Those desiring membership will complete an application form and return it to the church office. The application form will provide information, a written testimony of the applicant's salvation, and a signed consent to the LVGBC Constitution, Manual of Procedure and Continuing Resolutions.
- B. Membership candidates will be interviewed by at least three members of the Elder Board consisting of a Pastor and two Elders. Upon acceptance by this committee, the right hand of fellowship will be extended to the candidate at a subsequent public worship service, which will make him or her, an official member of the church.
- C. Membership candidates or new members are invited to attend a membership class that will be offered on a regular basis that reviews the beliefs and practices and ministries of the Fellowship of GBC's and LVGBC.

**Section 2 Privileges and Responsibilities (Constitution, Article 6, Section 2)**

- A. Everyone is invited to consider making a public testimony of their faith through the experience of baptism by triune immersion.
- B. Members participate regularly in the worship of three-fold communion and in other times of corporate worship, prayer and training for ministry.
- C. Members participate in congregational meetings with voting privileges to all members 16 years of age and older.
- D. Members are involved in ministry teams where they can use their gifts to serve the Lord and edify the congregation.
- E. When a member is ill, they may call a pastor or an elder to be anointed with oil for healing and prayed for by the elders according to James 5.

**Section 3 Withdrawal (Constitution, Article 6, Section 3)**

- A. If a member is moving to another body of believers they should contact the Sr. Pastor or Elder board to request their membership be removed.

- B. If a member has a conflict with church policy/direction, they should contact the Sr. Pastor or an elder to discuss their concerns. Attempts on both sides should be made to bring about understanding and reconciliation. If, in the end, a member must withdraw their membership, they may put their request in writing and give it to an elder, pastor, or mail it to the church. The Pastor will inform the congregation of the individual's status.

**Section 4 Discipline/Dismissal (Constitution, Article 6, Section 4)**

- A. If a member promotes doctrines contrary to the Statement of Faith and Continuing Resolutions, or purposefully creates disunity in the body or falls in to sin as described in the Bible, the steps found in Matthew 18:15-17 should be followed:
  - 1. One on one, private confrontation should be initiated by the one who sees the problem. This should be done in a spirit of reconciliation and with prayer (Gal. 6:1).
  - 2. If restoration does not occur the initiator should take along 1 or 2 spiritually mature members to help establish the facts and bring about resolution.
  - 3. If restoration does not occur the Elder Board and Pastors will become involved in an effort to bring about resolution.
  - 4. If it becomes necessary then the matter should be referred to the congregation for prayerful consideration in an effort to bring about resolution. If the member still will not repent, the member may be removed from membership by a 2/3 vote of the members present at a congregational meeting.
  - 5. If the member is removed, an exit interview with the member should be set by the Elders to clarify the reasons for dismissal.

**ARTICLE 2 GOVERNMENT**

**Section 1 The Congregation (Constitution, Article 7, Section 1)**

- A. At the annual congregational meeting the Pastor(s) will present reports on their ministries and Elders will present reports from the various Ministry Teams. The congregation will select Elders and Deacons, and conduct other business as may properly come before the meeting.
- B. A budget will be submitted to the congregation annually by the Elder Board, and it shall be accepted or rejected in total. If the budget is rejected, the congregation must give specific recommendations to the Elder Board for the changes they desire. The Elder Board will bring back a revised budget for congregational approval as quickly as possible.
- C. Before the semi-annual congregation meeting, the Elder Board will review the budget. If revisions are necessary they will be brought to the congregation for their approval at that meeting.
- D. The semi-annual congregational meeting will also review the work of the ministry teams and conduct other business as may properly come before the meeting.

- E. All congregational meetings will be publicly announced in at least two regularly scheduled services.
- F. The Elder Board will make all reports, budgets, ballots, or other business matters available to the congregation at least one week in advance of congregational meetings. Exceptions will be made in the case of emergency meetings. Such meetings must be called by a majority of the Elder Board.
- G. Those eligible members present at any duly called congregational meeting will constitute a quorum required for the transaction of business.
- H. Items, not pertaining to the constitution or manual of procedures, presented from the floor of a meeting may be voted on or, at the discretion of the Moderator and Elders present, may be referred to the Elder Board for prayerful consideration and recommendation to the congregation at a future meeting.
- I. All congregational decisions require a two-thirds vote.

**Section 2. Pastors (Constitution, Article 7, Section 2)**

A. Sr. Pastor:

1. Selection:

- a) When the church finds itself without a pastor, the current Elder Board will create a search committee consisting of at least 2 elders and 1 member at large to prayerfully seek out candidates for consideration.
- b) After appropriate background checks have been performed, such candidates will be interviewed by the full Elder Board regarding such issues as: spiritual maturity, vision of pastoral role, financial compensation and benefits, experience, training, education and doctrine.
- c) He must be in full agreement with the Constitution, Manual of Procedures, Continuing Resolutions, and specifically the "Statement of Faith" of the Fellowship of Grace Brethren Churches, set forth in Article IV of the Constitution.
- d) Upon initial, contingent approval of the Elder Board, one candidate at a time will make himself available to meet the congregation at large, to preach and to answer questions.
- e) After an appropriate interval, a congregational meeting will be held to for the purpose of extending an initial 3-year call to the candidate.
- f) After the initial 3 year call, the Elder Board may recommend to the congregation to extend an indefinite call to the pastor.

2. Accountability:

- a) The Pastor ministers under the authority of God and the Holy Scriptures and will be directly accountable to the Elder Board and will also be responsible to the congregation.
- b) The pastor will create a written vision statement for the church and will promote it on a regular basis at appropriate times. The vision statement will contain specific achievable goals for the church to reach in order to accomplish the overall vision.
- c) The pastor will seek to encourage and develop leaders within the congregation for local and worldwide ministry.

- d) The pastor will consult regularly with the Elder Board. The pastor will receive periodic evaluation by the Elder Board, including achievement of goals, character, assessment of vision, and performance of duties.
  - e) The pastor, for his edification, will seek congregational response on performance of pastoral duties at least once every three years.
  - f) The Pastoral Ethics Committee of the Northern Atlantic Ministerium is available to assist pastors and churches in accountability matters.
3. Resignation/Dismissal:
- a) If the pastor initiates a resignation at any time during his tenure of service, he must provide advanced written notice to the Elder Board. The resignation is effective 60 days after written notification unless the time is altered with the consent of the pastor and the Elder Board.
  - b) If a member of the congregation is aware of an area in the life of the pastor that violates the Scriptural qualifications of I Timothy 3:1-7 and Titus 1:5-9, one on one, private confrontation should be initiated by the one who sees the problem. This should be done in a spirit of reconciliation and with prayer (Gal. 6:1). If necessary the initiator should contact 1 or 2 witnesses to help establish the facts and bring about resolution. If this does not bring resolution, a signed letter should be given to the Elder Board specifically stating the accusation. Since I Timothy 5:19 states that an accusation should not be received against an elder except on the basis of two or three witnesses, the Elder Board must receive at least two signed letters before an investigation is conducted. When two such letters are received, the Elder Board will make a full investigation and take appropriate action. In the event that a Pastor is dismissed the Elder Board will recommend to the congregation an appropriate severance package with due consideration for the Pastor and his family.
  - c) In cases requiring ministerial discipline, the Elder Board or pastor may contact the Pastoral Ethics Committee of the Northern Atlantic Ministerium for advice and recommendation to bring about a resolution. "An Elder/Pastor who continues in sin will be rebuked in the presence of the congregation so that the rest also may be fearful of sinning." (1 Timothy 5:20)
  - d) In the event that a discipline process is enacted, the Elders will inform the Northern Atlantic Ministerium of the matter.

**B. Pastoral staff:**

**1. Selection:**

- a) When a need is identified for additional Pastoral staff to assist the Sr. Pastor in his work, the Sr. Pastor and Elder Board will recommend to the congregation for their approval the type of position that needs to be filled.
- b) The Sr. Pastor is responsible for identifying and qualifying associate pastors for service in the church. They must be gifted by God according to the Scriptures (Ephesians 4:11-16). They may serve as volunteers or paid staff members.
- c) He must be in full agreement with the Constitution, Manual of Procedures, Continuing Resolutions, and specifically the "Statement of Faith" of the Fellowship of Grace Brethren Churches, set forth in Article IV of the Constitution.
- d) After appropriate background checks have been performed, candidates for the associate pastorate are considered by the Elder Board and upon approval will be presented to the congregation for election at a congregational meeting.

- e) Associate pastors are elected to an initial three-year term.
  - f) After the initial 3-year call, the Elder Board may recommend to the congregation to extend an indefinite call to the associate pastor.
  - g) Associate pastors elected in this manner are recognized only in the context of the local church. Recognition by other Grace Brethren Churches is possible only upon recommendation by the Ministerial Examining Board of the Northern Atlantic Fellowship of Grace Brethren Churches.
  - h) Associate pastors will serve as members on the Elder Board.
2. Accountability:
- a) Associate pastors minister under the authority of God and the Holy Scriptures and are directly accountable to the Sr. pastor and are to assist him in carrying out the work of the ministry. They are also responsible to the Elder Board and congregation.
  - b) Every associate pastor will have a written understanding of his duties.
  - c) Associate Pastors will receive periodic evaluation by the Elder Board, including achievement of goals, character and performance of duties.
3. Resignation/Dismissal:
- a) If an associate pastor initiates a resignation at any time during his tenure of service, he must provide advance written notice to the Sr. Pastor and the Elder Board. The resignation is effective 60 days after written notification unless the time is altered with the consent of the associate pastor and the Elder Board.
  - b) If a member of the congregation is aware of an area in the life of the Associate Pastor that violates the Scriptural qualifications of I Timothy 3:1-7 and Titus 1:5-9, one on one, private confrontation should be initiated by the one who sees the problem. This should be done in a spirit of reconciliation and with prayer (Gal. 6:1). If necessary the initiator should contact 1 or 2 witnesses to help establish the facts and bring about resolution. If this does not bring resolution, a signed letter must be given to the Elder Board specifically stating the accusation. Since I Timothy 5:19 states that an accusation should not be received against an elder except on the basis of two or three witnesses, the Elder Board must receive at least two signed letters before an investigation is conducted. When two such letters are received, the Elder Board will make a full investigation and take appropriate action. In the event that an Associate Pastor is dismissed the Elder Board will recommend to the congregation an appropriate severance package with due consideration for the Associate Pastor and his family.
  - c) In cases requiring ministerial discipline, the Elder Board or Associate Pastor may contact the Pastoral Ethics Committee of the Northern Atlantic Ministerium for advice and recommendation to bring about a resolution. "An Elder/Pastor who continues in sin will be rebuked in the presence of the congregation so that the rest also may be fearful of sinning." (1 Timothy 5:20)

**Section 3 Non-pastoral staff (Constitution, Article 7, Section 2)**

- A. When a need for a non-pastoral paid position is identified The Elder Board will present such a need to the congregation for approval.

- B. The Elder Board will oversee the process of hiring non-pastoral staff, to include appropriate background checks, and create an appropriate structure for accountability, including job descriptions and guidelines.
- C. Non-pastoral staff must exhibit a lifestyle consistent with LVGBC membership requirements.
- D. If at all possible, candidates for these positions should be sought from among LVGBC members.

**Section 4 Elders (Constitution, Article 7, Section 3)**

**A. Selection:**

1. If a man who is a member of the Lehigh Valley Grace Brethren Church aspires to the office of Elder he should contact a Pastor or Elder about his intentions. The Elder Board will review the individual's intentions and if the elders are satisfied that the individual's life manifests the qualities of I Timothy 3:1-7 and Titus 1:5-9, the Elder Board will arrange for an interview with the candidate in four areas:
  - a) His call to the eldership
  - b) His personal life.
  - c) His general Biblical knowledge
  - d) His agreement with the Constitution, Manual of Procedures, Continuing Resolutions, and specifically the "Statement of Faith" of the Fellowship of Grace Brethren Churches, set forth in Article IV of the Constitution.
2. If the candidate is approved by the Elder Board, his name will be submitted to the congregation for final approval.
3. The eligible members present at the congregational meeting will vote by written ballot to approve or to disapprove the candidate. The passages of I Timothy 3:1-7 and Titus 1:5-9 will be written on the ballot and everyone will be reminded that the selection is to be made solely on a scriptural basis. If a "No" vote is cast for an Elder, it must be accompanied by a scriptural reason written on the ballot.
4. A newly recognized Elder shall be considered licensed by this local church for his first three year term. If he continues to be recognized by this local church beyond that, he may, at the discretion of the church, be ordained as an Elder. If in future years, he ceases to serve as an Elder of this local church, his ordination shall be considered void until such time as he is again recognized in accordance with the provisions of Article 2, Section 4, letter a, of this Manual of Procedures.
5. If an Elder desires to become licensed or ordained as a Pastor, or if he wishes his licensure/ordination as an Elder be recognized beyond the ministry of LVGBC, he may, upon obtaining approval of the Elder Board, apply to the Northern Atlantic Ministerial Exam Board for testing and recommendation of that Board to LVGBC for recognition.
6. The number of elders will not be governed by the number of Ministry Teams in operation, but will be determined by the availability of qualified people as outlined in Article VII, Section 3, of the Constitution. The only numerical requirement will be that the number not be less than three elders, including the Pastor.
7. Licensed Elders will serve 3 year renewable terms. When possible these terms should be staggered so there is a smooth transition from year to year. Ordained Elders will serve indefinitely.

## B. Accountability of Elders:

1. Individual Elders will be directly accountable to the Sr. Pastor and Elder Board and will also be responsible to the congregation.

## C. Ministry of Elders:

1. In addition to leading the various ministry teams, the Elder Board will, at the beginning of each year or when a vacancy occurs, select from among its members a Vice-Moderator and Recording Secretary. These positions may be held by any Elder serving on the Elder Board.
  - a) The duties of the Vice-Moderator
    - (1) In the absence (vacancy) of the Sr. Pastor he will act as Moderator of the Elder Board and congregational meetings.
    - (2) In the absence (vacancy) of the Sr. Pastor he will oversee those activities that need to be continued in the Sr. Pastor's absence.
  - b) The duties of the Recording Secretary.
    - (1) To keep accurate records of all Congregational and Elder Board meetings.
    - (2) To publish or direct to be published accurate copies of the minutes of Congregational and Elder Board meetings to the appropriate individuals.
    - (3) To act as Moderator in the absence of the Sr. Pastor and Vice-Moderator.
    - (4) To act as the custodian of all records and correspondence of continuing importance.
2. In conjunction with Article 7, Section 3 of the Constitution: that reads: "The Elders will be responsible for the oversight of all matters of church life and practice..." it is understood that the Elder Board will have the authority to override any decision of the Ministry teams.
3. The Elder Board will serve as the Pastoral Care Committee and be available for each pastor to do the following:
  - a) Pray for the pastor and his family regularly.
  - b) Be available to meet with a pastor for his personal encouragement and accountability.
  - c) Be available to counsel or assist in time of need such as financial, personal crisis, illness, ministry difficulty.
  - d) To keep in confidence all conversation and private matters.
  - e) To review on an annual basis a pastor's compensation package, including salary, benefits, retirement, leave of absence/sabbatical, etc.
4. A quorum of the Elder Board will be two-thirds of its total membership.
5. To be approved, all motions must pass by two-thirds of its total membership.

#### D. Resignation/Dismissal:

1. If an Elder needs to resign before the end of his term, a letter to the Elder board will be sufficient notice. Any assets or materials relating to that Elder's ministry must be returned to the church office.
2. If a member of the congregation is aware of an area in the life of an elder that violates the Scriptural qualifications of I Timothy 3:1-7 and Titus 1:5-9, one on one, private confrontation should be initiated by the one who sees the problem. This should be done in a spirit of reconciliation and with prayer (Gal. 6:1). If necessary the initiator should contact 1 or 2 witnesses to help establish the facts and bring about resolution. If this does not bring resolution, a letter must be given to the Elder Board specifically stating the accusation. Since I Timothy 5:19 states that an accusation should not be received against an elder except on the basis of two or three witnesses, the Elder Board must receive at least two signed letters before an investigation is conducted. When two letters are received, the Elder Board will make a full investigation and take appropriate action.
3. In cases requiring discipline, the Elder Board or the individual Elder may contact the Pastoral Ethics Committee of the Northern Atlantic Ministerium for advice and recommendation to bring about a resolution. "An Elder or Pastor who continues in sin will be rebuked in the presence of the congregation so that the rest also may be fearful of sinning." (1 Timothy 5:20)

#### **Section 5** Deacons (Constitution, Article 7, Section 4)

##### A. Selection:

1. The Elder Board will contact members who qualify to be deacons according to I Timothy 3:8-13, and Acts 6:1-6 and will present at a congregational meeting those who are willing to be approved for the position of Deacon.
2. The eligible members present at the congregational meeting will vote by written ballot to approve or to disapprove the candidate. The passages of I Timothy 3:8-13 and Acts 6:1-6 will be written on the ballot and everyone will be reminded that the selection is to be made solely on a scriptural basis. If a "No" vote is cast for a deacon, it must be accompanied by a scriptural reason written on the ballot.
3. Deacons will serve 3 year renewable terms. When possible these terms should be staggered so there is a smooth transition from year to year.

##### B. Accountability of Deacons:

1. Deacons will be directly accountable to the Sr. Pastor and Elder Board and will also be responsible to the congregation.
2. If a member of the congregation is aware of an area in the life of a Deacon that violates scriptural qualifications of I Timothy 3:8-13 and Acts 6:1-6, they will follow the same procedure as outlined in Article 2, section 4, E2.

##### C. Ministry of Deacons:

1. All Deacons will serve on Ministry Teams.
2. The Elder Board will determine the number of deacons needed to serve on each Ministry team.



3. Deacons will assist the Elders in achieving the purposes of a particular ministry team (See Section 6, A, 5). They will serve in various capacities that would accomplish the goals of their ministry team.

## **Section 6 Ministries (Constitution Article 7, Section 5)**

### **A. General Considerations:**

1. Each Ministry Team will be led by an Elder or Pastor.
2. Elders will choose among themselves who will head the ministry teams.
3. The Sr. Pastor will be an ex-officio member of all Ministry teams.
4. The Elder or Pastor of each ministry team will take the overall vision of the church and create a written plan for their ministry that formulates strategy, measurable goals and structure. He will communicate that plan to the Elder Board and congregation on a regular basis at appropriate times for cooperation and edification among ministry teams.
5. Where necessary, the Elders will create job descriptions for ministry team members to carry out the work of the various ministries.
6. All ministry team members must practice what is consistent with membership qualifications, privileges, and responsibilities (Constitution Article 6, sections 1, and 2), and meet whatever qualifications or guidelines are approved by the Elder Board for such ministries.
7. It is agreed that any personal or sensitive matters will be held in confidence by the members of a ministry team (Proverbs 11:13).
8. Each ministry team will develop a budget to give to the Finance team for consideration of their needs for the next year.

### **B. The functions of the Ministry Teams will be as follows:**

1. Christian Education
  - a) This team will coordinate the education and discipleship ministries including but not limited to children's ministries, teen ministries, men's fellowship, ladies fellowship, library, Sunday School and small groups.
  - b) Elder of CE
    - (1) The Elder of CE will be an ex-officio member of the education and discipleship ministries and will meet regularly with the leaders of all such ministries.
    - (2) The Elder of CE will develop leaders from among the members of the congregation and make appointments with Elder Board approval for all education ministries.
    - (3) The Elder of CE will create job descriptions for leaders (administrators), teachers and workers (teaching assistants).
    - (4) The Elder of CE, assisted by members of CE, will create a comprehensive teaching plan with the goal that members of the congregation will be well-rounded in Biblical knowledge and application.
  - c) Leaders
    - (1) Leaders will be assigned to major ministry groups within CE and will be accountable to the Elder of CE.
    - (2) Leaders will be responsible for the ministry activities within their group, including scheduling, curricula and selection of teachers and workers.

- (3) Leaders must be in full agreement with the “Statement of Faith” (Constitution Article 4).
- d) Teachers
  - (1) Teachers will be selected by the leaders with approval of the Elder of CE.
  - (2) Teachers will be members of the congregation; however, exceptions may be made with the approval of the Elder of CE for guest teachers for special topics.
  - (3) Teachers will be accountable to the leader of each ministry group.
  - (4) Teachers must teach only what is in full agreement with the “Statement of Faith” (Constitution Article 4) and Continuing Resolutions.
  - (5) Qualified men (or married couples where the wife demonstrates spiritual submission to her husband and is acting as an assistant to her husband) may teach classes with both men and women or with children, while qualified women teaching alone may teach classes only with women or children (1 Tim 2:12-15).
- e) Workers
  - (1) Workers will be selected by the leaders with approval of the Elder of CE.
  - (2) Workers will be accountable to the leader of each ministry group.
  - (3) Workers will assist the teachers during class-time as assigned.
- f) Curricula
 

All curricula must be consistent with LVGBC’s beliefs and practices (Constitution, Article IV) and must be approved by the leaders and Elder of CE.
- g) Background Checks
 

All who minister to children under the age of 18 will have appropriate background checks performed at appropriate times.
- 2. Congregational Care
  - a) This Ministry Team will assist the Elder Board with the care of the congregation, e.g. follow-up of absentees, encouragement, etc.
  - b) Assist the Pastors by visiting the sick and shut-ins.
  - c) Coordinate care for physical or personal needs that may arise among the congregation.
  - d) Coordinate fellowship opportunities within the congregation.
- 3. Evangelism
  - a) Local Evangelism
    - (1) This Ministry Team will assist the Elder Board with ideas, strategies and planning relating to outreach and evangelism.
    - (2) Coordinate all evangelistic visitation.
    - (3) Coordinate outreach and promotional advertising.
  - b) Church Planting
    - (1) This Ministry Team will assist the Elder Board with ideas, strategies and planning relating to starting new Grace Brethren Churches in the Lehigh Valley and beyond.
      - LVGBC will provide initial financial support and personnel to a new church start with a goal of the new work becoming a self-supporting GBC.
      - In turn, a new church start will initially have its organizational structure under the authority of LVGBC including Constitution, Manual of Procedures and Continuing Resolutions until released by LVGBC congregational approval.

- All property and assets will belong to LVGBC until released by LVGBC congregational approval.

c) Missions- This Ministry Team will assist the Elder Board with ideas, strategies and planning relating to mission opportunities locally and globally.

#### 4. Finance

- a) The church will follow a system of storehouse giving for all general offerings. These offerings will be distributed among the various accounts by the Finance ministry team in accordance with the approved budget (Malachi 3).
- b) This Ministry Team will develop the budget required to operate the church each year by asking for input from ministry teams and their Elders and present it to the Elder Board.
- c) They will prepare a written report and present it to the congregation annually showing all monies received and all expenditures made on all church accounts.
- d) They will see to it that the books are audited at least annually.
- e) They will be responsible to the church for payment of all expenditures authorized by the church or Elder Board. Checks shall be valid and signed by the Treasurer or his designates.
- f) They will be responsible for the supervision of those individuals who count the monies of the church. These individuals will be called stewards. A minimum of two stewards not of the same family will be required when monies are counted.
- g) This ministry team will consist of a Treasurer, a Financial Secretary and at least one member at large.
- h) The duties of the Treasurer.
  - (1) Receive an accounting from the stewards of all monies received by the church. He or his designate will issue Vouchers to the Financial Secretary for the expenditures to the extent authorized by the church.
  - (2) Make available numbered offering envelopes to all members and non-members who so request. Either he or his designate will maintain a record of the amount given in the envelopes for each person and will, upon request, report to that person a record of their giving. In addition, a statement at the end of each calendar year will be provided for each envelope holder showing his or her yearly giving.
  - (3) Present a report on accounts to the Elder Board on a monthly basis.
- i) The Duties of the Financial Secretary.
  - (1) Receive all monies of the church, any ministry of the church, any special fund or monies entrusted to the church and be responsible for the deposit of said monies in a bank or depository designated by the church.
  - (2) Maintain all accounts with any bank or any other depositories with which the church has an account.
  - (3) Issue checks upon a voucher which has been properly authorized.
  - (4) Maintain a ledger of all monies received and all expenditures paid by the church.

#### 5. Property and Maintenance

- a) The Property and Maintenance ministry team will be responsible for the care and maintenance of the church buildings and grounds.

- b) Responsibilities include, but are not limited to:
    - (1) In case of emergencies relating to the church building or property that may affect scheduled meetings, the Elder of Property and Maintenance or his designate will notify the leader of the meeting.
    - (2) Lock and unlock doors and adjust the thermostats and lighting before and after all scheduled events.
    - (3) Purchase maintenance supplies.
    - (4) Coordinate the maintenance of equipment.
    - (5) Coordinate emergency repairs to the buildings and/or grounds or related equipment where delay would cause damage to church property, even though the repair may be beyond the budget.
    - (6) Recommend to the Elder Board the names of maintenance employees to be hired for the cleaning or maintenance of the church.
    - (7) Recommend to the Elder Board any major repairs that should be made to the buildings and/or grounds.
    - (8) Recommend to the Elder Board the purchase or rental of necessary equipment.
  - c) This ministry team will have no power to buy, sell, lease, mortgage or transfer any properties without approval of the Elder Board, and/or the congregation, except as provided for in this section.
6. Worship and Prayer
- a) Assist the Sr. Pastor in the planning and conduct of all worship services, including evangelistic meetings, Bible conferences, prayer events, etc.
  - b) In the absence of the Sr. Pastor, assist the Vice-Moderator in the ministry of worship and prayer.
  - c) Arrange, prepare and assist in the communion services and baptismal services.
  - d) Coordinate all musical programming.
  - e) Oversee sound room operation, equipment and personnel.
  - f) Coordinate the responsibilities of ushers and greeters.
  - g) Coordinate the operation of the prayer chain.

## **ARTICLE 3 AMENDMENTS**

### **Section 1**

- A. This Manual of Procedures may be amended upon recommendation of the Elder Board to the congregation at any regularly scheduled or specially called congregational meeting.
- B. A two-thirds vote of the members present shall be required to amend this Manual of Procedures.
- C. No amendment to the Manual may be initiated from the floor of the congregational meeting. All proposed amendments must be submitted in writing to the Elder Board for consideration.
- D. Any proposed amendment to this Manual must be distributed to the congregation at least two weeks prior to the congregational meeting where the congregation will vote on the amendment.